

**MINUTES OF THE FINANCE MEETING OF THE VILLAGE OF
METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON JUNE 19,
2018 IN THE MAPLE ROOM OF THE HILTON GARDEN HOTEL, 26225
N. RIVERWOODS BOULEVARD, METTAWA, ILLINOIS**

A. CALL TO ORDER

Chairman Maier called the meeting to order at 6:30 p.m.

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 present.

Also present: Village Administrator, Bob Irvin; Village Treasurer, Pam Fantus; Financial Consultant, Dorothy O'Mary; and Village Clerk, Sandy Gallo

C. APPROVAL OF THE MINUTES

Chairman Maier requested a motion to approve the May 15, 2018 meeting minutes. It was moved by Trustee Towne and seconded by Trustee Brennan the minutes be approved and be placed on file. The motion was carried.

D. APPROVAL OF INVOICES PRESENTED FOR PAYMENT

Village Treasurer Fantus said two invoices are being added to the unpaid bills report. TruGreen in the amount of \$475 and the Lake County Clerk invoice for \$25.00.

Chairman Maier said the new unpaid bills amount is \$117,012.39.

Village Administrator Irvin said we did not receive this months Lake County Sheriff billing due to their new monthly invoice calculation being finalized.

E. REVIEW OF THE TREASURER'S REPORT FOR MAY 2018

Chairman Maier asked if the Property Tax Levy amount of \$19,501 included the water main. Financial Consultant O'Mary stated the water main is included in the budget under deferred revenue. The amount of \$19,501 in the Property Tax Levy reflects the advanced property tax payments received.

Trustee Brennan asked what the mowing for \$8,000 was used for. Village Administrator Irvin said that amount is covering the mowing of the right-a-ways, Whippoorwill Park and trails being completed by Milieu.

Trustee Sheldon said Oasis Park is currently in need of treatment for some invasive species. Trustee Bohm said ILM sent an email listing the remaining years treatment for Whippoorwill Park. The treatments will be reviewed to determine the action plan to

improve the parks current state. Village Administrator Irvin said most of the electives from V3 were included in the budget.

F. UPDATE ON THE FY 2017-2018 AUDIT

Village Administrator Irvin said all of the preliminary documents required for the audit have been uploaded to the Sikich's website. Village Administrator Irvin said all of the Financial records required have been completed too. Financial Consultant O'Mary said Reconciliation for Sales Tax, Hotel Taxes and Capital Assets will also be completed by July.

Chairman Maier said he has a follow-up item with Lake Forest Bank and Trust to determine status on the collateralization/bank risk letters for our accounts.

G. REVIEW AND RECOMMENDATIONS OF THE TAX REBATE ORDINANCE

Village Administrator Irvin said this year's tax rebate ordinance will follow the same guidelines from last year. No changes were made for this year's tax rebate program. The application will be sent to the residents the second week of July. The residents will have 12 weeks to complete the application.

Financial Consultant O'Mary said she received the district file and will forward it to the Village Clerk. Village Administrator Irvin said his file includes all of the real estate transfers. The resident information spreadsheet will also include occupancy dates versus real estate transfer date.

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

Resident, Tom Heinz (27157 N. St. Marys Road) asked when the railroad tracks would be repaired on the east side of St. Marys Road. Village Administrator Irvin said the rail road repair has been completed.

Trustee Pink said the expenditures for the Village street signs are estimated not to exceed \$18,500. The current TAPCO and Forest Builders invoices received in the Board packets will be reduced as the final number of signs are determined. Village Administrator Irvin said this project is at a higher cost than anticipated due to the number of years in which signs were not replaced.

Financial Consultant O'Mary provided the Committee a listing of James Anderson Company projects for the last two years broken down by building permits, general corporate and engineering. Chairman Maier said with the new lower monthly retainer this year's savings will be even higher.

I. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Brennan seconded by Trustee Towne that the meeting be adjourned at 7:05 p.m.

Sandy Gallo, Village Clerk