

**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 NOVEMBER 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 7:34 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: 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 of Klein Thorpe & Jenkins, Ltd., Financial Consultant Dorothy O'Mary and Village Treasurer Pam Fantus

**C. APPROVAL OF MINUTES:**

**Board Meeting Minutes: October 18, 2016**

The Village Board meeting minutes were reviewed. Trustee Brennan moved for a correction to be made on page 3. Trustee Pink moved for a correction to be made on page 8. It was then moved by Trustee Brennan and seconded by Trustee Sheldon that the minutes of the Board Meeting of October 18, 2016 be approved.

Upon a call of the roll, the following voted:

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

Nay: 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 payments is \$700,581.46. Three additional invoices have been added to the October's Treasurers Summary Report. Main Landscaping in the amount of \$1,500, SSG in the amount of \$810.52 for a new laptop cost setup, and

\$550 payout from SSA #11. Trustee Maier said this month's total bill payout was higher due to the debt service payment for the Oasis Park in the amount of \$133,000 and the 2016 Property Tax Rebate of \$350,000.

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

Mayor Urlacher declared the motion carried.

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

Presentation of the Treasurers Summary Report for the Month of October, 2016.

It was moved by Trustee Brennan and seconded by Trustee Maier that the Board acknowledges receipt of the October's 2016 Treasurers Summary Report approval and place it in the file.

Upon a call of the roll, the following voted:

Aye: All

Nay: None

Mayor Urlacher declared the motion carried.

#### **F. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC**

Resident, Thomas Lys (25300 N. Nektosha Way) said he would like the Village to consider changing the ordinance to allow the Village Engineer to maintain and upkeep vacant Village lots. Mr. Lys maintains his property lot; however, the vacant lot next to him is overgrown with weeds. Mr. Lys is requesting for minimal upkeep on empty lots next to occupied lots. Mr. Lys would also like to address the empty lots trees that overhang onto his property line. Mr. Lys is concern these trees may generate some issues onto his property.

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

##### **1. Finance Committee**

- a. Presentation and Acceptance of the FY 2015-2016 Annual Financial Report

The Representative from Sikich, Mark DeVries presented the Annual Financial Report audit results. Mr. DeVries began with the Independent Auditors Report which states that the Village of Mettawa Financial Statements are complying with the states requirements of General Accounting Principles.

Mr. DeVries said the Village's chief operating fund account was adequately supporting the Village's expenses The General Fund account which supports the Village's yearly expenditures increased by \$1.7 Million. Mayor Urlacher made a statement that the Village is secure with a \$6.5 Million in the General Fund account. Mayor Urlacher said the Finance Committee has been doing an exceptional job by securing the Villages accounts.

Trustee Maier said 8 years ago Resident Tom Lys and I received Mettawa's Financial Statements and noticed the accounts were 3 years in the arrear. Trustee Maier and Resident Lys transitioned the Villages accounts from checkbook accounting to accrual accounting systems complying with approved General Accounting Principles.

Resident, Denis Bohm asked Sikich did you find any significant areas of improvement during your audit. Sikich Representative, Mark DeVries replied they have made a few suggestions last year to the Financial Committee that made this year a smoother audit. Mr. DeVries said the record keeping has improved which created a quicker audit when requesting supporting documents in order to make account adjustments.

b. Recommendation to Approve a Resolution to Determine the Amount of the Tax Levy for 2016

Trustee Maier said the Tax Levy for 2016 is \$135,000. This amount will be fixed for the next 19 years and will be applied to the General Fund account. Trustee Maier said changes will occur to a few SSA's. The SSA's which have been identified with a low accrued balance account will be amended to reach their maximum rate of 5%. Trustee Maier said the increase in the Tax Levy Rate will provide adequate capital for the future expenditures.

c. Update on Engineering and Building Permit Service Agreement

Trustee Maier said Trustee Towne has been working with Anderson Engineering on the 2017 Agreement. The final agreement will be submitted at the December Village Board Meeting.

