

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 JULY 21, 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 June 26, 2020 and the Governor's Executive Order 43 regarding Phase 4 reopening. In recognition of Section 12 of the Disaster Proclamation which provides that meetings attended by more than 50 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, 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; 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. Trustee Pink submitted two changes to the meeting minutes. It was moved by Trustee Brennan and seconded by Trustee Bohm that the minutes of the Regular Board Meeting of June 16, 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 Finance Committee has reviewed the bills and deemed them to be appropriate. The Committee has approved the invoices billing amount of \$ 171,655.80 to be paid.

It was moved by Trustee Maier and seconded by Trustee Bohm 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 June 2020.

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

G. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC

Resident, Tom Heinz (27157 N. St. Marys Rd) said he noticed on the north side of Little St. Marys Road all the way down to where the road curves, a ditch has been dug but the water is not flowing properly. Mr. Heinz stated this trench was dug out about a month ago and would like to know when it will be completed? Village Engineer Scott Anderson said they excavated the ditch. They are currently waiting for a drier day to complete the work. The ditch has an existing 4-inch pvc pipe, this should be increased to improve the water flow. Mr. Heinz than asked if the pipe would be replaced. Village Engineer Scott Anderson indicated the current pipe is in good condition and not until they assess it on a dry day can it be determined if it needs to be replaced. Trustee Brennan added with the recent ditch repair the rain still runs over Little St. Marys Road. Mayor Urlacher asked the Village Engineer to provide an update of this location at the next Board meeting.

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

1. Finance Committee

a. Update on the FY2019-2020 Audit

Trustee Maier said he will request from Northern Trust and Wintrust Bank a collateralization letter per the requirement for the audit. The audit is running well and on target to be completed by September.

b. Update on the 2020 Tax Rebate Program

Trustee Maier stated the tax rebate application and guidelines have been mailed to the residents. Village Treasurer Armstrong indicated she has received 32 applications, 31 have been approved. Trustee Maier reminded everyone that the tax rebate application will need to be mailed and postmarked by October 1st. Trustee Maier will follow-up with the Village Attorney regarding liability of receiving applications electronically for next year's program.

c. Other Matters

2. Public Works Committee

a. Update on Potential Water Main Extensions

Village Administrator Irvin said the eight residents on the north end of the Village, received the water main survey. The results showed five residents had no interest, two were interested and one resident did not reply due to their house being sold.

Village Administrator Irvin added the south end residential water main project is currently having design and cost estimates being drawn by Gewalt Hamilton. Gewalt Hamilton is also working with Lake County regarding the Village perimeters.

Trustee Pink commented the north end water survey will no longer be an agenda item due to the low interest of the project.

b. Update on the Request for Qualifications on the Stormwater Management Study

Village Administrator Irvin stated request for qualifications were sent to eleven engineering firms. We received eight submissions. The eight engineering firms' hardcopies will be delivered to the Committee members. At the next Committee meeting, a discussion will be had on how many companies should be interviewed and the format in which the interview will be held.

Trustee Towne asked that he be provided copies of the submitted qualifications. Mayor Urlacher replied the entire Board will receive hard copies of the documentation.

c. Update on the Village Trail and Shoulder Maintenance

Village Engineer Scott Anderson said they have already used 100 tons of material to repair the Bradley Road shoulder. The trails are in good shape and have been completed.

d. Other Matters

Resident, Pam Fantus (14253 W Riteway Road) mentioned the Village Engineer just indicated the trails were topped-off with gravel. However, the trail on Old School Road by the railroad continues to wash out. Mayor Urlacher asked Village Engineer Scott Anderson when Copenhaver Construction Inc. anticipated starting the road work. Village Engineer Scott Anderson indicated he has not received a start date but will follow-up with them.

