

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON NOVEMBER 17, 2020 BY ZOOM

A. CALL TO ORDER

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

The Village meetings are being conducted in accordance with the recently amended provisions of the Open Meetings Act and the Governor’s Disaster Proclamation reissued November 13, 2020 and the Governor’s Executive Order 69 which provides that meetings attended by more than 25 persons are not feasible, an in-person meeting is not practical nor prudent at this time. Therefore, the meeting is being conducted in a virtual conference format

B. ROLL CALL

Upon a call of the roll, the following were:

Present: Chairman Maier and Trustees Brennan and Towne

Absent: None

Chairman Maier declared a quorum on the call.

Also, on the call: Village Administrator, Bob Irvin; Village Clerk, Sandy Gallo; Village Treasurer Carol, Armstrong; Financial Consultant, Dorothy O’Mary; Trustee Pink

C. APPROVAL OF THE MINUTES

Chairman Maier requested a motion to approve the October 20, 2020 meeting minutes. It was moved by Trustee Brennan 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

Chairman Maier said this month invoices include the tax rebate check request for \$600,000 to be issued. Chairman Maier stated the approved invoice amount to be paid is \$776,555.41.

Resident, Marguerite Clark-Zamolo (26115 N. Farwell Road) asked if her tax rebate application was approved. Chairman Maier validated Ms. Zamolo was going to receive a check and the checks were going to be issued after the Board approved the request.

E. REVIEW OF THE TREASURER’S REPORT FOR OCTOBER 2020

Chairman Maier asked the Financial Consultant O’Mary how the Village’s sales tax revenue was tracking. Financial Consultant O’Mary replied sales tax is doing well. Village Administrator Irvin said the property taxes are at 92%. Village Administrator Irvin added the sales tax amount is 3.75% lower in comparison to last year. The hotel sales tax is about \$225K lower from last year, due to the pandemic. Trustee Towne said Costco is performing well and supporting the reduction of revenue in other areas.

F. RECOMMENDATION TO APPROVE A RESOLUTION TO DETERMINE THE AMOUNT OF THE TAX LEVY FOR 2020 TAX YEAR

Chairman Maier said the annual tax levy has not been increased in the last 22 years. The following tax levy resolution for the 2020 tax year will be recommended to the Board for approval.

A motion was made to approve the resolution of the tax levy for 2020 tax year. The motion was made by Trustee Towne and seconded by Trustee Brennan. The motion was carried.

G. RECOMMENDATION FOR APPROVAL OF THE 2020-2021 INSURANCE POLICY WITH ICMRT (presented by MGA Insurers, Inc) IN AN AMOUNT NOT TO EXCEED \$12,150

A motion was made to approve the 2020-2021 insurance policy with ICMRT. The motion was made by Trustee Brennan and seconded by Trustee Towne. The motion was carried.

H. DISCUSS ENDING THE AGREEMENT WITH GOVTEMPS USA FOR VILLAGE CLERK SERVICES

Chairman Maier said this transaction will change Sandy Gallo from GovTemps to a direct contractor. Trustee Brennan said she approved of this change. Trustee Towne mentioned he has reservations with this transaction and asked if the Village Attorney reviewed this contact. Village Administrator said the Village is required to provide a 30-day notice with the change of status. The Village Attorney has reviewed this contract and even though the contract does not legally require the Village to issue a 2-week payment of \$1,600, the check will be issued to allow us to contract with them again. Village Administrator Irvin said Sandy's contract and terms are similar to his agreement and the Financial Consultant O'Mary. Trustee Towne stated he wanted to ensure the tax requirements were being met under the new contract. Financial Consultant O'Mary stated the Village issues 1099's. Chairman Maier said procedures are being followed and the Village Attorney has reviewed both contracts.

The Finance Committee reached consensus to approve Sandy Gallo's LLC contract.

Resident, Jess Ray (350 Little Melody Lane) indicated the IRS has different standards for part-time and full-time employees, has the Village reviewed those requirements. Chairman Maier said municipal consulting contractors are handled differently from commercial. Chairman Maier said the Village's expectations are that Sandy Gallo will remain current on her contractor status to ensure no issues are experienced.

I. DISCUSS AN AGREEMENT WITH SANDY GALLO, LLC FOR VILLAGE CLERK SERVICES

Discussion was held under agenda item H.

J. 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 duplicate checks have been issued to vendors and this is happening often, can this matter be avoided. Financial Consultant O'Mary said when she tries

to post an invoice it will indicate if the invoice number has already been paid. Village Administrator Irvin said a check request was sent twice by the Village Clerk but it was not paid twice. The final listing of what is being paid is on the Treasurer's Report.

K. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Brennan and seconded by Trustee Towne that the meeting be adjourned at 6:28 p.m.

Sandy Gallo, Village Clerk