

**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 MAY 19, 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 Brennan, Maier, Pink, Sheldon, Towne and Mayor Urlacher

Absent: Trustee Bohm

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; Village Treasurer, Carol Armstrong and Representative from James Anderson Company, Scott Anderson

**C. APPROVAL OF MINUTES**

The Village Board meeting minutes were reviewed. It was moved by Trustee Sheldon and seconded by Trustee Brennan that the minutes of the Regular Board Meeting of April 21, 2020 be approved and be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Bohm

Mayor Urlacher declared the motion carried.

**D. APPROVAL OF BILLS**

Trustee Maier reported the bills amount to be paid this month is \$88,583.80.

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

Absent: Trustee Bohm

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 April 2020.

It was moved by Trustee Brennan and seconded by Trustee Towne that the Board acknowledges receipt of the April 2020 Treasurer’s Summary Report and it be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Bohm

Mayor Urlacher declared the motion carried.

**F. PUBLIC HEARING**

**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

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

**1. Finance Committee**

- a. Update on the 2020 Property Tax Rebate Program and Schedule

Trustee Maier said the 2020 tax rebate application will be mailed to the residents by early July with a deadline date of October 1<sup>st</sup>. Village Administrator Irvin indicated the application was slightly modified this year but anticipates a smooth process for this year’s program. Village Treasurer Armstrong will verify each applicant is homestead in Mettawa during the 12-week submission period. The Village Board will receive the final number of applicants being considered for the October Board meeting. Chairman Maier added the checks will be issued after the approval of the November Board meeting. Trustee Brennan added that the tax rebate began in 2005, and since the Village has issued nearly \$5 million in rebate checks.

**2. Public Works Committee**

- a. Update on the Potential Water Main Extension for Residents on Little St. Marys Road and Old School Road

Village Administrator Irvin stated the letter was sent to 21 property owners. The results showed 12 were interested, 7 were not and 2 residents did not respond. The

Committee approved Gewalt Hamilton to update the engineering and cost. Gewalt Hamilton's updated information will be provided in an upcoming Committee meeting for further discussion. Trustee Sheldon said the Village should consider and apply for any grants that are available for the residents.

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

Trustee Pink said the bid notice is scheduled to be published on May 18<sup>th</sup>. The potential bid opening will be held on June 3<sup>rd</sup> and the Public Works Committee will review the bids on June 10<sup>th</sup>. The lowest responsible bidder will be presented to the Board on June 16<sup>th</sup>. Trustee Pink indicated the project has been scheduled to be completed in 30 days but suggested to move the timeframe to 90 days. Trustee Towne said he spoke with Village Engineer Scott Anderson regarding a possibility of placing a culvert under Penny Lane. Village Engineer Scott Anderson indicated a few options could be considered to eliminate the heavy rain flow topping onto Penny Lane. Village Engineer Scott Anderson said two revisions were made on the bid specifications quantities due to the recent heavy rains. Village Engineer Scott Anderson said he will send the notice to be published the next day.

Resident, Pam Fantus (14253 W. Riteway Road) asked if the washed-out area on the trail will be addressed during this repair. Trustee Pink said the trail maintenance will be handled differently. Village Engineer Scott Anderson commented a pipe will be added to the man-hole to redirect the water in this area to address the trail erosion.

c. Update on Additional Village Trail Maintenance

Village Engineer Scott Anderson said in our Committee meeting we spoke about using a paving machine for trail repairs. However, due to the narrowness of the trail, the paving machine won't work. Additionally, Forest Builders recently regraded the trails. Some locations will need further limestone. Trustee Pink said any additional trail maintenance will be discussed at the next Committee meeting.

d. Recommendation to Approve the 2020 Clarke Environmental Mosquito Abatement Proposal

Trustee Pink said the 2020 Clarke proposal costs show a slight increase from last year. Trustee Pink mentioned a few residents who own bees raised concern regarding Clarke's mosquito treatment ingredients. Trustee Pink said after having read the information on the pesticide being used by Clarke and comparing it to the Center for Disease Control and the environmental protection agency, no issues were found. The Board should consider approving this year's mosquito treatments. Trustee Brennan

said she agreed that the Board should move forward with Clarke's treatments due to the recent heavy rains.

e. Update on Drainage Issues Throughout the Village

Village Engineer Scott Anderson said on Sunday, May 17<sup>th</sup>, the Mayor asked that he drive the Village to note various problem areas due to the heavy rains. One problematic area is at the MacLean Preserve at Oasis Park. Several areas around the Oasis service drive and Forest Haven subdivision entrance on Bradley Road had water overflowing onto the road. Little St. Marys Road also experienced some erosion on the shoulders due to the heavy rains creating washouts. Trustee Pink said these drainage issues will be discussed at greater detail at the next Committee meeting.

