

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 17, 2017 IN THE COTTONWOOD ROOM OF THE HILTON GARDEN 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 Bohm, Brennan, Maier, Pink, Sheldon, Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

Also present: Bob Irvin, Village Administrator; Sandy Gallo, Village Clerk; Scott Anderson, Representative of the firm of James Anderson Company; Village Attorneys Greg Smith and Jim Ferolo of Klein Thorpe & Jenkins, Ltd.; Village Treasurer, Pam Fantus; Financial Consultant Dorothy O'Mary

C. APPROVAL OF MINUTES:

Board Meeting Minutes: September 19, 2017

The Village Board meeting minutes were reviewed. Trustee Pink submitted a few minor modifications to be corrected. Trustee Bohm had a vote changed on page 10. Trustee Bohm was a Nay on letter e. Trustee Bohm moved and seconded by Trustee Towne that the minutes of the Board Meeting of September 19, 2017 be approved as revised and be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

D. APPROVAL OF BILLS

1. Bills Submitted for Payment

Trustee Maier reported the total amount for payment is \$149,842.38.

Trustee Maier said one additional invoice has been added to the report; Howe Security in the amount of \$7,145.65. It results in the new amount of \$149,842.38.

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

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, 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 Summary Report for the Month of September 2017.

The Board acknowledges receipt of the September 2017 Treasurer Summary Report and it be placed on file.

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

Upon a call of the roll, the following voted:

Aye: All

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

F. PUBLIC HEARING

G. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC

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

1. Finance Committee

a. Presentation on FY2016-2017 Audit

Martha Trotter, a Representative from Sikich, presented the Annual Financial Report audit results ending April 30, 2017. Ms. Trotter began with the Independent Auditors Report which states that the Village of Mettawa Financial Statements have a clean and unmodified opinion which is highest level of opinion an auditor can provide. Ms.

Trotter stated the Village's General Fund account grew this year by \$294,000, which means the total revenue exceeded the yearly expenditures. Overall the Village is doing well from a financial standpoint.

b. Update on the Village Property Tax Rebate Program

Trustee Maier said 136 approved tax rebate applications have been received. Last year, the total was 137 applications processed. The total list will be available for the next Board meeting to release the funds.

c. Review of Building Permit Revenues and Expenses First Nine Months of 2017

Trustee Maier said under the current building permit structure the Village has made \$60,000 in revenue. The Committee will be reviewing the building permit billing system for the upcoming year.

d. Other Matters

2. Public Works Committee

a. Update on Potential Water Main Extensions

Trustee Towne said a letter will be sent to the south end residents regarding the November 8th 7:30 pm resident meeting being held to answer any pending questions.

Village Administrator Irvin stated the plans and costs will be presented at the meeting. The Village Attorney will be attending the meeting to talk about the SSA. Village Administrator Irvin said the meeting is to provide the information and allow the residents to go home and consider the facts they heard at the November 8th meeting. The Committee will hold a second meeting if enough residents are interested in moving forward with the SSA.

b. Update on Culverts Replacement at 15290 Old School Road

Trustee Towne said the culvert replacement experienced a slight delay due to Mr. Buell's mother having passed away. Trustee Towne recommended the Village Engineer receive a letter of confirmation from Mr. Buell indicating he approves and agrees the culvert replacement should commence on his driveway.

c. Recommendation to Approve a \$500 Payment for Tree Removal

Trustee Towne said this invoice is a dispute with Lucas Landscaping. Lucas Landscaping has agreed to take a lower amount and is requesting the Village make the final payment for the trees removed in the amount of \$500. Trustee Maier stated

the Finance Committee has deemed the amount of \$500 to be appropriate for payment.

d. Update on Tollway Plans to replace Bradley Road Bridge

Trustee Towne stated the Tollway will be replacing the bridge on Bradley Road. The bridge replacement will commence in May 2018. Village Administrator Irvin provided a memo with the bridge's study details and replacement measurements.

Resident, Dr. Richard Fantus (14253 W. Riteway Road) asked if the Tollway had any changes to the height of the bridge. The second question asked was will there be an impact on sound due to the design change creating an echo to the surrounding properties. Trustee Towne said the Committee does not have enough detail on the engineering of the bridge at this time to be able to answer these questions.

Village Administrator Irvin said the bridge will have 8 foot shoulders, it will be built with concrete and the height is a few inches different from the current bridge. This bridge is will result in a \$6.0 million project. Village Administrator Irvin added the Tollway will also be repaving the Oasis service road on the east side through Boulton Boulevard.

