

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 19, 2015 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, Clark, Maier, Pink, Towne and Mayor Urlacher

Absent: Trustee Brennan

Mayor Urlacher declared a quorum present.

Also present: Village Administrator Bob Irvin; Scott Anderson, representative of the firm of James Anderson Company, Village Attorney Jim Rhodes of Klein Thorpe & Jenkins, Ltd. and Financial Consultant Dorothy O'Mary

C. APPROVAL OF MINUTES:

Regular Meeting of the Board: April 21, 2015

It was moved by Trustee Maier and seconded by Trustee Clark that the minutes of the Regular Meeting of April 21, 2015 be approved as presented.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Pink 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.

Trustee Maier reported the total amount for payment is \$376,910.46. It includes the tax sharing payment of \$265,635.33 to White Lodging.

Upon a call of the roll, the following voted:

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

Nay: None

E. ADJOURNMENT SINE DIE

It was moved by Trustee Armstrong, seconded by Trustee Maier to adjourned the meeting Sine Die.

In Favor: All
Opposed: None

Mayor Urlacher declared the motion carried and the meeting adjourned Sine Die at 7:34 p.m.

F. INAUGURATION OF NEWLY ELECTED VILLAGE OFFICIALS

Deputy Village Clerk Bob Irvin administered the oaths of office to Trustee Pink, Trustee Sheldon and Trustee Towne.

G. CALL TO ORDER

Mayor Urlacher called the meeting to order at 7:38 p.m.

H. ROLL CALL

Upon a call of the roll, the following were:

Present: Trustees Armstrong, Maier, Pink, Sheldon, Towne and Mayor Urlacher

Absent: Trustee Brennan

Mayor Urlacher declared a quorum present.

Also present: Village Administrator Bob Irvin; Scott Anderson, representative of the firm of James Anderson Company, Village Attorney Jim Rhodes of Klein Thorpe & Jenkins, Ltd. and Financial Consultant Dorothy O'Mary

I. MAYOR'S UPDATE FOR CONSIDERATION AND ACTION

1. Resolution Commemorating the Public Service of Jeffrey V. Clark

It was moved by Trustee Armstrong, seconded by Trustee Towne to approve a Resolution Commemorating the Public Service of Jeffrey V. Clark.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Pink, Sheldon and Towne

Nay: None

Mayor Urlacher read the Resolution and thanked Jeff Clark for his service to the Village.

2. Resolution Commemorating the Public Service of Roger Lane

It was moved by Trustee Armstrong, seconded by Trustee Towne to approve a Resolution Commemorating the Public Service of Roger Lane.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Pink, Sheldon and Towne

Nay: None

Mayor Urlacher advised that Roger Lane could not attend the meeting and that it would be presented to him at a later time.

J. TREASURER'S REPORT

Presentation of the Treasurer's Report for the Month of April, 2015.

It was moved by Trustee Armstrong, seconded by Trustee Maier that the Board acknowledges receipt of the April, 2015 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.

K. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC

1. Citizens to be Heard Not Listed Elsewhere on This Agenda: None

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

1. Finance Committee:

a. Recommendation Regarding Payment for Mailbox Damages at 14805 Old School Road

Trustee Maier reported that the Committee had discussed the bill that had been presented at the last meeting. The Committee recommended that the \$250 cost be paid, but with the caveat that it occurred prior to the Board's policy of the maximum payment of \$50.

2. Public Works Committee

a. Update on 2015 Maintenance Activities

Trustee Armstrong said there is a culvert to replace on west Old School Road. There may be additional work in that area later in the year. We are also looking at some improvements to the ditch on Old School by the Crest. An additional pipe may be needed to help in this area. Shoulder repairs were discussed in the Meadowoods subdivision and we will be getting feedback from residents there. The Village shoulders are normally dirt or asphalt grindings. Some residents wanted dirt at the time the road was improved and some would now like to have rock. However, we do not have rock in other Village locations. Trail maintenance will occur soon.

b. Update on Village Hall Discussions

Trustee Armstrong reported that we are waiting on the Village Administrator's report on the needs of the Clerk and Administrator. If we do move forward with a Village Hall, the Committee discussed putting out for proposals for both design and building of a Village Hall. Resident Tom Heinz recommended that the Village split the architecture design and construction work and not have it done by one company.

