

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON OCTOBER 20, 2020 BY ZOOM

A. CALL TO ORDER

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

The Village meetings are being conducted in accordance with the recently amended provisions of the Open Meetings Act and the Governor's Disaster Proclamation reissued August 21, 2020 and the Governor's Executive Order 43 regarding Phase 4 reopening. In recognition of Section 12 of the Disaster Proclamation which provides that meetings attended by more than 50 persons are not feasible and the social distancing requirements, an in-person meeting is not practical nor prudent at this time. Therefore, the meeting is being conducted by audio conference.

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 on the call.

Also, on the call: Village Administrator, Bob Irvin; Village Clerk, Sandy Gallo; Village Treasurer Carol, Armstrong; Financial Consultant, Dorothy O'Mary; Trustee Pink

C. APPROVAL OF THE MINUTES

Chairman Maier requested a motion to approve the August 12, 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.

Chairman Maier requested a motion to approve the September 9, 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

Chairman Maier said the invoices to be paid can be found on pages 11-13. The Committee members had no further invoice questions.

Chairman Maier stated the approved invoice amount to be paid is \$102,574.27.

Financial Consultant O'Mary asked if the tax rebate invoice was going to be discussed. Chairman Maier indicated it would be discussed later in the agenda.

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

Village Administrator Irvin added the sales tax amount is slightly under from last year. The Oasis Park sales are reflecting a low amount and the anticipation of the off season around the corner it will create even a further reduction in sales. The largest revenue impact to the Village continues to be the hotel sales tax.

F. UPON ON THE 2020 TAX REBATE PROGRAM

Village Treasurer Armstrong indicated she received 147 tax rebate applications, last year 149 were received. Village Treasurer Armstrong also added she would like to make a few changes on the application for next year. Firstly, on the application within Section 2, a request to the residents is to print their email address clearly. Also, in Section 2, a statement should be added indicating the Village Treasurer will confirm receipt of their application through email. Village Treasurer Armstrong asked if applications can be received electronically and with validity for next year. Village Administrator Irvin said this year's application indicated submission was to be sent through mail. If the Finance Committee would like to change the process for next year, we can consider changing the policy. Chairman Maier said we will need to confirm any process change made to the application can uphold in court if need be. Trustee Towne indicated DocuSign software is available that can be trusted in this type of submission. Village Treasurer Armstrong added there are also notaries available online. Chairman Maier said he will follow-up with the Village Administrator and Village Attorney regarding changing the tax rebate to an online form. Trustee Sheldon said the biggest issue are the fraud notaries and ensuring proper procedures are followed to validate each application prior to mailing them a check. Chairman Maier said he agreed with Trustee Sheldon. Trustee Brennan said she would like to keep the current process to ensure a signature page is provided and validated.

Chairman Maier said he received an appeal from a resident who missed the tax rebate deadline and he is requesting an exception due to hardship from COVID-19. Trustee Town said he suggested a possible extension at the last meeting. Trustee Brennan said the residents had plenty of time to submit their application. Village Clerk Gallo said the application was sent to the residents early July with a 12-week period to submit. Village Administrator Irvin said the same resident did not submit their application last year and they qualified. Chairman Maier said the Committee needs to be transparent during this process. We will need to hold firm to the October 1st cut-off day. The appeal was denied by the Committee.

Village Administrator Irvin said now that the Committee has approved the tax rebates applications received, a check request will be presented at the November meeting to be approved. Checks will be mailed out shortly after the November Board meeting.

G. DISCUSS THE HOWE SECURITY INCREASE REQUEST

Chairman Maier said Howe Security has submitted a request for a rate increase. Village Administrator Irvin said Howe Security's contract started in 2011, an increase of 4% was done in 2012 and a 3% was provided in 2013, 2015, 2017 and 2019. This request is for an increase of 3% to be effective January 1, 2021. The rate increase includes, \$33.20 for straight time, \$49.80 for overtime and \$66.40 for holiday. Trustee Towne asked if any other changes were made to the contract specifically about the vehicle. Village Administrator Irvin added the Village pays 50% of the monthly leased vehicle. Trustee Brennan said no, however Howe Security has a new truck. Trustee Sheldon asked how many hours are they spending in the Village.

Trustee Brennan made a recommendation to approve the rate increase for Howe Security.

Trustee Towne said the memo indicates an officer rate, is that the same rate Antonio and Rick would be receiving. Financial Consultant O'Mary said she reviewed in the past miles, gas and portion of the vehicle equated if paid the IRS allowance for these items would be .575. Village Administrator Irvin said Howe's budgeted amount is \$93,500. The Sheriff's office is paid about \$75,000 a year. Chairman Maier said Howe Security has increased their presence in the Village which has created a savings as oppose to employing the Lake County Sheriff. Trustee Pink said Howe Security has become an essential part to our Village. The Committee was in favor of the proposed rate increase for Howe Security.

H. DISCUSS SANDY GALLO'S CONVERSION AS AN LLC CONTRACTOR FOR VILLAGE CLERK SERVICES

Chairman Maier said the conversion of Sandy Gallo going from a contractor to an LLC will cost the Village about \$1,800. The Village Attorney Rhodes is reviewing the GovTemps USA's contract. Village Administrator Irvin said the obligation payment of 2-weeks is due if the Village hired the employee as a permanent employee. The conversion is not a permanent employee hire as a result, under the current contract the Village is not obligated to the 2-week payout. Trustee Towne asked if the Village had any liability issues with GovTemps USA with this conversion. Village Administrator Irvin said if the Finance and the Board were in agreement with this conversion, he will notify GovTemps USA tomorrow of their decision.

I. 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 the ICMRT proposal has been received. The premium is \$12,150, a \$520 increase from last year. However, the Village will also be receiving a \$298 COVID credit. Village Administrator Irvin said earlier this year a light pole was hit and repaired on Riverwoods Blvd. The Village had to pay \$5,000 of the \$5,346 invoice. Village Administrator Irvin added Allstate insurance contacted him on behalf of the driver, the Village will be reimbursed the \$5,000 from the accident. In speaking with the Village's insurer, the light poles on Riverwoods Blvd can be moved to general liability from \$5,000 to \$1,000 to reduce the deductible amount. This change would impact SSA#3. ICMRT also offers Sales Tax interruption coverage for \$1,250 for a million dollars revenue lost. This coverage does not support downturns in the economy only if a business cannot operate due to damage in their building. Trustee Towne said to leave the insurance as is. Chairman Maier asked if ICMRT mentioned on how the interruption coverage would be audited. An audit would be required to see historical amounts in order to justify the amounts. Trustee Sheldon said the Village should consider keeping the higher deductible due to the lack of claims we have experienced.

A motion was made to keep the insurance policy as is. The motion was moved by Trustee Towne and seconded by Trustee Brennan. The motion was carried.

J. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Towne and seconded by Trustee Brennan that the meeting be adjourned at 6:53 p.m. Sandy Gallo, Village Clerk