

**Village of Round Lake Beach**  
**Finance Standing Committee**  
**MINUTES**  
**For the meeting of**  
**June 4, 2007**

- 1. Call to Order:** 6:05 PM, by Chairperson Butler
- Members Present: Trustee Mattingly, Mayor Hill
- Members Absent: Trustee Villa
- Others in Attendance: Trustee Armstrong, Trustee Mount, Administrator Kilbane, Finance Director Sutton Burger, Chief Larsson, Public Works Director Erb, Village Attorney Scott Puma
- 2. Approval of Agenda:** Motion by Trustee Mattingly  
Second by Mayor Hill  
Motion Carried
- 3. Approval of Minutes, May 7, 2007:**  
Motion by Trustee Mattingly  
Second by Mayor Hill  
Motion carried

**4. Business Agenda Items**

**A. Grant Writing Consultants – Police Department**

Police Chief Larsson explained that Grant Writing Consultants, LLC, has been and will continue to provide valued assistance with Accreditation Services. Chief Larsson stated that this is a housekeeping agenda item to formally authorize the agreed-upon contract with GWC of \$3500/quarter beginning May 15, 2007. Trustee Mattingly asked whether the Chief was happy with the services the Department had been receiving and he responded that he was very satisfied. Trustee Mattingly made the motion to place this item on the June 11 agenda, Mayor Hill seconded the motion, and it carried.

**B. Beach Fest Financial Update**

The Finance Director provided an updated spreadsheet of all revenues and expenditures associated with Beach Fest 2007 to date. Chairperson Butler provided additional details as to new developments and plans regarding Beach Fest. This was an informational agenda item and no action was necessary.

**C. Treasurer's Report – April 2007**

The April 2007 Treasurer's Report provided a very preliminary look at the financial status of the Village at the end of Fiscal Year 2007. The Finance Director touched on the highlights of the memo. There were no questions or comments.

#### **5. Other**

The recommendation to switch the Committee meeting dates between the first and third Mondays was discussed. The primary reason for the switch would be to get more updated financial reports; currently, the Finance Committee is reviewing financial reports for a period that ended as many as five weeks prior to the meeting. If the Finance Committee met on the third Monday, the reports would be for the period ending only three weeks prior. The Mayor asked the Finance Director whether this would be feasible and she responded that it could be done with a slightly different reporting format. She also stated that, due to the timing of the receipt of bank statements, the reports provided the third Monday would likely not include the interest earned for the previous month, though this amount would be insignificant. The other department heads were also asked whether they felt that the switch would be acceptable and all agreed. The Village Administrator stated that a resolution would be drafted for the June 11 meeting to formally switch the meeting dates.

#### **6. Public Participation**

There was no public participation.

#### **7. Executive Session**

There was no Executive Session.

#### **8. Adjournment**

Trustee Mattingly moved to adjourn, Mayor Hill seconded the motion, and it carried. The meeting was adjourned at 6:20 p.m.