

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 JUNE 16, 2020 BY TELECONFERENCE

A. CALL TO ORDER

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

The meeting of the Mayor and Board of Trustees is being conducted in accordance with the recently amended provisions of the Open Meetings Act and the Governor's Disaster Proclamation reissued May 29, 2020 and the Governor's Executive Order 38 regarding Phase 3 reopening. In recognition of Section 12 of the Disaster Proclamation which provides that meetings attended by more than 10 persons are not feasible and the social distancing requirements, an in-person meeting is not practical nor prudent at this time. Therefore, the meeting is being conducted telephonically.

B. ROLL CALL

Upon a call of the roll, the following were:

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

Absent: Trustee Sheldon

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; Financial Consultant Dorothy O'Mary

C. APPROVAL OF MINUTES

The Village Board meeting minutes were reviewed. It was moved by Trustee Bohm and seconded by Trustee Towne that the minutes of the Regular Board Meeting of May 19, 2020 be approved and be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried.

D. APPROVAL OF BILLS

Trustee Maier reported the bills amount to be paid this month is \$289,690.91.

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 and Towne

Nay: None

Absent: Trustee Sheldon

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 May 2020.

It was moved by Trustee Maier and seconded by Trustee Brennan that the Board acknowledges receipt of the May 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 and Towne

Nay: None

Absent: Trustee Sheldon

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
Resident, Dr. Richard Fantus (14253 Riteway Road) submitted an email to be read. Dr. Fantus' email has been placed on file with the Village Clerk. Trustee Towne added he would be happy to meet with the company to discuss how they had blocked a private road. Mayor Urlacher suggested that an apology letter be sent to the company for the misunderstanding and to ensure them the Village welcomes their business. Trustee Brennan asked that a communication be sent to the residents asking them to notify her the Safety Commissioner and the Village Clerk whenever they scheduled a large truck delivery. The notification will allow us to also inform Mettawa Safety Public Patrol of a possible road blockage during the delivery.

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

1. Finance Committee

- a. Recommendation to Approve an Ordinance Declaring Surplus Funds and Directing Local Tax Reimbursements Pursuant to the Illinois Fiscal Responsibility Law

Trustee Maier said the Committee reviewed and approved the tax rebate ordinance in the amount of \$600,000. The tax rebate application and guidelines will be emailed to the residents early July by the Village Clerk. Village Administrator Irvin added the ordinance was reviewed and approved by the Village Attorney. Village Treasurer Armstrong commented residents should not wait to submit their application.

b. Other Matters

2. Public Works Committee

a. Recommendation to Approve the Lowest Responsible Bid from Copenhaver Construction for the Old School Road Drainage Project in the Amount of \$88,000

Chairman Pink stated that the Village Engineer Scott Anderson has previously worked with Copenhaver Construction and he did not anticipate any delays. The completion date for this project has been set for October 1st.

b. Update on the Potential Water Main Extensions

Village Administrator Irvin added the water main extension for the south end residents currently awaits Gewalt Hamilton report. Gewalt Hamilton is working with Lake County to receive their requirements for the water extension in order to provide the Village estimated costs for the work.

Village Administrator Irvin said in regards to the north end residents, a letter was mailed requesting their interest in a water main extension. Two replies have been received; however, a final outcome will be provided at the July Board meeting.

c. Update on Additional Village Trail Maintenance

Village Engineer Scott Anderson said the trail maintenance work should be done within the next week. Trustee Pink asked if he anticipated any trouble spots on the trails, the Village Engineer replied no.

d. Recommendation to Approve the Request for Qualifications from Engineering Firms to Complete a Comprehensive Study of Village Stormwater Systems

Trustee Pink said the Village should have tackled the stormwater management and the flooding a few years ago. This study is prudent for the Village to complete as an investment for long term drainage solutions.

