

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, NOVEMBER 17, 2015 IN THE SAVANNA 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, Pink, Sheldon, Towne and Mayor Urlacher

Absent: None

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 Ferolo of Klein Thorpe & Jenkins, Ltd. and Financial Consultant Dorothy O'Mary

C. APPROVAL OF MINUTES:

Regular Meeting of the Board: October 20, 2015

It was moved by Trustee Armstrong and seconded by Trustee Sheldon that the minutes of the Regular Meeting of October 20, 2015 be approved with one spelling change.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, 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 \$332,375.67. It includes the provisional payment to Rick Phillips for SSA #9 reimbursement that will be reviewed by the Village Administrator before paying. It also includes the debt payment of \$133,000 for the 2011 G.O. Bonds for the Oasis Park property purchase and the sales tax sharing payment to Lake Forest of \$99,604.12.

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, Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Mayor Urlacher declared the motion carried.

E. TREASURER'S REPORT

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

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

a. Status and Activity Update

Trustee Pink reported that she spoke again with Chief Carani of the Libertyville Fire Protection District regarding the installation of the address signs and that he advised her that they should be installed next week. Deerpath Farms subdivision has amended its sign regulations, and they will now allow the LFPD signs to be installed. She also reminded everyone it is a good time of the year to check your fire extinguishers. The monthly report from Howe Security was rather uneventful and Rick Eckenstaler was here and could update the Board on their activities. They also helped out with traffic control on Bradley during the construction activity on October 31st.

b. Briefing on Village Security by Howe Security

Rick Eckenstaler of Howe Security stated that the residents live in a safe Village. They conduct patrols of the Village to maintain high visibility and average 50-60 miles per shift and try get to all private roads and long driveways that are not patrolled by the Sheriff's Department. During 2015, they have filed 151 incident reports. They monitor the Sheriff's activity and there have been few major incidents in the Village this year. There have been no residential burglaries. They assist the Sheriff's Department where needed and average 2-4 minutes for response time. The house watch program is been heavily used and are not just a cursory view of each house. It involves a full inspection including a walk around the house and check for other issues such as property damage or packages left. He added that while the residents enjoy a safe Village, the proximity to I-94 does occasionally bring issues such as a recent stolen car event that began in CDW's parking lot. He urged residents to call in any suspicious activity that witness. He added that they are not limited by policy at Howe Security and can assist in many ways, even changing lightbulbs, helping to move furniture or assisting with horses.

2. Finance Committee

a. Recommendation to Approve a Resolution to Determine the Amount of the Tax Levy for 2015

Trustee Maier reported the Finance Committee recommends approving of the resolution and the general tax levy of \$135,000 would remain the same.

b. Update on the 2015 Property Tax Rebate

Trustee Maier reported that the Committee had completed its review and the full list of rebates will be ready for approval at the next meeting. The checks will be received by the end of the year.

c. Update on FY 2014-15 Audit

Trustee Maier reported the audit is due to be completed by the end of the month, and we should have the audited financial statements available at the next meeting.

3. Public Works Committee

a. Update on 2015 Maintenance Activities

Trustee Armstrong reported that the two culverts were replaced on Old School Road and there were still some drainage issues to be resolved on the south side of the road near the Church. There are some tree issues on Oak Hill Lane that will be addressed soon.

b. Update on the Engineering for the Old School Water Main Extension

Trustee Armstrong asked the Village Administrator to provide the update. Administrator Irvin reported that the engineering work is nearing completion and based on weather conditions and the upcoming holidays, the Committee recommended that bids be opened in time for Committee review at its February meeting and then approval at the February Village Board meeting. Trustee Towne suggested that we notify the residents west about the extension to see if there is any interest in a further extension of the main to their homes.

c. Update on the Revised Village Hall Plans and Associated Costs and Recommendation to hold a Special Village Board Meeting in January for a Village Hall Decision

Trustee Armstrong reported that the Committee had reviewed the latest plans and cost estimates drafted by Rick Phillips. The range of cost for the Village Hall is between \$850,000 and \$1.1 million. The Committee recommended holding a meeting in January to determine if we were going to build a Village Hall or not. Mayor Urlacher agreed that a Special Village Board meeting should be held to determine if we are going to move forward with a Village Hall or not. He reminded everyone, that even if we solicit bids for a Village Hall, the final decision on building would be made only after a review of the bids. He asked the Village Administrator to poll the Village Board on availability for a Saturday meeting in January and to notify residents of the meeting.

4. Parks and Recreation Committee

a. Planning Proposals for Whippoorwill and Oasis Parks

Trustee Towne reported the Committee reviewed a proposal from WRD Environmental to assist with the planning process at the parks. He said the Around the Town group would discuss the proposal to narrow down the scope and then bring the revised proposal to the January Committee meeting.

b. Update on Bidding Process for Route 60 Trail Extension and Oasis Park Trail Relocation

Trustee Towne reported that bids would go out in January for the trail projects. They will be bid separately, but go out at the same time since some companies may wish to bid on both projects. There are some differences in the projects, including greater traffic control on the Route 60 trail.