Trustee Maier asked on behalf of the property owner Baez's if their easement will be infringed on by the bridge repairs. Village Administrator Irvin said the bridge is all being done with the existing right-away. Trustee Maier asked how the bridges width is going from 28 feet to 32 feet and asked if the Baez's property would be impacted. Village Administrator Irvin said the guardrails have been moved but the bridge is being rebuilt with the current measurements. Trustee Towne said the Village can request that the Tollway do some landscaping on both sides of the bridge to screen the residents view. Village Administrator Irvin will submit the landscaping request to the Tollway.

Resident, Liz Leonard (27500 N. Meadowoods Lane) said last time the Tollway did a repair by the bridge, they damaged the neighbor's yard. Trustee Towne said the Tollway did work within their right-away; however, landscaping was not included in the project. Trustee Towne said he will press the Tollway to include landscaping to be completed after the bridge replacement.

Mayor Urlacher said communication will be sent to all the residents prior to commencing the replacement.

e. Recommendation to Adopt the 2017 Lake County All Natural Hazards Mitigation Plan

Trustee Towne said this mitigation plan is to be adopted and approved by the Board. Village Administrator Irvin said this plan is approved every 5 years. Village Administrator Irvin stated the Village Board action item is to name a representative for this plan.

f. Other Matters

Trustee Towne said a drainage issue occurred on October 14th during the heavy rainfall, the Oasis Service Road flooded; however, Mettawa Lane was not impacted. This area is conducting an ongoing study to resolve the continuous drainage issues being experienced. The surrounding neighbors are also meeting with Stormwater Management to discuss the drainage issues.

Trustee Towne said the storm sewer was replaced on Bradley and Riverwoods Boulevard and a few solutions have been put in place to reduce debris or leaves from clogging the drain.

3. Parks and Recreation Committee

a. Update on Trail Drainage

Trustee Sheldon said the trails are currently in good conditions. A few small areas on the trails will require some limestone to be added.

b. Update on Route 60 Island Planting

Trustee Sheldon said a study is in progress for spring planting.

c. Update on Oasis Park Stewardship RFP Schedule

Trustee Sheldon said a few quotes have been received for the stewardship. Trustee Bohm said he will have a draft of an updated RFP for the November meeting.

d. Update on New Signage for Trails and Horse Crossing

Trustee Sheldon said the Committee is still discussing the signage ideas for the trails and horse crossings Village needs. Trustee Pink said the Committee is also looking to reduce the number signs that are confusing throughout the Village.

e. Other Matters

4. Safety Commission

a. Status and Activity Update

Trustee Pink said a location and a date for Stop the Bleed course have been finalized. The course will be held on November 4th at the Residence Inn with two time slots being offered.

Trustee Pink said a Riverside resident has requested evening patrol hours due to some garbage dumping occurring in the area. Mayor Urlacher said the Board can discuss if changing Howe Security's hours would deter thieves due to the varying patrol schedule. Trustee Towne suggested placing a sign at the entrance of Riverside to suggest the area is being policed.

b. Other Matters

5. Zoning, Planning and Appeals Commission Report

a. Update on October 3rd Meeting

Village Attorney Smith stated the ZPA met on the October 3rd to further discuss the text amendments. The next public hearing on the text amendments will be held on November 7th to finalize any changes and make recommendations. Once the transcripts and recommendations are completed the text amendments will be presented to the Village Board.

b. Discussion Regarding the Findings of Fact and Recommendation of the Zoning, Planning and Appeals Commission for Docket 17-SU-S-3, Regarding the Special Use Permit Application by Robert D. and Elaine Cole for the Property located at 102 Indian Ridge Road

Village Attorney Smith said on October 3rd the ZPA held a public hearing to hear Mr. and Mrs. Cole case on the request for a special use permit to build a guest house. The ZPA recommended that the guest house be approved with the following conditions; 1) any modifications to the size, footprint or location of the guest house be made only after an amendment to the special use permit is granted; 2) the existing shed on the property be demolished; 3) the guest house shall comply with the Village Code, Building Code and Zoning Ordinance for all matters; 4) no portion of the guest house shall be rented; 5) the guest house shall be considered two separate accessory structures; 6) landscaping to the east and south shall be maintained in the at least a twenty foot buffer between the guest house and lot line to provide screening; 7)

before Village Board consideration, elevations should be updated to improve aesthetics of the guest house.

Mayor Urlacher stated Mr. and Mrs. Cole spoke to their two neighbors and neither one had any objections to the structure being built. The two neighbors were also in attendance at the October 3rd ZPA meeting.

Josh Obert, from Cleary Building Corporate, provided an updated measurement document for the guest house and discussed the specs of the spreadsheet. Mr. Obert called the Health Department and a new septic system will be needed for the guest house.

Trustee Towne asked the Cole's what the square footage to their main home indicated. The new guest house structure is showing to be larger than your existing home. Trustee Towne stated his concern that the guest house is larger than the main residence.