Mayor Urlacher said residents have been voicing their drainage and flooding issues for some time, as a result the Village should consider this study to provide our

residents solutions. The Mayor said he approves of this recommendation to address the various areas drainage issues. Trustee Brennan said she too approved of the study being considered.

Village Administrator Irvin said based on the discussion from the Public Works meeting, his memo outlined the process of what would occur after the request for qualifications was received. The process will include having the local engineering firms submit their experience. Once the Committee reviewed the various submissions and read through their experience, they will need to determine how to choose a firm. An interview will occur at the monthly Committee or a Special Committee meeting will be held in order to select the best firm. Once an engineering firm has been chosen, they along with Village members will walk through the Village to discuss possible solutions to the various drainage issues. Village Administrator Irvin added if the path was taken under a request for a proposal instead of qualifications, we may overlook problem areas within the proposal. Mayor Urlacher agreed the request for qualifications should be submitted. Trustee Maier agreed a request of qualifications process is the better option to allow the firm to decide what areas to consider as opposed to the Village indicating them in a request for proposal. Trustee Towne asked that Pearson Brown & Associates and Greengard Inc., be added to the engineering firms list receiving the solicitation.

3. Parks and Recreation Committee

- a. Recommendation for Dunlap Lawn Service to Mow the Southwest Corner of Route 60 & St. Marys Road and the Village Property at that Location

Trustee Bohm said a proposal from Dunlap was received to mow the right-of-way and the interior area of this lot. The price per mow is \$375, three mows are being planned for this corner. Clearing the interior portion of this lot includes removing any fallen trees and removing the brush pile in the center in the amount of \$1,200.

- b. Update on the Whippoorwill Park Mowing

Trustee Bohm indicated he is well aware that Whippoorwill Park is in the state of requiring some cleaning. The maintenance contractor was selected late in the season and with the recent heavy rains, the park has had some significant growth. The contractor has mowed the park a few times already, but will be back for some additional work. Trustee Bohm added he created a maintenance calendar for the Committee highlighting when contractors should be obtained to avoid future maintenance delays.

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

Trustee Bohm commented the Committee will start by reviewing the open lands recommendation document from WRD Environmental for all of the Village's properties. In addition, the property listing will be updated to include the recent Grainger purchase. The plan is to consider clearing buckthorn within one lot every winter season.

d. Other Matters

4. Public Safety

a. Status and Activity Report

Trustee Brennan asked the Village Clerk to send an email to the residents that she, Safety Commissioner and the Village office should be notified on any large truck deliveries. Trustee Brennan will share the information with the Mettawa Safety Patrol.

Trustee Brennan added that residents should be reminded they can obtain a *No Solicitors* sign from the Village Clerk upon request.

Trustee Brennan said the Koffel property has been red tagged by the Village Engineer due to the unpermitted actions that have been occurring on the lot. If any resident sees any trucks entering the location, please call the Village office.

Trustee Brennan mentioned the trailer on the dead-end street of Bradley Road is being addressed as abandoned through the Lake County Sheriff's Department. The goal is to move the trailer off the road for safety purposes. Trustee Towne said the trailer has been tagged due to the fact it has no license plate to locate the owner. Mayor Urlacher asked Village Engineer Scott Anderson to move the trailer off the pavement and onto the Village property.

5. Zoning, Planning and Appeals Commission Report

Mayor Urlacher said he held a conference call with various Village officials regarding the ZPA's public hearing for St. Basil's Church. The July 14th public hearing has been cancelled and the meeting has been moved to August. We are currently addressing the limitation of attendee's due to our meeting room size.