Mayor Urlacher said that we should not be making the decision on a Village Hall only based on the Administrator's report. There are many other reasons and issues to consider.

c. Update on Water Main Extensions

Trustee Armstrong reported that with the Old School water main nearly completed the area west and south could now proceed with their extension. Village Attorney Jim Rhodes advised the Village Board of the procedures and timeframe to establish a special service area for the water main project. It could begin with an informal meeting in early June and the full process could take about four months to complete. Resident Tom Heinz offered to host the June meeting at his office. He also said that if the cost per resident was \$45,000, he did not think it would be approved. He also asked if the Village was willing to pay part of the cost. Trustee Towne advised that the Village was pursuing a low interest loan through the IEPA as well as any grants. The Board could look into some public benefits such as the hydrants.

Trustee Armstrong reported that we were also taking a look again at the north St. Marys Road properties for a water main extension. There have been some changes in ownership since this was pursued a few years ago. Trustee Armstrong will be contacting the residents to determine the interest.

Resident Ron Pink suggested that the Village consider extending water mains to the all parts of the Village as Lake Michigan water is an enhancement to the properties. Trustee Towne advised that trying to include the entire Village could be difficult and

that we have made progress with certain segments that are ready to go. We should also look at the other areas in the Village to determine who is interested in water and keep working on it.

d. Update of Snow Plowing Contract for 2016

Trustee Armstrong reported that there is one more year remaining on the contract with Forest Builders.

e. Recommendation to Approve an Agreement with Brickman for Right-of-Way Mowing in an Amount not to exceed \$3,252.00

Trustee Armstrong reported that the Committee recommended approval of an agreement with Brickman for right-of-way similar to what Brickman has done for the last several years. There is a 4% increase from the 2012 rates.

f. Recommendation to Approve an Agreement with Clarke Environmental Mosquito Management, Inc. in an Amount not to exceed \$20,480.00

Trustee Armstrong reported the Committee recommended approval of the annual agreement with Clarke Environmental for mosquito treatment. Trustee Towne suggested that they add the trail from Bradley Road to Deerpath to the areas sprayed for mosquitos.

g. Recommendation to Approve the Waiving of Sealed Bids and Approve a Proposal from Kaplan Pavement Services for the Sanctuary Lane Paving Project in an Amount not to Exceed \$31,500.00

Trustee Armstrong reported that since the Committee meeting, it was determined that we could get a better price by seeking other bids, so this item should be tabled.

3. Parks and Recreation Committee:

a. Update on Obtaining Bids for Trail Projects in Oasis Park and Route 60 Extension

Trustee Towne reported that we are nearly ready to go out for bids for the Oasis Park trail relocation and should go out by the end of this week. The bids will be ready for the next Committee meeting. The other trail extension along Rt. 60 has been delayed due to the construction of a new fiber optic line installation that has been partially installed.

b. Update on the WRD Open Land Management Plan

Trustee Towne reported that the Committee had reviewed the plan at its last meeting. The Village Board has the latest copy of the proposed plan. He asked the Board members to read the plan and submit any additional changes in time for the next

Parks & Recreation Committee meeting. The proposed plan is also available to view on the Village's website this week. It should be ready for approval at the June Board meeting. Village Administrator Irvin advised that the Open Space Panel would be reviewing the plan at its May 26th meeting.

c. Update on Spring Plantings for Whippoorwill Park and Preserve

Trustee Towne reported that he would include this report later in the meeting.

d. Recommendation to Approve an Agreement with ILM for 2015 Whippoorwill Park Maintenance in an Amount not to Exceed \$6,150.00

Trustee Towne reported that the Committee discussed a larger proposal from ILM, but recommended that some of the work not be done this year. He met with April Nielson of ILM last Saturday at Whippoorwill Park to review the work that needs to be done there. She suggested that the fall burn be put off this year and that additional treatments be done in its place. The recommendations fall in line with the open space plan. She will be submitting a revised proposal for the \$6,150.00. In the future, he recommended that we seek proposals from firms for a three year stewardship program. There was general discussion regarding waiting for a revised proposal or approving it, subject to legal review. The consensus was to approve it subject to legal review.

e. Recommendation to Approve a Proposal from Brickman for Spring Mowing of Whippoorwill Park, Oasis Park and the Restaurant Site for an Amount not to Exceed \$830.00

Trustee Towne reported that the Committee recommended that we mow the subject areas this year. It is a good price and this is different work from the right-of-way mowing discussed earlier in the meeting. It is a one-time mowing, but we could decide to have the areas mowed again this year if needed.

f. Recommendation to Approve a Proposal from Bob Haraden to Harvest Hay from the Village's 19 Acre Property located on Riverwoods Road

Trustee Towne reported the proposal from Bob Haraden would begin after July 1st. He has walked the site and did not see many nesting birds. Resident Denis Bohm recommended that the hay cutting be delayed until after July 15th, to allow the birds to leave the site. The birds are not on any endangered list, but there are limited habitats.

g. Recommendation to Dispose of Stone at Whippoorwill Park in Trade for Landscaping Work

Trustee Towne reported that we received a request from Grundstrom Landscape for ¾ tons of the flagstone from Whippoorwill Park in exchange for landscape work in the

park. Grundstrom did the tree and shrub installation on the berm last year. We tried to previously sell the stone. The Committee recommended approval of the request. He also reported that there is about an 80% survival of the trees and shrubs planted last year. We have a two year replacement guarantee on the plantings.

