

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, FEBRUARY 16, 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 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 Ferolo 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: January 19, 2016

It was moved by Trustee Armstrong and seconded by Trustee Towne that the minutes of the Regular Meeting of January 19, 2016 be approved with the following changes: adding "Anderson" before "Engineering" on p. 3 under item C. and adding "not" before "used" on p. 3 under item D. in the second paragraph.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Brennan

Mayor Urlacher declared the motion carried and the minutes approved and placed on file.

Regular Meeting of the Board: January 23, 2016

It was moved by Trustee Armstrong and seconded by Trustee Sheldon that the minutes of the Special Meeting of January 19, 2016 be approved with the changing the title to read Special Meeting and changing "maintain" to "maintaining" on p. 7 in paragraph 4.

Upon a call of the roll, the following voted:

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

Nay: None

(final)

Absent: Trustee Brennan

Mayor Urlacher declared the motion carried and the minutes approved and placed on file.

D. APPROVAL OF BILLS

1. Bills Submitted for Payment

Trustee Maier reported the total amount for payment is \$88,495.59.

It was moved by Trustee Maier and seconded by Trustee Pink 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

Absent: Trustee Brennan

Mayor Urlacher declared the motion carried.

E. TREASURER'S REPORT

Presentation of the Treasurer's Report for the Month of January, 2016.

It was moved by Trustee Sheldon, seconded by Trustee Towne that the Board acknowledges receipt of the January, 2016 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

Richard Fantus of 14253 West Riteway Road distributed and read a written statement suggesting that the Village Board review building codes of other municipalities regarding penalties for doing work without a building permit and that language be added to the Mettawa Village Code to discourage behavior that is unlawful and contradictory to a Village that wants to encourage transparency.

Mayor Urlacher thanked Dr. Fantus and stated that it would be taken under advisement.

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

1. Finance Committee

a. Presentation and Acceptance of the FY 2014-15 Audit

Trustee Maier reported that Marc DeVries from Sikich, the Village Auditor was in attendance at the meeting and prepared to answer questions relating to the annual financial report. The key point is that we received a clean audit and the statements fairly represent the Village's financial position, and he recommended that it be accepted. Mayor Urlacher thanked Mr. DeVries and the audit team for their good work in the first year with us. Mr. DeVries thanked the Administrator Irvin and Financial Consultant O'Mary for their participation in the process.

2. Public Works Committee

a. Update on Maintenance Activities & Capital Projects for the FY 2016-17 Budget

Trustee Armstrong reported that the Committee had reviewed maintenance activities and capital items for 2016. The first seven items on the list related to Old School Road drainage issues that we would like to complete prior to the repaving of Old School Road. He said there are pot holes on Riverwoods Blvd. that need to be addressed, and a determination made when the road should be repaved, including financing options.

b. Update on Village Hall Resident Survey

Trustee Armstrong said the Committee began working on the Village Hall survey and will continue it at the March meeting.

c. Recommendation to Approve the Recommendation of Greengard, Inc. of the Lowest Responsible Bid for SSA #15 Water Main Extension Project from R.A. Mancini, Inc. in an Amount Not to Exceed \$640,029 and to Authorize the Mayor and Village Clerk to Execute a Contract with R.A. Mancini, Inc., subject to Legal Review

Trustee Armstrong reported that the Committee recommends approval of the low bid for the water main extension project on Old School Road, St. Marys and Little St. Marys Roads for \$640,029 with R.A. Mancini, Inc. He also reported that we plan to use the bid numbers from this project and update the estimates made by Gewalt Hamilton almost 5 years ago for water main extensions in other parts of the Village.

- d. Recommendation to Approve the Bid Specifications for the 2016 Mettawa Right-of-Way Maintenance Program Maintenance and to Solicit Bids for the Program, subject to Legal Review

Trustee Armstrong reported the Committee reviewed specifications for annual mowing of rights-of-way in a timely and consistent manner. The Committee recommended that we seek bids for the program for 2016.

Trustee Armstrong left the meeting.

3. Parks and Recreation Committee

- a. Update on Maintenance Activities & Capital Projects for the FY 2016-17 Budget

Trustee Towne reported that we have placed \$100,000 each for the Oasis Park trail relocation and the new trail along Route 60 in the capital budget and \$30,000 for both Oasis and Whippoorwill Parks for potential projects including plantings. We budgeted in a similar manner last year with few dollars spent, so we are well under budget this year.

- b. Update on WRD's Schedule for Schematic Plan Development for Oasis and Whippoorwill Parks

Trustee Towne reported that we have invited Jay Womack of WRD Environmental to attend our March Committee meeting where we will kick off the schematic design process for the two parks. Trustee Towne encouraged residents to attend the meeting to present their ideas for the parks. The plans will be fine-tuned over the next several months for recommendations to be brought to the Village Board. Mayor Urlacher asked how long the project would take to complete. Trustee Towne said we would like to see how things are growing this spring before we complete the recommendations. Trustee Sheldon said that some of the work could be held off until the fall due to hot and dry summer. Trustee Towne added that there could be some early recommendations for the spring that could come out of the process.

