

**MINUTES OF THE FINANCE MEETING OF THE VILLAGE OF  
METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON JULY 17,  
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 Trustee Brennan

Absent: Trustee Towne

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 June 19, 2018 meeting minutes. It was moved by Trustee Brennan and seconded by Chairman Maier the minutes be approved and be placed on file. The motion was carried.

**D. APPROVAL OF INVOICES PRESENTED FOR PAYMENT**

Financial Consultant O'Mary said several invoices are being added to the unpaid bills report. SSG monthly services for \$172.91, HGI room rental for \$1,300, Perfect Cut removal of trees for \$1,800, Clowne Around picnic expense for \$172.00 and Howe Security for \$6,935.21.

Chairman Maier said the new unpaid bills amount is \$568,420.78

Financial Consultant O'Mary provided an updated pages to the Treasurer's Report due to the allocation of the Peter Baker invoice. This changed impacted the P&L and consolidated funds accounts of SSA#3.

Financial Consultant O'Mary asked Chairman Maier if he will be submitting a wire transfer for SSA#2 for \$ 20,928.13. Chairman Maier said he will initiate the payment with Lake Forest Bank & Trust.

**E. REVIEW OF THE TREASURER'S REPORT FOR JUNE 2018**

Chairman Maier asked if all the true-ups were received. Financial Consultant O'Mary confirmed everything was received and completed.

Financial Consultant O'Mary received the Illinois Funds Statement showing additional income amount of \$4,338.05 at the meeting.

**F. UPDATE ON THE FY 2017-2018 AUDIT**

Financial Consultant O'Mary provided a handout of the Sikich audit progress report. All of requested audit documents have been fulfilled. Sikich is currently reviewing the received documentation.

**G. UPDATE ON THE 2018 TAX REBATE PROGRAM**

Village Treasurer Fantus said she has received 15 tax rebate applications to date. Village Treasurer Fantus stated she has also received various phone calls from residents with questions.

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

Chairman Maier said he is currently reviewing the Lake Forest Bank & Trust (LFBT) account details. Village Treasurer Fantus said one feature that the Village would benefit from is the Check Positive Payment. Chairman Maier said the LFBT would receive a listing of checks issued. The bank could then compare the cashed check amount against the listing of issued checks from the Village. Any questionable check amounts would require an additional approval from the authorized personnel to release the funds.

Chairman Maier said the Illinois Statement Funds' Accounts provide the Village a higher interest rate. After USA Bank transferred into a new system, it was determined that the Village's account information needed to be updated. The new system allows each approved user ACH transaction and wire transfers to be completed in a timely manner.

Trustee Pink questioned the line item on the Balance Sheet listed under Other Assets Deposit Sheriff's Service Initiation in the amount \$180,000.00. Chairman Maier said the Village has an IGA account with the Sheriff's department for emergency services. This amount is a deposit to service the Village. Village Administrator Irvin said the Village has a ten-year agreement with the Sheriff's department that was signed in 2014.

**I. ADJOURNMENT**

With no further business to conduct, it was moved by Trustee Brennan seconded by Chairman Maier that the meeting be adjourned at 7:00 p.m.

Sandy Gallo, Village Clerk