

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, JANUARY 19, 2016 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 Maier, Pink, Sheldon, Towne and Mayor Urlacher

Absent: Trustees Armstrong and 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 Greg Smith of Klein Thorpe & Jenkins, Ltd., Deputy Village Treasurer Pam Fantus and Financial Consultant Dorothy O'Mary

C. APPROVAL OF MINUTES:

Regular Meeting of the Board: December 15, 2015

It was moved by Trustee Maier and seconded by Trustee Sheldon that the minutes of the Regular Meeting of December 15, 2015 be approved as presented.

Upon a call of the roll, the following voted:

Aye: Trustees Maier, Pink, Sheldon and Towne

Nay: None

Absent: Trustees Armstrong and Brennan

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 \$1,040,351.39. It includes the addition of a bill from the Lake County Sheriff's office. The largest item is \$869,856.76 is for the debt service payment for SSA #2.

(final)

It was moved by Trustee Towne and seconded by Trustee Sheldon to approve payment of the bills.

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

Mayor Urlacher declared the motion carried.

E. TREASURER'S REPORT

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

It was moved by Trustee Sheldon, seconded by Trustee Pink that the Board acknowledges receipt of the December, 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.

G. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC

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

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

1. Finance Committee

- a. Update on the FY 2014-15 Audit

Trustee Maier reported that we have received the preliminary audit and it is clean, meaning there is nothing out of the ordinary. It should be completed and presented to the Village Board at our next meeting. We need to provide the auditor with some bank statements and the M D&A report which will be provided by the end of the month. The Treasurer's Report from the audit will be published in the Daily Herald.

2. Public Works Committee

a. Update on 2016 Maintenance Activities & Capital Projects

Trustee Towne reported that a number of small items such as potholes were repaired and when the weather breaks, some drainage issues will be address. As for capital projects, we are planning to seek bids this spring for the resurfacing of Old School Road and for the work to be completed by the fall. We would like to address the shoulders and drainage issues before the road is repaved.

b. Update on the Bidding for the Old School Water Main Project

Trustee Towne reported that we would be opening the bids for the project on February 1st and we are looking forward to getting the project underway.

c. Update on Right-of-Way Mowing for 2016

Trustee Towne reported that the Committee reviewed a template for various Village mowing areas prepared by Jamie Anderson of Anderson Engineering. There are a few changes to be made and the Committee will continue its review at the next meeting. We anticipate mowing to begin in late May or early June.

d. Recommendation to Approve an Ordinance Adopting by Reference the Lake County Watershed Development Ordinance

Trustee Towne advised that the Village is required to adopt the ordinance when changes are made by Lake County. There are only a few changes and the ordinance has been more streamlined. Village Administrator Irvin agreed there were only a few amendments to the ordinance, and they were covered in one of the documents provided by Lake County.

Trustee Maier said that he had reviewed the public services expenses and they were pretty close to the budget. He was curious about where the expenses end up for snow and ice control. Trustee Towne said that we have not used a lot of salt and Village Engineer Anderson said that if things continue as they have this month, we may not exceed the minimum under the contract. He also added that he would be checking the salt loading numbers with the City of Lake Forest and weighs both an empty truck and a full one for verification.

3. Parks and Recreation Committee

- a. Recommendation to Approve a Proposal from WRD Environment, Inc. for Schematic Design Services for Whippoorwill and Oasis Parks in an Amount not to exceed \$4,250

Trustee Towne reported that the Committee recommended approval of a proposal from WRD, Inc. schematic design services for both parks. WRD had done the work on the open lands planning and has submitted proposals to help us wrap up work at Whippoorwill Park with a stewardship plan and to help develop phased improvements for Oasis Park. He said that is money well spent for this work and Trustee Sheldon agreed.

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

Trustee Towne reported that we are hopeful of getting these projects out to bid soon. They will be bid as separate projects, but advertised at the same time. Village Engineer Anderson said they are waiting for comments from IDOT on the Route 60 trail, but were continuing to work on the bid documents. Village Administrator Irvin said that he was advised by IDOT staff that the plans were under review.

