

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON MAY 19, 2020 BY TELECONFERENCE

A. CALL TO ORDER

Chairman Maier called the meeting to order at 6:00 p.m.

B. ROLL CALL

Upon a call of the roll, the following were:

On the Phone: Chairman Maier and Trustees Brennan and Towne

Chairman Maier declared a quorum on the call.

Also, on the call: Trustee Bohm; Trustee Pink; Village Administrator, Bob Irvin; Village Clerk, Sandy Gallo; Village Treasurer Carol Armstrong

C. APPROVAL OF THE MINUTES FOR APRIL

Chairman Maier requested a motion to approve the April 21, 2020 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

Trustee Towne questioned an expense listed under the James Anderson invoice - pond maintenance in the amount of \$2,316.29. Trustee Towne indicated Hamilton Estates subdivision should cover this expense under their SSA and not have the Village incur this amount. Village Administrator Irvin replied the retention pond expense could be billed between the Hamilton Estates/Enclave subdivision and AbbVie. Village Administrator Irvin said he will verify AbbVie is part of SSA#3, who should also sustain these expenditures. The Village has in the past covered the Village Engineers' billable hours for completing inspections or investigations of the various Village retention ponds. Trustee Pink added that a meeting was held with an AbbVie representative, Larry Falbe a Hamilton Estate representative and Village Engineer Jamie Anderson. The retention pond owners discussed their flooding issues. Trustee Towne suggested that Hamilton Estates/Enclave should consider entering into a yearly maintenance contract to prevent these continuous flooding issues. Trustee Pink added an arborist had also attended the meeting to provide some resolution to the owners. Chairman Maier remarked the homeowner's associations will need to be more forthcoming and proactive in this matter.

Chairman Maier stated the Committee approved the unpaid bills amount of \$ 88,583.80. Chairman Maier said he will follow-up with the Financial Consultant O'Mary to issue checks to the list of approved invoices.

E. REVIEW OF THE TREASURER'S REPORT FOR APRIL 2020

Chairman Maier stated the Village has received 98% of their budgeted revenue. Village Administrator Irvin indicated the revenue received in this month's report is only through

February, the true revenue amount is in a two-month lag. Although, the March sales tax amount reflected to-date is higher from last year's, next month's dollar amounts will be a better indication of the pandemic's impact on revenue. Village Administrator Irvin added he anticipates April hotel sales taxes to be severely impacted due to extremely low occupancy for the full month. However, the low hotel sales tax could be slightly offset with Grainger's higher production of their personal protective equipment.

Village Administrator Irvin commented he will follow-up with Financial Consultant O'Mary to reclassify the Cannabis Use Tax amount that is currently listed under the category of used tax to reflect as an Illinois shared tax. This tax is based per capita, not a sales tax. This change will be reflected in ongoing reports.

F. DISCUSS 2020 TAX REBATE PROGRAM AND SCHEDULE

Chairman Maier stated the Village has budgeted \$600,000 for the residential property tax rebate for 2018 tax year. The application and guide will be sent early July and the applications will be due October 1, 2020. Village Treasurer Armstrong indicated she was ready for the rebate program to commence after meeting with the Village Administrator. Chairman Maier asked Village Treasurer Armstrong to obtain the Lake County tax payers listing to reference which residents are homestead. Village Administrator Irvin said the district file is not an accurate listing for the program and suggested that we not obtain it this year. The Village Administrator indicated we maintain an Excel spreadsheet with all Village addresses and all of the real estate transfers which indicates when a resident qualifies.

Village Administrator Irvin said a few modifications were made to the resident application last year, which will create a smoother process this year. Village Administrator Irvin indicated all applications are mailed to the property address and not to the tax payment address. Village Administrator Irvin added the tax rebate started in 2005 and to-date, the Village has paid out nearly \$5 million to the residents.

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

H. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Brennan and seconded by Trustee Towne that the meeting be adjourned at 6:22 p.m.

Sandy Gallo, Village Clerk