

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 7:00 P.M. ON APRIL 21, 2020 BY TELECONFERENCE

A. CALL TO ORDER

Mayor Urlacher called the meeting to order at 7:00 p.m.

B. ROLL CALL

Upon a call of the roll, the following were:

On the Call: Trustees Bohm, Brennan, Maier, Pink, Sheldon, Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

Also, on the Call: 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

Mayor Urlacher commented the Trustees received the following four meeting minutes in advance to allow any changes to be submitted to the Village Clerk prior to today's meeting.

Special Board Meeting Minutes: February 4, 2020

The Village Board meeting minutes were reviewed. It was moved by Trustee Maier and seconded by Trustee Brennan that the minutes of the Special Board Meeting of February 4, 2020 be approved and be placed on file.

Trustee Towne indicated given the following meetings were long, he asked that the audio recordings be made available to the residents. Mayor Urlacher replied audios have always been made available to residents.

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.

Regular Board Meeting Minutes: February 18, 2020

The Village Board meeting minutes were reviewed. It was moved by Trustee Brennan and seconded by Trustee Bohm that the minutes of the Regular Board Meeting of February 18, 2020 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.

Special Board Meeting Minutes: March 2, 2020

The Village Board meeting minutes were reviewed. It was moved by Trustee Maier and seconded by Trustee Brennan that the minutes of the Special Board Meeting of March 2, 2020 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.

Regular Board Meeting Minutes: March 24, 2020

The Village Board meeting minutes were reviewed. It was moved by Trustee Brennan and seconded by Trustee Bohm that the minutes of the Regular Board Meeting of March 24, 2020 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 bills amount to be paid this month is \$102,144.75.

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 March 2020.

It was moved by Trustee Maier and seconded by Trustee Bohm that the Board acknowledges receipt of the March 2020 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

Mayor Urlacher opened the Public Hearing to discuss the Village’s FY2020-2021 proposed budget. The notice of the public hearing regarding the Village budget was published in the Daily Herald on April 10th. In addition, the proposed budget has been posted on the Village website for the last month. No comments were received by the Trustees nor the residents.

Trustee Sheldon asked if the tax rebate amount could be increased due to the Village being debt free and the current circumstances of COVID-19. Trustee Brennan replied that Costco has only seen an increase in sales for their paper and cleaning products. However, Costco has also experienced a reduction in sales for their larger items. Village Administrator Irvin commented that the current tax rebate amount of \$600,000 is only a budget. The Board will pass the ordinance in June for the final amount. As a result, the final amount can be revisited when the ordinance is being approved. Village Administrator Irvin added the hotel and sales taxes are anticipated to decrease significantly, therefore, the Board should consider waiting to increase the amount to a later time. Trustee Brennan agreed.

A motion was made to close the public hearing. The motion was moved by Trustee Maier and seconded by Trustee Brennan.

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 public hearing was closed at 7:14 pm.

G. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC

1. Citizens to be heard not listed elsewhere on this Agenda
2. Written Communications of Citizens to be Read

Resident, Kevin Hinshelwood (103 Indian Ridge Road) asked if the Village had any plans to create a walking path down Riverwoods Road to connect to Everett Road. Trustee Bohm

commented it's something to consider with some land acquisition. Village Administrator Irvin replied the Village currently has no plans for any walkway connections. Trustee Towne said Lake County striped the west side of the road to allow walkers and cyclists, which can create some danger. Village Administrator Irvin said the striping area was created for cyclists. Trustee Brennan remarked a few years ago the Village trail system was being considered to be connected along Riverwood Road and it was being planned to run between the resident's property. As a result, those residents did not approve and the trail plans were abandoned.

Trustee Towne indicated he had a communication that was not listed on the agenda. At the last Lake County Board meeting it was decided not to support resident's real estate tax payments be deferred for a few months. Trustee Towne recommended that the Village Board write a letter to Lake County and the two townships requesting that the real estate tax penalty be deferred for 90 days to provide the residents some financial relief. Mayor Urlacher approved of Trustee Towne's recommendation. The Trustees were in consensus of the letter being sent.

