

**MINUTES OF THE FINANCE MEETING OF THE VILLAGE OF
METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON MAY 16,
2017 IN THE MAPLE ROOM OF THE HILTON GARDEN HOTEL, 26225
N. RIVERWOODS BOULEVARD, METTAWA, ILLINOIS**

A. CALL TO ORDER

Trustee Maier called the meeting to order at 6:30 p.m.

B. ROLL CALL

Upon a call of the roll, the following were:

Present: Trustee Maier and Trustee Towne

Absent: Trustee Brennan

Chairman Maier declared a quorum present.

Also present: Mayor Casey Urlacher; Village Administrator Bob Irvin; Financial Consultant Dorothy O'Mary; Village Treasurer Pam Fantus; Trustee Pam Sheldon and Village Clerk Sandy Gallo.

C. APPROVAL OF THE MINUTES

Chairman Maier requested a motion to approve the April 18, 2017 meeting minutes. It was moved by Trustee Towne and seconded by Trustee Maier that the minutes be approved and placed on file. The motion was carried.

D. APPROVAL OF INVOICES PRESENTED FOR PAYMENT

Chairman Maier approved the Series 2011 Interest Expense for \$22,121.88 to be paid to Amalgamated Bank.

Financial Consultant O'Mary asked which SSA's needed to be charged for the road maintenance expense under Forest Builders. Administrator Irvin said the charge should be allocated to SSA#3-Woodland Falls and SSA#5 the Oasis Business Park.

Trustee Towne questioned on why the monthly expenditures for James Anderson Company appeared to be higher after two months of the new contractual agreement amount. Administrator Irvin said this month's expenses included finalizing permits issued from the old billing system; permits issued under the old system versus the new billing system are being tracked separately. This month included roughly 12 building permits which needed to be closed out. Administrator Irvin said he is tracking new permit revenue versus the flat rate which can be split permit amounts.

Financial Consultant O'Mary said the Tallgrass restoration project amount for \$14,375 is under the \$25,000 threshold to be considered capital. Chairman Maier said to reflect the project as an expense versus the original planning of capitalization.

Financial Consultant O'Mary said John Irvin Landscaping has requested payment of \$6,000 for the Whippoorwill work completed in May. Administrator Irvin said the full proposal amount was \$7,500 which was approved October 2016; however, Parks and Recreation Committee only approved \$6,000 due to project having not been completed. Trustee Towne said the location needs some planting and limestone to be placed around the wishing well in order to be completed.

Chairman Maier said the new monthly amount is \$440,905.18. The new total includes one additional invoice for John Irvin Landscaping in the amount of \$6,000.

E. REVIEW OF THE TREASURER'S REPORT FOR APRIL 2017

Chairman Maier asked if there were any questions relating to the report. No inquiries were made. The report will be placed on file.

F. REVIEW THE HOTEL TAX REPORT FOR 2013-2017

Trustee Brennan asked when will the new hotel percentage be effective. Administrator Irvin said the percentage change was effective May of 2017; the Village will now receive 70%. The assignment agreement is dated back to September of 2009, as a result these documents are currently being reviewed by Legal to ensure the Village and the Hotel are in agreement of the payment terms.

Administrator Irvin said the hotel decrease in sales tax trend is mostly due to the decrease in hotel rates being offered to attract customers. The weekend rates fell from \$129 to \$99 to address competitive pricing. Administrator Irvin added the hotel occupancy percentages are higher; unfortunately the rates have been reduced to draw in more customers which have created a 7% decrease in hotel taxes.

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

Chairman Maier said he would like to discuss the cutoff period in which a resident has paid taxes for the rebate year but sold their home prior to the application being sent out to the residents. Chairman Maier would like to debate if the Committee would like to modify the current qualifications to the tax rebate ordinance.

Trustee Brennan said when the rebates were first issued to the resident, the requirement was to have lived and paid taxes for the full year. This allowed residents to receive the rebate even after they sold their home.

Resident, Carol Kulchawik (14697 W. Old School Road) attended the Finance meeting to address the limitation of the ordinance for the tax rebate on residents who have lived the full tax year in which the tax rebate is being issued.

Administrator Irvin said the application will be mailed out around the 2nd week of July and due October 2nd. Administrator Irvin said the ordinance for tax rebate surplus funds first

needs to be approved at the Village Board meeting. Once the Village Board approves the tax rebate ordinance with the amount, the applications will be sent to the residents. The application is sent 2 weeks after the Village Board approves the amount. The residents will have 12 weeks to submit their application.

Trustee Towne said the ordinance should consider if the resident lives the full year of the taxes being paid, therefore, they should be considered to receive a rebate.

Administrator Irvin said if there is any consideration to modify the resident qualifications of the rebate it could be dated January 1, 2017 and not prior. This would reduce any issues with the homes which have already been sold throughout the Village. Administrator Irvin said the state statute for residential rebate have key elements on how to calculate the rebate. First is to set-up a separate fund for the tax rebate, secondly is to announce the payout amount and thirdly is to calculate the resident's rebate percent equaling the percent of taxes paid.

Administrator Irvin said the tax rebate ordinance will be provided at the next Finance meeting for review.

M. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Towne and seconded by Trustee Maier that the meeting be adjourned at 7:16 p.m.

Sandy Gallo,
Village Clerk