

**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, APRIL 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 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 Attorneys Jim Ferolo and Greg Smith of Klein Thorpe & Jenkins, Ltd. and Deputy Village Treasurer Pam Fantus

**C. APPROVAL OF MINUTES:**

**Regular Meeting of the Board: March 15, 2016**

It was moved by Trustee Brennan and seconded by Trustee Maier that the minutes of the Regular Meeting of March 15, 2016 be approved as presented.

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 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 \$280,092.09. It includes additional bills for Klein, Thorpe and Jenkins for \$9,113.78, Hilton Garden Inn for \$100.00 and Lake County Sheriff's Office for \$3,874.50. The larger monthly amount is due to the \$180,000 payment to R.A. Mancini for a progress payment for the SSA #15 water main project.

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, Pink, Sheldon and Towne

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

#### **E. TREASURER'S REPORT**

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

It was moved by Trustee Brennan, seconded by Trustee Sheldon that the Board acknowledges receipt of the March, 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.

#### **F. PUBLIC HEARING: Budget for the Village of Mettawa for FY 2016-17**

It was moved by Trustee Brennan and seconded by Trustee Sheldon to open the public hearing for the Budget for the Village of Mettawa for FY 2016-17.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Village Attorney Ferolo advised that the public hearing notice had been published in the Daily Herald on April 2, 2016 as required by State Statute. A tentative budget has been available to the public since the last Board meeting.

Mayor Urlacher asked if there was anyone in the attendance who wanted to make a comment on the proposed Budget. There were none.

It was moved by Trustee Brennan and seconded by Trustee Sheldon to close the public hearing for the Budget for the Village of Mettawa for FY 2016-17.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

**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. Recommendation for Approval of an Amendment to the Village's Investment Policy

Trustee Maier reported that during our new Auditor's review of our policies, they recommended that we add language to our Investment Policy in the fraud protection section. It is a housekeeping issue and makes our policy more complete. The Committee recommends approval of the amendment.

- b. Recommendation for Approval of the 2016 Insurance Policy with ICMRT (presented by Sam Jantelezio Insurance Consultants) in an Amount Not to Exceed \$6,450

Trustee Maier reported that our insurance broker found an insurance pool for our insurance coverage this year at a savings of \$1,750. The initial term is through December 1, 2016 since the insurance pool operates on a different fiscal year. The insurance coverages are the same that we currently have.

- c. Recommendation for Approval of the FY 2016-17 Budget

Trustee Maier reported that there were a few changes made in the proposed budget since the last meeting identified in the memorandum. With the number of capital projects, the budget is nearly balanced with only \$33,000 more in expenses. Revenues are conservatively estimated to be \$3,016,000 in the General Fund. The Committee recommends approval of the budget.

- d. Other Matters

Trustee Maier reported that the next meeting will include the large annual debt service payment in SSA #2. Only properties within the SSA are taxed for this purpose.

## **2. Public Works Committee**

### **a. Update on Village Hall Resident Survey**

Trustee Armstrong reported that the Committee has made progress on developing the survey and should have it to the Board by the June meeting.

### **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. He will be contacting the Gewalt Hamilton engineering firm to help with the cost estimates. They had performed the initial preliminary design and cost estimates in 2011. There has been an inquiry from a resident at the north end of the Village about water mains. This area was fully designed several years ago and some new residents have moved into this area. We plan to research the cost of extending the mains west on Old School Road and Little St. Marys Road and also a section south of Route 60 on St. Marys Road.

### **c. Update on Addressing the Drainage Issues near the Intersection of Bradley and Old School Roads**

Trustee Armstrong reported that the Committee discussed addressing the drainage issues in this area prior to the resurfacing Old School Road. It also includes solving the wash out problem with trail along Bradley Road, near the Church being solved. Some culverts should be added to alleviate this problem. He added that the drainage along the entire section of Old School Road, between Bradley and St. Marys Roads will be addressed prior to the resurfacing project.

### **d. Recommendation to Reject All Bids for the 2016 Mettawa Right-of-Way Maintenance Program, Waive Sealed Bids, and Negotiate an Agreement for the Services with On Call Properties**

Trustee Armstrong reported that two bids were received for this project and due to a technical issue with the low bidder, the Committee was recommending that all bids be rejected, sealed bids be waived and the project be negotiated with On Call properties for the services. On Call left out the bid bond, but provided it after the bids were opened and has agreed to do the work for their bid cost. Their bid was significantly lower than the other bid of about \$48,000. The savings is about \$26,000 to go with On Call Properties.

### **3. Parks and Recreation Committee**

#### **a. Update on the Development of Schematic Plans for Oasis and Whippoorwill Parks**

Trustee Sheldon reported that Jay Womack of WRD Environmental was in attendance at the last meeting and received input from the Committee to assist in the design. He will be walking the two parks tomorrow morning with her and ILM.

#### **b. Update on the Route 60 Trail Extension**

Trustee Sheldon reported that she had received an email from our State Senator advising that IDOT needs the final documents for the trail addressing the size of the storm water pipes. They need a PE stamp and calculations from the Village Engineer.

Trustee Maier asked about the State Senator's involvement. Trustee Sheldon said that he had been contacted to assist with moving the IDOT review and approval process along to completion. IDOT is still waiting for the final plans to be submitted by Anderson. Scott Anderson advised that the work had been completed.

