

**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 APRIL 19, 2022 AT THE HILTON GARDEN INN IN THE MAPLE ROOM**

**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 MARCH**

Chairman Maier requested a motion to approve the March 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**

Village Clerk Gallo commented she received a late November invoice from sheriff's office special detail in the amount of \$805.

Chairman Maier stated the amount for bills to be paid is \$ 80,778.66.

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

The Committee had no further questions on the P&L interim report

**F. UPDATE ON SIKICH LLP ACCOUNTING SERVICES**

Chairman Maier stated Sikich has been granted access to the MIP software. They have also received prior months bank statements to reconcile the various accounts dating back to November. A meeting was held and the audit should not be delayed from its completion month of September. Village Administrator Florip stated Sikich should be ready to provide a full treasurer report for next month.

**G. UPDATE ON FY2021-2022 AUDIT**

Chairman Maier said he does not anticipate any issues on completing the audit. Village Administrator Florip said she spoke with Martha Trotter to get the first audit meeting scheduled. The GATA (Grant Accountability and Transparency Act) documents have been updated from prior audits as well. Chairman Maier reminded the Trustees that they will receive a letter from Sikich regarding any awareness of fraudulent behavior occurring within the Village. This form must be completed and filed by all Trustees as a requirement for the audit.

**H. DISCUSS AN AMENDMENT TO THE TAX REBATE ORDINANCES REGARDING RESIDENT PERMITS**

Chairman Maier said the Village would like to have another form of reinforcement to close out permits that are active. Village Administrator Florip said during the monthly Around the Town meetings, outstanding permits are discussed. A suggestion is to amend the ordinance to include residents who have an open/active permit for more than XX years do not qualify for a rebate check. The ordinance could include exceptions if a resident has special circumstances to keep their permit open. Trustee Towne said he recalls the permit listing is long and the residents need to be reminded to closeout permits. Mayor Urlacher added closing permits would also reduce the billable hours James Anderson spends following-up with residents. Trustee Pink said this amendment can help support getting permits closed within a reasonable period. Trustee Towne said the residents should be made aware of the additional permit fees if they do not complete their project within the year. Village Clerk Gallo added this amendment is only impacting permits that are open and active. Trustee Towne added we should confirm James Anderson is collecting on renewing permits. Mayor Urlacher commented amending the ordinance and sending a letter to the resident regarding their open permit requirement to be completed is providing transparency to not qualify for a tax rebate check. Chairman Maier added having the statement included within the ordinance will provide the Village support to close out permits. An ordinance draft with this amendment will be present next month for approval. Trustee Towne added when a resident is issued a permit, it should be supplied on red paper to alert the resident of their expiration date.

**I. REVIEW AND RECOMMENDATION TO APPROVE THE VILLAGE BUDGET FOR FY2022-2023**

Village Administrator Florip added three budget line items were increased from the last budget presentation. The Mettawa Space in the amount of \$3,600 to rent a second storage room for the scanning project with Chicago Records Management. The Finance Accounting services for Sikich increased hours needed to reconcile the last five months of accounts. The last budget item is Building Services from \$190K to \$215K, result of the current year-to-date amount at \$211K spent.

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

**K. ADJOURNMENT**

With no further business to conduct, it was moved by Trustee Armstrong and seconded by Trustee Towne that the meeting be adjourned at 6:40p.m.

Sandy Gallo, Village Clerk