

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 7:30 P.M. ON TUESDAY, MAY 20, 2014 IN THE COTTONWOOD ROOM OF THE HILTON GARDEN INN HOTEL, 26225 N. RIVERWOODS BOULEVARD, METTAWA, ILLINOIS.

A. CALL TO ORDER

Mayor Urlacher called the meeting to order at 7:35 p.m.

B. ROLL CALL

Upon a call of the roll, the following were:

Present: Trustees Armstrong, Brennan, Clark, Maier, Towne and Mayor Urlacher

Absent: Trustee Lane

Mayor Urlacher declared a quorum present.

Also present: Village Administrator Bob Irvin; Scott Anderson, representative of the firm of James Anderson Co., Village Attorneys James V. Ferolo and Gregory T. Smith of Klein Thorpe & Jenkins, Ltd.; Village Clerk Cathy Nelson, Treasurer Lisa Dieter, Deputy Treasurer Tony Donato and Financial Consultant, Dorothy O'Mary

C. APPROVAL OF MINUTES:

Regular Meeting of the Mayor and Board of Trustees: April 15, 2014

It was moved by Trustee Clark, seconded by Trustee Maier that the minutes of the Regular Meeting of 15, 2014 be approved as presented.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Clark, Maier and Towne

Nay: None

Mayor Urlacher declared the motion carried and the minutes approved and placed on file.

Special Meeting of the Mayor and Board of Trustees: April 30, 2014

It was moved by Trustee Armstrong, seconded by Trustee Maier that the minutes of the Special Meeting of 15, 2014 be approved as presented.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Clark, Maier and Towne

Nay: None

Mayor Urlacher declared the motion carried and the minutes approved and placed on file.

D. APPROVAL OF BILLS

1. Bills Submitted for Payment
And
2. Other Bills Paid by the Village Treasurer in Anticipation of This Meeting.

It was moved by Trustee Maier, seconded by Trustee Armstrong to approve bills submitted for payment and other bills paid by the Village Treasurer in anticipation of this meeting for a total amount of \$574,075.14

Upon a call of the roll, the following voted:
Aye: Trustees Armstrong, Brennan, Clark, Maier and Towne
Nay: None

E. TREASURER'S REPORT

Presentation of the Monthly Report for the Month of April, 2014

It was moved by Trustee Maier, seconded by Trustee Armstrong that the Board acknowledge receipt of the March, 2014 Treasurer's Report and place it on file.

Upon a call of the roll, the following voted:
Aye: All
Nay: None

Mayor Urlacher declared the motion carried.

F. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC

1. Citizens to be Heard Not Listed Elsewhere on This Agenda:
Drew Johnson of 26600 N. Longwood and member of Mettawa Open Lands Association informed the Board that a MOLA event is planned for July 26, 2014, possibly at Whippoorwill Park and that more details will be forthcoming.
2. Written communications of citizens to be read:
No communications were read

G. COMMISSION AND COMMITTEE REPORTS FOR DISCUSSION, CONSIDERATION AND, IF SO DETERMINED, ACTION UPON.

1. Finance Committee:
 - a. Update: Sheriff and Water Agreement Initial Payment:
Trustee Maier informed that Board that the initial payment of \$180, 00.00 per the Intergovernmental Agreement with Lake County and the Lake County Sheriff will be paid once the agreement is signed.
 - b. Update: Final Payment on "Restaurant Property" Purchase.

Trustee Maier updated the Board that the Final \$350,000.00 for the “Restaurant Property” purchase will be paid in July, 2014.

c. Update: New Financial Software Implementation.

Trustee Maier updated the Board on the progress of the installation and conversion to the new financial software and highlighted some advantages of this system. It is expected to be up and running in July.

d. Update: IDOT Invoice for Route 60 Tollway Overpass Work.

Administrator Irvin updated the Board that Costco has presented new revised cost figures for this work and the Village will be going back to IDOT with revised numbers.

e. Update: CDW Tax Reporting.

Trustee Maier stated that the Village will continue to receive sales tax from CDW.

f. Other Matters: None Presented

2. Public Works Committee

a. Bradley Road Resurfacing Project:

Recommendation to Approve a Contract With Peter Baker & Sons, 1349 Rockland Road, Lake Bluff, Illinois; as Low Responsible Bidder for Repaving Entire Length of Bradley Road Within the Village of Mettawa in the amount of \$542,597.00; Pending Legal Approval.

