

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 JANUARY 17, 2023 AT THE HILTON GARDEN INN IN THE MAPLE 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.

In Attendance: Village Clerk, Sandy Gallo; Village Administrator, Mandi Florip; Village Treasurer Amy Weiland; Trustee Clark; Sikich Representative, Laura Babula

C. APPROVAL OF THE REGULAR MEETING MINUTES OF DECEMBER

Chairman Maier requested a motion to approve the December 19, 2022 meeting minutes. It was moved by Trustee Armstrong and seconded by Trustee Towne that the minutes be approved and be placed on file. The motion was carried.

D. REVIEW OF INVOICES PRESENTED FOR PAYMENT

Trustee Towne asked if the Deerpath Farm HOA quarterly payment was being charged against the SSA. Village Clerk Gallo confirmed yes. Trustee Towne inquired why this month's bill from James Anderson included a second payout for revenue sharing. Village Administrator Florip indicated the balance payment was reviewed and confirmed. This month's invoice reflects the remaining permit issuance revenue sharing for 2022 and their payment according to our agreement. Village Administrator Florip indicated the James Anderson renewed agreement is currently being reviewed by the Village Attorney. Trustee Towne indicated the Committee should consider increasing the retainer amount to \$12,500 to eliminate the revenue sharing portion. Village Administrator Florip stated other factors to consider if the Village switched engineering firm will be the need to acquire a second suite at the LifeStorage Facility for them to issue permits and be available for the residents. Village Administrator Florip stated she will discuss the new contract details with Trustee Towne. Chairman Maier stated the engineering services Mettawa receives from James Anderson are a cost savings in comparison to other engineering firms' hourly rates. Village Administrator Florip added she will also be reviewing the permit fee schedule that James Anderson currently follows. Trustee Clark added Mettawa's permitting fees are substantial higher than other municipalities. Trustee Clark also commented James Anderson's charges have reduced as the Committees are holding them accountable on a set number of hours when a project is approved. This accountability is controlling the projects expenses.

Trustee Towne asked for the total on what the Village has spent on the Mettawa vs Lys litigation case. Village Administrator Florip stated she can provide that expenditure number. Trustee Towne indicated the Finance Committee should make a recommendation to the Board to settle on the case as the monthly expenditures continue to climb.

Village Clerk Gallo added some additional new expenditures will be seen next month. The Village Administrator's cell phone will have a \$10 increase to her program from AT&T. In addition, Constant Contact in the amount of \$19. This will be the new platform being utilized to communicate with residents. Village Administrator Florip added she anticipates the Lake County Sheriff Office contract to be fulfilled later this year. A new special detail contract will be presented to the Board next month.

Chairman Maier stated the amount for bills to be paid is \$ 128,501.09.

E. REVIEW THE TREASURERS REPORT ENDING NOVEMBER 30, 2022

Sikich representative, Laura Babula provided the summary for the November's Treasurer Report. Ms. Babula indicated Funds on Deposit decreased closing cash accounts from \$15,735M to \$15,627M, rebate tax amount created this reduction. However, the General Fund revenue continues to be ahead of budget. The sales tax payments continue to reflect higher revenue for Mettawa.

Resident, Karen Carruthers asked how will Grainger's revenue impact the financial statements. Chairman Maier commented their sales tax will be reflected as revenue sharing and our fixed assets will increase.

F. REVIEW THE OUTSTANDING TAX REBATE CHECKS

Village Treasurer Weiland indicated she contacted a few residents that had not deposited their November tax rebate check. They have since deposited and the checks have cleared. We currently have two residents that need to be addressed. One resident, submitted their rebate application but did not receive a check. Village Treasurer Weiland indicated Mr. Pathak was listed as a renter on the tax rebate listing. Mr. Pathak did not respond to Village Treasurer's emails. Mr. Pathak was a first-time qualifier this year. He required a copy of his warranty deed to be submitted with his original application. Chairman Maier asked that a complete application be received from Mr. Pathak and we will discuss this matter with the Village Attorney.

Village Clerk Gallo added another resident lost their check and has requested a new check to be issued. Village Treasurer will request a stop payment and a new check will be issued for February. The last outstanding rebate check was issued to Les Raffel. Unfortunately, this resident has passed away and the check will go into a trust account.

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

H. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Armstrong and seconded by Trustee Towne that the meeting be adjourned at 6:49 p.m.

Sandy Gallo, Village Clerk