4. Safety Commission:

a. Commissioner's Report – No Report.

5. Zoning, Planning and Appeals Commission

No meetings held and nothing to report.

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

1. Mayor's Report

a. Village Resident Event for June

Mayor Urlacher reported that John and Andrea on Alexandra Drive will be hosting a wine and cheese event on June 13th, from 3:00 to 6:00 p.m. Invitations will be going out later this week.

b. Date for Village Picnic

Mayor Urlacher suggested that the Village Picnic be held on August 29th this year, again at the Serbian Church. If the Trustees or residents have any suggestions for the picnic, to please let him know. The Village will need to pay for the tent rental this year. The consensus of the Board was to hold the picnic on August 29th at the Serbian Church.

c. Appointments of Committee Chairs and Committee Members

Mayor Urlacher reported that Trustee Pink will take over the Public Safety duties and join the Public Works Committee with Trustee Armstrong continuing as Chair. Trustee Sheldon will join the Finance Committee and Parks & Recreation Committees.

d. Appointments to Zoning, Planning and Appeals Commission

Mayor Urlacher recommended the reappointments of Bob Busscher and Liz Leonard for three year terms to the ZPA Commission.

It was moved by Trustee Maier, seconded by Trustee Armstrong approval of the appointments of Bob Busscher and Liz Leonard to the Zoning, Planning and Appeals Commission.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Pink, Sheldon and Towne
Nay: None

Mayor Urlacher declared the motion carried.

e. Blackboard Connect Agreement for 2015-16

Mayor Urlacher advised that the Blackboard Connect agreement was up for renewal and he recommended that we continue it. It's rarely used, but good to have available in emergency situations.

f. Mid-Term Report

Mayor Urlacher reported that it has been two years since his election and he wanted to thank some people and provide a mid-term report. First of all, he thanked his fiancé, Jeanna for her support. He thanked Trustee Clark for being cooperative and a "standup guy" during the election period and the two years on the Board together.

Many projects and issues had been dealt with, some continuing from Mayor Jess Ray's term. They include residential interaction and involvement: quarterly resident events, Village picnic, creation of an open space panel, special committee of the whole meetings held on Saturdays to obtain resident input, resident survey about key issues; land purchases to protect the future land uses in the Village: the restaurant site across from the hotels and the 19 acre farm site on Riverwoods Road; contracts and agreements: agreements with Lake County for Sheriff's services and water main extensions, an amendment agreement with Anderson Engineering with a more balanced fee schedule, updated agreement with the City of Lake Forest that includes beach parking passes for Mettawa residents; Village finances: improved Village budget document with detailed revenues and expenses for increased transparency, balanced budgets, continuation of the Village property tax rebate program and the award of a \$100,000 grant for the Bradley Road resurfacing project; other matters: the hiring of a Village Administrator to assist with administrative functions, creation of the open space zoning district, development of the Village's first open space management plan, addition of an AED in the Mettawa Patrol vehicle, Bradley Road improvements and the study of Village needs for offices and storage.

Mayor Urlacher thanked everyone for their support and help over the two years.

g. Building Report

Mayor Urlacher thanked Village Engineer Anderson and Trustee Towne for the report and placed it on file.

h. Village Administrator's Report:

Village Administrator Irvin reported that the beach parking permits sold were up to 20. The Lake Forest storage facility improvements have been completed and we will be able to purchase our salt allocation soon, likely after June 1st. We have until June 30th to make our purchase of 120 tons. The water line extension is nearly completed on Old School Road with the remaining landscaping work to be completed. He had spoken to Paul Bergin of Novak Construction regarding the replacement of shrubs at the Meadowoods Lane intersection, and he will have his landscaper provide us with some options. If the Village wanted more work to be done there, it was suggested that they pay for their share of the costs and allow the Village to coordinate the improvements.

Trustee Armstrong asked if there was a date for the Old School railroad crossing rebuild. Village Administrator Irvin reported that he was waiting to hear back from the railroad representative for the dates.

