

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 SEPTEMBER 15, 2020 BY ZOOM

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 August 21, 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:

Present: 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 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

D. APPROVAL OF BILLS

Trustee Maier reported the Finance Committee reviewed the bills and found them to be appropriate. The Committee has approved the invoices billing amount of \$ 197,566.80 to be paid.

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 August 2020.

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

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. Presentation of the FY2019-2020 Annual Financial Report

John Maier introduced Fred Lantz from Sikich to answer any questions from the video presentation regarding the audit. Mr. Lantz commented the two reports provided this year include the Annual Financial Report and the Communication the Board members. The Illinois Comptroller Report was filed electronically to the state and the Consolidated report was not needed this year.

b. Update on the 2020 Tax Rebate Program

Village Treasurer Carol Armstrong said 103 applications have been received and approved. Mayor Urlacher asked that the residents be reminded that they only have two weeks left to submit. Trustee Maier said a communication will be sent to the residents.

Trustee Sheldon asked if the Board members could receive a listing of those residents who have not submitted. Trustee Sheldon indicated additional calls could be made.

c. Other Matters

2. Public Works Committee

a. Update on Ditches and Culverts

Trustee Pink said there are two major areas that the Village Engineer believes should be cleaned from silt accumulation. The two location are Bradley Road by MacLean Preserve at Oasis Park and W. Old School Road. The flooding on Little St. Mary's Road will be handled at a different level. The Village has open ditch drainage system and there is a lot of build-up and this system should be on a maintenance schedule. Recommendations will be made at the next month's meeting.

b. Update on the Responsibility of Privately Owned Culverts

Trustee Pink stated the privately owned culverts are the resident's obligation to maintain and replace them when necessary. Trustee Bohm sent Trustee Pink an email of how to support the resident's culverts expenses. Trustee Bohm mentioned maybe the Village would consider handling the culver expenses like other municipalities handle planting trees expense in cost sharing. This would encourage the residents to replace culverts when necessary.

c. Recommendation to Approve the Lowest Responsible Bid for Tree Removals from Dunlap Tree Service in the Amount \$8,650

Trustee Pink said two companies submitted for the tree removal. Dunlap Tree Service and Lucas Landscaping and Design. Trustee Pink said Dunlap Tree Service have been a very reliable landscaper to continue to work with. Trustee Pink said an oak tree needed to be topped because it was rotted, Dunlap did not hesitate over the weekend to provide support.

d. Update on the Little Melody Lane Resurfacing

Trustee Pink said James Anderson provided an estimate to resurface Little Melody Lane. The estimate was \$241,252.00, 25% would be Mettawa's expense. Trustee Pink said she will talk with Libertyville Township, Martin Neal to discuss this estimate.

e. Update and Recommendation to Interview Engineering Firms for the Stormwater Management Study

Trustee Pink said the Committee selected the four engineering firms to interview. The firms are Hey & Associates Inc, Baxter & Woodman, Christopher Burke and

Gewalt Hamilton Associates. The Committee will be determining their next steps of when and how to handle the interview.

f. Other Matters

3. Parks and Recreation Committee

a. Update on the Whippoorwill Park Pollinator Gardens

Trustee Bohm said he will be meeting with Village Engineer Scott Anderson and David Johannessen to measure out the garden area and determine the required plantings. Afterwards, a proposal could be designed based on the gardens size. A recommendation of the proposal will be made at the next Board meeting.

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

Trustee Bohm said the cement pad has been poured. The Village Engineer will complete the installation of the bench and a large boulder has also been located for the plaque to be positioned on it.

c. Update on the Stewardship of the Hamilton Estates Property of Riverwoods Blvd

Trustee Bohm said the Village Attorney Rhodes is currently reviewing the conservation easement language regarding the stewardship of the Hamilton Estates, to have the Village take over the responsibility of this corner's maintenance. Resident, Larry Falbe is in support of the Village's effort in this stewardship change over and he will help communicate this change to the Hamilton Estates homeowner's association.

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

Trustee Bohm said he is currently waiting to hear from Kelley Blake from ILM to determine if they can add this corner to our maintenance schedule.

e. Recommendation to Approve the ILM Proposal for Invasive Woody Removal in Whippoorwill Park in the Amount of \$1,780

Trustee Bohm indicated during ILM's stewardship visit at Whippoorwill Park, they determined the sumacs on the berm were beginning to spread and crowd the other plants. ILM recommends this fall and winter the sumacs be removed in order to control their growth.

- f. Recommendation to Replace the Tindall Trail Sign on Old School Road in the Amount Not to Exceed \$300

Trustee Bohm mentioned the Tindall trail sign by the railroad tracks on Old School Road has gone missing. Trustee Towne was able to obtain a new sign and this request is to cover the replacement costs.