Trustee Armstrong presented the bids for the Bradley Road repaving project with the addition of the relocation of the trail across Oasis Park for \$89,000.00 and \$300,000.00 in storm sewer work. The work extends from the bridge at the Tollway on the north to the south end of Bradley Road where it becomes Riverwoods Boulevard. The entire estimated cost is \$881,600.00. Discussion ensued regarding life expectancy of the road with this option versus the State of Illinois Funded option.

b. Recommendation to Approve \$1,500.00 for Immediate Pothole Repairs throughout the Village of Mettawa and Especially on Bradley Road.

Trustee Armstrong presented the recommendation to approve \$1,500.00 for immediate pothole repairs around the Village. The culvert on Little St. Marys Road will be the first priority.

c. Update: 2014 Maintenance Activities.

Trustee Armstrong reported that mowing around the Village will begin the week of May 26th and that repair of the washed out trail at the railroad track on Old School Road is covered in the current Forrest Builders contract.

Resident Ron Pink stated that he believed that it was a mistake not to put gravel on the road shoulders on Meadowoods Lane as the shoulders have disintegrated. Discussion ensued.

Discussion then ensued regarding bike traffic in the area, bike lanes on village roads and signage for bike safety

d. Update: Village Hall Project.

Trustee Armstrong updated the Board on the Village Hall project and that the AbbVie management is open to the possibility of providing space for a Village Office in their building (the old Capital One building). This will continue to be pursued. In addition, Rick Phillips and Bob Irvin will work on space requirements and present to the Board at the regular board meeting in July.

e. Update: Water Lines for Village.

Trustee Armstrong informed the Board that the Water Agreement between the Village and Lake County has been signed and that the decision needs to be made as to whether water for the North St. Marys area is privately funded or done through a Special Service Area. Resident Tom Heinz will be working with the residents in this area for a decision.

He also informed the Board that there is some interest in water for the area south of Route 60 on St. Marys Road. Discussion ensued regarding next steps and how to handle Riverside Preserve.

f. Other Matters: Trustee Armstrong reminded the Board that Riverwoods Road is scheduled to be repaved in July, 2014.

3. Parks and Recreation Committee

a. Discussion of Hayfield Proposals for 701 South Riverwoods Road.
This item is on hold until the July meeting.

b. Update: Route 60 Trail Extension West to St. Marys Road.

Trustee Towne updated the Board that there is enough room to put the trail extension in the right-of-way and that he and Administrator Irvin will be meeting with the State of Illinois to discuss plans.

c. Update: Whippoorwill Farm Park Planting.

Trustee Towne informed the Board that the planting work will begin the last week in May.

d. Update: Oasis Park.

Trustee Towne updated the Board on progress on the Oasis Berm stating that Ehlers and Juhrend have lost 21 days due to rain and their estimated finish date is the end of June, 2014.

e. Other Matters:

i. Discussion continued regarding bike group safety along St. Marys and Everett Roads.

ii. Mayor Urlacher reminded everyone that the first Open Land Ad Hoc Advisory Panel will meet on Tuesday, May 27, 2014 in the Maple Room of the Hilton Garden Inn at 7:30 PM

iii. MOLA member Drew Johnson gave the Board his observation that the seed mix on the Whippoorwill Park Berm is not doing well and that it may need over seeding in the fall.

iv. Resident Peter Liphardt asked if the Village received a lot of questions regarding the Berms and Whippoorwill Park and Oasis Park space and what the plans are for these areas. Trustee Towne then gave an update on planned work for these passive open space areas. Mr. Liphardt asked if the “no dump” sign at Whippoorwill could be removed as the berm is completed and the sign suggests it is a dump. Discussion ensued and it was suggested that “Whippoorwill Farm Restoration” would be appropriate signage language. Trustee Towne stated that all of the above would be discussed and be part of the Ad Hoc Panels’ recommendations.

4. Safety Commission:

a. Recommendation to Approve a Proclamation Declaring May, 2014 Motorcycle Safety and Awareness Month.

Trustee Clark presented for approval a mayoral proclamation submitted from A.B.A.T.E of Illinois and discussion ensued.

b. Discussion and Recommendation to Approve Renewal Service Contract With Blackboard, 650 Massachusetts Avenue, Washington, DC; for Blackboard Connect Service from June 28, 2014 Through June 27, 2015 in the Amount not to Exceed \$1,627.54; Pending Legal Review.

