

**MINUTES OF THE FINANCE COMMITTEE MEETING OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON JULY 21, 2020 BY TELECONFERENCE**

**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:

On the Phone: Chairman Maier and Trustees Brennan and Towne

Chairman Maier declared a quorum on the call.

Also, on the call: Trustee Pink; Village Administrator, Bob Irvin; Village Clerk, Sandy Gallo; Village Treasurer Carol Armstrong; Financial Consultant Dorothy O'Mary

**C. APPROVAL OF THE MINUTES FOR JUNE**

Chairman Maier requested a motion to approve the June 16, 2020 meeting minutes. It was moved by Trustee Towne and seconded by Trustee Brennan that the minutes be approved and be placed on file. The motion was carried.

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

Trustee Brennan asked if Canopy Tree Service have completed the project. Village Administrator Irvin indicated payment is pending completion.

Trustee Towne questioned why the code violation amount listed on the James Anderson invoice was so high. Village Administrator Irvin said that amount was related to four different cases. Village Administrator Irvin indicated this amount is not recovered, however, if a violation results in issuing a stop-work order the associated fee of \$500 is received. Trustee Towne asked if the St. Basil's Church had paid-off their violation on their shed. Village Administrator Irvin replied St. Basil's Church has resolved any outstanding violations and they are able to proceed with their August 11<sup>th</sup> public hearing.

Chairman Maier stated the approved the unpaid bills amount for this month is \$171,655.80.

**E. REVIEW OF THE TREASURER'S REPORT FOR JUNE 2020**

Trustee Brennan questioned if the hotel tax amount reflected on the report was a true number. Financial Consultant O'Mary confirmed the amount of \$5,245 was the actual sales tax received.

Village Administrator Irvin commented the July real estate sales amount will be higher due to two recent commercial sales.

Village Administrator Irvin added Grainger's FY19-20 revenue sales amount were received. The sales tax for Grainger was budgeted in the amount of \$2.995 million. The

actual amount received was \$2.97 million. However, the Village is recovering from lost revenue with Costco and the Telecommunication Tax coming in higher than budgeted. Village Administrator Irvin added the hotel tax amounts will take longer to recover from the low occupancy they have been experiencing. Trustee Brennan mentioned the Lake Forest College is planning to reserve the Hilton Garden rooms for their students. Trustee Brennan questioned if the hotel tax could be collected from the college. Village Administrator Irvin replied the college is only exempt from the state hotel tax (after 30 days) not the Village's hotel tax. Chairman Maier mentioned the Village is still doing well and reflecting a net revenue overage of \$126,953.

**F. DISCUSS THE FY2019-2020 AUDIT**

Financial Consultant O'Mary asked Chairman Maier to request collateral letters from Wintrust and Northern Trust Bank for the audit. Chairman Maier replied he will complete this request this week. Chairman Maier indicated the Whitelodging letter has been received and sent to the auditors. Village Administrator Irvin mentioned the audit is still on target for the September completion date.

**G. UPDATE ON THE 2020 TAX REBATE PROGRAM**

Chairman Maier stated the tax rebate applications have been mailed to the residents. The application due date is October 1<sup>st</sup>. Village Treasurer Armstrong indicated she has received 32 applications to date. Village Treasurer Armstrong asked if a resident sold and moved out of their home, can they still submit an application. Village Administrator Irvin indicated per the ordinance, the resident will need to submit their application prior to closing on their house.

Village Treasurer Armstrong asked if the Committee had any issues if the residents submitted their application electronically. Chairman Maier replied the Village Attorney will need to weigh in on this matter if an original notarized stamp and resident signature is needed to make the application valid. Trustee Towne mentioned the guidelines for this year's application indicate the form needs to be mailed in. Chairman Maier agreed we need to follow the application guidelines for this year and discuss electronic processing for next year.

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

**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 6:23 p.m.

Sandy Gallo, Village Clerk