d. Update on Howe Security Agreement for 2017

Trustee Maier said Trustee Pink received the Howe Security 2017 Agreement with an increase. After discussing the percent of increase with the Finance Committee, the consensus was the increase should be granted. Trustee Maier agreed that the submitted rate increase is within the parameters of a contract renewal.

e. Recommendation for Approval of the 2016-17 Insurance Policy with ICMRT (presented by Sam Jantelezio Insurance Consultants) in an Amount Not to Exceed \$11,080

Trustee Maier said the Village will be renewing the same insurance policy as the prior year. Trustee Maier added the premium increase for 2017 is minimal and it is considered an acceptable policy increase.

f. Other Matters

Trustee Maier said the Finance Committee approved the 2016 Tax Rebate Program amount of \$350,000. The tax rebate checks will be mailed out to residents after the Village Board meeting.

## **2. Public Works Committee**

a. Update on the North Village Water Main

Trustee Towne said the water main extension is north towards Rockland Road. Trustee Towne said communications continue with Green Oaks regarding which details to include in the water main extension resident letter. Green Oaks has also drawn-up budgetary numbers showing the cost per connection and how it is determined by the number of units participating. Trustee Towne said the next step will be to send out the letter to the resident with the extension details.

b. Update on Old School Road Resurfacing Project

Trustee Towne said the Old School Road is currently being resurfaced. The contractor is currently laying down the sub coat. The final top coat will be done within the next week weather permitting.

Trustee Maier asked if the next surface layer was the cloths on Old School Road. Trustee Towne said they will be applying the same specifications as they did on Bradley Road which will include the fabric layer to ensure the roads durability.

c. Update on Village Drainage Improvements

Trustee Towne reported a storm sewer has been placed along the front of St. Basil Church on Bradley Road. The storm sewer continues with an open drain heading south towards the nature drain area to Always Faithful. Trustee Towne said this storm sewer improvement should address the reported stagnate water issue this area has been experiencing. Trustee Towne reported the Northside corner is also experiencing some issues with the sewer pipe. Trustee Towne will continue to monitor the Northside of St. Basil to determine its issues.

d. Other Matters

Trustee Towne said that the construction on Route 60 Trail is coming to completion. Trustee Towne reported 2 new storm sewers were discovered during the construction that needed to be tied into the main storm system. Trustee Towne said given the 2 new storm sewers installed were not part of the original construction specs, these 2 sewers have added approximately \$12,000-\$15,000 of unplanned expenses. Trustee Towne is currently addressing an area within the trail that is soggy and not draining properly. This area will be monitored to determine if it will need to be dug-out in order to add gravel for proper draining.

**3. Parks and Recreation Committee**

a. Other Matters

Trustee Sheldon said a list of dead and hazardous trees has been created. The goal is to remove these identified trees throughout the Village. Village Engineer Anderson added the trees being removed are located on the right-away of the properties not in the parks. Trustee Towne said residents who have identified dead trees on their property can request a bid from the company providing the Village tree removal service.

**4. Safety Commission**

a. Status and Activity Update

Trustee Pink said the Howe Security 2017 Agreement will be added to December's Village Board meeting for approval. Trustee Pink reported the No Solicitations signs are now available for all residents. An email notification will be sent out by the Village Clerk Gallo to notify the residents of these available signs. Howe Security will deliver the signs to those residents interested in receiving one. Village Administrator Irvin said the No Solicitation signs email communication will also be added to the next Newsletter in January.

b. Annual Presentation by Howe Security

Rick Eckenstaler said 2016 has proven to be a busy year. Howe Security has filed 191 incidents for Mettawa. Howe's activity is driven by traffic patterns, weather and construction improvements areas. They assisted the Sheriff's Department in 27 incidents throughout the year. Rick added as a safety reminder please call 911 in an

emergency. Call Howe Security after you have called the Sheriff's Department. Howe Security is able to provide residents with home security checks. They provide a home security check for resident's who are out of town for a few days or a long period. Howe Security also is requesting that you add their phone number (847)404-6272 to your alarm notification system when the alarm has been activated. They can provide a quicker response time.