Trustee Clark reminded the Board of the purpose and functions of the Blackboard Connect program and recommended its renewal. Mayor Urlacher stated that the appropriate officials of the Village need to be re-trained on the system and discussion ensued on when and how it should be used. Administrator Irvin will coordinate the retraining sessions.

- c. Other Matters: More discussion regarding bike safety, possibility of issuing tickets, the issue of competition on the roads between bikes and motorists and conversations with Lake County about rules for bike clubs.

5. Zoning, Planning and Appeals Commission
No item presented for discussion

H. BUSINESS FROM THE BOARD FOR DISCUSSION, CONSIDERATION AND, IF SO DETERMINED, ACTION UPON:

1. Mayor's Report

- a. Mayor's Report on His First Year in Office.
Mayor Urlacher highlighted events and accomplishments by the Village during his first year in office, including but not limited to: The settlement of two lawsuits, the purchase of two parcels of land for open space, and the largest budget surplus for the Village ever, and agreements for water and sheriff services.
He thanked the Trustees, volunteers, support services and residents who all assisted in making this first year in office a positive one for the Village.
- b. Discussion and Recommendation to Amend the Village Administrator Contract Regarding Media Relations.
Mayor Urlacher requested that the Board give Administrator the ability to speak with the media at his discretion without first having to get Trustee approval as is indicated in his contract. After discussion, it was unanimously agreed that this prior approval should be eliminated from Mr. Irvin's contract.
- c. Update: Village Coffees.
Mayor Urlacher reported on the successful second village coffee held at the Lapins residence. 22 residents were in attendance. A date for the next coffee to be held in July at the Leahy residence will be set at the June Board meeting.
- d. Village Survey Results
Mayor Urlacher presented the new survey results and informed the Board that 120 residents responded. The results will be posted online. Mayor Urlacher

thanked resident Bob Hollar for his great work in putting together the survey and results.

- e. Discussion on Village Picnic Date.
Survey respondents are in favor of a village picnic. A weekend date in August or September will be decided upon at the June Board meeting.
- f. Building Report: Mayor Urlacher thanked Trustee Towne and Village Engineer Scott Anderson for their report and with no questions, placed it on file.
- g. Village Administrator's Report:
 - i. Administrator Irvin informed the Board that the email changeover will happen the last weekend of this month and those instructions on logging on and setting up the Microsoft Exchange server will be coming to them shortly.
 - ii. Mr. Irvin reported that the Zoning, Planning and Appeals Commission recommendation for a new open space zoning classification and ordinance on such will be on the agenda for the June 17th Board meeting. He also informed the Board that there are Three Special Use permit cases coming before the ZPA in the next three month.
 - iii. Mr. Irvin informed the Board that AbbVie will be taking over the Capital One building with an estimated 2,100 employees by 2016. No sales tax will be generated, but there is potential of an increase in the telecommunications tax.
 - iv. Mr. Irvin updated the Board on the trail extension from the Middlefork Savannah in Lake Forest to over the Route 60 overpass at the Tollway linking to the Mettawa Trail System. The Middlefork Savannah Bridge construction has been approved and the link up will possibly be completed by 2015.

2. UNFINISHED BUSINESS: None presented for discussion

Trustee Brennan left the meeting at 8:46 P.M.

3. NEW BUSINESS:

- a. Approval of Renewal of Service Contract With Blackboard, 650 Massachusetts Avenue, Washington, DC; for Blackboard Connect Service from June 28, 2014 Through June 27, 2015 in the Amount not to Exceed \$1,627.54; Pending Legal Review.

It was moved by Trustee Maier, seconded by Trustee Armstrong to approve the renewal of a Service Contract With Blackboard, 650 Massachusetts Avenue, Washington, DC; for Blackboard Connect Service from June 28, 2014 Through June 27, 2015 in the Amount not to Exceed \$1,627.54; Pending Legal Review.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier and Towne

Nay: None

Absent: Trustee Brennan

Mayor Urlacher declared the motion carried.

- b. Approval of a Contract With Peter Baker & Sons, 1349 Rockland Road, Lake Bluff, Illinois; as Low Responsible Bidder for Repaving Entire Length of Bradley Road Within the Village of Mettawa in the amount of \$542,597.00; Pending Legal Approval.