- g. Update on the Open Lands Buckthorn Removal on Private Property Program

Trustee Bohm stated Open Lands approached Karen Carruthers, President of MOLA regarding grant money available to support Mettawa residents to remove the buckthorn on their property. The Village's sole role will be to communicate this program to the residents. Mrs. Carruthers mentioned Open Lands would be providing matching funds 50/50 to the residents for the removal of buckthorn on their lot. Open Lands will work with the resident with an agreed upon contractor on the project's scope. An IEPA burn permit will need to be obtained and this matter is being worked on with the Village Administrator. This program's detail will be included in the Friday's communication to the residents.

- h. Update on the Request from the City of Lake Forest to Consider the Trail Connection on the North Side of Rt 60

Trustee Bohm said the Committee discussed this trail connection and the outcome was to not pursue this request with Lake Forest. This matter was discussed a few years ago and other trails were determined are available for the residents.

- i. Other Matters

4. Public Safety

- a. Status and Activity Report

Trustee Brennan mentioned Howe Security has submitted an email request for a pay increase. This item will be added to the next agenda to discuss.

Trustee Brennan said when a resident is requesting a house check, Mettawa Safety Patrol needs to be contacted not Howe Security. Trustee Bohm mentioned this matter should also be included in the Friday communication to the residents.

5. Zoning, Planning and Appeals Commission Report

Mayor Urlacher mentioned the ZPA held a continuum public hearing on September 1st to consider St. Basil's Church zoning application for a text amendment and a

special use permit. The public hearing will be continued to Tuesday, October 6th at 7:00 pm through Zoom. The agenda and the Zoom details will be provided to the residents through email and they will also be posted on the Village website. The application materials are also available on the Village website.

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

1. Mayor's Report

a. Consideration of the Cable Television Franchise Renewal with Comcast

Mayor Urlacher said the Comcast contract renewal is due. The Village Attorney Rhodes has also provided the Trustees a memo regarding this renewal.

b. Consideration of the Intergovernmental Agreement for the Railroad Quiet Zones Recertification

Mayor Urlacher said in July the Village Board approved the participation in railroad zone in the certification. The approval of this agreement will be completed in October's meeting. The following railroad agreement has been reviewed by the Village Attorney.

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 said at last month's meeting he discussed his review of the Village code. One of the Village's order of business, includes the Committee's. Village Administrator Irvin said the comprehensive taxes, fines and penalties schedule is another item that should be considered for next month. This schedule was presented in December 2019 to the Board, to have one location with all this information would be an enhancement and not a change to the zoning. A code supplement is due to be completed at the end of this year beginning of next year, it would be ideal to have this change included.

2. UNFINISHED BUSINESS

3. NEW BUSINESS

a. Approval of the FY 2019-20 Annual Financial Report

It was moved by Trustee Bohm and seconded by Trustee Pink to approve the FY2019-20 Annual Financial Report.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

b. Approval of the Lowest Responsible Bid for Tree Removals from Dunlap Tree Service in the Amount of \$8,650

It was moved by Trustee Maier and seconded by Trustee Bohm to approve the lowest responsible bid for tree removal from Dunlap Tree Service in the amount of \$8,650.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

c. Approval of the Recommendation to Interview Engineering Firms for the Stormwater Management Study

It was moved by Trustee Bohm and seconded by Trustee Brennan to approve the recommendation to interview engineering firms for the stormwater management study.

Trustee Towne said at Committee the RFP was due to be received from the water main completed several years ago. Trustee Towne asked that all of the engineering firms should have an opportunity to provide an RFP.

Mayor Urlacher said the Committee discussed in length on how to handle this study. Given the various residents who are impacted by this study, it is critical we begin this project. The scope is not clearly defined therefore it is difficult to get an RFP and still move forward in a timely manner. Trustee Bohm said the process has already been defined and we need to move continue. Trustee Pink agreed.

Eric Potter, resident from Morton Grove said he has tried to speak by raising his hand in Zoom and was not been able too. He would like to know where he can find the documents for resident to review for tonight's meeting as a point of order. Mayor Urlacher apologies to Mr. Potter for experiencing Zoom issues but others have been able to participate in today's meeting.

Upon a call of the roll, the following voted:
Aye: Trustees Bohm, Maier and Pink
Nay: Trustee Sheldon and Towne
Not Heard: Trustee Brennan
Mayor Urlacher declared the motion carried.

- d. Approval of the ILM Proposal for Invasive Woody Removal in Whippoorwill Park in the Amount of \$1,780

It was moved by Trustee Bohm and seconded by Trustee Maier to approve ILM proposal for invasive woody removal in Whippoorwill Park in the amount of \$1,780.

Trustee Towne indicated he studied the sumac and it provides a great screen and a sound buffer for the surrounding residents. In addition, the sumac removal should be done in the spring while the flower is in bloom. Trustee Towne asked if this proposal was part of their original agreement. No reply was received.

Trustee Sheldon and Towne approved of this proposal as long as the work is completed in the right season.

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 Replacement of the Tindall Trail Sign on Old School Road in the Amount Not to Exceed \$300

It was moved by Trustee Brennan and seconded by Trustee Maier to approve the replacement of the Tindall trail sign on Old School Road in the amount not to exceed \$300.

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 8:04 p.m.
Sandy Gallo, Village Clerk