

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 FEBRUARY 15, 2022 VIA ZOOM

A. CALL TO ORDER

Chairman Maier called the meeting to order at 6:00 p.m.

The Village President has made the determination that an in-person meeting is not practical or prudent because of the COVID-19 pandemic. As the head of this public body, the Village President has the authority to act on the Governor's direction, based on the February 4, 2022, Disaster Declaration made by Governor Pritzker. The Village President has based this determination for the safety of the Village Board members and the residents.

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 Administrator, Mandi Florip; Village Treasurer, Amy Weiland; Trustees Clark and Pink

C. APPROVAL OF THE MINUTES OF JANUARY

Chairman Maier requested a motion to approve the January 19, 2022 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 asked if the Committee had any questions regarding the listing of invoices to be paid. Chairman Maier added a few of the reoccurring AT&T, Staples, ComEd and Comcast internet utility bills will be set-up for automatic payment onto the village's Northern Trust credit card. This month the quarter Oasis revenue sharing payment is being made to the City of Lake Forest. Trustee Towne asked how do the SSA charges get applied to their account when the snow removal and salt charges are received. Trustee Maier replied the SSA funds are updated monthly by Lake County. The SSAs charges are directly applied to the SSAs accounts, it's an internal accounting transaction. Village Treasurer Weiland asked if the village received the revenue lost from companies within the Oasis not allocating their revenue to the village. Village Administrator Florip replied McDonalds is listed under a different corporate name and the village was collecting revenue. As for the four smaller vendors, the Department of Revenue called those vendors to validate their location and they are allocating the revenue to the Mettawa.

Chairman Maier stated the amount for bills to be paid is \$144,939.64.

E. REVIEW THE PROFIT AND LOSS STATEMENT

Chairman Maier stated the profit and lost statement reflects the Oasis revenue is beginning to trend upward. The Committee had no further questions on the interim reporting.

F. RECOMMENDATION TO APPROVE GOVTEMPS USA AGREEMENT FOR THE FINANCIAL CONSULTANT

Chairman Maier indicated the following agenda item is being tabled until further discussion.

G. UPDATE ON THE JAMES ANDERSON COMPANY AGREEMENT FOR 2022

Village Administrator Florip indicated the committee received a copy of the James Anderson agreement amendment dated February 10, 2022 and this document will be presented annually. The Board received a copy of this agreement in 2019 and approved a 4% increase. James Anderson used the same contract and applied a 4% increase without Board approval in 2020 and 2021. During the Public Works Committee, James Anderson spoke about their request for an increase. The Committee discussed that the \$10K retainer amount would remain unchanged, the building and permit revenue payout continues unchanged and a recommendation of 2% increase, not 4%. James Anderson agreed with the recommended 2% hourly rates increase and updated their proposal accordingly. Trustee Towne added he participated in the renewal of the 2019 agreement and the 4% was only for 2019. In addition, Trustee Towne commented James Anderson hourly rates are in line with other engineering companies. Chairman Maier agreed with Trustee Towne's comment on the hourly rates.

Chairman Maier indicated James Anderson will not be tracking the expenses included in the retainer. Moving forward, when the Committee's approve of any contract utilizing James Anderson, they will also approve the allotted hours to manage that contract. Mayor Urlacher asked if the Village decided to not utilized James Anderson through December 31st should an exist clause with these terms be included. Village Administrator Florip replied the exist clause should be stated in the original contract. Given this contract is due to be approved at the Board meeting, the approval can include pending legal review. Trustee Towne indicated the original contract should include the exist clause. Trustee Towne reminded the Trustees each time they call James Anderson they will include that call or project on their bill. Extreme emergency can't be avoided to call the engineers. Trustee Pink said during the Public Works Committee meeting it was discussed each project will set the number of hours that James Anderson will be supporting each project. Trustee Bohm added Jamie Anderson obtained a contract that was not solicited and those charges that were credited on the following invoice.

H. UPDATE ON THE VILLAGE BUDGET FOR FY2022-2023

Village Administrator Florip stated both committees have reviewed their detail budgeted items. The Finance Committee will receive a second budget draft in March prior to making a budget recommendation to the Board in April.

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

Trustee Towne commented with interest rates projecting to be increased, this action will impact our Balance Sheet. Chairman Maier replied he reviewed the Illinois fund account the Village has made a few hundred dollars of interest thus far.

J. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Armstrong and seconded by Trustee Towne that the meeting be adjourned at 6:31 p.m.

Sandy Gallo, Village Clerk