

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON JULY 16, 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

C. APPROVAL OF THE MINUTES

Chairman Maier requested a motion to approve the June 18, 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

Trustee Towne asked if any residents have complained about Clarke's mosquito abatement not reducing the number of mosquitos. Village Clerk Gallo said she has not received any complaints via phone call or email from the residents.

Chairman Maier said the new unpaid bills amount is \$ 192,328.54.

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

Village Administrator Irvin said this month's report reflects three invoices that should be included in the FY2018-2019 reporting. The three vendors amounts are; Peter Baker for \$2,767, R.A. Mancini for \$12,705.50 and the V3 Construction Group in the amount of \$1,000. The three expenses occurred prior to the April 30, 2019 date. Chairman Maier asked Financial Consultant O'Mary to accrue these amounts. Financial Consultant O'Mary stated the accrual amounts have already been done.

Village Administrator Irvin commented Costco has started their construction project to increase their current gas pumps. This project is anticipated to be completed in two months.

F. UPDATE ON FY2018-2019 AUDIT

Financial Consultant O’Mary stated the Trial Balance and the General Ledger have been submitted to the auditors. The field audit is due to start next week. Village Administrator Irvin said the various requested ordinances and documents were submitted to the auditors early in the year. All audit required documentation has been submitted per Financial Consultant O’Mary.

Chairman Maier mentioned every Board member received a fraud packet to complete and return for the audit. This fraud packet is part of the auditing process from Sikich.

Village Administrator Irvin said the Sales Tax information was received. The Oasis Park Sales Tax amount reflects a lower trend yet Grainger’s Sales Tax is currently tracked at \$286,000. The sales tax results are indicating Grainger’s Sales Tax reaching their targeted budget amount of \$900,000 for the year. Financial Consultant O’Mary indicated the City of Lake Forest is requesting their payout amount a month earlier than the normal period. Village Administrator Irvin replied July is the usual payment month to Lake Forest.

Village Administrator Irvin added the Oasis Park has two business changes. Village Administrator will follow-up on the businesses transition to ensure the Sales Tax allocation is being captured under the accurate business owner.

G. UPDATE ON THE 2019 TAX REBATE PROGRAM

Village Treasurer Fantus reported she has received 3 tax rebate applications to date. The tax rebate applications are due October 1st.

Village Administrator Irvin questioned the Committee why the tax application required to be notarized. The application process is determined by the municipality. Village Treasurer Fantus commented the residents should be required to complete the simple step of getting their application notarized prior to receiving their rebate check.

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 6:50 p.m.

Sandy Gallo,
Village Clerk