

**MINUTES OF THE FINANCE MEETING OF THE VILLAGE OF
METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON
OCTOBER 18, 2016 IN THE MAPLE ROOM OF THE HILTON GARDEN
INN HOTEL, 26225 N. RIVERWOODS BOULEVARD, METTAWA,
ILLINOIS**

A. CALL TO ORDER

Trustee Maier called the meeting to order at 6:40 p.m.

B. ROLL CALL

Upon a call of the roll, the following were:

Present: Trustees Maier, Brennan, Towne and Pink

Trustee Maier declared a quorum present.

Also present: Village Administrator Bob Irvin; Financial Consultant Dorothy O'Mary;
Village Clerk Sandy Gallo

C. APPROVAL OF THE MINUTES

D. APPROVAL OF INVOICES PRESENTED FOR PAYMENT

Trustee Maier reported the total amount for payment is \$162,050.76. Four additional invoices have been added. R.E. Allen Associates for the topography survey service for \$2,200. Forest Builders payment of \$2,567.50 for general maintenance work completed. The \$3,794.16 payment to On Call Properties for the mowing and maintenance completed for the month of September. The Howe Security monthly services cost of \$7,018.43.

E. REVIEW OF THE TREASURER'S REPORT FOR SEPTEMBER, 2016

Trustee Maier asked if there were any questions on the Treasurer's Report. Trustee Maier said we are \$68,000 short due to reduction building service shortage and tax revenue. Trustee Towne asked why is the Planning Consulting line item so high in the General Fund on page 5. Trustee Maier responded that it was due to the grant application for \$3,500 and other related fees. Financial Consultant O'Mary said we are about \$85,000 short from last year's revenue.

F. UPDATE ON ENGINEERING AND BUILDING PERMIT SERVICES AGREEMENT

Trustee Towne has been meeting with Anderson Engineer's to determine how to handle the numerous documents needed for permit services. Anderson Engineering's largest obstacle in producing Mettawa's building permits is tracking each step and its associated employee time or registration cost in order to produce a permit. The Village proposed a one year trial period to use a flat fee of \$20,000 as a monthly to incorporate all the related hours and costs required to produce permits. Anderson Engineering would continue to maintain an internal log on the man hours and cost details relating to each permit issued. This flat fee is not inclusive of special Engineering projects. Administrator Irvin said we are currently paying \$5,000 as a retainer services, not including permits. One concern with accepting a flat fee retainer is addressing the fluctuations from month to month of permit requests. Anderson has offered to reduce their various components price in pertaining permits, however, with an increase to their building services. Administrator Irvin researched 20 prior permits and evaluated the associated cost to obtaining those permits. Administrative Irvin's outcome resulted in a significant savings to the Village with accepting a flat fee retainer cost. Trustee Maier mentioned we currently spend \$33,000 a month. Trustee Brennan mentioned to Trustee Towne to be aware of what the Village contract upper limits to bring to the negotiation meeting. Understanding the threshold will allow Trustee Towne to work with Anderson Engineering. Trustee Maier mentioned to offer \$22,000 for the monthly contract.

G. UPDATE OF 2015-2016 AUDIT

Trustee Maier said we should have the audit results in November. Trustee Maier mentioned the Auditors would like to meet with Village Treasurer, Pam Fantus and Financial Consultant, Dorothy O'Mary along with Trustee Maier to review the final findings. Trustee Maier said he will work with the auditors to ensure their findings are itemized and reflect journal entries according to their requested adjustment amounts.

H. UPDATE ON PROPERTY TAX REBATE PROGRAM

Trustee Maier said the tax rebate report is complete. Trustee Maier added one resident, Karen Domitrovich, requirements are currently being reviewed. Trustee Maier said Karen does pay mortgage and taxes for this residency, however, her son currently occupies the home. Administrator Irvin asked the Village Attorney Ferolo regarding the application statements. The Property Tax Rebate application requirements state the resident must reside in the property from the start of January 1, 2014 through the current period. Resident, Karen Domitrovich currently lives in Lake Forest. This application will be reviewed further. Trustee Sheldon asked if we know that the residents who are receiving a Tax Rebate are up-to-date in payment with their taxes. Administrator Irvin said proof of payment is required. Member Sheldon said Rick and Linda Phillips were denied the Tax Rebate programs in the past because they did not meet all the requirements on the application. Trustee Sheldon said the Village has had three other resident's applications

denied in prior years. The rules have since been modified. In order to provide a consistent Tax Rebate program to the residents, the residents need to comply with all the rules stated on the application.

Village Administrator Irvin said that previously, the Klein's applied for the tax rebate and were also denied due to not meeting all the listed qualifications. The Klein's took the Village to the court and the case was dismissed. The court ruled the Tax Rebate application listed the requirements to be upheld by the resident to qualify. Trustee Maier said he will follow-up with Karen Domitrovich regarding her application. Village Administrator Irvin also mentioned Village Attorney Ferolo should be made aware of the Karen Domitrovich's tax rebate application.

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

Trustee Pink discussed the Howe Security contract renewal. Howe Security purchased a new truck; therefore, there will be no repair costs estimated for next year. In addition, the gas cost is split 50/50 with Howe Security. Village Administrator Irvin estimated that there will be \$3,300 savings due to these two factors. Trustee Pink said, last year a contract increase for Howe Security was declined by the Village. Trustee Pink said Howe Security is asking for a 4% increase for 2017. As a result of the savings, the Village can approve this year's price increase of \$3,000 for the 2017 contract. Furthermore, the Village will still have a savings in the amount of \$300. Trustee Pink mentioned residents have voiced they are very pleased with the services they have been receiving from Howe Security.

Trustee Pink discussed the various No Solicitors signs style, color, material and their pricing. Trustee Pink has decided to purchase 100 signs for the residents mailboxes. Trustee Maier stated it is really up to the individual home owner to decide if they would like to place the signs on their home. Village Administrator Irvin said Trustee Pink can purchase 100 signs given she has already been approved for \$300 on the No Solicitors signs.

J. ADJOURNMENT

With no further business to conduct Trustee Maier adjourned the meeting at 7:30 p.m.

Sandy Gallo, Village Clerk