

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, MARCH 15, 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, Brennan, Maier, Sheldon, Towne and Mayor Urlacher

Absent: Trustee Pink

Mayor Urlacher declared a quorum present. He advised that Trustee Pink was an election judge today and would arrive later to the meeting.

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., Deputy Village Treasurer Pam Fantus and Financial Consultant Dorothy O'Mary

C. APPROVAL OF MINUTES:

Regular Meeting of the Board: February 16, 2016

It was moved by Trustee Maier and seconded by Trustee Sheldon that the minutes of the Regular Meeting of February 16, 2016 be approved as presented.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Pink

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 \$160,714.36. It includes additional bills for Linda Phillips for the newsletter in the amount of \$1,800, Com Ed for \$13.47 and a tax rebate payment to Karen Domitrovich in the amount of \$2,812.71.

It was moved by Trustee Maier and seconded by Trustee Brennan to approve payment of the bills.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Pink

Mayor Urlacher declared the motion carried.

E. TREASURER'S REPORT

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

It was moved by Trustee Maier, seconded by Trustee Sheldon that the Board acknowledges receipt of the February, 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

Denis Bohm of 600 Riverwoods Road said that he had read in the newspaper that several Mundelein Trustees had the Village logo tattooed on them and asked if any Mettawa officials would do so. There was a consensus to take a pass on the suggestion.

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

1. Finance Committee

a. Recommendation for Approval of an Amendment to the FY 2015-16 Budget

Trustee Maier reported that an amendment was needed to the current budget that resulted in changes to both the revenues and expenses. The net difference increases the estimated surplus from \$565,000 to \$942,000. The Committee recommends approval of the amendment.

b. Recommendation for Approval of the FY 2016-17 Draft Budget

Trustee Maier said that the Village Board had received the draft Budget for tonight's meeting and the final Budget would be ready for approval at the April meeting. He advised that the tax levy would remain the same for the 18th consecutive year. Village Administrator Irvin advised that most of the numbers were similar to the Five Year Financial Projections report submitted in January. Revenues and Expenses were conservatively estimated. Expenses for various maintenance projects recommended by the Public Works and Parks and Recreation Committees were included. Capital projects include the resurfacing of Old School Road, between Bradley and St. Marys Roads and the Oasis and Route 60 trail projects.

2. Public Works Committee

a. Update on Village Hall Resident Survey

Trustee Armstrong reported that the Committee was still collecting information for the survey. Trustee Brennan said she would resend the email she sent to Trustee Armstrong from a week ago. Trustee Towne advised that he sent an email, too. Trustee Armstrong said he would follow up with them.

b. Update on Potential Water Main Extensions in the Village

Trustee Armstrong said the Committee was looking into the estimated cost to extend water lines in the Village based upon the current project underway. With the cost figures, we will contact residents in these areas to determine if there is any interest.

c. Recommendation to Purchase the 2015 Full Allotment of 150 Tons of Rock Salt and to Not Participate in the 2016 Lake County Bulk Rock Salt Program

Trustee Armstrong reported that the Committee recommended that we purchase our full allotment of salt this year and not purchase any in the next year since we will be near our full capacity. Trustee Maier asked the cost to purchase 150 tons of salt. Village Administrator said the cost is \$70 per ton, half the cost of last year.

d. Other Matters

Trustee Armstrong reported that drainage work along Old School Road will be completed prior to the road resurfacing project.

3. Parks and Recreation Committee

- a. Update on the Development of Schematic Plans for Oasis and Whippoorwill Parks and Recommendation to Approve an Agreement for Whippoorwill Preserve Maintenance & Plantings with ILM in an Amount Not to Exceed \$11,525, Subject to Legal Review

Trustee Sheldon reported that Jay Womack of WRD Environmental could not attend the meeting due to an illness. He will attend the April meeting. She spoke to Jay several times, and he reviewed the unsolicited proposal from ILM for Whippoorwill Preserve maintenance and plantings. We were able to reduce the cost by almost \$5,000. The berm and entire site will be enhanced this year with four maintenance visits and the planting of plugs and custom seeds. ILM will contribute the burning of the berm in the fall and add some birdhouses. She forwarded Jay some information on the drainage of Oasis Park and the well at Whippoorwill.

- b. Update on Village Trails

Trustee Sheldon asked the Village Engineer for an update on the plan submitted to IDOT. Scott Anderson said they were updating the plans to reflect the comments made by IDOT, mainly regarding drainage issues.

- c. Other Matters

Denis Bohm advised that MOLA has scheduled a workday to remove buckthorn in Whippoorwill Park.