Trustee Maier asked if it was too late in the season to redress the trails. Trustee Towne agreed there were some wash out areas to address and the need to put back in the small trail connection near the railroad tracks on Old School Road that was removed during the water main installation.

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. Appointment of Deputy Village Treasurer and Zoning, Planning and Appeals Commission Member

Mayor Urlacher reminded the Board that Treasurer Lisa Dieter had resigned effective at the end of year. Therefore, he recommended appointment of Pam Fantus at Deputy Village Treasurer. The appointment would allow her to work with Lisa before she leaves. It was moved by Trustee Maier and seconded by Trustee Brennan approval of the appointment of Pam Fantus as Deputy Village Treasurer.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

Mayor Urlacher reported that Matt Miller has resigned from the ZPA since he had moved out of the Village. He recommended Denis Bohm be appointed to the Zoning, Planning and Appeals Board. It was moved by Trustee Pink and seconded by Trustee Armstrong approval of the appointment of Denis Bohm to the Zoning, Planning and Appeals Commission.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

b. Village Meeting Schedule for 2016 and Agreements with Hilton Garden Inn for Meeting Room Usage in 2016

Mayor Urlacher asked the Village Administrator to report this item. Administrator Irvin advised that the Board had received a consolidated resolution with the meeting schedule for 2016. The only changes involves moving the Parks and Recreation Committee and Public Works Committee meetings start time from 5:30 p.m. to 6:00 p.m. to help the Hilton with scheduling issues. The Hilton agreed to maintain the same room rental rates for 2016. The Public Works Committee meeting will be held first.

c. Building Report

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

d. Village Administrator's Report

Village Administrator Irvin reported the Zoning, Planning and Appeals Commission is meeting on December 1st for two issues. They include a special use amendment request and the Village's comprehensive amendment to the zoning map regarding the open space rezoning. We also should have two additional amendments to special use ordinances that are in the works for submittal to the Village. He reported that he attended the debriefing meeting for the BMW Golf Championship and the consensus was there were significant improvements made for parking, traffic and spectators from the 2013 event. The BMW will return to Conway Farms in 2017 for a final time. He also reported that the Lake County Forest Preserve District had received a grant to install the pedestrian bridge over the railroad tracks by the Middlefork Savanna and the construction is slated for next summer.

2. UNFINISHED BUSINESS

None

3. NEW BUSINESS

- a. Approval of an Ordinance Vacating a Certain Portion of Old School Road Mettawa, Illinois

It was moved by Trustee Maier, seconded by Trustee Brennan, to approve an Ordinance vacating a certain portion of Old School Road, Mettawa, Illinois.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- b. Approval of a Resolution Setting Forth the Regular Meetings of the President and Board of Trustees and All Subsidiary Bodies of the Village of Mettawa for 2016

It was moved by Maier, seconded by Trustee Armstrong approval of a Resolution setting forth the regular meetings of the President and Board of Trustees and all subsidiary bodies of the Village of Mettawa for 2016.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- c. Approval of a Resolution Authorizing the Village President and Clerk to Execute Contracts with the Hilton Garden Inn to Provide for Meeting Room Space for Regular Meetings of the Village Board and All Village Committees and Commissions During 2016

It was moved by Trustee Armstrong, seconded by Trustee Brennan approval of a Resolution authorizing the Village President and Clerk to execute contracts with the Hilton Garden Inn to provide for meeting room space for regular meetings of the Village Board and all Village Committees and Commissions during 2016.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- d. Approval of a Resolution of the Corporate Authorities to Determine the Amount of Tax Levy for the 2015 Tax Year

It was moved by Trustee Maier and seconded by Trustee Armstrong approval of a Resolution of the Corporate Authorities to determine the amount of tax levy for the 2015 tax year.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- e. Approval of the Public Works Committee's Recommendation to Hold a Special Village Board Meeting in January, 2016 for a Village Hall Decision

It was moved by Trustee Maier and seconded by Trustee Armstrong approval of the Public Works Committee's recommendation to hold a special Village Board Meeting in January, 2016 for a Village Hall decision.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

I. EXECUTIVE SESSION

At 8:05 p.m., it was moved by Trustee Brennan and seconded by Trustee Armstrong to adjourn the meeting to Executive Session to discuss land sale and acquisition, and review of Executive Session meeting minutes.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

J. CALL TO RECONVENE

At 8:45 p.m. Mayor Urlacher reconvened the public portion of the meeting.

K. ROLL CALL

Upon a call of the roll, the following were:

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

Absent: None

Mayor Urlacher declared a quorum present.

Also present: Village Administrator Bob Irvin and Village Attorney Jim Ferolo of Klein Thorpe & Jenkins, Ltd.

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 Brennan seconded by Trustee Pink that the meeting be adjourned.

Upon a call of the role, the following voted:

In Favor: All

Opposed: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:46 p.m.

Bob Irvin, Deputy Village Clerk