f. Update on Striping the Road Edges on Bradley Road

Trustee Pink said she received an email from a resident indicting he could not delineate the road from the shoulder. The resident is asking the Village to stripe Bradley Road to improve the roads visibility at night. Trustee Towne said the Committee agreed that no striping was necessary. The consensus was reached to not stripe Bradley Road.

g. Update on Improvements to Mettawa Lane

Trustee Pink spoke to resident Adam Lyons regarding the two Mettawa Lane improvements. At this time, one resident on this road is not in favor of the proposed road modifications. Village Engineer Scott Anderson said last year a sketch was drawn and presented to the Committee. Trustee Pink asked Mr. Lyons to update the Committee on the consensus from the residents for the two road improvements at the next meeting.

h. Update on the Rebuilding Illinois Competitive Public Infrastructure Grant Program

Village Administrator Irvin said Governor Pritzker created an infrastructure grant program to help rebuild the economy for the next five years. This grant will be available for the next five years. The Committee discussed applying for this grant to help defer some expenses for the north end residents' water main project. This project was designed in 2012 to be an SSA for the eight property owners and not all owners were in favor for the connection. In 2016, this project was revisited and the results showed, 3 in favor, 3 not in favorable and 2 no response. Village Administrator Irvin added the grant is based on a point system to qualify. The qualifications include, the project's impact, increase of jobs, community need or support and the project's

readiness. The point system also takes into account the Village's General Funds account balance. Mettawa's does not earn points here, our account balance is high. Village Administrator Irvin said in order to move apply, the water main plans would need to be updated to obtain a permit in the amount of \$2,500. Trustee Pink asked if Lake County's approval would be needed in order to apply for the grant. Village Administrator Irvin said he is waiting to hear from the Department of Commerce if the Village owns the water system or if Lake County does in order to accurately complete the application. Village Administrator Irvin said the Village could indicate the poor water conditions that exist from using wells on the application. Trustee Brennan indicated isolating the north end residents to benefit from the grant is not setting a good precedence for others who have already entered into an SSA for their connection. Village Administrator Irvin added the Village could receive additional points if the project is a public versus private and if the residents participated. Trustee Towne said the north end residents should receive another survey letter inquiring if there is any interest for a water main connection. Trustee Pink remarked at this time the Village should not submit for the June 30<sup>th</sup> deadline, however it could be considered for next year. The Trustees reached a consensus to not apply for the grant this year.

Resident, Holly Hirsch/Bollhoffer (707 N. Bradley Road) said she has sent several pictures of the drainage issues along the service road. Mrs. Hirsch/Bollhoffer added her property flooded due to the heavy rains and the grading that was completed by the service road. She is uncertain of the maintenance the tollway has completed to prevent some of these issues. In the past 10 years, several modifications have been done at MacLean Preserve at Oasis Park. The formation of the berm has resulted in additional water flowing onto her property. In addition, the heavy water runoff from the Oasis is eroding the vegetation on her property. Village Engineer Scott Anderson added when the culvert was built under MacLean Preserve at Oasis Park, it was meant to cause the water to flow east supporting the runoff. The heavy rains recently topped the service drive. Given the number of acres at this location is has been difficult for the culverts to handle the volume of water we recently experienced. Trustee Pink said this drainage issue will be researched and a written report will be submitted.

Kourtney Witten (699 N. Bradley Road) said the culvert on Mettawa Lane was not handling the heavy water flow. Trustee Pink said she received several emails and pictures regarding the flooding. Trustee Pink asked Mrs. Witten to participate in next month's Committee meeting to talk about her drainage issues in greater detail. Village Engineer Scott Anderson added the culvert in Mettawa Lane has been working, however, the ditch capacity impacts the flow if clogged. Matt Witten commented the Village could request from the surrounding resident temporary access

to their easement in order to address these issues instead of performing temporary solutions.

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

Village Administrator Irvin provided the following report.

- a. Recommendation to Approve the Revised Bob Haraden Hay Lease for 701 S. Riverwoods

Village Administrator Irvin said the Committee discussed and approved at last month's meeting the donation of hay to Equestrian Connection. The Village cannot make a direct donation to a business. However, the Committee discussed reducing the lease amount from \$50 per acre to \$25 to support Bob Haraden's donation to the stable. The recommendation was made to approve the lease amount of \$25 per acre and for Mr. Haraden to start after July 15<sup>th</sup>. Trustee Brennan asked if there was any guarantee Mr. Haraden would oblige with the donation. Village Administrator Irvin replied no, it was not included in the recommendation.

Trustee Towne said Bob Haraden has been provided Equestrian Connection hay for a number of years. At a prior Committee meeting, Trustee Bohm had made the recommendation for the price reduction. After further discussion, the consensus was reached by the Trustees to maintain the \$50 rate per acre as the new recommendation.

- b. Recommendation to Approve the Perfect Cut Proposal for Whippoorwill Park

Village Administrator Irvin said the Committee is recommending Perfect Cut's proposal which includes spring clearing for \$850, bed weeding for \$400 and biweekly maintenance for \$300. This contractor was utilized for Whippoorwill's maintenance last year.

