

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 OCTOBER 18, 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 7:40 p.m.

B. ROLL CALL

Upon a call of the roll, the following were:

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

Absent: Trustee Armstrong

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

C. APPROVAL OF MINUTES:

Special Board Meeting Minutes: September 17, 2016

It was moved by Trustee Towne and seconded by Trustee Maier that the minutes of the Special Board Meeting of September 17, 2016 be approved as presented.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Armstrong

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

Committee of the Whole Meeting Minutes: September 17, 2016

It was moved by Trustee Towne and seconded by Trustee Sheldon that the minutes of the Committee of the Whole Meeting of September 17, 2016 be approved as presented.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Armstrong

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

Regular Meeting of the Mayor and the Board of Trustees Minutes: September 20, 2016

It was moved by Trustee Towne and seconded by Trustee Brennan that the minutes of the Regular Meeting of the Mayor and the Board of Trustees Meeting of September 20, 2016 be approved with Trustee Maier's wording change "on the grid" on page 6.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Armstrong

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 payments is \$162,050.76. Four additional invoices have been added. R.E. Allen Associates for the topography survey service for \$2,200. Forest Builders payment of \$2,550 for general maintenance work completed. The \$3,794.16 payment to On Call Properties for the mowing and maintenance completed for the month of September. The Howe Security monthly services cost of \$7,018.43.

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 Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Absent: Trustee Armstrong

Mayor Urlacher declared the motion carried.

E. TREASURER'S REPORT

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

It was moved by Trustee Towne and seconded by Trustee Brennan that the Board acknowledges receipt of the September, 2016 Treasurer's Report approval and place it in the file.

Upon a call of the roll, the following voted:

Aye: All

Nay: None

Absent: Trustee Armstrong

Mayor Urlacher declared the motion carried.

F. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC

Resident Tom Heniz asked for the follow-up on the reduction of deer presence within the area. Mayor Urlacher said there has been a lot of research completed surrounding this issue by Resident Denis Bohm and Trustee Maier. Trustee Maier has been working with the Lake County Department of Natural Resources. Trustee Maier followed the water flow behind W.W. Grainger through John Zenko's property and found in one section of the river having an orange film on it. Trustee Maier recommends that the Village consider doing a water test next year in the Spring. Resident Tom Heinz said, he too has noticed a reduction of deer on his property. Trustee Maier followed-up with John Zenko on this issue. Mr. Zenko reported that he has begun to see some wildlife return onto his property. Trustee Maier inquired if an autopsy was completed on the dead deer found on John Zenko's property. No autopsy was completed. Trustee Maier indicated no other known wasting disease has been reported in Mettawa in relation to the deer. Resident Tom Heinz added that the Equestrian Connection reported a dead deer by their lake. Tom Heinz spoke with the County regarding Equestrian Connection findings of a dead deer on their property. Trustee Maier asked Resident Tom Heinz to forward any findings or results to the Village Clerk. Resident Denis Bohm reported that Lake County Forest Preserve examines the dead animals for Chronic Wasting Disease. CWD includes deer, elk and moose's killings. Even though there have been a few reported cases of CWD in Lake County, the Mettawa area has no reported cases.

Trustee Towne advised he has received three resident calls regarding Casas' approval on Always Faithful arena. The residents were referring to the secondary use Ordinance stating Always Faithful arena can be used for weddings and other events. Village Attorney Ferolo said we made a condition within the exhibits. In the ordinance we added a condition, that states the exhibits do not override the village code which provides those secondary usages are not allowed. Exhibits will not change; the condition was added to the ordinance. Trustee Brennan added if a resident witnesses other residents violate the village ordinance those residents need to report the violation to the Village for them to act upon it.

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

1. Finance Committee

- a. Update on Property Tax Rebate Program

Trustee Maier reported the Committee has reviewed all residents Tax Rebate applications. Only one application is being reviewed to finalize the report. Trustee Maier should have the report finalized by the end of October.

b. Update of FY 2015-16 Audit

Trustee Maier reported the Auditors were not able to provide the financial reports for October's meeting. Trustee Maier will meet with the Auditors to review the auditor's findings prior to the November 15th meeting. Trustee Maier is not concerned of meeting the Comptroller state deadline. Administrator Irvin added the Village had until the end of October, however with the extension we have until December to file.

c. Update on Engineering and Building Permit Service Agreement

Trustee Maier said discussions are underway with the Finance Committee and Anderson Engineering regarding the 2017 service agreement.

2. Public Works Committee

a. Update on the North Village Water Main

Village Administrator Irvin reported we are currently waiting on the final agreement with Green Oaks to send a joint letter to both towns residents on the project details.

b. Recommendation to approve a Landscape Proposal from John Irvin Landscaping in an Amount not to Exceed \$4,000

Village Administrator Irvin reported the final phase to the water main extensions in the SSA15 included removal of trees to facilitate savings to this project. The proposal from John Irvin Landscaping includes 10 spruce trees to be installed to the properties impacted with this project. Trustee Sheldon added the trees will be planted weather permitting.

c. Update on the Old School Road Resurfacing Project

Village Administrator Irvin reported activities along Bradley and Old School Road have commenced. Baker had a small set back in completing their work due to JULIE's delay in markings the lines. Once Baker is ready to grind the driveways, the residents will receive a second alert via email.

d. Recommendation to Approve the Proposal from Forest Builders for Drainage Improvements on Mettawa Lane in an Amount Not to Exceed \$7,500

Village Administrator Irvin reported the Committee felt it was essential to add culverts on Mettawa Lane to remove some drainage issues away from the resident's property this fall. These culverts will help address the drainage issues.

e. Update of Trees Identified for Removal

Village Administrator Irvin reported the Village Board received the tree list from Anderson Engineering. The list included 300 trees, 65 of which had been identified on private property. The list was provided to the Committee for review and approval at the October meeting. Anderson Engineering is looking to receive bids in November or December for this work to be completed over the winter period.

