

MINUTES OF THE REGULAR MEETING OF THE FINANCE COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON JUNE 15, 2021 IN THE SAVANNA ROOM

A. CALL TO ORDER

Chairman Maier called the meeting to order at 6:02 p.m.

B. ROLL CALL

Upon a call of the roll, the following were:

Present: Chairman Maier and Trustees Armstrong and Towne

Absent: None

Chairman Maier declared a quorum.

Also, on the call: Village Clerk, Sandy Gallo; Village Treasurer, Carol Armstrong; Financial Consultant, Dorothy O'Mary

C. APPROVAL OF THE MINUTES OF MAY

Chairman Maier requested a motion to approve the May 18, 2021 meeting minutes. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes be approved and be placed on file. The motion was carried.

D. REVIEW OF INVOICES PRESENTED FOR PAYMENT

Chairman Maier added one invoice to the bills, Commonwealth Edison Acct 3008 in the amount of \$113.87. Financial Consultant O'Mary asked if the Sheriff's Department credit amount was going to be reflected for this month. Chairman Maier responded the credited amount will be reflected as 2020 -2021FY anticipated credit. Trustee Towne questioned if Clarke Environmental had treated the mosquitos in the Village. Village Clerk Gallo replied the reflected invoices are the 3 treatments of larval control applications.

The Village Clerk Gallo indicated the new Sheriff's Office monthly rate for 2021-2022 has been calculated. Due to the decrease in call volume, the true-up credit resulted in \$21,745.35. In 2019, the call volume was 693 with a credit of \$5,002.74. In 2020, the call volume was 631 with a credit of \$10,825.28. In 2021 the call volume was 511 with a greater credit. Trustee Towne stated the call volume was suppressed due to COVID. Trustee Armstrong asked how will the Sheriff's office invoice be reflected due to the zero-amount owed. Financial Consultant O'Mary replied the credits will be applied the May and June invoices. Chairman Maier added the \$21K credit is for services received in FY2020-2021, however the credit will be applied to this year's operation expenses.

Chairman Maier stated the new invoice amount for bills to be paid is \$110,640.17.

E. REVIEW OF THE TREASURER'S REPORT FOR MAY

Trustee Towne asked if the other businesses Sales Taxes could be listed on the Financial Statements to better understand how their business are doing. Chairman Maier replied the

Village has a non-disclosure agreement with Costco and other businesses to be able to receive the information but not publish the amounts.

F. REVIEW AND RECOMMENDATION OF THE TAX REBATE ORDINANCE

Chairman Maier indicated the Financial Consultant will take the full tax rebate amount and divide it for the year to reflect a monthly amount. Financial Consultant O'Mary asked if she could request from Lake County the district file for the tax rebate program. Chairman Maier agreed. Chairman Maier added the tax rebate will be approved at the Village Board meeting

Village Clerk Gallo indicated this year's tax rebate application will require to be filled electronically to ensure letters and numbers are legible for the Village Treasurer. This form will be reviewed and tested by the Village Treasurer Weiland and Village Trustee Armstrong prior to being posted. Village Clerk Gallo asked if the tax rebate program announcement should be done utilizing postcards. Trustee Towne indicated his concern for the information to be sent in postcards. The Committee decided to provide the tax rebate information in an envelope.

G. REVIEW OF STANDARD OPERATING PROCEDURES FOR ACCOUNTS PAYABLE AND CHECK REQUESTS

Chairman Maier said these SOP changes will be for the FY2021-2022 audit. Chairman Maier asked the Committee to review the two standard operating procedures (SOP) and provide their changes for the next meeting. Trustee Towne asked to keep the lien waver notation as part of the SOP in Accounts Payable.

H. ANY OTHER ITEMS THAT MAY APPEAR TO THE COMMITTEE FOR CONSIDERATION, AND IF APPROVED, BE RECOMMENDED FOR APPROVAL TO THE BOARD OF TRUSTEES

I. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Armstrong and seconded by Trustee Towne that the meeting be adjourned at 6:39 p.m.

Sandy Gallo, Village Clerk