

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 NOVEMBER 17, 2020 BY ZOOM

A. CALL TO ORDER

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

The Village meetings are being conducted in accordance with the recently amended provisions of the Open Meetings Act and the Governor's Disaster Proclamation reissued November 13, 2020 and the Governor's Executive Orders which provides that meetings attended by more than 25 persons are not feasible, an in-person meeting is not practical nor prudent at this time. Therefore, the meeting is being conducted in a virtual conference format.

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 Clerk, Sandy Gallo; Village Treasurer, Carol Armstrong; 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 Sheldon and seconded by Trustee Brennan that the minutes of the Regular Board Meeting of October 20, 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

Mayor Urlacher declared the motion carried.

D. APPROVAL OF BILLS

Trustee Maier reported the Finance Committee reviewed the bills and deemed them to be appropriate. This month's invoices include the \$600,000 tax rebate payout. As a result, the Committee has approved the billing amount of \$ 776,555.41 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 October 2020. It was moved by Trustee Maier and seconded by Trustee Brennan that the Board acknowledges receipt of the October 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. Recommendation to Approve a Resolution to Determine the Amount of Tax Levy for 2020 Tax Year

Chairman Maier said the Committee recommends the submitted tax levy resolution for 2020 tax year. The tax levy is in the amount of \$135,000 and this marks the 22nd year with no increase. Chairman Maier added most of Village's operating capital is received through sales tax revenues.

- b. Recommendation to Approve the 2020-2021 Insurance Policy with ICMRT (presented by MGA Insurers, Inc) in an Amount Not to Exceed \$12,150

Chairman Maier said the Committee discussed and approved the submitted policy from ICMRT for 2020-2021 Village insurance.

- c. Recommendation to End the Agreement with GovTemps USA for Village Clerk Services Effective December 31, 2020

Chairman Maier said GovTemps USA is the current contract for our Village Clerk services. The Village Administrator will notify the agency tomorrow of the termination date and that the \$1,600 payout will be made accordingly.

d. Recommendation to Approve an Agreement with Sandy L. Gallo, LLC for Village Clerk Services

Chairman Maier said Sandy Gallo LLC contract and the GovTemps USA termination contract were reviewed by the Village Attorney. Trustee Sheldon asked if the Village will need to carry additional insurance, errors and omission for Sandy Gallo's contract. Chairman Maier said Sandy Gallo will be carrying her own insurance which will cover her service. The Finance Committee also discussed IRS Revenue Ruling 87-41 which provides insurance for the Village ensuring contractors are held to their tax responsibilities.

Chairman Maier stated the Committee recommends to terminate the GovTemps USA and to accept the agreement with Sandy Gallo as an independent consultant.

e. Other Matters

Chairman Maier said the Committee received and reviewed the tax rebate listing of submitted applications. The listing was approved and checks will be issued. Financial Consultant O'Mary said the tax rebate checks will be mailed on Wednesday.

2. Public Works Committee

a. Recommendation to Approve the Proposal from Hey & Associates, Inc. Subject to Legal Review

Trustee Pink said the Committee would like to recommend Hey & Associates, Inc. proposal subject to legal review. Trustee Pink added that she, Village Administrator Irvin and representatives of Hey & Associates, drove the Village and stopped at 6 identified problematic areas to discuss residents' concerns. Subsequently, during the data gathering in phase II, residents will be able to post their drainage concerns directly onto the website set-up by Hey & Associates to collect feedback, concerns or any necessary information. The website will be made available for 3 to 4 weeks. As for the fees and hourly rates found within the Hey & Associates proposal, they are comparable with other engineering firms. The hourly rate Hey & Associates indicated is \$170, Baxter and Woodman rates range from \$180-195, Gewalt Hamilton at \$166 and Christopher Burke rates are \$200-225.

Trustee Towne asked if the resident on Route 60 can be added as the 7th problematic area to address. This property floods every year. Trustee Towne indicated he had proposed in the past to purchase this land. Village Administrator Irvin said the contract is set that any area can be added to the study.

b. Update on the Right-of-Way Maintenance Program for 2021

Trustee Pink stated that Village Engineer Jamie Anderson spoke with Chris Dunlap, and he has agreed to perform the ROW maintenance for 2021 for the same price point agreed upon in 2020. Dunlap has also agreed to add to our mowing schedule the corner of Route 60 and St. Mary's Road. A final copy of Dunlap's Lawn Service proposal will be provided at the January meeting for approval. Trustee Pink said the Committee recommends utilizing Dunlap Lawn Service for the 2021 ROW maintenance.

c. Other Matters

3. Parks and Recreation Committee

a. Update on the Oak Hill Lane Trees Removal

Trustee Bohm said the Village owned property on Oak Hill Lane had a number of dead trees that were essential to be cut-down. The work has since been completed in a satisfactory level. The resident, Dr. Beck located down this road provided feedback to Trustee Bohm that the landscaper did a great job removing the dead trees.