Resident, Joe Krusinski asked who determines the length of a traffic light. Mr. Krusinski is interested in extending the traffic light timing on Route 60 and Bennett Road. Rick responded that IDOT will need to be called to survey the intersection to study the traffic and lights patterns.

**6. Zoning, Planning and Appeals Commission:**

a. Mayor Urlacher said the next Zoning, Planning and Appeals Commission Meeting will be held on Tuesday, December 6<sup>th</sup> at 7:00 pm. This next ZPA meeting will be a Workshop which is open to all residents.

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

**1. Mayor's Report**

a. Village Meeting Schedule for 2017

Mayor Urlacher said the 2017 Village Meetings will model the same days and times as prior meeting schedules.

b. Agreements with Hilton Garden Inn for Meeting Room Usage in 2017

Mayor Urlacher noted the one change to the 2017 Village Meetings will be in January's meeting locations. The Hilton Garden Inn will be under renovations starting December 14<sup>th</sup>. As a result, all of the January Village meetings will be across the parking in the Riverwood room at Marriott Residence Inn. Village Clerk Gallo will be sending out an email communication to the various Committee members and residents as a reminder of the hotel change.

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 the Hilton Garden Inn will commence their hotel renovations on December 19<sup>th</sup>. As a result, December 20<sup>th</sup>, Finance and Village Board Meeting will also be held at the Marriott Residence Inn. All of January meetings will be held at the Marriott Residence Inn. Village Administrator Irvin said there are 2 applications that will need to be reviewed at the next Zoning, Planning and Appealing Commission Meeting. The January ZPA meeting has been cancelled. Village Administrator Irvin said we are currently working on rescheduling February's date to determine when the 2 applicants will be heard.

**2. UNFINISHED BUSINESS**

**3. NEW BUSINESS**

a. Approval of a Resolution Setting Forth the Regular Meetings of the President and Board of Trustees and All Subsidiary Bodies of the Village of Mettawa for 2017

It was moved by Trustee Maier and seconded by Trustee Towne approval for the Resolution Setting Forth the Regular Meetings of the President and Board of Trustees and All Subsidiary Bodies of the Village of Mettawa for 2017.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

b. Approval of a Resolution Authorizing the Village President and Clerk to Execute Contracts with the Hilton Garden Inn to Provide for Meeting Room Space for Regular Meetings of the Village Board and All Village Committees and Commissions During 2017

It was moved by Trustee Maier and seconded by Trustee Sheldon Approval of a Resolution Authorizing the Village President and Clerk to Execute Contracts with the Hilton Garden Inn to Provide for Meeting Room Space for Regular Meetings of the Village Board and All Village Committees and Commissions During 2017.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

c. Approval of a Resolution of the Corporate Authorities to Determine the Amount of the Tax Levy for the 2016 Tax Year

It was moved by Trustee Maier, second by Trustee Brennan Approval of a Resolution of the Corporate Authorities to Determine the Amount of the Tax Levy for the 2016 Tax Year.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

d. Acceptance of the FY 2015-16 Annual Financial Report

It was moved by Trustee Maier, second by Trustee Brennan Acceptance of the FY 2015-16 Annual Financial Report.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

e. Approval of the 2016-17 Insurance Policy with ICMRT (presented by Sam Jantelezio Insurance Consultants) in an Amount Not to Exceed \$11,080

It was moved by Trustee Brennan, second by Trustee Maier Approval of the 2016-17 Insurance Policy with ICMRT (presented by Sam Jantelezio Insurance Consultants) in an Amount Not to Exceed \$11,080.

Upon a call of the roll, the following voted:

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

Nay: None

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 Sheldon that the meeting be adjourned.

Upon a call of the roll, the following voted:

In Favor: All

Opposed: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:22 p.m.

Sandy Gallo, Village Clerk