

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, June 16, 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, 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 Attorneys Jim Ferolo and Greg Smith of Klein Thorpe & Jenkins, Ltd. and Financial Consultant Dorothy O'Mary

C. APPROVAL OF MINUTES:

Regular Meeting of the Board: May 19, 2015

Trustee Pink asked that the Public Works Committee report on page 4 under 2.a. be changed to read that "some" residents wanted the dirt shoulders. Deputy Village Clerk Irvin advised that minutes reflected what was reported by Trustee Armstrong. Trustee Armstrong said that he was fine with it being changed to "some" residents. Trustee Pink also advised there was a typo with the "d" in "and" on page 5 under 2.e.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the minutes of the Regular Meeting of May 19, 2015 be approved as corrected.

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 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 \$116,129.57. It was moved by Trustee Maier and seconded by Trustee Armstrong to approve payment of the bills.

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

E. TREASURER'S REPORT

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

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

F. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC

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

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

1. Finance Committee:

a. Recommendation to Approve an Agreement with Sikich LLP for Auditing Services for a Three Year Period

Trustee Maier reported that after several years of working with Wolf & Company, now BKD & Associates, it was recommended that we seek a new auditing firm and a request for proposals went out to area firms. Of the proposals submitted, the Committee felt that Sikich submitted the lowest responsible proposal. Trustee Brennan contacted municipal clients of Sikich and the reviews were very favorable. Additionally, Village Administrator Irvin has worked with Sikich in the past. The proposals were provided to the Village Board for review.

2. Public Works Committee

a. Update on 2015 Maintenance Activities

Trustee Armstrong reported the Village trails had been scraped, rolled and filled in several locations. Some drainage work has been completed along Bradley Road and a culvert replaced on Old School Road. There are additional drainage issues that will

likely be addressed later in the season. Lake County has begun to mow their rights-of-way.

b. Update on Village Hall Discussions

Trustee Armstrong reported that he distributed the evaluation table of the various sites for a potential Village Hall. In order to move forward to obtain better plans and estimated costs for a potential Village Hall, a location decision is needed. The Committee recommended that if we do build a Village Hall, the best location is the “Dreikosen” property at the southwest corner of Rt. 60 and St. Marys Road.

Resident Tom Heinz said that he understood that Administrator Irvin was going to making a report on Clerk activities that could impact what we need for a Village Hall. Trustee Armstrong agreed that he will be providing a report. Mr. Heinz asked if the report would be made to both the Board and residents. Mayor Urlacher said that it would be given to all. He estimated that the report would be made in July or August. Administrator Irvin advised that his report would have no impact on location and as the Mayor advised at the last meeting, the work of the Clerk was only one aspect on a Village Hall decision. It is one piece of the puzzle in determining the need for a Village Hall. Trustee Armstrong confirmed that there are still three options under consideration, build a Village Hall, lease space or continue the status quo.

c. Update on Water Main Extensions

Trustee Armstrong reported that a meeting was recently held at the home of Tom Heinz to discuss the formation of a special service area for the water main extension project. It appears that there is enough support for the formation of the SSA. The Village Attorney is putting together the various documents including lists of property owners and registered voters who will need to be contacted during the process. Resident Ron Pink asked if this is for all the areas in the Village where there are no water lines. Trustee Armstrong said the location is near Old School and St. Marys Road, south to the railroad tracks and part of Little St. Marys Road. He said it makes most sense to do one area at a time where there was interest in the water mains. Mayor Urlacher advised that each time we pursue a water main extension; we must get approval from Lake County and JAWA.

Trustee Armstrong also reported that he will be contacting the residents along northern St. Marys Road to determine if there is any interest in the water main extension that was discussed several years ago.

d. Recommendation to Approve an Ordinance proposing the Establishment of Special Service Area 15 in the Village of Mettawa and Providing for a Public Hearing and Other Procedures in Connection Therewith

Trustee Armstrong advised that this item had been covered in the water main extensions report.

- e. Recommendation to Approve the Waiving of Sealed Bids and Approve a Proposal from Peter Baker for the Sanctuary Lane Paving Project in an Amount not to exceed \$30,000.00

Trustee Armstrong reported that the Committee obtained the additional proposal from Peter Baker that was similar in cost to the proposal reviewed last month from Kaplan, but there was more work such as patching in the Baker proposal. The Committee recommended accepting the Baker proposal with the maximum cost of \$30,000.00.

