

**MINUTES OF THE FINANCE MEETING OF THE VILLAGE OF
METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON
DECEMBER 19, 2017 IN THE MAPLE ROOM OF THE HILTON GARDEN
HOTEL, 26225 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: Chairman Maier and Trustees Brennan and Towne

Absent: None

Chairman Maier declared a quorum present.

Also present: Village Administrator, Bob Irvin; Financial Consultant, Dorothy O'Mary;
Village Treasurer, Pam Fantus; and Village Clerk, Sandy Gallo

C. APPROVAL OF THE MINUTES

Chairman Maier requested a motion to approve the November 21, 2017 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. APPROVAL OF INVOICES PRESENTED FOR PAYMENT

Chairman Maier said the new approved invoice total amount is \$114,656.34. Chairman Maier said no additional invoices were added for this month. Financial Consultant O'Mary said the amount of \$1,440 under Forest Builders for SSA#4 was not capitalized. The itemized amount for the autodialer lift station installation was too low to impact the value of the property to capitalize.

Chairman Maier asked Village Administrator Irvin if Lakes Disposal was billing the correct number of homes for the trash collection. Village Administrator Irvin said yes and their agreement is due for renewal September 2018.

E. REVIEW OF THE TREASURER'S REPORT FOR NOVEMBER 2017

Chairman Maier said the surplus revenue is at \$208,000 for this month.

**F. RECOMMENDATION FOR APPROVAL OF AN ORDINANCE AMENDING THE
VILLAGE OF METTAWA'S ANNUAL BUDGET FOR FY2017-18**

Village Administrator Irvin said the Annual Budget is being amended in the amount of \$900 for SSA#3. This SSA was maximized with CPI.

G. RECOMMENDATION FOR APPROVAL OF AN ORDINANCE AUTHORIZING THE LEVY AND COLLECTION OF TAXES FOR THE CORPORATE AND MUNICIPAL PURPOSES OF THE VILLAGE OF METTAWA FOR THE YEAR 2017

Chairman Maier said the annual levy documentation provided includes all of the SSAs amounts for 2017. The annual levy is in the amount \$135,000. Village Administrator Irvin said all the SSA amounts have remained the same from the prior year, except SSA#3 has increased.

H. RECOMMENDATION FOR APPROVAL OF AN ORDINANCE ABATING CERTAIN ADDITIONAL TAXES LEVIED BY THE VILLAGE OF METTAWA PURSUANT TO ORDINANCE NO. 692 FOR THE YEAR 2017

Chairman Maier said the abatement is in the amount of \$1.9 million dollars. This amount is being paid through cash flow. Village Administrator said this payment is the 2011 purchase of the Oasis Park which is being paid by the Village's revenue.

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 asked if the Committee had any questions regarding the work-orders for the three light fixtures being completed by ComEd. Member Towne asked why did we experience an installation increase. Village Administrator Irvin said the installation increased from the proposal by \$2,700. Village Administrator Irvin said the initial proposal did not include the extra pole nor the wires needed for the three light fixtures. The yearly maintenance cost for the lights has decreased as a result, the increased installation price will be recovered within three years from ComEd.

Village Administrator Irvin said the Lake County Sheriff's special detail agreement was prompted by the Under Sheriff who recently reviewed all the municipality agreements and decided all municipalities should be following a standard agreement. Substantial changes have been requested by the Lake County Sheriff's Department, please see Village Administrator Irvin's memo provided for the December 19th Village Board meeting for details. The value in having the Sheriff officers in the Village is to enforce the turning restriction off St. Marys Road. The monthly invoice for emergency service amount to \$6,180. Village Administrator Irvin said since we have 7 years of monthly data for emergency calls, we were able to estimate an average of 670 calls per month. As a result, this can help formulate an ongoing flat rate as an option.

Member Towne said we should consider reviewing the standard agreement after the bridge has been completed to determine traffic issues.

Member Towne said the Village is going through a slower housing development period which is requiring fewer permits or Engineering requirements. The Village should consider doing an RFP for ongoing Village Engineering services. Village Administrator

Irvin said Anderson services include three areas; engineering, planning review, permitting and basics public works throughout the Village.

Member Towne and Member Brennan will follow-up with a RFP for the Village Engineer services.

Village Administrator Irvin said the Village permit fees were set in the 2004 Permit Ordinance prior to contracting Anderson for services.

J. ADJOURNMENT

With no further business to conduct, it was moved by Member Brennan seconded by Member Towne that the meeting be adjourned at 7:15 p.m.

Sandy Gallo,
Village Clerk