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

1. Finance Committee

a. Recommendation to Approve the Village Budget for FY 2020-2021

Trustee Maier said the updated budget has been posted on the Village website. The budget had a few modifications which included; the hotel sales tax was reduced by \$40,000; Oasis sales tax was reduced by \$60,000; keeping the tax rebate program at \$600,000 and Public Works having added \$10,000 to their budget for culvert repairs. The Finance Committee approves and recommends that the budget be passed as presented.

Village Administrator Irvin remarked this budget has a few changes due to the COVID-19. Revenues are going to be reflected at a lower amount. The federal government has indicated some financial support may be made available for local government. The one new tax the Village will benefit from is the cannabis sales tax in the amount of \$500 due to the recent state approval. The largest capital project in the new fiscal year will be the purchase of 114 acres of the Grainger property. The Village is aiming to close this transaction this summer. Public Works will focus on storm drainage, culverts, trail and road shoulder improvements. Parks and Recreation will be enhancing the MacLean Preserve at Oasis Park under the support of Pizzo & Associates guidance.

b. Recommendation to Approve an Amendment to the Village Investment Policy

Trustee Maier mentioned the Finance Committee has proposed one policy change within the section Delegation of Authority. After the words under the direction, it will list “the Village Board with the assistance from the Village Administrator and the Treasurer.” Trustee Maier indicated this investment policy was suggested to be amended by the Village auditors. This policy will also include a sustainable investing clause which can be found on page 3.

c. Update on the FY2019-2020 Audit

Trustee Maier stated the Village Administrator and the Financial Consultant have begun to uploading the audit required documents to the Sikich website. The audit is on target to be completed in September.

Trustee Maier added the Finance Committee did discuss sending a letter to Lake County and the two townships requesting waiving the penalty fee for 90 days on late payments due to the COVID-19.

2. Public Works Committee

a. Update on the Potential Water Main Extension Survey Letter to Residents on Little St. Marys and Old School Road

Trustee Pink said the Committee received a request from a resident to consider a potential water main connection. As a result, the survey letter has been sent to the residents to determine their interest in this project. The residents being considered are located on Old School Road and Little St. Marys Road.

Trustee Pink mentioned Village Administrator Irvin has been researching Governor Pritzker’s grant funding to build Illinois. The parameters regarding this grant are not looking favorable for the Village. Village Administrator Irvin will provide the final outcome of his research at the next Committee meeting.

b. Update on the Old School Road Drainage Project (Railroad to Penny Lane)

Trustee Pink said this drainage issue has been in discussion since February 19th of 2019. The shoulder between the railroad tracks and Penny Lane is being washed away and a small portion of the road is being compromised. As a result, James Anderson will be preparing the specifications to have this project go out to bid.

The estimated cost for this project has increased, however, due to the additional budgeted funding for Public Works this project has enough funding.

c. Update on Drainage Issues on Southbound Riverwood Boulevard

Trustee Pink mentioned the possibility of the southbound Riverwood Boulevard flooding again is slim. Village Engineer Jamie Anderson addressed this problem and the debris in the culvert will be cleared on a regular basis to avoid ongoing issues.

d. Recommendation for Village Shoulder Maintenance to be Done on Time and Material Basis by Forest Builders

Trustee Pink stated based on previous years the shoulder maintenance has been estimated at \$15,000. This amount will cover labor and material. James Anderson will commence working on both the shoulder and trail maintenance and they anticipate being able to provide an update at the next Committee meeting. At that time, James Anderson will indicate which areas need some additional work.

e. Recommendation for Annual Trail Maintenance to be Done on Time and Material Basis by Forest Builders

Trustee Pink stated in previous years the trail maintenance has cost the Village between \$12,000 and \$14,000. This amount will cover labor and material. While completing the annual maintenance, James Anderson anticipates being able to widen the trails to the required 8 feet width.