4. Safety Commission

- a. Status and Activity Update

Mayor Urlacher reported that Rick Eckenstaler of the Mettawa Patrol had recently saved a motorist traveling through the Village from choking on food. He will be recognized in the next Village newsletter and if you run into Rick, please acknowledge his efforts.

Trustee Sheldon asked if the patrol vehicle was equipped with a defibrillator and it was confirmed by the Mayor. She said since they are often first responders to incidents, they should be equipped with the overdose drug. Mayor Urlacher said that he would have Trustee Pink look into it.

6. Zoning, Planning and Appeals Commission

- a. Findings of Fact and Recommendation in the Docket 15-SU-S-2, of the Zoning, Planning and Appeals Commission regarding the Application of Corporate Way LLC regarding 14341 and 14381 W. Old School Road

Village Attorney Smith advised that over six hours of testimony for the subject application submitted by Corporate Way LLC had been provided to the Zoning, Planning and Appeals Commission at two meetings. A third meeting was held for the ZPA to deliberate the proposal and to provide a recommendation to the Village Board. The ZPA recommended approval of the application with several conditions. The full report of the ZPA's recommendations had been provided in the Board packet, and he summarized them. He added that two ordinances were on the agenda for approval at the meeting. One approves the special use amendment with conditions and the other for the consolidation of Lots 7 and 8. He added that the applicant has asked for two small changes to the special use amendment ordinance. One clarifies the sign off on the plat of consolidation and the other clarifies the use of the property for non-horse related special events.

Trustee Brennan asked what the term night riding meant in the ordinance. Dan Shapiro, attorney for the applicant said that they understood it to mean outdoor night riding. There was an agreement to add the word "outdoor" in the ordinance.

There was a significant amount of discussion regarding the number of attendees at non-horse related special events. The proposed ordinance requires approval of events that exceed 10 people in attendance and the consensus was it was too low of a number. After discussion, the applicant offered to place the number at 40 and the consensus of the Board was in agreement.

Mike Ruppe of 14310 Old School Road asked if a house would be built on the consolidated lots. Attorney Smith said that they had the right to do so, but there were no current plans. Mr. Ruppe questioned waiving the requirement of the owner living on the property. Trustee Brennan advised that owners were not living on several Village large barn properties including Pegaso Farm, Ventures Ranch, O'Donnell's and Always Faithful. Mayor Urlacher advised that the last 4 special use ordinances for large barns had been approved in this manner.

- b. Comprehensive Plan Workshop Update

Village Attorney Greg Smith reported that the ZPA conducted a workshop on March 1st for the update to the Comprehensive Plan. Lee Brown of Teska Associates provided an updated draft of the Comprehensive Plan and the ZPA suggested various changes. The ZPA plans to hold a public hearing on the plan at its May 3rd meeting. The report and recommendations would be made to the Village Board at the conclusion of the public hearing and their deliberations.

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

1. Mayor's Report

a. Village Board Meeting Agenda Distribution

Mayor Urlacher reported that some Trustees have had difficulty with getting the agenda packet by email and some had requested that it be distributed by hard copy as well. He said that the packets could be dropped off at the Hilton and picked up by Trustees. Trustee Brennan suggested that the Mettawa Patrol drop them off during their rounds of the Village. Mayor Urlacher said that they may not be working in the Village when the packets are ready. The consensus was to send by both email and drop off paper packets at the Hilton.

b. Lake Forest Beach Parking Permits

Mayor Urlacher reminded everyone that the permits go on sale at the Lake Forest Public Services Facility on April 1st. The cost is \$85.00.

c. Building Report

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

d. Other Matters

Mayor Urlacher advised that it has been a year since the Village Administrator took over the Village Clerk duties. He distributed a memorandum to the Trustees and asked for their feedback in the next 3 weeks. It contains a summary of the duties that the Administrator has performed over the last year and poses a few questions about the recruitment of a new Clerk.

Mayor Urlacher reported that he made some changes to the Committee assignments as he felt it was time to move some Trustees to other positions. Trustee Sheldon is the new Chair of the Parks and Recreation Committee and would be joined by Trustee Brennan on the Committee. Trustee Sheldon has joined the Public Works Committee and Trustee Towne has joined the Finance Committee. He thanked Trustee Towne for his work as Chair of the Parks and Recreation Committee.

Trustee Pink arrived at 8:30 p.m.

e. Village Administrator's Report

Village Administrator Irvin reported that a pre-construction meeting was held today for the water main construction project for SSA #15. Construction is to begin next week and is estimated to take about 40 working days. A notification regarding the construction will be sent to all residents and the permit requirements will be sent to the property owners in the special service area. Lake County will allow us to collect all of the permit information.