Trustee Sheldon said if this structure is going to be called a guest house; it would be nice to see two different structures.

Trustee Pink asked if the trailers would remain on the property. Mr. Obert stated the trailers will only be on the property to transport the cars.

Mayor Urlacher said Mr. Cole met with the Village Engineer Yamin to ensure he was complying with the necessary codes. Mr. Cole has also agreed to the seven conditions the ZPA has made as part of their recommendations for approval.

Mayor Urlacher asked for a consensus to agree to the draft ZPA recommendation and direct the Village Counsel to draft an approval of an ordinance for the next Village Board meeting.

Trustee Bohm said he has no issues with the structure. The resident is not exceeding any impervious limits with the guest house.

Trustee Towne said a guest house is intended for relatives. The main structure is a garage. Trustee Towne said he would like the structure to be two buildings.

Trustee Pink said the guest house should reflect the house. Trustee Pink indicated the proposed structure is not a guest house.

Trustee Maier said he has no problems with the proposed plans.

Trustee Brennan said she has no problem with the way the structure has been presented.

Trustee Sheldon said she does not approve the structure. Trustee Sheldon is concern in calling the structure a guest house.

Village Attorney Ferolo said that Mayor Urlacher can decide the outcome.

Mayor Urlacher said he does not see any issues with the guest house. Mayor Urlacher asked the Board Members if they had a site plans would their vote change.

Chairman Krusinski said the ZPA Commissioners also deliberated extensively on the size of the structure being fairly large. As a result, the Commissioners made the recommendation to consider this structure as two accessory buildings. In addition, the Commissioners wanted to be certain that the existing landscaping and trees would remain to continue to screen the area.

Village Attorney Ferolo said that Counsel will draft an ordinance for consideration approving the recommendation of the ZPA.

b. Other Matters

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

1. Mayor's Report

a. Lake County Stormwater Management Commission Workshop, Libertyville Sports Complex on Thursday, October 19th from 3:00-8:00 pm

Mayor Urlacher said the workshop is free for anyone who is interested in hearing what new updates Lake County has to offer.

b. Newsletter

Mayor Urlacher said the next Newsletter will be released and out at the end of the month.

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

e. Village Administrator's Report

Village Administrator Irvin said a recent letter received from Costco has been provided. Last month, the Board approved Costco's request to increase their pump count. Costco is currently requesting if they can complete their construction during the hours of 7:00-7:00 pm. The duration of the construction has not been defined. Mayor Urlacher confirmed to amend the current ordinance hours of construction for Costco is not necessary. No action was taken.

2. UNFINISHED BUSINESS

a. Approval of an Ordinance Denying an Application for an Amendment to a Special Use Permit Granted in Ordinance 422 for Property Commonly Known as 14157 W. Riteway Road, Mettawa (Application filed by Timothy J. Farmer and Amy J. Towne, Zoning, Planning and Appeals Commission Docket 17-SU-S-3)

It was moved by Trustee Maier and seconded by Trustee Brennan approval of ordinance denying an application for an amendment to a special use permit granted in Ordinance 422 for property commonly known as 14157 W. Riteway Road, Mettawa (Application filed by Timothy J. Farmer and Amy J. Towne, Zoning, Planning and Appeals Commission Docket 17-SU-S-3)

Upon a call of the roll, the following voted:

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

Nay: None

Abstain: Towne

Mayor Urlacher declared the motion carried.

3. NEW BUSINESS

a. Approval of a \$500 Payment for Tree Removal

It was moved by Trustee Maier and seconded by Trustee Bohm approval of the \$500 payment for tree removal.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

b. Approval of the Resolution to Adopt the 2017 Lake County All Natural Hazards Mitigation Plans

It was moved by Trustee Bohm and seconded by Trustee Brennan approval of the resolution to adopt the 2017 Lake County All Natural Hazards Mitigation Plans.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

J. EXECUTIVE SESSION

At 8:43 p.m., it was moved by Trustee Brennan, seconded by Trustee Bohm to adjourn the meeting to the Executive Session to discuss land acquisition, potential litigation and review of executive session minutes.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

K. CALL TO RECONVENE

At 10:11 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 Bohm, Brennan, Maier, Pink, Sheldon, Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

Also present: Village Administrator Bob Irvin, Village Clerk Sandy Gallo and Village Attorneys Jim Ferolo and Greg Smith of Klein Thorpe and Jenkins

M. MATTERS REQUIRING ACTION ARISING AS A RESULT OF THE EXECUTIVE SESSION

N. ITEMS TO BE REFERRED

O. FOR INFORMATION ONLY

P. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Brennan and seconded by Trustee Towne 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 10:12 p.m.

Sandy Gallo, Village Clerk