

**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 AUGUST 20 2019 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 Bohm, Brennan, Maier, Pink, Sheldon and Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

Also, present: Village Administrator, Bob Irvin; Village Clerk, Sandy Gallo; Village Attorney, Jim Rhodes of Klein Thorpe & Jenkins, Ltd; Financial Consultant, Dorothy O'Mary; Village Treasurer, Pam Fantus; Representative of the Firm of James Anderson Company, Scott Anderson

**C. APPROVAL OF MINUTES:**

**Board Meeting Minutes: July 16, 2019**

The Village Board meeting minutes were reviewed. It was moved by Trustee Towne and seconded by Trustee Bohm that the minutes of the Board Meeting of July 16, 2019 be approved 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**

Trustee Maier reported the amount for bills to be paid this month is \$118,730.02.

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 Bohm, Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Absent: None

Mayor Urlacher declared the motion carried and the bills will be paid.

**E. TREASURER'S REPORT**

Presentation of the Treasurer's Summary Report for the Month of July 2019.

It was moved by Trustee Bohm and seconded by Trustee Brennan that the Board acknowledges receipt of the July 2019 Treasurer's Summary Report and it 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.

**F. PUBLIC HEARING**

**G. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC**

Resident, Cathy Ritsos (400 Riverwoods Road) said she attended a Board meeting a year ago and had suggested a financial stipend be awarded to the Village Board members and the Mayor. Mrs. Ritsos asked what actions have been taken regarding this appeal. Mayor Urlacher said no actions have been taken. Mayor Urlacher said nothing has changed, this item could be discussed at a Board meeting. Mayor Urlacher added since 1960, the role of a Board member has been seen as a volunteer position.

Resident, Larry Falbe (13948 W Trail Drive) said he would like to discuss the plantings for the Oasis Park. The Hamilton Estates Subdivision appreciates that their screening has not been removed. Mr. Falbe stated Hamilton Estates approves Trustee Sheldon's tree planting in the plains. Some trees in the plain would allow the surrounding wildlife to refuge but not create a forest. Mr. Falbe remarked the reason the Village purchased Oasis Park was to avoid commercial development.

Mr. Falbe added he would like the Village to pass an ordinance against marijuana sales in the Village. Village Administrator Irvin said he will discuss this matter under his report.

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

**1. Finance Committee**

a. Update on FY2018-2019 Audit

Trustee Maier said the audit's material work has been completed. Management Discussion and Analysis (MD&A) will be ready prior to September 2<sup>nd</sup>. The formal report will be completed by the next Finance meeting. No issues were found in the audit results. The Village has no material deficiencies.

Trustee Maier added when Sikich was first hired, the audit results consisted of 4-5 pages of journal entries. This year we have one page of 5 adjustments of reclassifying entries.

b. Update on the 2019 Tax Rebate Program

Trustee Maier commented the Village Treasurer has received 79 tax rebate applications to date. The tax rebate program is due October 1<sup>st</sup>. The Village Clerk will continue to send out reminders of this due date as her last one was sent on Friday, August 16<sup>th</sup>.

c. Other Matters

**2. Public Works Committee**

a. Update on Culvert and Drainage Projects

Trustee Towne said the two impacted residents on Mettawa Lane have received notification of the August 26<sup>th</sup> culvert replacement project date. Following this project, the trail improvement and drainage correction on Bradley Road between Mettawa Lane and the Oasis Park will commence. This project should be completed within one week with the landscaping repaired.

Resident, Tom Heinz said some digging was completed on a culvert on Little St. Marys Road. Trustee Towne said he was aware of this culverts drainage issue and it will be addressed.

b. Recommendation to Approve the DeMarr Sealcoating, Inc Proposal for Road Striping Received on August 12<sup>th</sup> with the Village's Supplied Final Quantities in the Amount of \$4,960.75

Trustee Towne said the Committee recommends the Board to approve the DeMarr Sealcoating Inc., proposal that included the Village's supplied final quantities and not to exceed \$5,000.

c. Recommendation to Not Enter into an Intergovernmental Agreement with the Illinois Tollway Authority Regarding the Bradley Road Bridge

Trustee Towne said the Committee reviewed the agreement and determined the Village should not take over the maintenance of the bridge. The Tollway should maintain their structure. Village Administrator Irvin remarked Green Oaks Township has entered into an intergovernmental agreement with the Tollway. In addition, Green Oaks will be snowplowing the bridge.

d. Update on the Light Study at the Southeast Corner of Old School Road and St. Marys Road to Add a Street Light

Trustee Towne said ComEd will be completing a light study at this corner. Village Administrator Irvin added an engineer has been assigned to this project to provide an estimated cost. As further information is made available, ComEd will contact the Village.

