

**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 19, 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, 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 Carol Armstrong and Representative from James Anderson Company, Scott Anderson

**C. APPROVAL OF MINUTES:**

**Board Meeting Minutes: October 15, 2019**

The Village Board meeting minutes were reviewed. It was moved by Trustee Pink and seconded by Trustee Bohm that the minutes of the Board Meeting of October 15, 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 \$ 944,358.19. Trustee Maier added this month's bills include \$600,000 for the Tax Rebate program, \$ 144,503.13 of 2011 GO Bond Debt Service payment and the Lake Forest Sales Tax Share payment of \$73,660.21.

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 October 2019.

It was moved by Trustee Brennan and seconded by Trustee Bohm that the Board acknowledges receipt of the October 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, Tom Heinz (27157 N. St. Marys Road) mentioned St. Charles and Grayslake municipalities are using solar panels to provide electricity to their residents. Mr. Heinz stated the Village should consider using the 20 acres of the church property to be build solar panels to provide residents electricity.

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

**1. Finance Committee**

- a. Recommendation for Approval of the 2019-2020 Insurance Policy with ICMRT (presented by MGA Insurers, Inc.) in an Amount Not to Exceed \$11,928

Trustee Maier said 2019-2020 Village insurance policy increased by \$160. The policy coverage remains the same as in prior years.

- b. Update on the Building Permit Revenue and Expenses for 2019

Trustee Maier commented that Village Administrator Irvin provided an overview of the prior year's payment amounts and elaborated on how this year's building permit expenses have decreased and so has the Village's monthly retainer. Village Administrator Irvin added the permit revenue to expense calculation has been simplified. The current monthly amount covers the general business matters. The new calculation was worked well for both JACO and the Village.

c. Recommendation to Approve a Resolution to Determine the Amount of the Tax Levy for 2019 Tax Year

Chairman Maier said the Committee is recommending the yearly corporate tax levy resolution in the amount of \$135,000. This resolution amount has remained unchanged for over 20 years.

Mayor Urlacher mentioned residents should be proactive on their property tax assessment results from Lake County's Assessor's Office. Residents should dispute their results and have their land or home tax amount adjusted.

Trustee Towne stated the Village should pioneer supporting all of their residents to help reduce their property taxes. Trustee Maier agreed that the assessor's results have no consistency in their outcome. Trustee Maier said this matter should be discussed at the next meeting on how the Village should handle property assessments.

d. Update on Refunding the Balance Remaining in the SSA#2 Debt Service Fund

Chairman Maier said SSA#2 currently has a balance of \$158,000 in the account. Chairman Maier said SSA debt fund has been paid off and retired, this is a residual balance. The Village will retain \$2,000 from the balance for processing fees. The refund will be issued to the 5 corporate owners which will include the two properties for AbbVie, Woodland Falls, and the two hotels on Riverwoods Boulevard. Village Administrator Irvin said the refund process will be provided next month for approval and issuance of a check.

e. Other Matters

Chairman Maier said the 2011 GO Bond currently has a balance of \$1.9 million. The Committee is exploring the option of paying off the debt to allow the Village to be debt free. The Finance committee will continue to discuss this payoff next meeting.

## 2. Public Works Committee

### a. Update on the Study for Mettawa Lane Safety Improvements

Trustee Towne said the Committee is proposing a 50-foot cul-de-sac at the end of Mettawa Lane to allow larger trucks to have a turnaround. Trustee Towne commented the road will be spray painted in the spring to allow the residents a perspective of what the proposed widening shoulder will look like.

### b. Update on the Culvert Replacement on Bradley Road (Bollhoffer's Driveway)

Trustee Towne said resident Roy Bollhoffer has agreed to grant the Village his easement to replace the culvert that runs underneath his driveway. This culvert runs into the Oasis Park service drive. The culvert replacement will address the water drainage issues.