- c. Update on Bidding for Route 60 Trail Extension and Oasis Park Trail Relocation and Recommendation to Approve the Solicitation of Bids for the Oasis Park Trail Relocation Project

Trustee Towne reported that the bidding for the Oasis Park trail will be ready in early March. The project had been bid before so most of the work has already been done. The Committee recommended that we separate the two trail projects and bid the Oasis trail now since we are still waiting for final approval for the Route 60 trail from IDOT.

4. Safety Commission

a. Status and Activity Update

Trustee Pink reported that she had recently spoken to new resident Dan Gooris, who is the retired Police Chief of Lincolnwood. He offered to volunteer with safety and security matters. He has been a resident for a year and she asked him to put together a list of things that we could be addressing in the safety and security areas. She also reported that she spoke to Matt at Howe Security about the Bluetooth issue in the new security truck. He advised that it was not a priority or in their current budget. Trustee Pink said she would continue to push for it to be added. She also reported that a resident had flagged down Rick of the Mettawa Patrol about the pot holes on Riverwoods Blvd. They have become a safety issue. Anything we can do to address the pot holes would be greatly appreciated. Trustee Pink advised that the Lake County Sheriff is offering its Citizens Police Academy again this spring. She has taken the course and recommends it for others. Residents can contact her if they are interested in participating.

Mayor Urlacher reported that Walgreens was working with Congressman Bob Dold to offer a collection of unused medications for proper disposal.

6. Zoning, Planning and Appeals Commission: none

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

1. Mayor's Report

a. 2016 Lake Forest Beach Parking Permits

Mayor Urlacher reported that the Lake Forest Beach parking permits will be going on sale at the Lake Forest Public Services Building a month earlier this year on April 1st. The cost of the permit is \$85.00 and will be available on a first come, first served basis.

b. Building Report

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

c. Village Administrator's Report

Village Administrator Irvin said that the ZPA met on February 2nd for the continued public hearing for the amendment to a special use for the property at the corner of Old School Road and Riteway Road, owned by Corporate Way. Over 6 hours of testimony took place during the public hearing, and the ZPA was holding a special meeting on February 17th to deliberate on the application and submit a recommendation to the Village Board. There will be a FY 2015-16 budget amendment on next month's agenda, mostly for the addition of SSA #15 and a few other changes.

2. UNFINISHED BUSINESS

None

3. NEW BUSINESS

a. Acceptance of the FY 2014-15 Annual Financial Report

It was moved by Trustee Maier, seconded by Trustee Sheldon, for acceptance of the FY 2014-15 Annual Financial Report.

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 the Recommendation to Approve the Recommendation of Greengard, Inc. of the Lowest Responsible Bid for SSA #15 Water Main Extension Project from R.A. Mancini, Inc. in an Amount Not to Exceed \$640,029 and to Authorize the Mayor and Village Clerk to Execute a Contract with R.A. Mancini, Inc., subject to Legal Review

It was moved by Sheldon, seconded by Trustee Maier, for approval of a the Recommendation to Approve the Recommendation of Greengard, Inc. of the Lowest Responsible Bid for SSA #15 Water Main Extension Project from R.A. Mancini, Inc. in an Amount Not to Exceed \$640,029 and to Authorize the Mayor and Village Clerk to Execute a Contract with R.A. Mancini, Inc., subject to Legal Review.

Trustee Towne asked if there was a penalty clause in the contract. Administrator Irvin advised that there is a 90 day completion stipulation in the contract, but there was no penalty. Village Attorney Ferolo advised that not completing the work within 90 days would be a breach of the contract. It would entitle us to look at potential damages, and they must provide us with a performance bond under the contract.

Mayor Urlacher said that construction should begin in about a month. Administrator Irvin said that the contract documents and required insurance and bonds would likely be completed in a month. Resident Tom Heinz asked if a Village permit for \$1,000 was needed for the water services in addition to the County permit. He was advised the permit was required.

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.

- c. Approval of the Bid Specifications for the 2016 Mettawa Right-of-Way Maintenance Program and to Solicit Bids for the Program, subject to Legal Review

It was moved by Trustee Towne, seconded by Trustee Sheldon, for approval of the Bid Specifications for the 2016 Mettawa Right-of-Way Maintenance Program and to Solicit Bids for the Program, 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

Mayor Urlacher declared the motion carried.

- d. Approval of the Solicitation of Bids for the Oasis Park Trail Relocation Project

It was moved by Trustee Towne, seconded by Trustee Maier, approval of the Solicitation of Bids for the Oasis Park Trail Relocation Project

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.

J. EXECUTIVE SESSION

At 8:05 p.m., it was moved Trustee Maier, seconded by Trustee Towne to adjourn the meeting to Executive Session to discuss land acquisition, auditor's management letter and review of executive session minutes.

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.

K. CALL TO RECONVENE

At 8:30 p.m., Mayor Urlacher reconvened the public portion of the meeting.

L. 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 and Village Attorney Jim Ferolo of Klein Thorpe

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 Towne 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 8:31 p.m.

Bob Irvin, Deputy Village Clerk