e. Update on Stump Removal in Oasis Park

Trustee Towne said two bids were received for the stump removal project. Perfect Cut proposal was the lowest bidder. Trustee Towne asked if the Board could approve Perfect Cut's proposal in the amount of \$1,600 at this meeting due to the grass growing over the stumps and possibly creating a hazard of driving into a stump. Mayor Urlacher said the Board can complete a straw poll as a consensus to approve the proposal.

f. Other Matters

**3. Parks and Recreation Committee**

a. Update on the Berm Project for the Village Property on St. Marys Road

Trustee Sheldon asked Village Engineer Scott Anderson if bids could be received for the berm project for next month. Village Engineer Scott Anderson said they are aiming to have bids for the next Committee meeting.

b. Update on the Maintenance for the Oasis Park and the Bradley Nature Area

Trustee Sheldon said maintenance will be ongoing at Oasis Park.

c. Recommendation to Approve Tree Planting at the Oasis Park in the Amount of \$30,000, Waive Sealed Bids, Subject to Final Planting Plans by the Committee

Trustee Sheldon said some agreement has been made on the plantings and the plans will be finalized to be reviewed at the next Committee meeting.

d. Update on Open Space Stewardship and Maintenance

Trustee Sheldon stated the Committee continues to discuss what will be the essential maintenance for the Village's open space areas. As the details are finalized, they will be shared with the Board.

e. Recommendation to Permit MOLA to Hold Its Event at the Whippoorwill Park on October 13<sup>th</sup>

Trustee Sheldon said the Committee approved MOLA holding an event at Whippoorwill Park with the Village Attorney's approval. Village Attorney Rhodes commented that MOLA will need to show proof of liability insurance and dram shop if liquor will be sold. Village Attorney Rhodes added some municipalities require a cash bond when events like this are held to ensure no expenses are incurred by the Village due to the event. Trustee Towne confirmed no liquor will be sold. Mr. Falbe said he could provide the necessary MOLA insurance documents. The consensus of the Board was a cash bond was not necessary.

f. Other Matters

**4. Safety Commission**

a. Status and Activity Update

Trustee Pink said Howe Security continues to report a reduction in monthly incidents. July's incident count was 42 compared to June's reporting of 62. The Lake County office is running a safety campaign from August 16<sup>th</sup> through September 3<sup>rd</sup>.

Trustee Pink said the speed-trailers are anticipated to be posted within the next week. Trustee Pink said she spoke with Village Administrator Irvin regarding the traffic count study needing to be completed. Trustee Pink asked the Board members to comment on any traffic issues they may have received from residents or if they had any concerns with the no turning restrictions signs not being reinstalled. Trustee Towne said he had been approached by residents in which they endorsed the turning restriction signs not being reposted. Trustee Towne said he does not see the need to complete a traffic study. Trustee Brennan commented the removed turning restriction has no impact on the traffic passing through the Village.

Trustee Pink added the Village will need some level of special details support. However, the number of hours and days can be reduced which could result in some savings. Mayor Urlacher requested that a meeting be held with the Sheriff to determine their rate and the number of days they are willing to support the Village. Mayor Urlacher said upon receiving those details the Trustees can make an informed decision on the yearly expense it will result to the Village. Mayor Urlacher added one

of the reasons the special details contract was not renewed included the fine revenue was all being absorbed by the Sheriff's Department. Village Administrator Irvin commented the Village is receiving some small amount of fine revenue.

## **5. Zoning, Planning and Appeals Commission Report**

### **a. Update on the August 6<sup>th</sup> Workshop Regarding the Camiros Recommended Comprehensive Zoning Ordinance Revisions**

Village Attorney Rhodes said on August 6<sup>th</sup> the ZPA conducted their 2<sup>nd</sup> workshop to discuss the Camiros technical report and proposed modifications for the zoning ordinance. Arista Strungy's, Camiros representative, is currently compiling the finalized changes and will provide a new copy for the public hearing in October. After the October public hearing, the final recommendations will be submitted to the Board for their review and approval. The Commissioners have specified they would like all of the animal provisions be transferred into the animal control ordinance to provide one location for this information. Village Attorney Rhodes has been asked by the Commissioners to draft an animal control ordinance to include all of the animal provisions and any recommendations related to this matter. It will be provided to the Village Board for review and discussion.

Village Administrator Irvin said the animal control ordinance that is recommended by the ZPA, will need to be adopted on the same night when the animal provisions are removed from the code. This adoption of the animal control ordinance will need to occur simultaneous to the removal of the animal's section from the ordinance in order to create a seamless animal regulation.

Trustee Towne asked if the Trustees could review the finalized recommendations being proposed by the ZPA prior to the public hearing. Village Attorney Rhodes said upon receiving the revised document from Camiros, the document will be made available to everyone. Trustee Towne asked if the Trustees could hold a workshop to discuss the amendment changes being proposed by the ZPA. Village Attorney Rhodes said no, the process is the ZPA makes their recommendation to the Board. Mayor Urlacher reminded the Board members if they were not in favor of a recommendation, it did not need to be approved.

