

**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, DECEMBER 16, 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 7:30 p.m.

**B. ROLL CALL**

Upon a call of the roll, the following were:

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

Absent: Trustee Clark and Lane

Mayor Urlacher declared a quorum present.

Also present: Village Administrator Bob Irvin; Scott Anderson, representative of the firm of James Anderson Co., Village Attorney James V. Ferolo of Klein Thorpe & Jenkins, Ltd.; Village Clerk Cathy Nelson, Financial Consultant, Dorothy O'Mary

**C. APPROVAL OF MINUTES:**

**Regular Meeting of the Regular Meeting of the Board: November 18, 2014**

It was moved by Trustee Brennan seconded by Trustee Clark that the minutes of the Regular Meeting of October 21, 2014 be approved as corrected for a typo on page 5. 3.b. Paragraph 3 line 5..."that" should be "the"

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Maier, Towne and Mayor Urlacher

Nay: None

Mayor Urlacher declared the motion carried and the minutes approved as corrected 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 Brennan to approve bills submitted for payment and other bills paid by the Village Treasurer in anticipation of this meeting for a total amount of \$165,593.59,

Trustee Maier stated that the approved payment for the month includes only the original final balance due Dunlap Tree Services of \$18,380.00.

Discussion ensued regarding the submitted overage charges by Dunlap Tree Service. The Finance Committee did not approve the submitted overage, believing it is excessive and without up-front approval or acceptable explanation. After further discussion regarding the scope of work completed, Mayor Urlacher directed that Scott Anderson and the Public Works Committee to negotiate an acceptable final fee with Dunlap for the extra work to be re-presented at the January, 2015 Finance meeting.

Upon a call of the roll, the following voted:

Aye: Trustee Armstrong, Brennan, Maier, Towne and Mayor Urlacher  
Nay: None

Mayor Urlacher declared the motion carried

#### **E. TREASURER'S REPORT**

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

It was moved by Trustee Maier, seconded by Trustee Brennan that the Board acknowledges receipt of the November, 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:
2. Written communications of citizens to be read:  
No communications were read

Mayor Urlacher made the following statement to the Board:

“As you all know, Trustee Roger Lane, on October 21, 2014 suffered very serious injuries in a horse riding incident. I have been tendered a resignation from Roger's wife, Chris, that she has signed on behalf of Roger, at his direction; along with an affidavit from Chris Lane attesting to his inability to complete his term due to his injuries; and his request that she execute the resignation on his behalf.”

Mayor Urlacher then entertained a motion to accept the Resignation of Roger Lane from the Office of Trustee of the Village of Mettawa and to declare the office vacant.

It was so moved by Trustee Armstrong, seconded by Trustee Maier.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Maier, Towne and Mayor Urlacher

Nay: None

Absent: Trustees Clark and Lane

Mayor Urlacher declared the motion carried and directed the Village Clerk to place the resignation letter and affidavits on file.

Agenda Item H.1.d: Appointment of Jan Pink to the Office of Village Trustee

Mayor Urlacher then informed the Board of his appointment of Jan Pink to the office of Village Trustee to complete the term of Roger Lane. He then read a letter to the Board from Jan Pink accepting the Mayoral appointment.

It was then moved by Trustee Armstrong, seconded by Trustee Maier to approve the appointment of Jan Pink to the office of Village Trustee to complete the term of Roger Lane.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustees Clark and Lane.

Mayor Urlacher declared the motion carried and welcomed Mrs. Pink to the Board.

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

1. Finance Committee:

a. Update: Village Tax Rebate:

Trustee Maier informed the Board that the rebate submissions and calculation have been completed and approved by the Finance Committee in the amount of \$313,953.14 and that the checks will go out shortly.

b. Recommendation to Approve Payment to Dunlap Tree Service for Extra Tree Removal Work in the Village in the Amount of \$19,800.00.

This item was discussed under "Approval of Bills" (D.1) and the final charges will be re-negotiated and presented at the January Finance meeting for consideration and recommendation to the Board

- c. Recommendation For Approval of an Ordinance Amending Village of Mettawa's Annual Budget for Fiscal Year 2014-2015

It was moved by Trustee Maier, seconded by Trustee Towne to Approve an **“Ordinance Amending Village of Mettawa’s Annual Budget for Fiscal Year 2014-2015”** being **Ordinance No. 771**

Trustee Maier presented and explained the Amended Budget.  
Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Maier, Towne and Urlacher.  
Nay: None  
Absent: Trustees Clark and Lane

Mayor Urlacher declared the motion carried.

- d. Recommendation for Approval of an Ordinance Authorizing the Levy and Collection of Taxes for the Corporate and Municipal Purposes of the Village of Mettawa, Lake County, Illinois for the Year 2014.

It was moved by Trustee Brennan, seconded by Trustee Maier to approve an **“Ordinance Authorizing the Levy and Collection of Taxes for the Corporate and Municipal Purposes of the Village of Mettawa, Lake County, Illinois for the Year 2014”** being **Ordinance No. 770**

Trustee Maier explained the \$135,000.00 Tax Levy noting that there has not been increase in the \$135,000.00 amount for many years. He noted that there is a slight increase in SSAs 3 (Woodland Falls) due to road repairs that will need to be done in the near future. There will also be a slight decrease in the Levy for SSA #5 (Oasis Business Park). Everything else is being adjust to within the 5% allowable limit.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Maier and Towne  
Nay: None  
Absent: Trustees Clark and Lane

Mayor Urlacher declared the motion carried.