Richard Fantus, resident, asked if the trail was considered a multi-purpose trail to include horses. Trustee Sheldon advised that some residents had brought up safety concerns for horses at the last Committee meeting. There was discussion about adding signage to walk your horses at this location.

#### **c. Update on IEPA Water Quality Improvement Project Grant**

Trustee Sheldon reported that Teska has submitted a \$14,000 grant request to SMC for the north end drainage in Oasis Park. We should hear from SMC after the April 29<sup>th</sup> submittal deadline.

#### **d. Update on Revisiting the Buckthorn Removal and Berm on the Village Property located at the Southwest Corner of Rt. 60 and St. Marys Road**

Trustee Sheldon asked the Village Board to revisit the buckthorn removal and berm idea on the Village property that was under consideration for a Village Hall and consider it as an open space improvement project. Last year there was interest in a contractor doing this work for us.

#### **e. Recommendation to Reject All Bids for the Oasis Park Relocation Project**

Trustee Sheldon reported the Committee recommended that we reject the bids for the Oasis trail relocation project. The costs seemed high and we want to give WRD the opportunity to walk the site to determine if the trail is in the best location. We have 60 days to decide on the bids, so we will bring it back to the next meeting.

4. **Safety Commission**

a. Status and Activity Update

Trustee Pink expressed her thanks to Rich Eckenstrahler of Howe Security for his quick action in helping to save a motorist while driving through the Village from choking. She also personally thanked Rick for his actions. Trustee Pink reported that she made some investigation into the drug overdose drug discussed at the last meeting. Sheriff and Fire Department vehicles carry the drug, Narcan, and personnel are trained to use it. There is a new form of this drug in a nasal spray is being sold at Walgreen's and she is looking into whether it could be carried by Howe Security. She also spoke to Ann Main about this issue and Ann is going to check with the State's Attorney about the availability of our security patrol to getting access to the overdose drug. Trustee Pink reported that the situation with the panhandler who was using the Rt. 60 and Riverwoods corner seems to have been abated. He had been told by the Mettawa Patrol that the Sheriff would be called if he returned there.

Trustee Sheldon asked for Howe's patrol hours. Mayor Urlacher advised that they changed each week and he and Trustee Pink were advised at the beginning of each week of the schedule. There was discussion about posting the schedule on the Village website, but it was decided it was not a good idea to do so.

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. Village Newsletter

Mayor Urlacher reported that the next Village newsletter is nearly complete and should be out to everyone soon.

b. Wine & Cheese Event

Mayor Urlacher asked if anyone was interested in hosting a wine and cheese event in the Village to contact him or the Village Clerk. He would like to have two scheduled this year, for the summer and fall.

c. Village Social Media

Mayor Urlacher advised that he had been approached by a Village resident about hosting a Village Facebook page. The consensus of the Board was that there was no interest in having a Facebook page.

d. Lake Forest Beach Parking Permits

Mayor Urlacher reminded everyone about the sale of Lake Forest Beach Parking permits. Twenty-one of the fifty available permits have been sold since April 1<sup>st</sup>.

e. Building Report

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

f. Other Matters

Mayor Urlacher reported that he received feedback from a few Trustees on the recruitment of a new Village Clerk. He asked for any further comments to be sent to him by the end of the week. He will be meeting with the Village Administrator to review the details and come up with a plan.

g. Village Administrator's Report

Village Administrator reminded everyone that the Zoning Commission will be meeting on May 3<sup>rd</sup> to hold the public hearing for the Comprehensive Plan. The suggested amendments to the Plan are available for review on the Village website. He also reported that Commonwealth Edison will begin installing smart meters in the Village in September, with about half installed this year and the remaining half in 2017.

**2. UNFINISHED BUSINESS**

None

### 3. NEW BUSINESS

- a. Approval of an Ordinance Approving Mettawa's Annual Budget for FY 2016-17

It was moved by Trustee Maier, seconded by Trustee Brennan, approval of an Ordinance approving Mettawa's Annual Budget for FY 2016-17.

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 2016 Insurance Policy with ICMRT (presented by Sam Jantelezio Insurance Consultants) in an Amount Not to Exceed \$6,450

It was moved by Maier, seconded by Trustee Brennan, for approval of the 2016 Insurance Policy with ICMRT (presented by Sam Jantelezio Insurance Consultants) in an amount not to exceed \$6,450.

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 an Amendment to the Village's Investment Policy

It was moved by Trustee Brennan, seconded by Trustee Maier, approval of an amendment to the Village's Investment Policy.

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

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 Recommendation to Reject All Bids for the 2016 Mettawa Right-of-Way Maintenance Program, Waive Sealed Bids and Negotiate an Agreement of the Services with On Call Properties

It was moved by Trustee Armstrong, seconded by Trustee Maier, approval of a Recommendation to Reject All Bids for the 2016 Mettawa Right-of-Way Maintenance Program, Waive Sealed Bids and Negotiate an Agreement of the Services with On Call Properties.

Mayor Urlacher reported that we received \$7,000 for the permit. Village Administrator Irvin thanked Trustee Towne for the suggestion of requesting additional funds for this permit.

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 a Recommendation to Reject All Bids for the Oasis Park Trail Relocation Project

It was moved by Trustee Brennan, seconded by Trustee Sheldon, to table the recommendation to reject all bids for the Oasis Park Trail Relocation Project.

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 8:14 p.m.

Bob Irvin, Deputy Village Clerk