2. UNFINISHED BUSINESS

None

3. NEW BUSINESS

a. Approval of an Ordinance Amending Mettawa's Annual Budget for FY 2015-16

It was moved by Trustee Maier, seconded by Trustee Armstrong, approval of an Ordinance amending Mettawa's annual budget for FY 2015-16.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

b. Approval of the FY 2016-17 Draft Budget

It was moved by Maier, seconded by Trustee Brennan, for approval of the FY 2016-17 draft FY 2016-17 budget.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

- c. Approval of the Purchase of the 2015 Full Allotment of 150 Tons of Rock Salt and to Not Participate in the 2016 Lake County Bulk Rock Salt Program

It was moved by Trustee Armstrong, seconded by Trustee Sheldon, approval of the purchase of the of the 2015 full allotment of 150 tons of rock salt and to not participate in the 2016 Lake County Bulk Rock Salt Program.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

- d. Approval of an Agreement for Whippoorwill Preserve Maintenance & Plantings with ILM in an Amount Not to Exceed \$11,525, Subject to Legal Review

It was moved by Trustee Armstrong, seconded by Trustee Brennan, approval of an agreement for Whippoorwill Preserve Maintenance and Plantings with ILM in an amount not to exceed \$18,983, subject to legal review.

Trustee Sheldon advised that the amount was different from the agenda as we had obtained additional work for well under their initial proposal of over \$23,000. We were about to get a full year's plan for maintenance and other improvements.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

- e. Approval of a Resolution Authorizing the Submission of Proposed Amendments to the Comprehensive Plan of the Village of Mettawa to the Village's Zoning, Planning and Appeals Commission

It was moved by Trustee Brennan, seconded by Trustee Sheldon, approval of a Resolution authorizing the submission of proposed amendments to the Comprehensive Plan of the Village of Mettawa to the Village's 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
Absent: None

Mayor Urlacher declared the motion carried.

f. Approval of an Ordinance Authorizing Adoption and Publication of the Official Zoning Map of the Village of Mettawa

It was moved by Trustee Armstrong, seconded by Trustee Sheldon, approval of an Ordinance authorizing adoption and publication of the Official Zoning Map of the Village of Mettawa.

Trustee Towne stated that he thought the Village's property on Oak Hill Lane was included in the open space zoned properties. Village Administrator Irvin said that it was not one of the properties that had been referred for rezoning to the ZPA. Trustee Towne said that it would be a difficult single family site to build on, and that we could talk to the adjacent owners about rezoning it to open space.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

g. Approval of an Ordinance Comprehensively Amending and Restating Ordinance Nos. 423 And 580 Granting a Special Use Permit for a Large Stable For Property Commonly Known as 14341 And 14381 W. Old School Road

It was moved by Trustee Maier, seconded by Trustee Brennan, approval to amend the presented ordinance comprehensively amending and restating Ordinance Nos. 423 and 580 Granting a Special Use Permit for a Large Stable For Property Commonly Known as 14341 And 14381 W. Old School Road by adding the word "outdoor" in front of "night" in Section 3C and by changing the number of guests in Section 3E from "10" to "40".

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

h. Approval of an Ordinance Approving a Plat Of Subdivision for the Consolidation Of 14381 W. Old School Road into 14341 W. Old School Road

It was moved by Trustee Maier, seconded by Trustee Brennan, approval of an Ordinance approving a Plat of Subdivision for the Consolidation of 14381 W. Old School Road into 14341 W. Old School Road.

Upon a call of the roll, the following voted:

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

Nay: None

Abstain: Trustee Towne

Absent: None

Mayor Urlacher declared the motion carried.

i. Approval of a Permit Agreement with Vinakom Communications, LLC for Use of Right-of-Way Located in Mettawa, Illinois for the Installation and Maintenance of Underground Fiber Optic Cables

It was moved by Trustee Maier, seconded by Trustee Brennan, approval of a Permit Agreement with Vinakom Communications, LLC for Use of Right-of-Way Located in Mettawa, Illinois for the Installation and Maintenance of Underground Fiber Optic Cables.

Trustees Towne and Sheldon suggested that we seek a donation from Vinakom for the storm sewer installation. After discussion, the amount requested was \$10,000.

No vote was taken on the motion.

It was moved by Trustee Brennan, seconded by Trustee Maier, to defer action on the approval of a Permit Agreement with Vinakom Communications, LLC for Use of Right-of-Way Located in Mettawa, Illinois for the Installation and Maintenance of Underground Fiber Optic Cables until the April Village Board meeting.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

J. EXECUTIVE SESSION

K. CALL TO RECONVENE

L. ROLL CALL

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 Brennan 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 8:45 p.m.

Bob Irvin, Deputy Village Clerk