Trustee Sheldon said she would like to address how we get our residents to remove dead Ash or Elm diseased trees within their property. Administrator Irvin indicated Mettawa currently has no provisions regarding removing dead trees. Trustee Sheldon said the Committee should consider addressing how we can receive commitment from the property owners to continue to preserve our open space and healthy trees. Residents should consider removing dead or diseased trees from their property. The Village is taking action by investing a significant amount of money by removing buckthorn and dead trees so the residents should consider protecting their property too. Mayor Urlacher said last year it was mentioned on how we could arrange the Village tree removal contractors pricing to be passed along to the residents. Administrator Irvin said we can send a letter to those residents who have dead trees to include the Village contractor pricing to provide some support for removal.

3. Parks and Recreation Committee

a. Update on Parks Maintenance Activities

Trustee Sheldon said they are starting to wind down maintenance activity due to the time of the year. Trustee Sheldon added they will start restoring the stone around the Whippoorwill wishing well patio. Trustee Sheldon is looking for approval from the John Irvin Landscaping proposal for Whippoorwill Park and not to exceed in the amount of \$7,500.

b. Update on Oasis Park Grant Project

Trustee Towne said the topography was completed. The topography was delivered to Teska and the Village Engineers. We should have approval for the November 15th meeting. Trustee Sheldon asked if we needed the Army Corp Engineers approval. Trustee Towne stated the Army Corp approval is for the trail.

4. Safety Commission

a. Status and Activity Update

Trustee Pink said that Howe Security contract renewal was discussed in the Finance meeting. Howe Security is asking for a 4% increase for Antonio and Rick. The increase was denied last year. However, with the new truck, no repair costs are expected and the fuel bills are being split 50/50 to generate a savings next year. Administrator Irvin has estimated a savings next year of \$3,300. Howe Security is requesting an increase of 4% or \$3,000 increase in the new contract. Trustee Maier stated even though the increase is \$3,000 with the savings estimated of \$3,300 would still allow us a \$300 savings for the year. Administrator Irvin stated that the contract increase could be passed along to Antonio and Rick. However, Mettawa cannot mandate the increase be passed along.

Trustee Pink met with Forest Haven Residents: President, Homer Benavides, Secretary, Bernadette Elmer and Neighborhood Watch, Ray Wicklander. Trustee Pink discussed with the FHPOA committee common issues and safety alerts. It was agreed upon that Homer Benavides, Bernadette Elmer and Ray Wicklander will be added to Blackboard Connect communications and any email alerts. Mayor Urlacher, Administrator Irvin, Trustee Pink and Clerk Gallo will be added to the FHPOA email blasts.

6. **Zoning, Planning and Appeals Commission:** No Report.

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

1. **Mayor's Report**

a. Refer Comprehensive Zoning Code Review to the ZPA

Mayor Urlacher referred to the list sent out to the Village Board. Mayor Urlacher asked if any other items should be considered to be added onto the provided list.

b. Village Board Meeting's Order of Business Issues

Mayor Urlacher is currently reviewing the provisions of the Village Board meetings and the order of business in which they are being held. Mayor Urlacher stated our order of business issues includes committees no longer in use. In addition, the requirement of reading long letters could be changed to acknowledge them.

c. Building Report

Mayor Urlacher thanked Village Engineer Scott Anderson for the monthly building report and said it would be placed on file

- d. Other Matters. Nothing to report
- e. Village Administrator's Report

Village Administrator Irvin said Chicagoland Paving contractors will begin working on the Route 60 trail by clearing and staking the area. Second, Hilton Garden Inn will commence their redecoration on their rooms on December 19th through January 2017. As a result, the December 20th Finance and Village Board meetings will be held in Residence Inn by Marriott. All of January's Village meetings will also be held in the Residence Inn by Marriott. Communication will be sent to all Committee's reminding them of the new meeting location prior to the December 20th and January meetings

2. UNFINISHED BUSINESS

3. NEW BUSINESS

- a. Approval of Landscaping Proposal from John Irvin Landscaping in an Amount not to Exceed \$4,000

It was moved by Trustee Towne and seconded by Trustee Maier approval for the Landscaping Proposal from John Irvin Landscaping for the amount not to exceed \$4,000.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Armstrong

Mayor Urlacher declared the motion carried.

- b. Approval of a Proposal from John Irvin Landscaping for Whippoorwill Park Improvements in an Amount Not to Exceed \$7,500

It was moved by Trustee Towne and seconded by Trustee Maier approval for the proposal from John Irvin Landscaping for Whippoorwill Park improvements in the amount not to exceed \$7,500.

Upon a call of the roll, the following voted:

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

Nay: None
Absent: Trustee Armstrong

Mayor Urlacher declared the motion carried.

c. Approval of a Proposal from Forest Builders for Drainage Improvements on Mettawa Lane in an Amount Not to Exceed \$7,500

It was moved by Trustee Towne, second by Trustee Maier approval for the proposal from Forest Builders drainage improvements for Mettawa Lane in the amount not to exceed \$7,500.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- I. EXECUTIVE SESSION**
- J. CALL TO RECONVENE**
- K. ROLL CALL**
- L. MATTERS REQUIRING ACTION ARISING AS A RESULT OF THE EXECUTIVE SESSION**
- M. ITEMS TO BE REFERRED**
- N. FOR INFORMATION ONLY**
- 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
Absent: Trustee Armstrong

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:16 p.m.

Sandy Gallo, Village Clerk