

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON OCTOBER 16, 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 Trustees Brennan and Towne

Absent: None

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 September 18, 2018 meeting minutes. It was moved by Trustee Towne and seconded by Trustee Brennan the minutes be approved and be placed on file. The motion was carried.

D. REVIEW OF INVOICES PRESENTED FOR PAYMENT

Financial Consultant O'Mary said the following invoices need to be added for this month's report; Govtemp for \$690.20, Sikich for \$3,200, Forest Builders for \$3,463.24, ComEd for \$86.61 and Howe Security for \$7,063.29. The Richard Mancini final invoice amount needs to be determined. Trustee Towne said he approved the first submitted invoice amount and was uncertain why the invoice amount had changed. Village Administrator Irvin said the project was bid as a lump sum; Richard Mancini is now requesting 100% payment less any retainage amount. A balance of \$15,000 will be withheld to ensure the remaining small details at the Oasis Park are completed. Trustee Towne said he recommends payment of the new amount as long as Manicni completes the project prior to the winter season. The Richard Manicni invoice amount was approved for \$114,349.50. Financial Consultant O'Mary said the amount for the Heartstone Design Group building permit needs to reflect \$7,700 not \$5,000. This project is for the Livingston resident. Village Administrator Irvin said the \$7,700 amount relates to the building permit for their temporary occupancy.

Chairman Maier said the new unpaid bills amount is \$220,888.02.

E. REVIEW OF THE TREASURER'S REPORT FOR SEPTEMBER 2018

Chairman Maier said the transfer tax check from AbbVie in the amount of \$770,000 has been reflected this month.

F. UPDATE ON 2018 TAX REBATE PROGRAM

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Village Treasurer Pam Fantus said the final count on tax rebate applications received and qualified is 143. Last year, the Village received 137 qualified applications.

G. REQUEST FROM HOWE SECURITY FOR A CONTRACT RATE INCREASE

Trustee Brennan said the consumer price index is 2.3%. Trustee Pink said her concern with the merit increase request is the indicated raise may not all be directed to Antonio and Rick. Chairman Maier said we can ensure the raise is applied by requesting a certified copy of their payroll to be presented to the Mayor or Village Administrator for confirmation. Trustee Brennan asked when was the last increase issued to Howe Security. Village Administrator Irvin said they received their last increase two years ago. Trustee Pink said we are very fortunate to have Rick and Antonio in our Village.

Mayor Urlacher stated the Board received the email from Trustee Pink to provide Rick and Antonio a pay increase; however, this increase appears to be for Howe Security.

Village Administrator Irvin stated we can inquire what percent of the increase is applied to the firm versus the employees. Trustee Towne confirmed we can inquire on the percentage allocation. Chairman Maier agreed with the increase inquiry on the allocation.

Chairman Maier said the approved increase rate for Howe Security will be 2.5%.

H. 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 introduced residents Renda and Lena Adi who were present at the Finance meeting to discuss their submitted 2016 tax rebate application. Village Treasurer Fantus said last year for the 2015 tax rebate Renda Adi was homesteaded in the Village. For the 2016 tax application, no homestead was found when her application was received. Village Treasurer Fantus emailed Renda Adi to notify her that her home address does not reflect the homestead status to qualify for the rebate. Lena Adi, Renda's daughter contacted Libertyville Township regarding this issue. Libertyville Township rectified and confirmed their erroneous recording of the family members located at the two Adi's addresses. Libertyville Township issued the Adi's a letter stating they did have homestead for the 2016 tax rebate program. Resident Renda Adi was approved for the tax rebate.

Trustee Towne stated Libertyville Township has indicated they are not receiving resident occupancy certificates from James Anderson. Trustee Towne said he will follow up with Yamin Yamin to request that the resident occupancy certifications be forwarded to Libertyville Township for their records.

I. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Brennan and seconded by Trustee Towne that the meeting be adjourned at 7:00 p.m.

Sandy Gallo, Village Clerk