

**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 MARCH 15, 2022 VIA ZOOM**

**A. CALL TO ORDER**

Chairman Maier called the meeting to order at 6:00 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 Administrator, Mandi Florip; Village Treasurer, Amy Weiland; Trustees Clark and Pink

**C. APPROVAL OF THE REGULAR MEETING MINUTES OF FEBRUARY**

Chairman Maier requested a motion to approve the February 15, 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 extra patrol invoice from Lake County was for the January billable hours. Village Clerk confirmed yes. Village Clerk Gallo added on the Klein, Thorpe and Jenkins (KTJ) invoice this month, the Tom Lys versus the Village had a substantial amount due to the Village Attorney Rhodes completing the write-up on the statement of facts for the upcoming April hearing for this case. Trustee Towne asked if Grainger was going to reimburse the Village on some of the incurring costs for the Lys case. Chairman Maier replied Grainger is also incurring expenses with the pending litigation case and no legal fees were going to be reimbursable. Trustee Armstrong asked why KTJ was reflecting Sapphire Stables (SS) charges. Village Clerk Gallo indicated no ComEd bills were reflected this month, as all 6 accounts have been placed on automatic payment to the Northern Trust credit card. Village Administrator Florip added we recently purchased 120 tons of salt for the upcoming season. This is a one-time purchase. The purchase of salt was completed through Lake County bidding. Chairman Maier asked if USIC was still reflecting charges from the neighboring towns on our bills. Village Clerk Gallo replied yes, each month includes 1 or 2 incorrect location charges.

Chairman Maier stated the amount for bills to be paid is \$92,814.77.

**E. REVIEW THE PROFIT AND LOSS STATEMENT**

Chairman Maier stated revenue is trending very close to the budget. The Committee had no further questions.

**F. RECOMMENDATION TO APPROVE SIKICH LLP ACCOUNTING ENGAGEMENT**

Chairman Maier stated the Village's original direction to fill the vacancy of the Financial Consultant role was to utilize Sikich LLP accounting services. When Sikich submitted their contract, it included an engagement that was not viewed favorable by the Village Attorney. In the interim, the Village received three leads on candidates and made two offers. Both offers were declined as other opportunities arose for those two candidates. The Village returned to their original plan of utilizing Sikich's accounting services. The greatest benefit of Sikich is their knowledge of municipality accounting. Chairman Maier indicated he called a number of the listed municipalities that are currently being supported by Sikich to complete a reference check. Each municipality provided a high reporting of satisfaction and recommendation, many towns had been serviced for over ten years by Sikich. To ensure the Village is protect when one company is performing the accounting support and the audit, Sikich will be providing two separate divisions of employees. Each division will operate under separate principals. Sikich will be entering the data and creating a file within the MIP Cloud for checks to be printed monthly. They will also be creating the financial reporting for our monthly meetings. During the audits, any identified issue with the invoices or any areas, all communication will be handled through the Village and we communicate to the Sikich accounting department. Sikich accounting department will notify the Village of any municipality changes that may need to be considered or implemented. Sikich will not be printing out checks or completing any wire transfers. Please reference Village Administrator Florip memo dated March 11<sup>th</sup> regarding the replacement of the Financial Consultant with Sikich. Their support will cost \$3,900 a month. The next few months their charges are anticipated to be higher as they will be catching-up on all bank reconciliations and learning the MIP system. Trustee Towne stated he would the financial reports to return to include the year-to-date amounts. Chairman Maier agreed with the request and the reports will return with further details with Sikich's support. Trustee Pink added she liked that Sikich will be bringing a professional level to the Village. In addition, they will be able to handle the demands of this role. Chairman Maier agreed Sikich will be able to provide a team if the level of work has increased due to the audit or reporting needs. Village Administrator Florip added a Sikich representative will also be attending the Village Board meeting.

**G. RECOMMENDATION TO APPROVE THE PROCEDURE FOR A SECONDARY SIGNATURE ON VILLAGE CHECKS**

Chairman Maier stated the check policy is being updated to require two signatures. Please reference the check policy redline document. During the audit, the lack of a second signature always created a deficiency in our communication report. New checks have been ordered with two signature lines. Chairman Maier stated he will be signing or stamping the first line with Village Administrator Florip signature required for the second line. Wire transfers will continue to be handled and approved by two members of the Finance Committee. One member initiates the request and the second one approves the transfer. Chairman Maier will be updating the bank with the current Committee members on file for wire transactions to be performed. Village Administrator Florip stated the new check policy will be implemented next month.

**H. UPDATE ON THE VILLAGE BUDGET FOR FY2022-2023**

Village Administrator Florip said each Committee has seen their budget in two meetings and they reviewed and discussed their amounts. The budget is similar to last year's amounts. Land acquisition for \$5.7M for the purchase of the Grainger property. The capital amounts of for the Public Works Committee to resurface Little Melody Lane. The Little St. Marys project of \$95K might be split into two separate jobs. Village Administrator Florip asked if the whole project for Chicago Records Management scanning project full amount should be listed or only \$60K. Chairman Maier replied to only indicate the FY22-23 expected expense of \$60K.

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

**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 6:54 p.m.

Sandy Gallo, Village Clerk