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

Trustee Bohm stated he spoke with resident Larry Falbe from Hamilton Estates. Mr. Falbe suggested that the homeowner's association contract with the Village for the maintenance of this property. This contract with the Village would be simpler to complete versus obtaining the required votes to grant ownership of the land to the Village. Granting the Village the contract to service the area only requires the homeowner's association vote from their Board. If the Village is granted the contracting job, the services would be sub-contracted. Village Attorney Rhodes said he is currently reviewing the conservation easement of what the stewardship services will be versus what they provide. Village Attorney Rhodes indicated he will follow-up with further details for the next Board meeting.

Trustee Towne asked the Village Attorney Rhodes who will have the insurance for this land. Trustee Towne added this area is a liability with the ongoing traffic such as the residents or businesses employees who walk the trail or a possible tree falling. Village Attorney Rhodes said if an agreement was to be entered, the insurance matter would be reviewed and handled appropriately.

Resident, Jess Ray (350 Little Melody Lane) asked if Mr. Falbe was asking the Village to create a conservation easement. Trustee Bohm replied no. Trustee Bohm stated the two

homeowner's association would be contracting the Village for the work to be completed. Mr. Ray indicated he did not recall this area having a conservation easement. The Village Attorney Rhodes answered this area has two conservation easements that handle this property. Mr. Ray added during his Mayoral period, this contract was intended to be written that the homeowner's association would already be subbing this maintenance to the Village. Village Attorney Rhodes stated that the conservation indicates the Village has control over certain areas within the trails and the homeowner's association has control over the remaining areas of the property. Village Attorney Rhodes stated the Village has maintenance jurisdictions over particular areas but not over the entire property.

c. Update on Building a Berm on the Village Lot Located on Route 60

Trustee Bohm said that he along with Village Engineer Scott Anderson met with Mr. DiTomasso about building the berm on the Village lot. Mr. DiTomasso has received all of the plans from the Village Engineer. Mr. DiTomasso will review the plans details and provide the Committee an updated proposal if he is still interested in the project.

d. Update on a MacLean Preserve at Oasis Park Conservation Easement

Trustee Bohm mentioned his goal was to protect the Oasis Park open space area from development. The Village Attorney Rhodes has reassured Trustee Bohm that a super majority is needed, 6 out of the 7 Trustees and the Mayor's vote is required to make a change on this land. Trustee Bohm said he is satisfied with this condition and he will no longer pursue this matter.

e. Other Matters

4. Public Safety

a. Howe Security's Presentation

Mayor Urlacher received a consensus from the Board members to have Howe Security presentation prior to the other Committees reports.

Rick Eckensthaler of the Mettawa Safety Patrol said in 2019, 240 incident reports were filed, this year 243 have been recorded. The majority of Mettawa Safety Patrol service calls are regarding good neighbor violations or complaints. The complaints include, loose dogs, open burning in question, vehicles parked in private property or debris on the roadway. Mettawa Safety Patrol has entered into a new truck lease three months ago. The Mayor Urlacher and Trustee Brennan thanked Mettawa Safety Patrol for their service and presence throughout the Village.

b. Status and Activity Report

Trustee Brennan mentioned the incidents reported appear to be higher now that the majority of the residents are working from home. Trustee Brennan indicated she has been added to the Forest Haven Homeowners Association communications and she will assess their communications to be shared to the residents. Trustee Brennan said a tree fell on a power line and Commonwealth Edison was quick to respond and clear the damage due to the high voltage wires.

5. Zoning, Planning and Appeals Commission Report

a. Update on the November 10th Public Hearings

Mayor Urlacher said a public hearing regarding the Rojas zoning variation was held on Tuesday, November 10th. A continuum meeting for the Rojas will be held on Thursday, December 10th at 7:00 pm, along with the St. Basil's Church zoning application for a text amendment and a special use permit. The Zoom meeting details will be provided to the residents through email and the agenda will be posted on the Village website.

b. Approval of Minor Subdivision- Impact Networking, LLC Consolidation of Lot 7 & Lot 8

Mayor Urlacher reported the Zoning, Planning and Appeals Chairman received a request for a two-lot consolidation from Impact Networking, LLC. Chairman Krusinski and the Village Engineer Yamin Yamin provided the Board members their memos regarding this matter. Chairman Krusinski provided the ZPA's recommendation for the minor subdivision consolidation. Trustee Towne commented the consolidation is a very good plan.

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

1. Mayor's Report

a. Ordinance Amending Chapter 2 Regarding the Order of Business and Standing Committees

Mayor Urlacher said this ordinance recommendation was suggested by the Village Administrator. This amendment is a clean-up of the Village code, corrects the standing committees of the Village Board. This change will also include a consent agenda approval to allow several items to be voted under one motion for items that the Board deems to be appropriate. Trustee Towne asked that under the standing committee listing, the Public Safety report continue to be heard. Village Administrator Irvin commented the Public Safety is not a standing committee but it will remain on the Board agenda as a report. Trustee Pink asked when does a Board member remark they would like to remove an item

off of the consent agenda. Village Administrator Irvin responded the section is currently not listed on our agendas. This new agenda item will be listed after the Mayor's report, he will discuss the consent agenda and ask for a motion to approve the items.