It was moved by Trustee Towne, seconded by Trustee Maier to approve a Contract With Peter Baker & Sons, 1349 Rockland Road, Lake Bluff, Illinois; as Low Responsible Bidder for Repaving Entire Length of Bradley Road Within the Village of Mettawa in the amount of \$542,597.00; Pending Legal Approval.

Mayor Urlacher stated that approving this contract, will now trigger the project with Village funding and not through a State of Illinois grant. He feels that the cost of the “grant” route at \$880,000.00 is not justified. Discussion ensued

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier and Towne

Nay: None

Absent: Trustee Brennan

Mayor Urlacher declared the motion carried.

- c. Approval of \$1,500.00 for Immediate Pothole Repairs Throughout the Village of Mettawa and Especially on Bradley Road.

It was moved by Trustee Armstrong, seconded by Trustee Towne to approve \$1,500.00 for Immediate Pothole Repairs Throughout the Village of Mettawa and Especially on Bradley Road.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier and Towne

Nay: None

Absent: Trustee Brennan

Mayor Urlacher declared the motion carried.

- d. Approval of a Mayoral Proclamation Declaring May 2014 as Motorcycle Safety and Awareness Month.

It was moved by Trustee Clark, seconded by Trustee Armstrong to Approve a. Mayoral Proclamation Declaring May 2014 as Motorcycle Safety and Awareness Month.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier and Towne

Nay: None

Absent: Trustee Brennan

Mayor Urlacher declared the motion carried.

- e. Approval of An Agreement with the Hilton Garden Inn, Mettawa Illinois, for Use of the Cottonwood Room on the Third Tuesday of Each Month Commencing May 1, 2014 Through December 31, 2014 for Meetings of the Mayor and Board of Trustees of the Village of Mettawa, in an Amount not to Exceed \$400.00 Per Use; Pending Legal Review.

It was moved by Trustee Clark, seconded by Trustee Maier to approve An Agreement with the Hilton Garden Inn, Mettawa Illinois, for Use of the Cottonwood Room on the Third Tuesday of Each Month Commencing May 1, 2014 Through December 31, 2014 for Meetings of the Mayor and Board of Trustees of the Village of Mettawa, in an Amount not to Exceed \$400.00 Per Use; Pending Legal Review.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier and Towne

Nay: None

Absent: Trustee Brennan

Mayor Urlacher declared the motion carried.

- f. Approval of An Agreement With the Hilton Garden Inn, Mettawa, Illinois; for Use of the Maple Room on the Third Tuesday of Each Month Commencing May 1, 2014 Through December 31, 2014 for Meeting of the Finance Committee of the Village of Mettawa in an Amount Not to Exceed \$100.00 Per Use; Pending Legal Review.

It was moved by Trustee Armstrong, seconded by Trustee Maier to Approve An Agreement With the Hilton Garden Inn, Mettawa, Illinois; for Use of the Maple Room on the Third Tuesday of Each Month Commencing May 1, 2014 Through December 31, 2014 for Meeting of the

Finance Committee of the Village of Mettawa in an Amount Not to Exceed \$100.00 Per Use; Pending Legal Review.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier and Towne

Nay: None

Absent: Trustee Brennan

Mayor Urlacher declared the motion carried.

- g. Approval of An Agreement with the Hilton Garden Inn, Mettawa, Illinois; for Use of the Maple Room on the Second Wednesday of Each Month Commencing May 1, 2014 Through December 31, 2014 for Meetings of the Public Works Commission and Parks and Recreation Committee of the Village of Mettawa in an Amount Not to Exceed \$100.00 Per Use; Pending Legal Review.

It was moved by Trustee Armstrong, seconded by Trustee Clark to Approve An Agreement with the Hilton Garden Inn, Mettawa, Illinois; for Use of the Maple Room on the Second Wednesday of Each Month Commencing May 1, 2014 Through December 31, 2014 for Meetings of the Public Works Commission and Parks and Recreation Committee of the Village of Mettawa in an Amount Not to Exceed \$100.00 Per Use; Pending Legal Review.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier and Towne

Nay: None

Absent: Trustee Brennan

Mayor Urlacher declared the motion carried.

I. EXECUTIVE SESSION: With no items to be discussed, no Executive Session was held

J. ITEMS TO BE REFERRED: No items referred

K. FOR INFORMATION ONLY: No items discussed

L. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Clark, seconded by Trustee Armstrong that the meeting be adjourned.

In Favor: All

Opposed: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 9:15 PM.

Cathy Nelson, Village Clerk