

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON AUGUST 20, 2019 IN THE MAPLE ROOM OF THE HILTON GARDEN INN 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 Clerk, Sandy Gallo; Financial Consultant, Dorothy O'Mary and Village Treasurer, Pam Fantus and Trustee Pink

Residents: Carol Armstrong, Tom Heinz

C. APPROVAL OF THE MINUTES FOR JULY 16, 2019

Chairman Maier requested a motion to approve the July 16, 2019 meeting minutes. It was moved by Trustee Towne and seconded by Trustee Brennan that the minutes be approved and be placed on file with the word correction. The motion was carried.

D. REVIEW OF INVOICES PRESENTED FOR PAYMENT

Village Treasurer Fantus inquired if the three Perfect Cut invoices were going to be added for payment. Village Administrator Irvin mentioned 7 other invoices were added after the 7th business day cut-off period. Financial Consultant O'Mary commented the Perfect Cut invoices were received Friday morning and she spoke with Trustee Sheldon about payment being released in September. Trustee Sheldon approved of the September payment period. Chairman Maier asked if the appropriate accruals were made for the invoices. Financial Consultant O'Mary confirmed yes.

Chairman Maier inquired about the outstanding services to be completed by V3. Village Administrator Irvin said V3 has a few remaining services to be completed per their contract. Village Administrator Irvin said V3 is under the assumption that seeding will occur in the fall since they were unable to complete it in the summer. Village Administrator Irvin commented we will need to officially notify V3 if the Village does not want the seeding to occur. Trustee Sheldon asked Village Administrator Irvin to officially notify V3 that the Village does not want the seeding to be completed.

Chairman Maier said the new unpaid bills amount is \$ 118,730.02.

E. REVIEW OF THE TREASURER'S REPORT FOR JULY 2019

Village Treasurer Fantus questioned why the Village was receiving Circuit Court fees. Village Administrator Irvin said that those charges are aligned when tickets are issued under contract with the Sheriff. Financial Consultant O'Mary mentioned that Grainger has been averaging \$75,000 a month in Sales Taxes, while the accrual amount is \$65,000. Chairman Maier agreed the monthly accrual amount for Grainger should be increased.

F. UPDATE ON FY2018-2019 AUDIT

Chairman Maier said the audit has been completed. The Management Discussion and Analysis (MD&A) should be done by September 2nd. One change that was made during the audit was the amount in the Reserve Account. This account was increased from \$3.5 million to \$5.0 million. This will be reflected in any further real estate purchases. Chairman Maier added the audit resulted indicated the journal entries went from 25 to 5. No material weaknesses were reflected. The asset interactive accounts were started this year. Financial Consultant O'Mary commented some type a rubber stamp could be purchased to help support the coding of invoices with account numbers and cost centers.

Village Administrator Irvin said he will work with the Village Clerk to improve the account coding on invoices. The auditor's comments regarding segregation of duties was made in reference to the same person who assigns invoice accounts, handling petty cash and then issues the Village checks was something to address. The auditors note was to ensure the Village Board members continue to monitor the expenses closely. Chairman Maier directed the Village Clerk to purchase a rubber stamp in order to clearly indicate the account in which invoices should be charged ongoing. Village Administrator Irvin said he reviews each invoice received and to be paid. Village Administrator Irvin added Forest Builders invoice will be broken-down given their monthly charges. Trustee Towne said some municipalities incur additional consulting fees when outside sources review their invoices.

Village Administrator Irvin said he was reviewing the Debt Services balance and noticed SSA#2 had a balance of \$157,860.00 for Woodland Falls. This debt was retired. Village Administrator Irvin inquired what is needed from the Village in order for Lake County to issue a check. Chairman Maier said the Village needs to issue a letter to release the funds. Chairman Maier will follow-up with the Village Attorney and the Mayor regarding this SSA balance.

G. UPDATE ON THE 2019 TAX REBATE PROGRAM

Village Treasurer Fantus provided the Committee a listing of residents who have not submitted their tax rebate application. Village Treasurer Fantus indicated 79 applications have been received.

Village Treasurer Fantus discovered one resident did not have homestead status when applying for this rebate application. The resident will be completing the filing with Lake

County to correct his homestead status in order to qualify for the program. Trustee Brennan mentioned she will talk to the Village Attorney if she can vouch for the resident stating he was indeed homesteaded in Mettawa.

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

Village Administrator Irvin commented individual Trustees do not have the authority to bind the Village for any expenses. No authorization has been granted to the Trustees to spend \$1,000 per month nor to enter into a contract without the authorization from the Village Board, per the Village Attorney. However, the Mayor does grant the Trustees approval to contract a company when addressing an emergency situation.

Village Administrator Irvin commented this month's James Anderson invoice had 2-hours of work authorized by a Trustee, which was not approved. This matter was discussed at the last Parks and Recreation Committee meeting.

I. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Brennan and seconded by Trustee Towne that the meeting be adjourned at 7:01 p.m.

Sandy Gallo,
Village Clerk