

MINUTES OF THE REGULAR MEETING OF THE FINANCE COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON APRIL 20, 2021 BY ZOOM

A. CALL TO ORDER

Chairman Maier called the meeting to order at 6:00 p.m.

The Village meetings are being conducted in accordance with the recently amended provisions of the Open Meetings Act, the Governor’s Disaster Proclamation and the Governor’s Executive Order which provides that meetings attended by more than 25 persons are not feasible, an in-person meeting is not practical nor prudent at this time. Therefore, the meeting is being conducted in a virtual conference format.

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.

Also, on the call: Village Administrator, Bob Irvin; Village Clerk, Sandy Gallo; Village Treasurer, Carol Armstrong; Financial Consultant, Dorothy O’Mary; Trustee Pink

C. APPROVAL OF THE MINUTES OF MARCH

Chairman Maier requested a motion to approve the March 16, 2021 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. REVIEW OF INVOICES PRESENTED FOR PAYMENT

Financial Consultant O’Mary said one invoice for Staples in the amount of \$358.14 needs to be added. Trustee Pink mentioned a pending invoice from Dunlap Tree Experts in the amount of \$1,000 for the tree removal on Old School Road is due to be submitted. Trustee Pink indicated she disputed the original amount and new amount that should be paid is \$800. Trustee Towne asked if the listed invoice for Little St. Marys Rd in the amount of \$3,400 included the charge for \$800. Trustee Pink said no, the Little St. Marys Rd invoice was for a large oak tree that fell. Chairman Maier asked Trustee Pink if the older trees were proactively going to be removed or cleared to avoid ongoing issues. Trustee Pink said these trees are in the right-of-away and appear to be health until a strong wind or storm tears them down. Trustee Brennan added when the tree removal project was in progress many residents did not approve of the older trees being cleared and they were not cleared due to their disapproval.

Chairman Maier stated the new invoice amount for bills to be paid is \$89,965.84.

E. REVIEW OF THE TREASURER’S REPORT FOR MARCH

Chairman Maier mentioned the hotel taxes revenue have decreased but the other revenues have increased. No further matters were discussed regarding the report.

F. REVIEW OF ENGINEERING & BUILDING PERMIT INVOICES AND EXPENSES

Financial Consultant O'Mary provided the Committee spreadsheets regarding permits paid as of March 2021. Chairman Maier said the permit paid amount is \$394,000 and expenses are \$485,000 for the fiscal year. Financial Consultant O'Mary mentioned additional activity is being combined into JACO's invoice line item 16656 which is currently \$75,000 YTD. Chairman Maier said the Village is paying a fixed retainer plus permit fees. Village Administrator Irvin indicated the building permits history for the last 8 years was provided. Village Administrator Irvin added it was determined in 2014 that the building permit process needed to be changed. Please reference Village Administrator Irvin's memo regarding the building permit process. Trustee Towne said the concept was to try to ensure the revenue permits were higher than the expenses. Trustee Towne added he receives complaints from the residents of the limited 2-hours James Anderson provides to answer questions regarding building and they are told after this period a \$500 check is required. Village Administrator Irvin agreed the 2-hour period of customer service is low; however, James Anderson does not charge the Village for the additional time spent with the resident. Trustee Towne suggested that James Anderson reach out to a Village official to continue to support a resident who has building questions that exceed the 2-hour limit. Chairman Maier said James Anderson should communicate to Trustee Pink if they receive high call volume from residents. Village Administrator Irvin suggested James Anderson should start logging the hours spent supporting residents building questions to consider an adjustment to their retainer fee. Chairman Maier agreed. Trustee Pink asked if she needs to speak to Yamin about how he has handles residents. Financial Consultant O'Mary indicated she receives James Anderson daily activity log. Chairman Maier asked when was James Anderson contract up for renewal. Village Administrator Irvin said the contract started January 2019. Chairman Maier suggested to discuss with James Anderson in the next Around the Town meeting, on how they handle the residents during permit questions and their execution style.

Financial Consultant O'Mary stated she would like to discuss the third-party billing, the extras. Village Administrator Irvin said he has been tracking the extra charges to building permit for the last seven years after the ordinance was passed. Chairman Maier asked that this matter be discussed at another meeting.

G. REVIEW AND RECOMMENDATION TO APPROVE THE VILLAGE BUDGET FOR FY2021-2022

Village Administrator Irvin stated the Board approved the draft budget with the increase of the tax rebate program from \$600K to \$750K. The budget presented at Board's public hearing will reflect this amount change. Village Administrator Irvin added the second change to the budget pertains to the W.W. Grainger land acquisition that will now occur in the next fiscal year. The land purchase loan and expenses have been included in the next fiscal year too. Chairman Maier said he will reallocate \$4 million from the Illinois Funds account into the Village account for the W.W. Grainger acquisition.

Trustee Towne mentioned the tax rebate increase was not discussed at last month's Finance Committee meeting prior to the Board's approval. Trustee Towne said he would like to discuss the sustainability of the Village's finances resulting an increase of 40% to the tax

rebate amount in the last 2-years. Chairman Maier said the Village has enough funds at this time to issue this tax rebate, the Grainger's revenue will not be utilized for this program; however, this increase will not continue to grow at this rate. Trustee Brennan said the amount is a surplus of the Village's revenue and the residents will need to be reminded the amount can change from year to year. Trustee Pink added at the last Board's meeting Mayor Urlacher did state a COVID-19 check was considered for the residents but it was not feasible. As a result, the tax rebate program amount was increased instead to support the residents following the appropriate regulations in issuing checks. Chairman Maier confirmed the Village follows the Fiscal Responsibility Act when issuing checks to the residents.

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

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 6:48 p.m.

Sandy Gallo, Village Clerk