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

1. Mayor's Report

a. 2020 First Review of Executive Session Minutes

Mayor Urlacher said it is required by state law that the Village review their Executive Session Minutes two times each year for a possible release. At this time, no minutes are being released.

b. Discussion of Future Meeting Format

Mayor Urlacher recommended that the Village obtain a Zoom account to conduct our immediate need of a public hearing. Village Attorney Rhodes replied the Governor will be issuing an announcement at the end of June, that Illinois will be entering Phase 4, which means a public meeting can hold up to 50 people. Given the limitation of attendees within a room and the need to social distancing, our current conference room will not accommodate our needs. The meeting rooms are limited to 50 people. The Mayor added we are currently looking into renting one of the surrounding high school gymnasiums or other larger venues that would allow us to host the ZPA meeting. Trustee Brennan asked that the Village Clerk notify the residents that they will need to register to attend the ZPA meeting. Village Attorney Rhodes commented the public hearing publication will need to include the meeting details of registering to attend, dial-in details to join the Zoom meeting and how to submit any comments to the Village Clerk prior to the meeting. Trustee Brennan asked if the Village can hold a spill over room after the Savanna is full. Mayor Urlacher replied the meeting will be held via Zoom to allow as many attendees to participate in the meeting. Mayor Urlacher asked that a mock Zoom meeting be scheduled to allow anyone to log onto the meeting. Village Administrator Irvin added the Village's Savanna conference room is larger than most surrounding municipalities, yet it cannot accommodate 50 people after social distancing. Village Administrator Irvin added St. Basil's Church has been very understanding under the current pandemic.

Resident, Jess Ray (351 Little Melody Lane) asked if Grainger's larger conference room could be utilized given their technology and room size. Mayor Urlacher replied the Village is currently under litigation with Tom Lys opposing Grainger being annexed into the Village. The Mayor added he did not want to impose on Grainger for our meeting needs until the annexation was finalized.

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 mentioned two resources were posted on the Village website for any residents who qualifies for property assessment relief. The senior homestead program and the tax freeze qualifications can be found on the Village website under the tab News.

Village Administrator Irvin added with the recent approved stormwater study, the engineering findings could create plans to which the Village can than apply for the Illinois grant program next year.

2. UNFINISHED BUSINESS

3. NEW BUSINESS

- a. Approval of an Ordinance Declaring Surplus Funds and Directing Local Tax Reimbursements Pursuant to the Illinois Fiscal Responsibility Law

It was moved by Trustee Maier and seconded by Trustee Bohm to approve an ordinance declaring surplus funds and directing local tax reimbursements pursuant to Illinois Fiscal Responsibility Law.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried.

- b. Approval of the Lowest Responsible Bid from Copenhagen Construction for the Old School Road Drainage Project in the Amount of \$88,000

It was moved by Trustee Brennan and seconded by Trustee Bohm to approve the lowest responsible bid from Copenhagen Construction for the Old School Road drainage project in the amount of \$88,000.

Trustee Towne mentioned this design does not include a stormwater relief under Penny Lane. However, at the Committee meeting it was decided if the water continued to top over Penny Lane a relief would be added. Trustee Bohm added this issue is to be handled as a separate project.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried.

c. Approval of the Recommendation to Request for Qualifications from Engineering Firms to Complete a Comprehensive Study of Village Stormwater Systems

It was moved by Trustee Brennan and seconded by Trustee Pink to approve the request for qualifications from engineering firms to complete a comprehensive study of village stormwater systems.

Trustee Towne asked that the two engineering firms mentioned earlier in the meeting to be added to the solicitation list.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried.

d. Approval of Dunlap Lawn Service to Mow the Southwest Corner of Rt. 60 & St. Marys Road and the Village Property at that Location

It was moved by Trustee Bohm and seconded by Trustee Towne to approve Dunlap Lawn Service to mow the southwest corner of Rt. 60 & St. Marys Road and the village property at that location.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried.

e. Approval of a Resolution Approving the Release of Certain Executive Session Minutes of the President and Board of Trustees of the Village of Mettawa

It was moved by Trustee Maier and seconded by Trustee Towne to approve a resolution for the release of certain executive session minutes of the President and Board of Trustees of the Village of Mettawa.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Sheldon

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 Bohm, Brennan, Maier, Pink and Towne

Nay: None

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:17 p.m.

Sandy Gallo, Village Clerk