3. Parks and Recreation Committee

a. Recommendation to Reject all Bids for the Berm Project on the Village Property Located at St. Marys Road and Route 60

Trustee Bohm said one bid was received for the berm project. The Committee has decided to reject the bid to reduce ongoing maintenance on the property. Trustee Bohm added a few mows will be considered at this location to maintain the height of the weeds. Trustee Pink commented the driveway located on this corner will need to be removed. Trustee Bohm confirmed.

b. Update on Stewardship for MacLean Preserve at Oasis Park and Recommendation for the Approval of the Waiving of Sealed Bids and Approving the Proposal from Pizzo & Associates, Ltd. for the MacLean Preserve at Oasis Park Stewardship Subject to Legal Review

Trustee Bohm indicated the Committee reviewed proposals from V3, ILM and Pizzo & Associates for this stewardship. Meetings were held with ILM and Pizzo & Associates to discuss their plans. The outcome was Pizzo & Associates plans were outstanding, therefore, the Committee approves and recommends their proposal. Trustee Bohm thanked the Village Attorney for reviewing and working on the contract with Pizzo & Associates terms and conditions.

Trustee Towne commented on listed Pizzo's prescribed burn to be thoughtful of the surrounding residents and small businesses. Trustee Bohm said he will follow-up and ensure Pizzo handles the burn appropriately.

- c. Update on Tree Planting for MacLean Preserve at Oasis Park and Recommendation for the Approval of the Proposal from R & S Bristol Farm, LLC, for the Spring Trees in MacLean Preserve at Oasis Park in the Amount of \$12,869, Subject to the Written Offer from Rocco Fiore & Sons Inc., for the Donation of the Trees Installation and Guarantee and Final Review and Approval from Trustee Bohm and Trustee Pink

Trustee Bohm said a proposal was received from R & S Bristol Farm, LLC, for 25 trees in the amount of \$12,869. Rocco Fiore & Sons Inc., will be donating the planting of the trees and guarantying the trees. Trustee Bohm and Trustee Pink walked the tree planting locations and the only change that was made was to relocate the trees that were going to be planted by the butterfly gardens.

Mayor Urlacher added he spoke with Mr. Fiore and Mr. Johnson and the Mayor anticipates receiving the letter after the Board approves their proposal today. Trustee Bohm commented the Board should consider sending out a thank you card to Mr. Fiore for his donation.

Resident, Tom Heinz (27157 N. St. Marys Rd) commented that the residents also support the tree plantings at MacLean Preserve at Oasis Park.

- d. Recommendation to Approve the Proposal from Forest Builders for the Butterfly Garden Plantings for the MacLean Preserve at Oasis Park for \$1,200

Trustee Bohm said the Forest Builders proposal will include the spring maintenance, 90 plugs and mulch to be completed at the pollinator gardens. Trustee Bohm added ongoing maintenance for these gardens will be handled by Pizzo & Associates.

- e. Recommendation to Approve the 2019 Hay Proposal Pricing for 2020 from Bob Haraden for 701 Riverwoods Road

Trustee Bohm stated Bob Haraden has submitted the same hay proposal for a number of years. Trustee Towne said Bob Haraden assists Equestrian Connection with providing them so much needed hay. Trustee Bohm suggested that the Village consider donating their hay to Equestrian Connection. Trustee Brennan asked if the stable is able to do their work while social distancing. Trustee Towne commented they are not able to open their barn due to the executive order from the Governor. Trustee Towne added some of Mr. Haraden's hay is purchased by residents.

Mayor Urlacher stated we should consider modifying Mr. Haraden's contract. The contract would include allowing the residents to purchase hay, the Village would then pay for the remaining hay needing to be sold and donate those bales to Equestrian Connection. The Trustees were in consensus with the Mayor's suggestion. Village Administrator Irvin suggested reducing the price Mr. Haraden pays the Village per acre, instead of doing a donation. The Village should be cautious on how this good will is being handled.

Village Attorney Rhodes said he will do research on how to handle this deal and still follow the state law requirements. Mayor Urlacher said he would like to table this matter for the May Board meeting to work out the logistics with the Village Attorney. Village Attorney Rhodes added the donation was not on the agenda. Mayor Urlacher said this matter will be furthered discussed in May. Trustee Towne will do some follow-up with Equestrian Connection. Trustee Pink said given the current pandemic, hopefully this type of donation would not be considered precedent setting.

Mayor Urlacher received the Trustees consensus to table this matter for next month.

