

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON DECEMBER 18, 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 November 20, 2018 meeting minutes. It was moved by Trustee Towne and seconded by Trustee Brennan that the minutes be approved and be placed on file. The motion was carried.

D. REVIEW OF INVOICES PRESENTED FOR PAYMENT

Financial Consultant O'Mary said one invoice for Howe Security is being added in the amount of \$7,331.15.

Chairman Maier said the new unpaid bills amount is \$87,885.29.

E. REVIEW OF THE TREASURER'S REPORT FOR NOVEMBER 2018

Financial Consultant O'Mary said the additional revenue interest in the amount of \$6,377 will be added to the report.

F. RECOMMENDATION FOR APPROVAL OF AN ORDINANCE AUTHORIZING THE LEVY AND COLLECTION OF TAXES FOR THE CORPORATE AND MUNICIPAL PURPOSES ON THE VILLAGE OF METTAWA FOR THE YEAR

Chairman Maier said the tax levy amount this year will be \$135,000. SSA#3 will be increased by \$800. All other SSAs will remain at their prior year amount.

G. RECOMMENDATION FOR APPROVAL OF AN ORDINANCE ABATING CERTAIN ADDITIONAL TAXES LEVIED BY THE VILLAGE OF METTAWA PURSUANT TO ORDINANCE NO. 692 FOR THE YEAR 2018

Chairman Maier said the abatement taxes ordinance is a county required document needing to be filed.

H. RECOMMENDATION FOR APPROVAL OF AN AMENDMENT TO THE HOWE SECURITY AGREEMENT

Chairman Maier said the hourly rates were received from Howe Security. The Committee is in consensus with the hourly rate increases.

I. UPDATE ON THE JACO AGREEMENT

Village Administrator Irvin spoke with the Village Engineer Scott Anderson regarding updating their agreement. Village Engineer Scott Anderson will have an updated agreement for the Finance Committee to consider at the January meeting. The new agreement could be considered a hybrid contract. The Village currently pays a flat amount for building services and administrative services. Under the previous agreement, the Village paid a monthly rate of \$5,000 for clearing house information. Another portion of the contract consisted of a percent of the permits also being paid; 100% small permits, 75% residential and 65% commercial permits. To protect both parties, the new flat amount of \$6,000 would be paid for the clearing house information and permits. A certain percentage of permits would be paid on the basis of revenues. Further discussion will be held on January 7th at the Around the Town Meeting.

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

Village Treasurer Fantus said a number of residents have indicated they did not receive their tax rebate check. Financial Consultant O'Mary said seven residents reported they did not receive their checks.

Village Administrator Irvin said one resident reported he never received the tax rebate application. Four reminders were emailed to all of the residents during the period in addition to the printout mailed to his home.

Chairman Maier asked Financial Consultant O'Mary for the next meeting to research how many checks were cancelled last year compared to this year's tax rebate.

Village Administrator Irvin asked how the financial reports were being reported once invoices have been added for the month. Financial Consultant O'Mary said the report is reflective as of that date. Village Administrative Irvin asked if we could report an amended treasurer's report to know the true amounts for that month. Financial Consultant O'Mary said the monthly expenses would be incorrect but the year-to-date amounts are accurate. Chairman Maier asked for amended reports to be completed when changes are made.

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 7:10 p.m.

Sandy Gallo, Village Clerk