

**MINUTES OF THE FINANCE COMMITTEE MEETING OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON NOVEMBER 20, 2018 IN THE MAPLE ROOM OF THE HILTON GARDEN INN HOTEL, 26225 N. RIVERWOODS BOULEVARD, METTAWA, ILLINOIS**

**A. CALL TO ORDER**

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

**B. ROLL CALL**

Upon a call of the roll, the following were:

Present: Chairman Maier and Trustees Brennan and Towne

Absent: None

Chairman Maier declared a quorum present.

Also present: Village Administrator, Bob Irvin; Village Treasurer, Pam Fantus; Financial Consultant, Dorothy O'Mary; and Village Clerk, Sandy Gallo

**C. APPROVAL OF THE MINUTES**

Chairman Maier requested a motion to approve the October 16, 2018 meeting minutes. It was moved by Trustee Brennan and seconded by Trustee Towne that the minutes be approved and be placed on file. The motion was carried.

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

Chairman Maier asked Financial Consultant O'Mary to submit payment for the obligation bond in the amount of \$140,943.13 due December 15<sup>th</sup>.

Chairman Maier asked Village Administrator Irvin if the final invoice amount for Peter Baker's work on the Riverwoods Blvd was determined. Village Administrator Irvin said the change order was discussed and the final quantities were being determined due to greater water damage to the south end road. Trustee Towne said he approved of the final amount.

Financial Consultant O'Mary said Forest Builders new amount for the sign installation should reflect \$8,351.73. Village Administrator Irvin said the original invoice included overhead cost which were already captured in the sign cost.

Financial Consultant O'Mary said the additional invoices include; SSA#9 for landscaping in the amount of \$9,990 and DeMar stripe painting for \$1,800.

Chairman Maier said the new unpaid bills amount is \$1,071,458.82.

**E. REVIEW OF THE TREASURER’S REPORT FOR OCTOBER 2018**

Village Administrator Irvin said October marks the first six months of Sales Tax received for the year. The Village has received a 9.2% increase from last year. The Oasis Park is 9% of the increased amount. Village Administrator Irvin noted that the Telecommunications Sales Tax amount will increase since Grainger has been annexed into the Village. Village Administrator Irvin mentioned he spoke to the Oasis Park real estate agent and inquired if any new businesses were added since the O’Hare Oasis closed. The real estate agent said no. The same businesses were already at this location.

**F. REVIEW OF HOWE SECURITY AGREEMENT**

Trustee Pink said she spoke with Bill Howe from Howe Security regarding the proposed rate increase. Trustee Pink said Mr. Howe confirmed 2/3 of the increase would be allocated to Rick and Antonio and 1/3 would be allocated to the company. Trustee Pink recommends the increase to be changed to 3% since they have not received a pay increase for the last 2 years. The additional percentage would equate to \$2,100 for the year. Village Administrator Irvin said the Village spends \$70,000 for Howe Security and \$80,000 for Lake County Sheriff per year.

Chairman Maier said he is in agreement with the 3% increase for Howe Security for this year. However, the same percent would not be approved each year.

Trustee Towne said he does not oppose the rate increase, but he would like to ensure other personnel increases are completed at the same scale. Trustee Towne added he would like Howe to vary their hours as well. Trustee Pink said Howe Security is open to changing their hours as the Village finds necessary.

Trustee Towne asked Financial Consultant O’Mary if she received the same rate increase as Howe’s. Financial Consultant O’Mary said she received a 3% increase; however, she had not received an increase in the last 4 years.

Village Administrator Irvin said some type of consensus needs to be reached on the rate increase for it to be presented at the December Board meeting.

A recommendation was made by Trustee Towne and seconded by Trustee Brennan to approve a 3% increase for Howe Security. The motion was carried.

**G. RECOMMENDATION FOR APPROVAL OF THE 2018-2019 INSURANCE POLICY WITH ICMRT (PRESENTED BY MGA INSURERS, INC) IN AN AMOUNT NOT TO EXCEED \$11,768**

Chairman Maier said the same insurance company is being approved this year. The yearly policy increase amounts to \$521. Chairman Maier said no changes were made to the policy coverage.

A motion was made by Trustee Towne and seconded by Trustee Brennan to approve the insurance policy with ICMRT for 2018-2019. The motion was carried.

**H. REVIEW OF THE BUILDING PERMIT REVENUE AND EXPENSES FOR 2018**

Trustee Towne said last year we reduced the monthly retainer amount due to the reduction of permits issued. Village Administrator Irvin said the Village should consider reducing the monthly retainer amount or consider processing the permits on a percentage basis. Trustee Towne said he would rather consider a reduction of the monthly retainer.

Trustee Towne said Deerpath Farms is about to sell 16 lots and this may create some velocity in single family homes development. Trustee Towne said he would like the annual agreement to be reduced to \$110,000. The Village's permit fees have been the same since 2004. Village Administrator Irvin said the permit fees for a residential home is based on the size and commercial permit fees are based on the cost of the development.

Village Administrator Irvin suggested that he along with Trustee Towne meet with Anderson to discuss the new agreement amount. Trustee Towne said this matter will be discussed with Anderson at the next Around the Town meeting. This matter will be followed-up at the next Finance meeting.

**I. RECOMMENDATION TO APPROVE A RESOLUTION TO DETERMINE THE AMOUNT OF THE TAX LEVY FOR 2018 TAX YEAR**

Chairman Maier asked the Committee their thoughts on the tax levy. The consensus was to continue the levy at the same amount. Village Administrator Irvin said the tax levy has been the same amount for the last 20 years.

A recommendation was made by Trustee Brennan and seconded by Trustee Towne that the 2018 tax year levy be approved with no increase. The motion was carried.

Chairman Maier stated the tax rebate checks will be mailed out after the Board approves them tonight.

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

Trustee Towne asked if the Village's cash flow is in a good standing with the high interest rate alignment with the CD earnings. Chairman Maier replied yes. The income statement indicates the Village has made \$60,000 in the last 6 months.

**K. ADJOURNMENT**

With no further business to conduct, it was moved by Trustee Brennan and seconded by Trustee Towne that the meeting be adjourned at 7:14 p.m.

Sandy Gallo, Village Clerk