- c. Other Matters: None to report

At 7:45 PM, Trustee Armstrong left the meeting.

## 2. Public Works Committee

Trustee Towne informed the Board that no meeting was held in December and thus there would be no report. The next meeting will be January 14, 2015

**3. Parks and Recreation Committee**

Trustee Towne informed the Board that no meeting was held in December and thus there would be no report. The next meeting will be January 14, 2015

**4. Safety Commission:**

- a. Update by Commissioner: Due to Trustee Clarks' absence there was no update
- b. Consideration of a Request from Howe Security for a 4% Rate Increase.

Trustee Maier reported that the Finance Committee considered this request and felt it to be unreasonably high given current cost of living increases. After discussion Mayor Urlacher directed Administrator Irvin to re-negotiate the increase with Howe Security and re-present to the Finance Committee for consideration and recommendation to the Board at the January Board meeting

- c. Other Matters: None presented

**5. Zoning, Planning and Appeals Commission**

No meetings held and nothing to report.

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

**1. Mayor's Report**

- a. Presentation by Lake County Sheriff

Sgt. Drummond of the Lake County Sheriff updated the Board on activities in the Village since they have been contracted for Village policing services. No major issues to report. Special details are continuing for traffic control at the Old School/St. Marys intersection and on weekends for bicycle law enforcement. The requested "Speed Board" will be used on Village roads once it has been repaired. Discussion ensued regarding where the Board can be placed.

- b. Update: Newsletter Articles Regarding Firearms Regulations and Mailbox Damages from Snow Plows.

Mayor Urlacher informed the Board that there will be articles in the upcoming newsletter regarding the Village Firearms Ordinance. There will be no change in the current code and safety tips will be included in the Newsletter. Also included will be information regarding reimbursement of \$50.00 for mailboxes damaged by snow plows on Village roads. Forest Builders will repair any mailboxes they damage during winter plowing.

- c. Proclamation Declaring December as National Drunk and Drugged Driving Prevention Month.

A Mayoral Proclamation was read by the Village Clerk declaring December, 2014 as Drunk and Drugged Driving Prevention Month in the Village of Mettawa.

- d. Appointment of Jan Pink to the Office of Village Trustee: Addressed earlier in meeting (see page 2)
- e. Building Report: Mayor Urlacher thanked Village Engineer Anderson and Trustee Towne for the report and placed it on file.
- f. Village Administrator's Report:

Administrator Irvin reported that he has been working with Lake Forest to put together an Intergovernmental Agreement combining all items on their collective agenda.

Mr. Irvin also informed the Board that the BMW Golf Tournament will be held in 2015 from September 15<sup>th</sup> through the 20<sup>th</sup> and that changes are being discussed to make the event run more smoothly and to solve traffic and parking problems.

Use of Village land for parking is being discussed and Mr. Irvin will keep the board updated on progress. Discussion ensued.

- g. Other Matters: None presented

## **2. UNFINISHED BUSINESS:**

- a. Tabled Item From November Meeting: Approval of an Ordinance Authorizing the Village President and Clerk to Execute a Recapture Agreement Related to Water Mains Installed to Service The Crest Subdivision

It was moved by Trustee Towne, seconded by Trustee Brennan to remove the above tabled item from the November 18, 2014 Board meeting:  
Approval of an Ordinance Authorizing the Village President and Clerk to

Execute a Recapture Agreement Related to Water Mains Installed to Service The Crest Subdivision and present it for consideration.

Upon a call of the roll, the following voted:

Aye: Trustees Brennan, Maier, Towne and Mayor Urlacher

Nay: None

Absent: Trustees Armstrong, Clark and Lane

Mayor Urlacher declared the motion carried.

It was then moved by Trustee Towne, seconded by Trustee Brennan to approve an amended motion to Approve an **“Ordinance Authorizing the Village President and Clerk to Execute a Recapture Agreement Related to Water Mains Installed to Service The Crest Subdivision Conditioned Upon the Recapture Agreement Bring Amended to Change the Benefit Amount to Add the Cost of Auguring Under the Railroad Tracks Which is Approximately \$48,000.00 Plus Engineering Fees Totaling 15% of the Additional Cost”** being **Ordinance No. 772**

After discussion and upon a call of the roll, the following voted:

Aye: Trustees Brennan, Maier, Towne and Mayor Urlacher

Nay: None

Absent: Trustees Armstrong, Clark and Lane

Mayor Urlacher declared the motion carried.

### 3. NEW BUSINESS

- a. Approval of Payment to Dunlap Tree Service for Extra Tree Removal Work in the Village in the Amount of \$19,890.00

Addressed under Finance Committee: G.1.b

- b. Approval of an Ordinance Amending Village of Mettawa’s Annual Budget for Fiscal Year 2014-2015

Addressed under Finance Committee: G.1.c

- c. Approval of An Ordinance Authorizing The Levy and Collection of Taxes For the Corporate and Municipal Purposes of the Village of Mettawa, Lake County, Illinois for the Year 2014

Addressed under Finance Committee: G.1.d

**I. EXECUTIVE SESSION:** None held

Items “j” through “l” not necessary due to lack of Executive Session

**M. ITEMS TO BE REFERRED:** None

**N. FOR INFORMATION ONLY:** No Items

**O. ADJOURNMENT**

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

In Favor: All

Opposed: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:25 p.m.

Cathy Nelson, Village Clerk