2. UNFINISHED BUSINESS: None presented for discussion

3. NEW BUSINESS:

- a. Approval of an Agreement with Brickman for Right-of-Way Mowing in an Amount not to Exceed \$3,252.00, subject to Legal Review

It was moved by Trustee Armstrong, seconded by Trustee Maier approval of an Agreement with Brickman for Right-Of-Way mowing in an amount not to exceed \$3,252.00, subject to Legal Review.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Pink, Sheldon and Towne
Nay: None

Mayor Urlacher declared the motion carried.

- b. Approval of an Agreement with Clarke Environmental Mosquito Management, Inc. in an Amount not too Exceed \$20,480.00, subject to Legal Review

It was moved by Trustee Armstrong, seconded by Trustee Maier the waiving of sealed bids and approval of an Agreement with Clarke Environmental Mosquito Management, Inc. in an Amount not too Exceed \$20,480.00, subject to Legal Review.

Trustee Towne reminded that it should include the addition of the Village trail. Mayor Urlacher said it would be included with the legal review. Trustee Sheldon asked if the private driveways that Clarke had access to for treatments were covered by the Village service. Former Trustee Clark advised that this was an added benefit of the contract. Any resident with a significantly long driveway would receive the service as part of the Village contract. This was due to the heavy forested areas of the Village.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Pink, Sheldon and Towne
Nay: None

Mayor Urlacher declared the motion carried.

- c. Approval of the Waiving of Sealed Bids and Approval of a Proposal from Kaplan Pavement Services for the Sanctuary Lane Paving Project in an Amount not to Exceed \$31,500.00, subject to Legal Review

This item was deferred to the next meeting.

- d. Approval of an Agreement with ILM for 2015 Whippoorwill Park Maintenance in an Amount not too Exceed \$6,150.00, subject to Legal Review

It was moved by Trustee Maier, seconded by Trustee Towne of an Agreement with ILM for 2015 Whippoorwill Park Maintenance in an Amount not too Exceed \$6,150.00, subject to Legal Review.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Pink, Sheldon and Towne
Nay: None

Mayor Urlacher declared the motion carried.

- e. Approval of a Proposal from Brickman for Spring Mowing of Whippoorwill Park, Oasis Park and the Restaurant Site for an Amount not to Exceed \$803.00, subject to Legal Review

It was moved by Trustee Maier, seconded by Trustee Sheldon for of a Proposal from Brickman for Spring Mowing of Whippoorwill Park, Oasis Park and the Restaurant Site for an Amount not to Exceed \$803.00, subject to Legal Review.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Pink, Sheldon and Towne
Nay: None

Mayor Urlacher declared the motion carried.

- f. Approval of a Proposal from Bob Haraden to Harvest Hay from the Village's 19 Acre Property located on Riverwoods Road

It was moved by Trustee Armstrong, seconded by Trustee Maier for of a Proposal from Bob Haraden to Harvest Hay from the Village's 19 Acre Property located on Riverwoods Road. Trustee Pink suggested that the work be delayed until July 15th. Trustee Towne recommended leaving it July 1st as Mr. Haraden will likely not be there until the middle of the month. The consensus of the Board was to leave it July 1st.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Sheldon and Towne
Nay: Trustee Pink

Mayor Urlacher declared the motion carried.

- g. Approval of an Ordinance Authorizing the Village Administrator to Dispose of Village Property

It was moved by Trustee Armstrong, seconded by Trustee Sheldon for approval of an Ordinance Authorizing the Village Administrator to Dispose of Village Property.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Pink, Sheldon and Towne
Nay: None

Mayor Urlacher declared the motion carried.

- h. Approval of an Agreement with Blackboard Connect for Resident Connection Services in an Amount not to Exceed \$1,627.54, subject to Legal Review

It was moved by Trustee Armstrong, seconded by Trustee Towne for approval of an Agreement with Blackboard Connect for Resident Connection Services in an Amount not to Exceed \$1,627.54, subject to Legal Review.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Pink, Sheldon and Towne
Nay: None

Mayor Urlacher declared the motion carried.

J. EXECUTIVE SESSION: None

K. CALL TO RECONVENE: None

L. ROLL CALL: None

M. MATTERS REQUIRING ACTION ARISING AS A RESULT OF THE EXECUTIVE SESSION: None

N. ITEMS TO BE REFERRED: None

O. FOR INFORMATION ONLY: None

P. ADJOURNMENT

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

In Favor: All

Opposed: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:56 p.m.

Bob Irvin, Deputy Village Clerk