

Approved 7/22/19

**Village of Elm Grove**  
**Finance and Licensing**  
**May 30, 2019**

Present: George Haas, Glenn Schrubbe, Martha Kendler, Pat Kressin, and Jeff Behring.

Also Present: Monica Hughes, Dave De Angelis, Tom Harrigan, Mary Stredni, and Paul Frantz from Baker Tilly

Mr. Haas called the meeting to order at 6:45 pm.

**Minutes**

- April 24, 2019 Pat Kressin and Glenn Schrubbe moved and seconded to approve. Motion carried 5-0

**Review and act on 2018 Audited Financial Statements**

Paul Frantz of Baker Tilly presented the 2018 audit report. He provided an overview of the audit process and the report, pointed out specific areas to provide summary information and confirmed that the report provided a fair and accurate summary of the village's financial position and activities for the year ended December 31, 2018. Martha Kendler and Glenn Schrubbe moved and seconded to recommend approval to the Village Board. Motion carried 5-0.

**Review and act on new operator license application**

The following new operator license application was submitted. All paperwork is complete and background check done.

Zister's- Taylor Dzwonkowski

Pat Kressin and Jeff Behring moved and seconded to recommend approval. Motion carried 5-0.

**Review and act on operator license renewals**

The attached list of operator license renewals was submitted. All paperwork is complete and background check done. Pat Kressin and Glenn Schrubbe moved and seconded to recommend approval. Motion carried 5-0.

**Review and act on new liquor license application**

An application for a Combination Class A (beer and wine-off premise) liquor license was submitted for Kettle Range Meats. All paperwork is complete and background check done. Pat Kressin and Glenn Schrubbe moved and seconded to recommend approval. Motion carried 5-0.

**Review and act on liquor license renewals**

The attached list of liquor license renewals was submitted. All paperwork is complete and background check done. Pat Kressin and Glenn Schrubbe moved and seconded to recommend approval. Motion carried 5-0.

**Review and act on dance hall license renewals**

The attached list of dance hall license renewals was submitted. All paperwork is complete and background check done. Pat Kressin and Martha Kendler moved and seconded to recommend approval. Motion carried 5-0.

**Review and act on Write-off of 2017 delinquent Personal Property Taxes**

A list on unpaid 2017 personal property taxes was submitted for write-off. Taxes from other taxing entities have been charged back as allowable. Delinquent bills are sent to collection when sufficient information is available. The list and procedures were reviewed. Martha Kendler and Jeff Behring moved and seconded to recommend the write-off of these delinquent taxes. Motion carried 5-0.

**Review and act on Resolution 053019-Amend Fee Schedule**

The resolution includes a change to the schedule taking out the specific cost charged for reproduction of blueprints and large scale drawing and amends the schedule to allow the village to charge the actual cost of reproducing plus an administrative fee. This allows the village to adjust to actual cost from the outside vendor that is used. The resolution also includes changes to the library fee schedule to reflect the fees approved by the library board. Jeff Behring and Glenn Schrubbe moved and seconded to recommend approval. Motion carried 5-0.

**Vouchers**

The following voucher listings were submitted. Below are the totals and all were forwarded to the board with the recommendation for approval.

<u>Batch</u>	<u>Amount</u>	<u>Motion</u>	<u>Second</u>	<u>Vote</u>
ACH	109,737.38	Kressin	Schrubbe	5-0
AP042019 b	2,455.25	Kendler	Kressin	5-0
Library 05-2019	6,496.95	Kressin	Schrubbe	5-0
Library Credit Cards 05-2019	1,238.21	Kressin	Schrubbe	5-0
Credit Cards 05-2019	11,650.80	Behring	Schrubbe	5-0
AP 05-2019	327,574.29	Kressin	Schrubbe	5-0
	total	459,152.88		

**Other Business**

There was no other business.

**Adjournment**

Martha Kendler and Pat Kressin moved and seconded to adjourn at 7:34pm. Motion carried 5-0.

Respectfully,

Monica L. Hughes