4. Public Safety

- a. Status and Activity Report

Trustee Brennan said the Lake County website has not posted any confirmed cases of COVID-19 in Mettawa. Trustee Brennan commented Howe Security has experienced low activity throughout the Village due to the stay-at-home executive order.

5. Zoning, Planning and Appeals Commission Report

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

1. Mayor's Report

a. April Newsletter

Mayor Urlacher said the April newsletter will be emailed out next week. Mayor Urlacher requested the Trustees send him or the Village Administrator any articles they would like to include in the newsletter. Village Administrator Irvin commented the newsletter will recognize Rocco Fiore for his efforts in the tree plantings being completed at the MacLean Preserve at Oasis Park

b. Building Report

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

c. Other Matters

Mayor Urlacher said due to the current pandemic the May Village meetings will be held telephonically. Mayor Urlacher added since March 4th, there have been 4 property lots that have been sold in the Village.

d. Village Administrator's Report

Village Administrator Irvin said he has been appreciative of the residents following the executive order. With that said, the Village has posted on their website the various Lake County websites to continue to supply residents with current information during this difficult period and it has not been a burden on the Village.

2. UNFINISHED BUSINESS

3. NEW BUSINESS

a. Approval of an Ordinance Adopting the Annual Budget for FY2020-2021

It was moved by Trustee Maier and seconded by Trustee Brennan to approve the ordinance adopting the annual budget for FY2020-2021.

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 an Amendment to the Village Investment Policy

It was moved by Trustee Maier and seconded by Trustee Brennan to approve an amendment to the Village investment policy.

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 Village Shoulder Maintenance to be Done on Time and Material Basis by Forest Builders

It was moved by Trustee Pink and seconded by Trustee Bohm to approve the Village shoulder maintenance to be done on time and material basis by Forest Builders.

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 Village Annual Trail Maintenance to be Done on Time and Material Basis by Forest Builders

It was moved by Trustee Brennan and seconded by Trustee Pink to approve the Village annual trail maintenance to be done on time and material basis by Forest Builders.

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 to Reject all Bids for the Berm Project on the Village Property Located at St. Marys Road and Route 60

It was moved by Trustee Bohm and seconded by Trustee Pink to approve the rejection of all the bids for the berm project on the Village property located at St. Marys Road and Route 60.

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 for Waiving Sealed Bids and Approving the Proposal from Pizzo & Associates, Ltd. for the MacLean Preserve at Oasis Park Stewardship Subject to Legal Review

It was moved by Trustee Bohm and seconded by Trustee Pink to approve waiving sealed bids and approving the proposal from Pizzo & Associates, Ltd. for the MacLean Preserve at Oasis Park stewardship subject to legal review.

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 the Proposal from R & S Bristol Farm, LLC, for the Spring Trees in MacLean Preserve at Oasis Park in the Amount of \$12,869, Subject to the Written Offer from Rocco Fiore & Sons Inc., for the Donation of the Trees Installation and Guarantee and Final Review and Approval from Trustee Bohm and Trustee Pink

It was moved by Trustee Brennan and seconded by Trustee Pink to approve the proposal from R & S Bristol Farm, LLC, for the spring trees in MacLean Preserve at Oasis Park in the amount of \$12,869, subject to the written offer from Rocco Fiore & Sons Inc., for the donation of the trees installation and guarantee and final review and approval from Trustee Bohm and Trustee Pink.

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 Proposal from Forest Builders for the Butterfly Garden Plantings for the MacLean Preserve at Oasis Park for \$1,200

It was moved by Trustee Bohm and seconded by Trustee Brennan to approve the proposal from Forest Builders for the butterfly garden plantings for the MacLean Preserve at Oasis Park for \$1,200.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

i. Approval of the 2019 Hay Proposal Pricing for 2020 from Bob Haraden for 701 Riverwoods Road

It was moved by Trustee Bohm and seconded by Trustee Brennan to table the 2019 hay proposal from Bob Haraden for 701 Riverwoods Road.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink and Towne
Nay: None
Disconnected: Trustee Sheldon
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 Pink that the meeting be adjourned.

Upon a call of the roll, the following voted:

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

Nay: None

Disconnected: Trustee Sheldon

Absent: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:14 p.m.

Sandy Gallo, Village Clerk