

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:30 P.M. ON APRIL 16, 2019 IN THE MAPLE ROOM OF THE HILTON GARDEN INN 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 Clerk, Sandy Gallo; Financial Consultant, Dorothy O'Mary and Village Treasurer, Pam Fantus

C. APPROVAL OF THE MINUTES

Chairman Maier requested a motion to approve the March 19, 2019 meeting minutes. Village Financial Fantus had a question on page 3, 4th paragraph. It was moved by Trustee Brennan and seconded by Trustee Towne that the minutes be approved and be placed on file. The motion was carried.

D. REVIEW OF INVOICES PRESENTED FOR PAYMENT

Chairman Maier said one invoice was received after the cut-off period; therefore, that invoice will be included in the next month payment schedule. The late invoice relates to SSA#9 landscaping payment.

Chairman Maier said the new unpaid bills amount is \$ 80,645.99

E. REVIEW OF THE TREASURER'S REPORT FOR MARCH 2019

Financial Consultant O'Mary said the Grainger Sales Tax amounts have been split out by months. The Grainger's accrual amount is based on an average.

F. REVIEW AND RECOMMENDATION TO APPROVE THE VILLAGE BUDGET FOR FY 2019-2020

Village Administrative Irvin provided the Committee a budget memo based on the two-amount increased approved at the April's Village Board meeting. The first change included an increase to the tax rebate program from \$500,000 to \$600,000. The second change resulted from the Board rejecting all the received bids for the right-of-way maintenance program. Subsequently, a new negotiated agreement was entered with Dunlap Tree

Experts for the 2019 right-of-way maintenance program in the amount \$38,000. The Committee's recommendation for the maintenance program is to not exceed in the amount of \$40,000. The new amount will be to ensure all expenses were covered with Dunlap. The budget amount changed was from \$32,000 to \$40,000.

Financial Consultant O'Mary asked Village Administrator Irvin if the debt service included the G.O. Bond. Village Administrator Irvin said the debt service includes the Grainger's purchased property and the existing debt.

Trustee Bohm mentioned he missed the last meetings discussion which mentioned the amount the Village should consider keeping in their reserve account and the proposed increase tax rebate amount. Trustee Bohm said maybe the Village should consider establishing a policy of having 6 months to a year of cash reserve on their books.

Chairman Maier said the Village has taken action in prior years of increasing their reserves. Village Administrator Irvin stated normally a reserve policy eliminates the option of capital improvements. A reserve policy indicates what amount is needed in order to cover operational expenses and debt services payments. The revenue sharing the Village has with the hotel is a reserve amount that does not need to be set aside due to the Village does not rely on the receipt of this amount. The Sales Tax Rebate Program is also a payout of a surplus funding that does not impact the amount needed to capture in a reserve policy. As a result, the Village currently does have 3 years of reserves in their accounts. During the audit period, the auditors recommend to restrict half of the reserve amounts for capital improvements or future land purchases given the large amount in reserves.

Chairman Maier stated the State of Illinois Controllor said the Village should have at least 6 months of reserved funding. The Village currently has no major capital improvements planned this year. Chairman Maier added the Village is very fortunate to maintain the reserved amount we currently show on statements. Our funding will protect the Village should the state support be eliminated at any time.

Chairman Maier said the House Bill 270 has not been approved yet. This bill will impose an issue for Grainger. Village Administrator Irvin said the House Bill 270 currently shows no signs of being approved. The surrounding Village of Vernon Hill and Glenview have hired lobbyist, to oppose this bill. Trustee Bohm inquired if the Village should hire a lobbyist as well. Chairman Maier suggested the Village could divided the cost of hiring a lobbyist with other villages. Trustee Brennan mentioned we should consider the cost before deciding to hire a lobbyist. Trustee Towne mentioned other Villages have much higher risks to consider versus Mettawa. Village Administrator Irvin said the value in hiring a lobbyist would be to consider hiring an additional person, not to share a role.

Resident, Dr. Fantus stated the higher number of lobbyists presented at the Capitol will present a beneficial outcome when the bill is being heard. Dr. Fantus also suggested submitting the witness slip to residents electronically to have them submit their participation.

G. DISCUSS ESTABLISHING A WHISTLEBLOWING POLICY

Chairman Maier said the auditors suggested the Village establish a Whistleblowing Policy. The Village is governed by Chapter 5 Illinois Statutes for Ethics. This policy would be an intern policy. Chairman Maier provided a template policy for the Committee to review. Chairman Maier said he spoke to Village Attorney Ferolo regarding this matter and the auditor policy requirement.

Trustee Towne said the Village is protected under the state statute Chapter 1 Section 1.102. STATE OFFICIALS AND EMPLOYEES ETHICS ACT ADOPTED. This act was adopted by the Village.

Chairman Maier said the Village is also covered under Chapter 5, Section 15 23.02. Chairman Maier asked the Committee to review the document and bring their suggestions to the next meeting.

Village Administrator Irvin said this document will addresses no retaliation against the whistleblower. The ethics section within the Village does not protect the reporting. The document will need to be rewritten to state the Village has no employees.

Financial Consultant O’Mary said she can provide the Committee a copy of the current Village policy that was written years ago.

Village Administrator Irvin said the document will need to indicate which Village member in office will receive the prohibited behavior reporting. Chairman Maier said there are procedures that need to be followed when making a reporting. Village Clerk Gallo asked the Committee members to submit their changes prior to the May meeting.

Trustee Towne said mentioned the Village document should be cross-referenced to the states. Trustee Towne asked the Village Clerk that the current section of the zoning code posted on American Legal be provided for the next Finance meeting.

H. 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 auditors have set up the upload site, Suralink which captures all of the requested documents for the audit has been made available. The auditors requested documents should all be submitted by May 15th.

I. ADJOURNMENT

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

Sandy Gallo, Village Clerk