### c. Recommendation to Waive Sealed Bids and Negotiate the Right-of-Way Trees and Stump Project with Contractors

Trustee Towne said the original exercise to remove dead trees has become a larger project. The Committee has stressed only trees on the right-of-way will be removed. Resident's buckthorn screening will not be removed. The Committee would like to waive sealed bids to allow JACO the opportunity to walk with the contractor to explain the work details prior to bidding on the job.

### d. Recommendation to Approve the 2020 Right-of-Way Maintenance Program with Dunlap Lawn Service in the Cost Not to Exceed \$39,000

Trustee Towne said the Dunlap pricing is the same as the 2019 ROW contract, with two additional mowing resulting in the amount of \$39,000.

### e. Recommendation to Approve the Agreement from Forest Builders for Snowplowing Services in Riverside Preserve

Trustee Towne said Riverside Preserve subdivision snowplowing company last year was not providing adequate service for these residents. As a result, the Committee has asked Forest Builders to add this subdivision to the roads needing to be snowplowed. This service will be charged back to Riverside Preserve's SSA account.

### f. Update on Addressing the Drainage Issue on Little St. Marys Road

Trustee Towne said the goal is to address this drainage issue this year, weather permitting.

g. Recommendation to Approve the Installation of a Street Light on the Southeast Corner of Old School Road and St. Marys Road by ComEd at an Estimated Cost of \$1,105.00

Trustee Towne said this street light is an overhead safety light not a traffic signal.

h. Other Matters

Trustee Towne added the Committee will not be holding their monthly meeting in December. However, Public Works is always available to address any urgent matters during the month. The next Committee meeting will be held on January 8, 2020.

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

a. Other Matters

Trustee Sheldon said all 55 tree plantings at Oasis Park have been completed. Poul's Nursery has provided a quote for watering the trees next year. This proposal will be discussed at the next Committee meeting.

Trustee Sheldon asked if a recommendation can be made to waive sealed bids for the Oasis Park stewardship. Trustee Sheldon said she would like to have herself and one additional Trustee meet with companies to discuss details and be ready to address the maintenance and restoration for the park prior to spring. Two meetings have already been scheduled. If this approval does offer, we may be able to cancel our Committee meeting.

Village Administrator Irvin said no recommendation can be voted on, for it was not listed as an agenda item. A consensus can be made by the Trustees.

Trustee Bohm said he has not been involved in this process, so he has no questions. Trustee Pink offered Trustee Bohm to attend one of two meetings. The consensus was 5-0 for two Trustees to meet with companies regarding the Oasis Park stewardship.

### **4. Safety Commission**

a. Howe Security Presentation

Rick Eckensthaler of the Mettawa Patrol said 2019 has proven to be a busy year, 215 incidents were reported. Howe Security reported no home burglaries, only one garage incident. An increase in calls this year included animal complaints. Mr. Eckensthaler

would like to thank Mark and Vicky Meluso for all their support in caring for any lost dogs that were found this year. Mr. Eckensthaler said another increase in calls was assisting terminated employees at Brunswick. Please make sure Howe Security has been set as the secondary contact for your house alarm notifications. Mr. Eckensthaler asked if the Village would consider Howe Security to be armed with some type of tool to address situations that occur and impact residents.

Resident, Larry Falbe said Howe Security has done a great job and he wouldn't mind extending their hours in the Village.

b. Status and Activity Update

Trustee Pink said the Sheriff's Office has reported a new scam occurring only in Lake County. Callers are referencing valid Lake County officials' name or a judge's name as their own and asking for some type of payment. The course of action is to block the caller and file a report.

Trustee Pink said resident Mr. Heinz has complained about traffic on Little St. Marys Road.

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

a. Update on the November 5<sup>th</sup> Meeting

Mayor Urlacher provided an outline of the ZPA's last 3 years process for the zoning ordinance review. Mayor Urlacher added the finalized ZPA recommendations will be discussed at the December Board meeting.