- b. Site Plan, Landscape Plan and Sign Plan for Impact Networking, LLC Office Building in the Oasis Business Center

Mayor Urlacher reported under the terms of the Oasis Business Center PUD ordinance, the Village Board is required to approve the site, landscaping and sign plans for Impact Networking, LLC. A new two-story office building will be built on the consolidated lots 7 & 8. The Board received the Village Engineer Yamin's report detailing the various plans.

- c. Village Meeting Schedule for 2021

Mayor Urlacher said a listing of the 2021 Village meetings have been provided by the Village Clerk. At the start of the Zoom meetings, the Finance meeting was moved to begin at 6:00 p.m. and the Board meeting was being held at 7:00 p.m. The schedule for 2021 will reflect these two new start times.

- d. Agreement with Hilton Garden Inn for 2021 Meeting Room Usage

Mayor Urlacher stated the Hilton Garden Inn have agreed to provide the Village the same rental rates for 2021 meetings. Trustee Pink asked if the Village pays for the room even though we do not use the room. Village Administrator Irvin added part of the Governor's order states a Village representative has to be present at the hotel. Hilton Garden Inn is providing a reduced room rate.

- e. Holiday Office Closing Schedule

Mayor Urlacher added the Village office will be closed on Thursday, November 26th and Friday, November 27th in observance of the holiday.

Mayor Urlacher added the Village office will also be closed starting December 24th through January 3rd. The office will reopen on Monday, January 4th. The Village Clerk and Village Administrator will sporadically check emails and voicemail during this period.

- f. Building Report

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

- g. Other Matters

- h. Village Administrator's Report

Village Administrator remarked a reminder this Saturday, November 21st the railroad on St. Mary's and Old School Road will be closed for 12-hours for some necessary repairs. Signs have been posted and another construction alert will be sent to the residents. Village Administrator Irvin added Public Works along with Parks and Recreation have decided to cancel their December Committee meetings.

2. UNFINISHED BUSINESS

3. NEW BUSINESS

- a. Approval of a Resolution of the Corporate Authorities to Determine the Amount of the Tax Levy for the 2020 Tax Year

It was moved by Trustee Maier and seconded by Trustee Towne to approve the resolution of the corporate authorities to determine the amount of the tax levy for the 2020 tax year.

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 2020-21 Insurance Policy with ICMRT (presented by MGA Insurers, Inc.) in an Amount Not to Exceed \$12,150

It was moved by Trustee Maier and seconded by Trustee Towne to approve the 2020-21 insurance policy with ICMRT (presented by MGA Insurers, Inc.) in an amount not to exceed \$12,150.

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 Amendment to Security Services Agreement Between Howe Security and the Village of Mettawa

It was moved by Trustee Bohm and seconded by Trustee Brennan to approve the amendment to security services agreement between Howe Security and the Village of Mettawa.

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.

- d. Approval of the Termination of the Agreement with GovTemps USA for Village Clerk Services Effective December 31, 2020

It was moved by Trustee Maier and seconded by Trustee Brennan to approve the termination of the agreement with GovTemps USA for Village Clerk services effective December 31, 2020.

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.

- e. Approval of an Agreement with Sandy L Gallo LLC for Village Clerk Services

It was moved by Trustee Brennan and seconded by Trustee Maier to approve the agreement with Sandy L Gallo LLC for Village Clerk services.

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.

- f. Approval of a Plat of Subdivision – (Consolidation of Lots 7 & 8 in Oasis Business Center Subdivision) Impact Networking, LLC

It was moved by Trustee Bohm and seconded by Trustee Maier to approve the plat of subdivision – (consolidation of lots 7 & 8 in Oasis Business Center Subdivision) Impact Networking, LLC.

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.

- g. Approval of the Site Plan, Landscaping Plan and Sign Plan for Impact Networking, LLC Office Building in the Oasis Business Center

It was moved by Trustee Bohm and seconded by Trustee Brennan to approve the site plan, landscaping plan and sign plan for Impact Networking, LLC office building in the Oasis Business Center.

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.

- h. Approval of the Resolution Setting Forth the Regular Meetings of the President and Board of Trustees and All Subsidiary Bodies of the Village of Mettawa for 2021

It was moved by Trustee Towne and seconded by Trustee Brennan to approve the resolution setting forth the regular meetings of the President and Board of Trustees and all subsidiary bodies of the Village of Mettawa for 2021.

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.

- i. Approval of a Resolution Authorizing the Village President and Village Clerk to Execute a Contract with Hilton Garden Inn to Provide for Meeting Room Space for Regular Meetings of the Village Board and All Village Committees and Commissions During 2021

It was moved by Trustee Maier and seconded by Trustee Brennan to approve the resolution authorizing the Village President and Village Clerk to execute a contract with Hilton Garden Inn to provide for meeting room space for regular meetings of the Village Board and all Village Committees and Commissions during 2021.

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.

Mayor Urlacher announced the Hey & Associates Inc, proposal will be on the agenda next month for approval after legal review.

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, Sheldon and Towne

Nay: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:57 p.m.

Sandy Gallo, Village Clerk