4. Safety Commission

- a. Status and Activity Update

Trustee Pink reported that a number of mailboxes were knocked down on St. Marys Road during the December 28th and 29th storms. It was due to the snow plows and not vandalism. Residents affected were advised to make the County aware of the damages. In a review of the Howe Security reports, the only thing of interest involved 3 occurrences of cars parking on Sanctuary Lane and they had no reason or authorization for being there. Both the Sheriff's Department and Howe Security are aware of the issue and will be vigilant in patrolling the street. The road is posted as a private road. She also reported that the Village Administrator had communicated with Chief Carani of the Libertyville Fire Protection District as a resident had thought that their property had been skipped for installation of the new and replacement address signs. Since they are doing the work with their own staff, they are adding the signs as they have time. No one has been skipped and they will continue to install the signs as time and weather allow, especially the ones that attach to mailbox posts. Finally, the new Howe Security truck is in use, but Trustee Towne reported that the staff would like to see Bluetooth added for its convenience. There was general surprise that it was not included in the specifications. Trustee Pink said she would look into it further.

6. Zoning, Planning and Appeals Commission

No report

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

1. Mayor's Report

a. Reminder of the Special Village Board Meeting for Saturday, January 23rd

Mayor Urlacher reminded everyone of Saturday's Special Village Board meeting at 9:00 a.m. He advised that another email reminder was sent to residents yesterday. He stated that the issue before the Board was whether to go out for proposals for a Village Hall. He said that more work has been done on a Village Hall since last February's meeting and the Trustees can decide if they want to move further with the process.

b. Appointment of Village Treasurer

Mayor Urlacher recommended that the Deputy Village Treasurer be appointed as Village Treasurer. Pam Fantus has been Deputy Treasurer for two months.

It was moved by Trustee Maier, seconded by Trustee Pink, to approve the appointment of Pam Fantus as Village Treasurer.

Upon a call of the roll, the following voted:

Aye: Trustees Maier, Pink, Sheldon and Towne

Nay: None

Absent: Trustees Armstrong and Brennan

Deputy Village Clerk administered the Village Treasurer's Oath of Office to Pam Fantus.

c. Building Report

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

d. Village Administrator's Report

Village Administrator Irvin reported that we have the continuation of a public hearing at the February 2nd ZPA meeting for Lot 7 in the Shadowbrook subdivision. The public notice has been published in the newspaper and mailed to residents within 1000' feet of the property. He also reported that planning for the FY 2016-17 was underway. The Public Works and Parks & Recreation Committees began discussing ideas for the budget at their January meetings and will continue the discussion in February. A draft budget will be presented to the Finance Committee and Village Board at their March meetings, and a public hearing and approval of the budget would be on the April meeting agenda.

2. UNFINISHED BUSINESS

None

3. NEW BUSINESS

- a. Approval of an Ordinance Authorizing Adopting by Reference the Lake County Watershed Development Ordinance

It was moved by Trustee Maier, seconded by Trustee Sheldon, to approve an Ordinance authorizing adopting by reference the Lake County Watershed Development Ordinance.

Upon a call of the roll, the following voted:

Aye: Trustees Maier, Pink, Sheldon and Towne

Nay: None

Absent: Trustees Armstrong and Brennan

Mayor Urlacher declared the motion carried.

- b. Approval of a Proposal from WRD Environmental, Inc. for Schematic Design Services for Whippoorwill and Oasis Parks in an Amount not to Exceed \$4,250

It was moved by Maier, seconded by Trustee Sheldon approval of a proposal from WRD, Inc. for Whippoorwill and Oasis Parks in an amount not too exceed \$4,250, subject to legal review.

Upon a call of the roll, the following voted:

Aye: Trustees Maier, Pink, Sheldon and Towne

Nay: None

Absent: Trustees Armstrong and Brennan

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 Maier seconded by Trustee Sheldon 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 7:52 p.m.

Bob Irvin, Deputy Village Clerk