

**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 AUGUST 16, 2022 AT THE HILTON GARDEN INN IN THE MAPLE ROOM**

**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:

Present: Chairman Maier and Trustees Armstrong and Towne

Absent: None

Chairman Maier declared a quorum.

In Attendance: Mayor Urlacher; Village Clerk, Sandy Gallo; Village Administrator, Mandi Florip; Trustees Clark and Brian LeFevre representative from Sikich LLP

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

Chairman Maier requested a motion to approve the July 19, 2022 meeting minutes. Trustee Armstrong provided a few edits. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes be approved with the word change and be placed on file. The motion was carried.

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

Village Clerk Gallo indicated two additional invoices are being added to the list of bills. The Lucky Burger and Grill food truck for the picnic in the amount of \$ 699.30 and the Luxe Production in the amount of \$500. Trustee Maier remarked last year one of the food truck ran out of food to be served. Trustee Maier asked how will the food be handled this year. Village Clerk Gallo replied each food truck has been contracted to serve for 75 residents, totaling 150 residents. However, one food truck could be increased to serve 90 to ensure adequate food is available this year.

Trustee Towne asked why the James Anderson Company monthly invoice included the Koffel balance of \$16,515.00. Village Administrator Florip indicated this balance is based on the permit fee agreed upon years ago. Trustee Towne asked what was the total permit fee. Village Clerk Gallo replied Koffel issued two checks to the Village equaling \$55,500K, \$24,772 had already been paid out. This amount is the balance owed by the village to James Anderson hours worked.

Trustee Towne asked if Pizzo & Associates has completed the plug planting at MacLean Preserve at Oasis Park. Trustee Clark replied some of the plantings have been deferred due to the weather.

Trustee Maier commented this month's bills include the Oasis Business Center revenue sharing payment to the City of Lake Forest. Trustee Armstrong asked how does the village receive the revenue information from the business center. Village Administrator Florip added she receives reporting from the state. Trustee Maier stated the revenue is shared with Lake Forest quarterly. However, the monthly revenue reporting by the business center has a 90-day lag. The revenue breakdown can be found in the treasurers' report.

Chairman Maier stated the amount for bills to be paid is \$ 201,109.63

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

Chairman Maier commented the interim spreadsheet will be continue until the audit has been completed. The Committee had no further question of the interim report.

**F. REVIEW THE FY2021-2022 APRIL 30, 2022 TREASURERS REPORT**

Chairman Maier introduced the Sikich accounting service manager, Brian LeFevre. The April 30<sup>th</sup> FY21-22 treasurers report has been provided to the Committee. Sikich has completed all of the bank and account reconciliation from December 2021 through April of 2022 to create this report. Trustee Maier indicated the village reflects a \$2M gain after the accounts and expenses have been reconciled. Please reference the report for specific details. Trustee Towne indicated a few businesses within the Oasis Business Center have closed. Village Administrator Florip indicated she just recently completed a walk-through and she agreed. However, revenue is still trending upwardly even though fewer businesses are located at the oasis.

The Committee reviewed the provided treasurers report. Mr. Lefevre commented now that the fiscal year-end finical statements have been completed, we will be able to work on the audit.

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

Village Treasurer Amy Weiland indicated she has received 65 applications. Ms. Weiland asked how the ineligible three residents would be handled. Village Administrator Florip indicated two of three should be resolved. Village Administrator Florip indicated she will be following up with James Anderson regarding the Hirata permit renewal and balance owed. Ms. Weiland asked if Kotaba qualified. Village Clerk Gallo replied his open permit is not on the primary residency, as a result Kotaba does qualify this year. Trustee Maier confirmed the only three residents are on the list of ineligibility are Price, Park and Rojas.

**H. DISCUSS INELIGIBLE RESIDENTS FOR THE TAX REBATE PROGRAM**

Village Administrator Florip indicated the ineligible residents have been notified of their outstanding balances by James Anderson. Once these amounts have been cleared, they will qualify for the tax rebate. Village Clerk Gallo indicated a recent case of a larger hot tub having been installed from what the permit was issued will be further investigated and discussed next month.

Trustee Clark asked how will Bob Price qualification will be handled with his current violation and open balance. Village Clerk Gallo replied Mr. Price will need to pay his balance as of a set date as his case will not be resolved prior to October 1<sup>st</sup> deadline.

The Committee reviewed the ineligible letter to be sent to the residents. Trustee Maier said all open balances will need to be paid by November 1<sup>st</sup>. Any resident who receives a letter of ineligibility can appeal their case at the October Finance Committee meeting. Each resident letter will indicate the matter of their ineligibility. The draft letter will include the Village Attorneys additional comments about the appeal process, the October Finance meeting, and the location of the meeting.

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

**J. ADJOURNMENT**

With no further business to conduct, it was moved by Trustee Armstrong and seconded by Trustee Towne that the meeting be adjourned at 6:44 p.m. Sandy Gallo, Village Clerk