Village Attorney Rhodes said on November 5<sup>th</sup> the ZPA completed their amendments review and voted on their last recommendation. The Village Clerk provided the Trustees an envelope which contained 6 ZPA documents; 1) Executive Summary from Camiros, 2) Ordinance recommendations from the ZPA, 3) Proposal for the Animal Ordinance, 4) Memo from KTJ regarding the animal regulations, 5) Memo from the Village Administrator regarding animal regulations in subdivisions, 6) listing of the large stables within the Village. Village Attorney Rhodes mentioned he will complete the Findings of Facts Report upon receiving the two public hearing transcripts for the December Board meeting. Village Administrator commented an additional document will be provided to the Board, the Fines and Fees Schedule Table. All of the fines and fees throughout the ordinance will be removed and placed into one table for easy reference. The ordinance sections will reference in accordance with the Fines and Fee Schedule. In addition, should any fine or fee be altered within a section no ordinance change will be required; the table would be updated accordingly.

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

**1. Mayor's Report**

- a. Recommendation to Approve an Amendment to the Agreement with GovHR for Village Clerk Services

Mayor Urlacher said the Village Clerk has provided outstanding support to the Village. Mayor Urlacher said he has provided a memo with the Village Clerk's increase recommendation.

- b. Recommendation to Approve an Amendment to the Agreement with Bob Irvin Consulting for Village Administrator Services

Mayor Urlacher said Bob Irvin has been with the Village for 7 years since June 2013. He continues to do great work for the Village including his recent support of the Village ordinance, chicken ordinance and more.

- c. Recommendation to Approve an Amendment to the Agreement with Dorothy O'Mary for Financial Services

Mayor Urlacher said Dorothy O'Mary has done great work for the Village. The last audit was very smooth with Dorothy's support.

- d. Recommendation to Approve an Hourly Rate Increase with Klein, Thorpe and Jenkins for Legal Services

Mayor Urlacher commented KTJ hourly rate will increase by \$5.00. This increase will be effective January 2020.

- e. Village Meeting Schedule for 2020

Mayor Urlacher commented the 2020 Village dates have been provided. No changes to the dates were made.

- f. Agreement with Hilton Garden Inn for 2020 Meeting Room Usage

Mayor Urlacher said the Hilton Garden Inn has continued to provide the Village the same room rates as prior years.

- g. License Permit Agreement with MCImetro Access Transmission Services Corp., d/b/a as Verizon Transmission Services for a Fiber Optic Line Installation

Mayor Urlacher said this agreement has been reviewed by the Village Attorney. No questions were received from the Trustees.

h. Holiday Office Closing Schedule

Mayor Urlacher added the Village office will be closed on Thursday, November 28<sup>th</sup> and Friday, November 29<sup>th</sup> in observance of the holiday.

Mayor Urlacher added the Village office will also be closed starting on Tuesday, December 24<sup>th</sup> through January 1<sup>st</sup>. The Village Clerk and Village Administrator will sporadically check emails and voicemail during this period.

i. Building Report

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

j. Other Matters

k. Village Administrator's Report

Village Administrator Irvin said at the December Board meeting, the Village will receive the full Tax Levy ordinance that will include the SSAs. SSA#2 debt will be paid off which will result in a reduced tax levy. The Tax Abatement ordinance will also be provided next month. Lastly, next month Lake County Sergeant McKinney will be presenting to the Board.

**2. UNFINISHED BUSINESS**

**3. NEW BUSINESS**

a. Approval of the 2019-20 Insurance Policy with ICMRT (presented by MGA Insurers, Inc.) in an Amount Not to Exceed \$11,928

It was moved by Trustee Brennan and seconded by Trustee Maier to approve the 2019-20 insurance policy with ICMRT (presented by MGA Insurers, Inc.) in an amount not to exceed \$11,928.