3. Parks and Recreation Committee

a. Update on the Installation of the Bench Honoring Barry MacLean

Trustee Bohm said he met with the Village Engineer Scott Anderson at the park, and a location has been determined for the bench. Trustee Bohm asked if the Village had a large rock to place the plaque. Trustee Brennan said she will follow-up with Barry MacLean to ask him if he had a rock on his property to be utilized for his plaque.

b. Recommendation to Accept the Grant from ComEd for the Whippoorwill Park Pollinator Gardens

Trustee Bohm said the Committee recommends the acceptance of the grant awarded to the Village in the amount of \$9,000 from ComEd to plant pollinator gardens. The Village has 22 months to complete the project. At the next Committee meeting, a timeline will be drawn to determine which season would best suit these plantings.

c. Update on the Maintenance of the Northeast Corner of Bradley Road and Riverwoods Blvd

Trustee Bohm said at the northeast corner of Bradley Road and Riverwoods Blvd, there are two detention ponds which are maintained by AbbVie Inc. The remaining open space on this corner is not currently being maintained. Trustee Bohm said he

will follow-up with ILM to determine if they could add this corner to their maintenance schedule.

d. Update on the Stewardship of the Hamilton Estates Property on Riverwood Blvd

Trustee Bohm said he would like to discuss with Hamilton Estates HOA if they would consider an agreement to grant the Village stewardship of this property. Trustee Bohm asked the Board if they were in agreement with taking over this area in order to perform the necessary maintenance.

e. Recommendation to Approve the Perfect Cut Proposal for Whippoorwill Homesite in the Amount Not to Exceed \$ 3,500

Trustee Bohm said a proposal was received from Perfect Cut to complete maintenance at Whippoorwill's homesite and add mulch around the flower beds. Trustee Bohm added Trustee Sheldon recommended seeding around the trees and bushes instead of mulching this year. The goal is to reduce the quantity of mulch need each year. The seeding will be completed by Perfect Cut in the fall. Perfect Cut will also be cleaning out the beds, trimming trees and bushes as needed per this proposal.

f. Other Matters

Trustee Sheldon asked that the ILM contract be reviewed to determine if the Hamilton Estates corner was already included. ILM had agreed to maintain this area. Village Administrator Irvin said the discussion with ILM was only for the southeast corner on Bradley Road and Riverwoods Blvd. Trustee Bohm said he will follow-up with Kelley Blake from ILM about this new location.

Trustee Sheldon mentioned some black dirt may be needed with the new seeding at Whippoorwill Park.

4. Public Safety

a. Status and Activity Report

Trustee Brennan mentioned the Village experienced a very active fourth of July with shooting fireworks. Trustee Brennan indicated this Village has a number of horses and fireworks are dangerous and stressful for them and other animals. Trustee Towne said he received a complaint from Bob Price that four guys were shooting out fireworks by the Crest.

Trustee Pink said the no burn has been extended to August.

Trustee Towne indicated the trailer has been moved off of Bradley Road. Trustee Brennan said the Village Engineer Scott Anderson said they are working on the paper work from the Sheriff's Department to remove and destroy the trailer.

5. Zoning, Planning and Appeals Commission Report

Mayor Urlacher mentioned the August 11th meeting is still scheduled. The logistics will continue to be worked out.

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

1. Mayor's Report

- a. Appointment of Debra Pelech to Fill the Unexpired Term of Cathy Murphy to the Zoning, Planning and Appeals Commission through May 2021

Mayor Urlacher said he has received the resignation of Cathy Murphy after her three years of services. Mayor Urlacher said he would like to appoint Debra Pelech to serve the unexpired term through May 2021. The Mayor welcomes Debra Pelech to the Zoning, Planning and Appeals Commission.

A motion was moved to approve Debra Pelech to the Zoning, Planning and Appeals Commission. The motion was moved by Trustee Brennan and seconded by Trustee Maier.

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. Revisions to the Village Sexual Harassment Policy

Mayor Urlacher said the Village is required to amend the sexual harassment policy. A copy of the updated ordinance has been provided to the Board.