- f. Recommendation to Approve an Ordinance Adopting Prevailing Wage Rates for Public Works Projects for 2015

Trustee Armstrong reported the prevailing wage ordinance was a requirement of the state and needed to be approved each year.

3. Parks and Recreation Committee:

- a. Update on Oasis Trail Relocation Project

Trustee Towne reported that we received four bids and the lowest one was double what we had estimated and the highest was nearly four times the estimate. The Committee recommended that we rebid the project in the fall. Contractors are busy right now and we might do better later in the year. We also have the new berm topographics and we can now update the landscaping plan and perhaps include some of the landscaping in the bid. Village Administrator Irvin said the Village Attorney advised that we should formally reject the bids at the next Village Board meeting.

- b. Update on the WRD Open Land Management Plan

Trustee Towne reported that the Committee had again reviewed the plan at its last meeting. Copies of the draft plan had been submitted to the Village Board. The Committee is still looking at some of the language in the plan. As the Board will recall, we created the open space zoning district last fall and it was decided that we would determine what properties would be put into the new district with the new management plan. There are high priority recommendations in the plan to place many of the Village parcels into third party trusts. There was discussion to remove these recommendations from each parcel and instead, early in the document, describe the third party trust concept. The Village Board could determine it on a parcel by parcel basis. Trustee Towne suggested that the Village Administrator work with Jay Womack of WRD to come up with this language for the document. Village Attorney Ferolo advised that he would like to review the language as well. He added that there are other options such as conservation easements.

Resident Denis Bohm, Chairman of the Ad Hoc Panel said there was discussion at the meeting that the report would no longer be called a plan, but open lands

recommendations. He said that the individual recommendations for each property such as conservation easements should stay in the report. He understood these properties were purchased to prevent development and unless we put them into permanent easements, four Trustees could sell or swap them and that's not what residents want. He sent an email out to residents and received 20 responses in favor of retaining the recommendations in the report. He said these are recommendations in the report, not carved in stone and the Board can decide not to do some of them. The plan has been reviewed by many people over many months and at the last meeting, it was the first time he had heard a comment about not tying hands of future Boards. Mayor Urlacher said that a lot of hard work has gone into the report and urged everyone to attend the July 8th Parks & Recreation Committee meeting and asked the Trustees to review the recommendations and that the Board vote on the report at the July meeting. The latest report will be made available to the Village Board and placed on the Village website.

Resident Tom Heinz asked that upon approval of the report, does it mean that the Board accepts every recommendation in the report. Mayor Urlacher advised that they are recommendations and the Board can determine which ones it wishes to move forward on. Village Attorney Ferolo said that by accepting the document, it does not mean that easements would be placed on any of the land. It would require subsequent actions by the Village Board. However, acceptance of all the recommendations in the report does provide the public with some sense of the direction the Board is taking. Resident Rick Phillips suggested that the Board acknowledge the report and the work that has been done and determine what recommendations it wishes to pursue at a later time. Trustee Armstrong asked if the Board accepts the report, is it legally bound to everything in the report. Village Attorney Ferolo said no, that it is a report by our consultant to help the Board make future decisions. Trustee Sheldon said that intent is not to accept this document and mislead or take the public down the wrong road with their perception of it. Trustee Towne suggested that the Board needs to determine what properties should be placed in the open space zoning district, including forest preserve properties that we don't own.

c. Other Matters

Trustee Towne reported that the plans for the trail extension along Rt. 60 have been submitted to IDOT and we are waiting for their response. We may even consider bidding out this trail with the Oasis Park one in the fall.

Resident Denis Bohm asked about the notification process for hay availability for residents from the Riverwoods Road field. Mayor Urlacher advised that we would send out an email to residents.