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 a Resolution of the Corporate Authorities to Determine the Amount of the Tax Levy for the 2019 Tax Year

It was moved by Trustee Maier and seconded by Trustee Bohm to approve the resolution of the corporate authorities to determine the amount of the tax levy for the 2019 tax year.

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 to Waive Sealed Bids and Negotiate the Right-of-Way Trees and Stump Project with Contractors

It was moved by Trustee Maier and seconded by Trustee Sheldon to approve waived sealed bids and negotiate the right-of-way trees and stump project with contractors.

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 the 2020 Right-of-Way Maintenance Program with Dunlap Lawn Service at the Cost Not to Exceed \$39,000

It was moved by Trustee Brennan and seconded by Trustee Maier to approve the 2020 right-of-way maintenance program with Dunlap Lawn Service at the cost not to exceed \$39,000.

Trustee Bohm asked if this was the only bid received. Trustee Towne said as a result of only receiving two bidders last year, Dunlap was approached again this year. Dunlap has agreed to not increase their cost and we added two mowing's for the 2020 program, if needed. Trustee Sheldon asked that Dunlap should not mow the grass onto Route 60. Village Administrator Irvin said Dunlap will mark the first time in 4 years that the Village continues with the same ROW contractor for 2 years.

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. Approval of the Agreement from Forest Builders for Snowplowing Services in Riverside Preserve

It was moved by Trustee Maier and seconded by Trustee Brennan to approve the agreement from Forest Builders for snowplowing services in Riverside Preserve.

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. Approval of the Recommendation to Install a Street Light on the Southeast Corner of Old School Road and St. Marys Road by ComEd at an estimated cost of \$1,105.00

It was moved by Trustee Sheldon and seconded by Trustee Bohm to approve the recommendation to install a street light on the southeast corner of Old School Road and St. Marys Road by ComEd at an estimated cost of \$1,105.00.

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.

g. Approval of an Amendment to the Agreement with GovHR for Village Clerk Services

It was moved by Trustee Maier and seconded by Trustee Brennan to approve the amendment to the agreement with GovHR for Village Clerk services.

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.

h. Approval of the Resolution Approving the Seventh Amendment to the Agreement with Bob Irvin Consulting for Village Administrator Services

It was moved by Trustee Maier and seconded by Trustee Brennan to approve the resolution approving the seventh amendment to the agreement with Bob Irvin Consulting for Village Administrator services.

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.

i. Approval of the Resolution Approving the Third Amendment to the Agreement with Dorothy O'Mary for Financial Services

It was moved by Trustee Maier and seconded by Trustee Brennan to approve the resolution approving the third amendment to the agreement with Dorothy O'Mary for Financial Services.

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. Approval of an Hourly Rate Increase with Klein, Thorpe and Jenkins for Legal Services

It was moved by Trustee Maier and seconded by Trustee Brennan to approve the hourly rate increase with Klein, Thorpe and Jenkins for legal services.

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. 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 2020

It was moved by Trustee Brennan and seconded by Trustee Maier to approve a resolution setting forth the regular meetings of the President and Board of Trustees and all subsidiary bodies of the Village of Mettawa for 2020.

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.

l. Approval of a Resolution Authorizing the Village President and Village 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 2020

It was moved by Trustee Sheldon and seconded by Trustee Brennan to approve a resolution authorizing the Village President and Village 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 2020.

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.

m. Approval of a License Permit Agreement with MCImetro Access Transmission Services Corp., d/b/a as Verizon Transmission Services for a Fiber Optic Line Installation

It was moved by Trustee Maier and seconded by Trustee Brennan to approve a license permit agreement with MCImetro Access Transmission Services Corp., d/b/a as Verizon transmission services for a fiber optic line installation.

Trustee Towne said the Village will need to reinforce the bond with this contractor to ensure they follow the agreement.

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**
- K. CALL TO RECONVENE**
- L. ROLL CALL**
- 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 8:34 p.m.

Sandy Gallo, Village Clerk