

**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 SEPTEMBER 17, 2024 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 Smolic and Towne

Absent: None

Chairman Maier declared a quorum.

In Attendance: Village Clerk, Sandy Gallo; Village Administrator, Mandi Florip; Trustees Armstrong and Clark; Sikich Representative, Brian LeFevre; Village Treasurer Amy Weiland, Trustee Clark, Village Attorney Rhodes

Presentation: Martha Trotter from Sikich Audit Team

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

Chairman Maier requested a motion to approve the August 20, 2024 meeting minutes. It was moved by Trustee Towne and seconded by Trustee Smolic that the minutes be approved and be placed on file. The motion was carried.

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

Trustee Smolic asked what was the American Legal publishing charge for. Village Clerk Gallo replied American Legal codified the ordinance that was approved in January. In addition, copies of the ordinance change are printed for those members who have binders. Village Clerk Gallo added the Clarke Mosquito expense reflected this month is not the additional treatments being approved in Public Works for \$9,000 this month.

Chairman Maier indicated the new month's bill amount to be approved is \$192,317.21.

**E. REVIEW THE TREASURERS REPORT ENDING AUGUST 31, 2024**

Sikich Representative, Brian LeFevre presented the August Treasurers Report. Mr. LeFevre indicated Funds on Deposit is trending well for the fourth month in the fiscal year. The revenue amounts are reflecting higher from last year. The most significant decrease in expenses this year can be seen in accounting services and in legal. Property maintenance account is higher as the village acquisition of land has increased.

Trustee Smolic asked when does the hotel revenue sharing agreement end. Village Clerk Gallo indicated September of this year.

Trustee Maier indicated the Grainger loan is a tax free note. The note proceeds were used to purchase other land.

**F. PRESENTATION OF THE FY2023-2024 ANNUAL FINANCIAL REPORT**

Martha Trotter from the Sikich Audit Team presented the audit results. The annual financial report will be submitted with the Comptroller report per state statute requirements which is due at the end of October. The annual financial report states the audit concludes in a clean, unmodified opinion on the village's financial statements which is the highest level of assurance. The audit was completed in a timely manner. The Annual Financial Report and Board Communication can be found on the website. Trustee Maier indicated the deficiency of the accounting on permit revenue has been acknowledged. The year's fiscal amount will be reviewed and determine as an expense. The information can be tracked. A new process is in place for the refundable amount. Trustee Towne asked that the annual financial report include the names of the special service areas. Brian LeFevre indicated the names can be added to page 29 of the financial report. Martha Trotter added the one deficiency included in the Board Communication included the permit revenue amount journal entry. With this being the only entry, this concludes the monthly statements are done correctly and no other issues need to be reported.

**G. UPDATE OF THE 2024 TAX REBATE PROGRAM**

Village Treasurer Amy Weiland indicated 107 applications have been received and approved. At this time, 50 additional residents qualify but their applications have not been. Two applications were received but do not qualify.

**H. DISCUSS SPECIAL SERVICE AREAS AMOUNT MODIFICATIONS**

Trustee Maier indicated SSA#7 which is Riverside Preserve expenses are exceeding their revenue collection. Trustee Towne indicated the lots size vary significantly. The percentage increase should be considered on assessment. Trustee Maier asked Village Administrator to schedule a meeting with Walter Kotaba to discuss SSA#7 collection. Trustee Towne added the subdivision agreement references the developer needs to maintain the roads until more than half of the lots have been sold.

Trustee Maier indicated all SSAs need to be increased 5%. Village Attorney Rhodes added if the village desires to increase more than 5% , they will need to hold a hearing to get resident approval.

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

Village Attorney Rhodes indicated the village will need to commence payment to Grainger. Payment will be done quarterly. Trustee Maier added their payments will be sent via wire transfer. Payment will commence January 2025. The loan will be paid off in 2030.

Trustee Maier indicated he will be closing the village account at Northern Trust Bank and transferring it into the IL Fund account. The Lake County SSA deposits and ComEd payments activity will need to be transferred to the Lake Forest Bank account.

**K. ADJOURNMENT**

With no further business to conduct, it was moved by Trustee Smolic and seconded by Trustee Towne that the meeting be adjourned at 6:56 p.m.

Sandy Gallo, Village Clerk