

**MINUTES OF THE FINANCE MEETING OF THE VILLAGE OF  
METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON MAY 15,  
2018 IN THE MAPLE ROOM OF THE HILTON GARDEN 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 Trustee Towne

Absent: Trustee Brennan

Chairman Maier declared a quorum present.

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

**C. APPROVAL OF THE MINUTES**

Chairman Maier requested a motion to approve the April 17, 2018 meeting minutes.

Financial Consultant O'Mary made two changes on page 1. It was moved by Trustee

Towne and seconded by Chairman Maier that the minutes be approved as amended and be placed on file. The motion was carried.

**D. APPROVAL OF INVOICES PRESENTED FOR PAYMENT**

Village Treasurer Fantus said the report title needed to reflect as of May 15<sup>th</sup> unpaid bills.

Financial Consultant O'Mary said the Howe Security correct invoice amount should reflect \$6,941.72. Village Treasurer Fantus asked Village Administrator to confirm when the monthly payment will cease for the firm Stephen Simonian.

Trustee Sheldon asked that the balance payment be released to John Irvin Landscaping for the Whippoorwill Park plantings completed. The balance invoice amount is \$11,190.

Chairman Maier said the new unpaid bills amount is \$330,054.11.

**E. REVIEW OF THE TREASURER'S REPORT FOR APRIL 2018**

Chairman Maier said P&L looked favorable even after the tax rebate program will be issued.

**F. UPDATE ON THE FY 2017-2018 AUDIT**

Financial Consultant O'Mary provided the Committee a copy of the audit schedule.

Financial Consultant O'Mary also provided a printout of the required documents for this year's audit alongside the documents that have already been submitted.

Village Administrator Irvin confirmed which documents Financial Consultant O'Mary will submit.

**G. DISCUSS REVISED AGREEMENT WITH ANDERSON ENGINEERING**

Trustee Towne said Anderson Engineer has accepted the final agreement amount with the Village.

Chairman Maier asked Financial Consultant O'Mary as a follow-up for June's meeting, a breakdown by category of the last two years of Anderson's bills.

Village Administrator Irvin said the final agreement with Anderson resulted in a \$72,000 savings for the year. The contract was renewed through the end of 2018 to allow the Village an opportunity to review again the details for 2019 engineering services. Anderson has not received an hourly increase for the last 10 years, even after the Village approved their increase in last year's contract. Village Administrator Irvin said the Village has benefitted from Anderson Engineering services. In some cases, as we are not charged for their engineering services nor some public works collaboration projects.

**H. DISCUSS 2018 TAX REBATE PROGRAM AND SCHEDULE**

Village Administrator Irvin said the Tax Rebate ordinance is scheduled for approval at the June 19<sup>th</sup> Board meeting. The Village Administrator and the Village Treasurer reviewed last year's tax rebate guidelines and no changes were made. The upcoming tax program will be for 2016 tax year. The applications will be mailed out the week of July 9<sup>th</sup> and the deadline post marked is October 1<sup>st</sup>. The Village's July Newsletter will include the notification of the tax rebate application having been mailed.

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

Village Administrator Irvin said the Public Works agenda included the repaving of Riverwoods Boulevard under SSA#3. The property owners have been requested to participate in the repair expense, no response has been received. Village Administrator Irvin said the Village cannot unilaterally force the property owners to cooperate in this project. A meeting was held last year to discuss the options, but we are still waiting for a formal response.

**J. ADJOURNMENT**

With no further business to conduct, it was moved by Trustee Towne seconded by Trustee Maier that the meeting be adjourned at 7:05 p.m.

Sandy Gallo, Village Clerk