

**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 OCTOBER 18, 2022 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

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

Chairman Maier requested a motion to approve the September 20, 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**

Trustee Armstrong asked if the amount charged for the Committee of the Whole meeting held in the Savanna room was accurate. Village Clerk Gallo confirmed the larger conference room cost is \$500 per meeting. Village Clerk Gallo added the LifeStorage Facility office suit has had an amount increase effective September 1<sup>st</sup>.

Chairman Maier stated the amount for bills to be paid is \$ 112,332.57.

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

Chairman Maier stated he provided the Profit and Loss Statement as the Village recently completed the audit. As a result, the Sikich accounting services was not able to prepare a treasurer's report for this month. Chairman Maier added the interest amount does show favorability of \$20K thus far, good news.

**F. DISCUSS THE DRAFT FINANCIAL STATEMENTS AND BOARD COMMUNICATION FROM THE AUDIT**

Chairman Maier indicated Sikich completed the audit. As a result, a draft copy of the financial statements along with the communication to the Board has been received. Chairman Maier added last year's audit included one and half pages of journal entries. This year's audit resulted in two entries with one insignificant entry of \$7.52. Chairman Maier stated having Sikich accounting services allowed journal entries adjustment to have been performed prior to the audit which resulted in fewer corrections. Chairman Maier was very pleased with the outcome of a clean audit.

Chairman Maier added the last report to be completed for the audit is the Management's Discussion and Analysis. He will be reviewing and commenting on the village's accounts. The full audit will be available for the November meeting.

Trustee Towne asked if it would benefit the Village to have their capital assets appraised and valued at its true market value. Chairman Maier added the land has not been developed nor is it receiving revenue. No assessment is needed at this time.

Chairman Maier inquired when does the hotel tax sharing agreement expire. Village Clerk Gallo said she will follow-up on the expiration year.

**G. UPDATE OF THE 2022 TAX REBATE PROGRAM**

Village Treasurer Amy Weiland indicated 138 residents qualified for the tax rebate program. The final outcome includes 134 qualified, three did not submit their application and one had a violation that was not cleared nor was the outstanding amount paid. Village Administrator Florip indicated John Koffel had two open permits related to his berm. Stormwater Management Commission certified that Mr. Koffel's berm is in compliance. As a result, James Anderson Company will be able to close the two open permits and the balance of \$500 for a stop work order will need to be paid. Trustee Armstrong stated Mr. Koffel should be held responsible for this payment as other residents are held to the same standard. Trustee Towne indicated James Anderson Company should have collected on the stop work order amount shortly after it was issued. The Finance Committee was in consensus that Mr. Koffel will need to pay the stop work open balance of \$500 prior to November 1<sup>st</sup> in order to qualify for his tax rebate check.

Chairman Maier added Mr. Park submitted his tax rebate application. However, given his outstanding wetland violation and open balance Mr. Park does not qualify for the rebate. Letters were mailed and emails were sent to Mr. Park communicating to him how to present his case to the Finance Committee at today's meeting.

**H. RECOMMENDATION TO APPROVE THE HOWE SECURITY CONTRACT RATE INCREASE**

Chairman Maier commented this contract will be approved in November. No action required this month. Trustee Armstrong indicated she will be writing a letter to Bill Howe suggesting to apply the rate increase to Rick and Antonio.

**I. RECOMMENDATION TO AUTHORIZE JOHN KOFFEL'S TAX REBATE APPLICATION TO BE HELD IN ESCROW PENDING OUTCOME OF STORMWATER MANAGEMENT COMMISSION INSPECTION**

Chairman Maier indicated this recommendation is no longer needed as Stormwater Management Commission has validated Mr. Koffel's berm is in compliance.

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

Resident, Karen Carruthers (25220 N. Shagbark Road) indicated the audit outcome is found under the financial statements section within the Village website. Mrs. Carruthers indicated the word audit states a negative connotation. Mrs. Carruthers suggested changing how it is listed as the documents are audited financial statements. Trustee Towne indicated the audit documents are a statutory requirement that the village posts. Village Clerk Gallo commented she will review other municipalities websites to provide other possibilities on how to list the audited statements on the website.

**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 6:34 p.m. Sandy Gallo, Village Clerk