- c. Update on the Driveway Removal on the Village Property Located at St. Marys Road and Route 60

Village Administrator Irvin stated when the berm construction was being considered part of the project was to include the removal of the driveway and seed the area. The Committee has since decided not to complete the construction of the berm at this time, therefore the obligation to remove the driveway falls on the Village. The removal of this driveway has been estimated at \$10,000. At this time, the Committee has decided to delay the removal of the driveway.

- d. Update on the Development of a Five-Year Parks and Recreation Plan

Village Administrator Irvin said Trustee Bohm recommended that the Committee consider developing a five-year plan for each of the Village parks. The Committee members were provided a map listing each of the Village's park and the WRD plans for future discussions.

#### **4. Public Safety**

##### **a. Status and Activity Report**

Trustee Brennan said the Village's activity has been minimal due to the current pandemic. A few water issues were reported off of Little St. Marys and Bradley Road which have also been addressed. An incident report was made when a resident in Deerpath Farms left a canoe unattended and it was stolen.

#### **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. Village Picnic**

Mayor Urlacher said he is recommending cancelling our scheduled August 29<sup>th</sup> Village picnic due to the current pandemic. The Trustees reached a consensus to cancel this year's picnic.

##### **b. Mayor's Annual Report**

Mayor Urlacher reflected on his seven-year term as Mayor. A few of this fiscal year's accomplishments include; approving the largest property tax rebate amount of \$600,000 resulting in \$4.75 million rebate checks issued since 2005, maintained the same property tax amount for 22 years, receiving a clean audit report, paying off the last Village's land purchase debt resulting being debt free, holding the sixth Village picnic, completing a review of the comprehensive zoning code using an outside consulting firm, rezoning the Grainger property into Mettawa, approving the raising and keeping of the chickens, continuing to maintain the Village properties and renaming Oasis Park to MacLean Preserve at Oasis Park to recognize Barry MacLean's years of service to the Village. Trustee Maier added the Village should be recognized for their great efforts of accomplishing the credit rating from AA2 to AA1.

- c. Reappointment of ZPA Commission Members (Chairman Krusinski, Commissioners Clark and Fantus)

Mayor Urlacher said he would like to recommend reappointment for Chairman Krusinski and Commissioners Wendie Clark and Pam Fantus for a three-year term.

It was moved by Trustee Maier and seconded by Trustee Brennan to reappoint the ZPA Chairman Krusinski and Commissioners Wendie Clark and Pam Fantus.

Upon a call of the roll, the following voted:

Aye: Trustees Brennan, Maier, Pink and Sheldon

Nay: None

Absent: Trustee Bohm

Abstain: Trustee Towne

Mayor Urlacher declared the motion carried.

- d. Blackboard Connect Agreement for 2020-2021

Mayor Urlacher mentioned the yearly renewal agreement for BlackBoard Connect has been provided. The cost remains the same as last year.

- e. Building Report

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

- f. Other Matters

Mayor Urlacher said the Board members will need to consider using Zoom to host the Village meetings. The Village has two pending zoning applications which will require public hearings.

- g. Village Administrator's Report

Village Administrator Irvin said last Friday we reminded the residents to complete the Census survey. The Village is currently at 60% of residents having completed their survey. The Village will communicate to the residents when the door-to-door census takers will begin in August.

## **2. UNFINISHED BUSINESS**

## **3. NEW BUSINESS**

- a. Approval of the Clarke Environmental Mosquito Abatement Agreement



It was moved by Trustee Pink and seconded by Trustee Brennan to approve the 2020 Clarke Environmental mosquito abatement agreement.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Bohm

Mayor Urlacher declared the motion carried.

b. Approval of the Revised Bob Haraden's Hay Proposal for 701 S. Riverwoods Road

The amendment was moved Trustee Maier and seconded by Trustee Brennan to approve the revised Bob Haraden's hay proposal for 701 S. Riverwoods Road for \$50 per acre.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Bohm

Mayor Urlacher declared the motion carried.

c. Approval of the Perfect Cut Proposal for Whippoorwill Park Maintenance

It was moved by Trustee Maier and seconded by Trustee Pink to approve the Perfect Cut proposal for Whippoorwill Park maintenance.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Bohm

Mayor Urlacher declared the motion carried.

d. Approval of the Blackboard Connect Agreement for 2020-2021

It was moved by Trustee Brennan and seconded by Trustee Maier to approve the Blackboard Connect agreement for 2020-2021.

Upon a call of the roll, the following voted:

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

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 Maier that the meeting be adjourned.

Upon a call of the roll, the following voted:  
Aye: Trustees Brennan, Maier, Pink and Towne  
Nay: None  
Absent: Trustee Bohm

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:30 p.m.

Sandy Gallo, Village Clerk