4. Safety Commission:

a. Commissioner's Report

Trustee Pink reported that she will be meeting with Matt Dziedzic of Howe Security later this week as part of the transition from Trustee Clark to her. The reports she has been receiving from Howe fall in the normal range for this time of year. She will be taking refresher training on June 23rd with Blackboard Connect. She also said that she had spoken to Chief Carani of the Libertyville Township Fire District about the address signs that are lacking in several areas of the Village. They are concentrating on properties with long driveways or where there are multiple homes on a driveway to make sure the signs are up. There are at least eight properties near her home where the address signs are missing. It would be a good idea to put something on the Village website or to connect with residents, and if they do not have a sign, they could contact us. Village Administrator Irvin suggested that we directly contact the residents without the signs or put an article in the upcoming newsletter. Trustee Armstrong asked if the Fire District installed the signs and Trustee Pink said they did and they will put up new ones upon our request. Village Administrator advised that he would contact the Fire Marshal with the Lincolnshire Riverwoods Fire District regarding signs south of Rt. 60.

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. Reminder of Village Picnic Scheduled for August 29th

Mayor Urlacher reminded the Board about the date for the Village picnic and asked if there were any recommendations to let him know. It will be held from 11:00 a.m. to 2:00 p.m. We are looking at the possibility of someone selling beer at the event and adding something for the children. We plan to use the same food caterer as last year.

b. First Review of Executive Session Minutes

Mayor Urlacher reported that the Board is required twice each year to determine if any executive session minutes should be released. No minutes are recommended to be released at this time.

c. Building Report

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

d. Other Matters

Mayor Urlacher reported that 40 to 50 residents attended the Village get together last Saturday at the Lavelle's residence and he thanked John and Andrea Lavelle for hosting such a successful event. He said the next event would likely be held in September.

Mayor Urlacher advised the Board that Village Administrator Irvin has been with the Village for two years and thanked him for his service to the Village.

e. Village Administrator's Report:

Village Administrator Irvin reported that Lake Forest beach parking permits were still available for sale in Lake Forest. So far, 19 permits had been purchased. Grundstrom Landscaping has picked up the flag stone and completed the maintenance work at Whippoorwill Park as approved at the last Board meeting. He had contacted the Lake County Public Works Director about scheduling a meeting to go over the details for the application submittal for the IEPA low interest loan for the water main extension. Lake County must be the official applicant for us and they have been through a couple of these IEPA loan projects.

2. UNFINISHED BUSINESS: None presented for discussion

3. NEW BUSINESS:

- a. Approval of an Agreement with Sikich LLP for Auditing Services for a Three Year Period subject, to Legal Review

It was moved by Trustee Maier, seconded by Trustee Armstrong approval of an Agreement with Sikich for Auditing Services for a Three Year Period, 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 the Waiving of Sealed Bids and Approval of a Proposal from Peter Baker for the Sanctuary Lane Paving Project in an Amount not to Exceed \$30,000.00, subject to Legal Review

It was moved by Trustee Armstrong, seconded by Trustee Towne the waiving of sealed bids and approval of a Proposal from Peter Baker for the Sanctuary Lane Paving Project in an Amount not to exceed \$30,000.00, 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.

- c. Approval of an Ordinance Adopting Prevailing Wage Rates for Public Works Projects for 2015

It was moved by Trustee Towne, seconded by Trustee Maier approval of an Ordinance Adopting Prevailing Wage Rates for Public Works Projects for 2015.

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.

- d. Approval of an Ordinance proposing the Establishment of Special Service Area 15 in the Village of Mettawa and Providing for a Public Hearing and Other Procedures in Connection Therewith

It was moved by Trustee Armstrong, seconded by Trustee Maier approval of an Ordinance proposing the Establishment of Special Service Area 15 in the Village of Mettawa and providing for a Public Hearing and Other Procedures in Connection Therewith.

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 the “Dreikosen” Property for the Purposes of a Potential Village Hall Location

It was moved by Trustee Towne, seconded by Trustee Armstrong approval of the “Dreikosen” Property for the Purposes of a Potential Village Hall Location.

There was general discussion to clarify and to make certain that this is the location for the potential Village Hall location and that a decision has not been made to build a Village Hall.

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 Resolution for Release of Certain Executive Session Minutes of the President and Board of Trustees of the Village of Mettawa

It was moved by Trustee Maier, seconded by Trustee Armstrong approval of a Resolution for Release of Certain Executive Session Minutes of the President and Board of Trustees of the Village of Mettawa.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

I. EXECUTIVE SESSION: None

J. CALL TO RECONVENE: None

K. ROLL CALL: None

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

M. ITEMS TO BE REFERRED: None

N. FOR INFORMATION ONLY: None

O. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Towne 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 8:30 p.m.

Bob Irvin, Deputy Village Clerk