- c. Elgin, Joliet & Eastern Railway Quiet Zone Recertification

Mayor Urlacher said in order for the Village to maintain the quiet zone a recertification of the EJ&E railway is required. The Village Administrator has provided a memo regarding the recertification details and the associated cost of \$3,638.46. Trustee Towne asked if the surrounding municipalities were participating in this expense. Village Administrator Irvin responded he reviewed the participating

list and it was a positive response of the 13 communities. Village Administrator Irvin said he will follow-up for the final count of participating communities.

d. Update on the Upcoming Village Meetings

Mayor Urlacher said the Village has obtained a Zoom account for future meetings. Given the current pandemic, the Village is operating under the June 26th executive order. Mayor Urlacher asked the Board members if they approve to continue to hold our monthly meeting telephonically. The current executive order requires one member of the Board to be present at the hotel during these meetings. Mayor Urlacher indicated if Board members attended this meeting at the hotel, we would need to have a quorum present in order to hold the meeting. The Mayor asked the Board for their feedback on how they would like to continue to hold this meeting. The consensus was to continue Board meetings telephonically. Mayor Urlacher said a trial run on Zoom could be held to ensure all the Board members could be heard and seen for any upcoming meetings. Mayor Urlacher added we will continue to hold all of our meetings as required by the executive order with no violations and address our meeting needs accordingly.

Mayor Urlacher said the Zoning, Planning and Appeals Commission will be holding their August 11th meeting via Zoom.

e. Building Report

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

Mayor Urlacher added the Village has had a high number of real estate transactions in the last 6 weeks. In the most recent transactions, two of them were commercial sales from Impact Networking. Village Administrator Irvin added Impact bought the surrounding open land to build additional office buildings. This will result in Impact having five office buildings in the Village limits.

f. Other Matters

g. Village Administrator's Report

Village Administrator stated the first quarter Village Newsletter for FY20-21 is in the works. The newsletter will be emailed out by the end of July.

Village Administrator Irvin added the August 11th ZPA meeting will be held via Zoom. The hearing of the zoning application from St. Basil Church is being held accordingly to the state statue. The meeting notice will be posted in the Daily Herald tomorrow, July 22nd. The church will be mailing out 170 notices to the property

owners within 2,000 square feet of the church. Village Administrator Irvin said the Village will be posting the notice of the public hearing and the entire zoning application on the website to allow others the opportunity to view the documents. At the August 11th meeting, attendees will have the opportunity to ask questions or comment after St. Basil's Church has completed their presentation. All of the zoning information will be available three weeks prior to the meeting date. Village Clerk Gallo commented we are encouraging that any comments or objections be sent to the Village Clerk prior to the meeting. Trustee Towne asked that the residents be notified of this meeting and the meeting details. Village Administrator Irvin added that the residents will be notified in our weekly communication of the meeting and documents available on the Village website.

2. UNFINISHED BUSINESS

3. NEW BUSINESS

- a. Approval of the Resolution Authorizing Participation in the ComEd Green Region Program for the Whippoorwill Park Pollinator Gardens Project

It was moved by Trustee Maier and seconded by Trustee Brennan to approve the resolution authorizing participation in the ComEd Green Region Program for the Whippoorwill Park pollinator gardens project.

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 Perfect Cut's Proposal for Whippoorwill Homesite in the Amount Not to Exceed \$ 3,500

It was moved by Trustee Bohm and seconded by Trustee Brennan to approve Perfect Cut's proposal for Whippoorwill homesite in the amount not to exceed \$3,500.

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 Ordinance Approving Revisions to the Sexual Harassment Policy of the Village of Mettawa

It was moved by Trustee Maier and seconded by Trustee Brennan to approve the ordinance approving revisions to the Sexual Harassment Policy of the Village of Mettawa.

Trustee Towne asked that the final sexual harassment policy be sent to the Board members. Mayor Urlacher indicated no problem.

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 Elgin, Joliet & Eastern Railway Quiet Zone Recertification Participation in the Amount of \$3,638.46

It was moved by Trustee Brennan and seconded by Trustee Maier to approve Elgin, Joliet & Eastern Railway quiet zone recertification participation in the amount of \$3,638.46.

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 8:06 p.m.
Sandy Gallo, Village Clerk