

**MINUTES OF THE FINANCE MEETING OF THE VILLAGE OF
METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON
DECEMBER 20, 2016 IN THE NORTHSORE ROOM OF THE
RESIDENCE INN HOTEL, 26325 N. RIVERWOODS BOULEVARD,
METTAWA, ILLINOIS**

A. CALL TO ORDER

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

B. ROLL CALL

Upon a call of the roll, the following were:

Present: Trustees Maier and Towne

Absent: Trustee Brennan

Trustee Maier declared a quorum present.

Also present: Village Administrator Bob Irvin; Financial Consultant Dorothy O'Mary;
Village Treasurer Pam Fantus; Trustee Jan Pink; Village Clerk Sandy Gallo
and Resident Denis Bohm

C. APPROVAL OF THE MINUTES

Chairman Maier requested a motion to approve the November meeting minutes. Village Treasurer Pam Fantus had a correction; her name was not listed on the Roll Call of attendees. It was moved by Trustee Maier and seconded by Trustee Towne that the minutes from November 15, 2016 meeting be approved upon adding Village Treasurer Pam Fantus to the Roll Call listing.

D. APPROVAL OF INVOICES PRESENTED FOR PAYMENT

Trustee Maier reported the total new amount for payment is \$166,159.09. Three additional invoices and one amount change have been added to the November Treasurer's Summary Report. SSG for online backup in the amount of \$160.00, Forest Builder for plowing and salting in the amount of \$5,805.00 and the Lake County Sheriff for \$6,205.50. In addition, a ComEd invoice amount reflected for 361.21 was changed to the new amount of 185.55.

E. REVIEW OF THE TREASURER'S REPORT FOR NOVEMBER, 2016

Trustee Maier asked if there were any questions on the Treasurer's Report.

F. RECOMMENDATION FOR APPROVAL OF AN ORDINANCE AMENDING THE VILLAGE OF METTAWA'S ANNUAL BUDGET FOR FISCAL YEAR 2016-2017

Administrator Irvin said the Fiscal Year Budget Amendment is being submitted as a recommendation to increase 3 separate tax levies. These SSAs are being increased to address their current deficient balances. SSA#3 is being increased by \$1,900 to address increased maintenance cost. SSA#9 is being increased by \$1,500 to address future maintenance expenses in which the current account balance does not include adequate funds. SSA#11 is being increased by \$2,135 to eliminate the deficit balance due to maintenance costs experienced in 2016. SSA #15, the water main extension will be added since the project is now completed and the taxes are set for the next 20 years.

G. RECOMMENDATION FOR APPROVAL OF ORDINANCE AUTHORIZING THE LEVY AND COLLECTION FOR THE CORPORATE AND MUNICIPAL PURPOSES FOR THE VILLAGE OF METTAWA FOR THE YEAR 2016

Administrator Irvin said the ordinance is the annual tax levy for the Village and it follows the discussion and recommendations of the Committee from its November meeting.

H. RECOMMENDATION TO APPROVE AN ORDINANCE PROVIDING FOR THE LEVY OF A DIRECT ANNUAL TAX FOR TAX YEARS 2016-2035 FOR METTAWA SPECIAL SERVICE AREA NUMBER 15

Administrator Irvin said SSA#15 was created to extend water mains to several Village properties this allows residents to receive water from Lake Michigan. Administrator Irvin added these 15 residents have been designated with a flat amount of \$3,104.94 for the next 20 years. The SSA#15 will include the years of 2016 through 2035.

I. RECOMMENDATION FOR APPROVAL OF AN ORDINANCE ABATING CERTAIN ADDITIONAL TAXES LEVIED BY THE VILLAGE OF METTAWA PURSUANT TO ORDINANCE NO. 692 FOR THE YEAR 2016

Administrator Irvin said the abatement was for the debt service for the purchase of a portion of Oasis Park. General Fund revenues are used to pay the debt rather than to levy a property tax.

J. RECOMMENDATION FOR APPROVAL OF THE ENGINEERING AND BUILDING PERMIT SERVICE AGREEMENT

Trustee Towne said the monthly amount for the Anderson Engineering contract has been set at \$22,500. Trustee Towne added the Anderson Engineering contract does not impact B&F monthly invoices. He also said after reviewing prior monthly charges the new contract will create the Village a savings up to \$70,000 for the year. Trustee Towne added the 4% increase in which Anderson Engineering is requesting for the 2017 is within the parameters of a yearly contract increase. The new contract is effective January 1, 2017. Administrator Irvin said the Village has the right to outsource any projects even after signing the Anderson Engineering contract. Trustee Towne and Administrator Irvin will

monitor the 2017 Anderson monthly activities prior to formulating the 2018 contract monthly amount.

K. RECOMMENDATION FOR APPROVAL OF THE AMENDMENT OF THE HOWE SECURITY AGREEMENT

Administrator Irvin said Mettawa will still experience a savings this year even after Howe Security 4% contractual increase is approved. Trustee Pink said she agrees with the 2017 increase given Mettawa did not approve a prior year increase request.

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

Administrator Irvin said the Village received the Tree Project Bid Tabulation from Anderson Engineering. Administrator Irvin will be working on the next steps and communication to the residents regarding the projects rollout details.

Financial Consultant, Dorothy O'Mary said she has been conducting a side-by-side comparison on Anderson's assets listing to the Village assets listing. Her findings include variations on how assets within the SSA were reflected as soft cost or hard cost. The land is valued when it is acquired; SSA's are valued when it is built. Dorothy added another variation of assets included the value of landscaping. One example of landscaping variation is the Whippoorwill building. The Whippoorwill location increased after the building was torn down.

M. ADJOURNMENT

With no further business to conduct Trustee Maier adjourned the meeting at 7:05 p.m.

Sandy Gallo, Village Clerk