

**MINUTES OF THE FINANCE COMMITTEE MEETING OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON JANUARY 21, 2020 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 Clerk, Sandy Gallo; Financial Consultant, Dorothy O'Mary and Village Treasurer Carol Armstrong

Resident Present: Tom Heinz

**C. APPROVAL OF THE MINUTES FOR DECEMBER**

Chairman Maier requested a motion to approve the December 17, 2019 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**

Chairman Maier mentioned at the last Committee meeting the GO Bonds 2011 payoff was discussed and recommended for approval. The payoff amount is included in this month's bills in the amount of \$1,051,037.52. The process payment includes providing a 30-day notice to the bond holders and that was completed on January 16<sup>th</sup>. On February 16<sup>th</sup>, the payment will be completed.

Chairman Maier added this month's bills also include the SSA#2 refund payment. Chairman Maier will follow-up with submitting the wire-transfer form to Trustee Brennan to complete this refund transaction. Village Administrator Irvin commented \$2,000 was withheld from the total amount for processing fees. Village Administrator Irvin commented that the SSA#2 debt service account also includes the safe deposit account. Financial Consultant O'Mary said Chairman Maier will make that change. Trustee Brennan asked why does the Village have a safe deposit account. Village Administrator Irvin said a few letters of credit along with bond documents are housed in the safe deposit box.

Trustee Towne mentioned the Village deeds should be placed in our safe deposit box. Village Clerk Gallo mentioned a discussion was held with the Administrator to purchase fireproof cabinets to store the original ordinances and other Village documents. Chairman Maier indicated the fireproof cabinets should be purchased.

Trustee Towne commented that he wanted to ensure the SSA#2 refund checks were being dispersed to the correct owners. Village Administrator Irvin indicated the checks are being made out to the current five (AbbVie owns two property) tax payer records and recent assessed evaluation records. Financial Consultant O'Mary replied W-9's were received for the issuance of their checks.

Financial Consultant O'Mary questioned how the Howe Security agreement should be regarding their vehicle expenses. Village Administrator Irvin said the vehicle is a lease. Chairman Maier said per the Village agreement with Howe Security they bought the equipment, we expense the amount. Chairman Maier said their monthly expenses do not need to be itemized for our records since it is a leased vehicle. Village Administrator Irvin added the contract with Howe Security is a public safety contract which includes the Village paying half of the leased vehicle expense and fuel expenses. The outcome is to continue coding the Howe Security invoices into the one account of Police and Security account.

Chairman Maier questioned the Rydin charge this month. Village Clerk Gallo replied we purchased new real estate adhesive stamps to replace our current real estate stamps process. Trustee Towne questioned if Lake County would accept the new stamp as Mettawa's real estate transfer stamp. Village Administrator Irvin said the stamp is an updated process with the Village name listed.

Chairman Maier stated the unpaid bills amount is \$ 1,321,517.56.

**E. REVIEW OF THE TREASURER'S REPORT FOR DECEMBER 2019**

Chairman Maier stated the current sales tax revenues with Grainger are tracking along as expected. Chairman Maier added the deficit of revenue over expenditures is due to the early payoff of the General Obligation bonds series 2011. This bond has an eight-year call.

**F. DISCUSS AND RECOMMEND CHANGES TO THE KTJ LEGAL SERVICE AGREEMENT**

Chairman Maier mentioned the KTJ service agreement was provided in your Board packet. Village Administrator Irvin said he noticed a trend on the monthly KTJ invoices retainer hours being lower than the actual hours billed. Village Administrator Irvin reviewed 2018 and 2019 billing 18 months were below \$4,000 and 6 months were above the retainer amount. Financial Consultant O'Mary also provided KTJ monthly invoices retainer analysis spreadsheet for the years of 2014-2019. Village Administrator Irvin indicated a retainer usually works better for a larger community. In 2017 the Village had larger invoices due to the how work was coded. This miscoding was in favor for the Village.

Trustee Brennan suggested the Village approve the option of KTJ billing their work hourly. Village Administrator Irvin said he approved on how the hourly work is being held.

**G. DISCUSS PROPERTY ASSESSMENTS IN THE VILLAGE**

Chairman Maier said he and Trustee Towne will follow-up this matter for next month.

Trustee Towne said he would like to work on a master plan for the Village residents to receive property tax credits that include the preservation of the Village's open space, agriculture uses, wetlands, drainage areas and conservation areas. Trustee Towne added he would like to craft a reasonable argument to present to Springfield for them to consider a municipal credit.

Trustee Sheldon added a Village resident placed a portion of their land into a Conservation Easement and their taxes were significantly reduced.

Chairman Maier asked if the Village provides any resources to the residents of the various land credits they can apply for. Trustee Brennan replied firstly the resident needs to have over 5-acres to apply for credits. Chairman Maier added in order to reduce your land tax you need to qualify for exemptions of certain open space credits. Trustee Towne stated the municipality needs to determine a plan to help the residents receive an exemption credit. Trustee Towne said the homes on the market today are not able to sell within a reasonable period. Trustee Sheldon said the homes on the market are not selling because of their tax bill being too high. Trustee Towne added the Forest Preserve should be providing the Village a credit for keeping their areas as conservation areas. Chairman Maier commented the residents should be given options of how they can obtain credits and we should determine a game plan as a Village. Trustee Towne added our Village is unique to our open areas that too should be considered.

**H. 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 Armstrong mentioned she only had a few checks remaining to be cashed for the tax rebate program.

**I. ADJOURNMENT**

With no further business to conduct, it was moved by Trustee Brennan and seconded by Trustee Towne that the meeting be adjourned at 7:18 p.m.

Sandy Gallo, Village Clerk