Commissioner Leonard said the Board will have enough time to read the document. The Commissioners only had two weeks to read the document.

Mayor Urlacher said this review has been in process for 2-years. The Mayor commented a month is an adequate amount of time to read the finalized document

Trustee Towne said the Trustees and the residents should be provided ample time to review this document because it will impact the Village's long-term conditions. One of the biggest issues are the non-confirming changes being recommended. The residents should be aware of their building limitations and how their home value

could be impacted. Village Administrator Irvin said no changes are being presented for setbacks or non-confirming. Village Administrator Irvin added the only drastic changes are being presented in graphs and reorganization of the information. The biggest amendment change occurred to the large stables and that provision was already approved by the Board.

Trustee Sheldon said she would like to recommend to move the public hearing to November due to two Trustees conflicting schedule for the October 8<sup>th</sup> date.

Mayor Urlacher asked the attendees if 45-days was not enough time to read the zoning document prior to the October 8<sup>th</sup> public hearing. No issues were expressed. Mayor Urlacher asked the Trustees if they would like the public hearing to be moved to November. Trustee Bohm said the document is a restructuring document, keep October. Trustee Maier said if an issue arises, the meeting date can be changed. Trustee Brennan said she is okay with the October date.

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

**1. Mayor's Report**

a. Appointment of a Deputy Village Treasurer

Mayor Urlacher said a Deputy Village Treasurer position has always been an available role to help support the Village Treasurer. Mayor Urlacher is recommending that Carol Armstrong to be appointed as Deputy Village Treasurer.

It was moved by Trustee Brennan and seconded by Trustee Maier that Carol Armstrong be appointed as Deputy Village Treasurer.

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. Village Picnic

Mayor Urlacher said the Village picnic will be held on Saturday, August 24<sup>th</sup> from 11:00 am -2:00 pm at St. Basil's Church. This event will occur rain or shine.

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

Mayor Urlacher said Serbia Fest will be taking place on Labor Day weekend. As a reminder the attendees are not allowed to park on Old School and Bradley Road. No parking signs will be posted on these two streets. The festival will have a Sheriff posted at the event to help direct traffic.

e. Village Administrator's Report

Village Administrator Irvin said the state statute change occurred for recreational cannabis being sold as of January 1, 2020. This change is different from the medical requirement, which was addressed in the Village's zoning code 5 years ago. The Village was required to include an approved location. The one approved district is the office section on the eastside of the Oasis Park. Mayor Urlacher said it will be further discussed next month. Trustee Towne asked if we can see the state laws of hours of operation. Village Attorney Rhodes said KTJ's document will provide you the information regarding the state statute regulations.

**2. UNFINISHED BUSINESS**

**3. NEW BUSINESS**

a. Approval of the DeMarr Sealcoating Inc., Proposal for Road Striping Received on August 12<sup>th</sup> with the Village's Supplied Final Quantities in the Amount of \$4,960.75

It was moved by Trustee Towne and seconded by Trustee Maier to approve the DeMarr Sealcoating Inc., proposal for road striping received on August 12<sup>th</sup> with the Village's supplied final quantities in the amount of \$4,960.75.

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 Recommendation to Not Enter into an Intergovernmental Agreement with the Illinois Tollway Authority Regarding the Bradley Road Bridge



It was moved by Trustee Maier and seconded by Trustee Brennan to not enter into an Intergovernmental Agreement with the Illinois Tollway authority regarding the Bradley Road bridge.

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.

c. Approval of the Tree Planting at the Oasis Park in the Amount of \$30,000 Waive Sealed Bids, Subject to Final Planting Plans by the Committee

It was moved by Trustee Maier and seconded by Trustee Brennan to approve the tree planting at the Oasis Park in the amount of \$30,000 waived sealed bids, subject to final planting plans by the Committee.

Trustee Brennan commented she would like to see bigger trees planted.

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 to Permit MOLA to Hold its Event at the Whippoorwill Park on October 13th

It was moved by Trustee Bohm and seconded by Trustee Sheldon to permit MOLA to hold its event at the Whippoorwill Park on October 13<sup>th</sup> subject to legal review and insurance requirements.

Village Administrator Irvin commented that the certificate of liability insurance be determined as sufficient documentation for the event and no cash bond be collected.

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. A Consensus was taken to approve Perfect Cut stump removal proposal at the Oasis Park not to Exceed the Amount of \$1,800. All Trustees were in favor.

**J. EXECUTIVE SESSION**

At 8:43 p.m., it was moved by Trustee Bohm and seconded by Trustee Sheldon to adjourn the meeting into Executive Session to discuss potential land sale, possible 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 8:44 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; Village Attorney, Jim Ferolo of Klein Thorpe & Jenkins, Ltd;

**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 Bohm that the meeting be adjourned.

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 and the meeting adjourned at 8:45 p.m.

Sandy Gallo, Village Clerk