

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 20, 2021 IN THE COTTONWOOD ROOM

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:

Present: Trustees Armstrong, Bohm, Clark, Maier, Pink, Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

In Attendance: Village Attorney, Jim Rhodes of Klein Thorpe & Jenkins, Ltd; Village Clerk, Sandy Gallo; Village Treasurer, Amy Weiland; Representative from James Anderson Company, Scott Anderson; Financial Consultant, Dorothy O'Mary

C. APPROVAL OF THE MINUTES

1. The Village Board reviewed the regular meeting minutes of May 18, 2021. Trustee Pink submitted minor edits with no content changes. It was moved by Trustee Bohm and seconded by Trustee Maier that the minutes of the regular Board meeting of May 18, 2021 be approved and be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Bohm, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

2. The Village Board reviewed the Special Board meeting minutes of June 10, 2021. It was moved by Trustee Towne and seconded by Trustee Pink that the minutes of the Special Board meeting of June 10, 2021 be approved and be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Bohm, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

3. The Village Board reviewed the regular meeting minutes of June 15, 2021. Trustee Pink submitted minor edits with no content changes. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes of the regular Board meeting of June 15, 2021 be approved and be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Bohm, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

D. APPROVAL OF THE BILLS

Trustee Maier stated the invoices to be paid are listed on pages 11-13 in the treasurer's report. The Finance Committee has reviewed the invoices and approve the billing amount to be paid of \$208, 407.89.

Trustee Maier added this month's James Anderson invoice included a charge of \$54k for building permits paid/revenue received. This month's invoice from Lake County Sheriff's reflects a credit due to the true-up balance being applied. The July sheriff's invoice will be the last disbursement of the true-up credit amount of \$3,000.

It was moved by Trustee Maier and seconded by Trustee Towne to approve payment of the bills. Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: 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 2021. It was moved by Trustee Maier and seconded by Trustee Pink that the Board acknowledges receipt of the June 2021 Treasurer's Summary Report and it be placed on file.

Trustee Maier added the revenue amounts are starting to increase slowly.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: 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 AND OTHER REPORTS

1. Finance Committee

- a. Update on the 2021 Tax Rebate Program

Trustee Maier stated 24 tax rebate applications have been received to date. A communication will be sent to the residents asking them to verify their home is listed as their primary residency and their address is registered for homestead credit. Trustee Maier indicated the residents will need to submit their letter from the Township if they receive homestead correction.

b. Update on the FY2020-2021 Audit

Trustee Maier indicated the audit is moving along and a few letters will be requested from the Village banks to complete the audit requirements.

c. Update on the Review of Standard Operating Procedures for Accounts Payable and Check Request

Trustee Maier said the Finance Committee will be reviewing the two standard operating procedures for the next meeting.

d. Other Matters

Trustee Maier stated Trustee Pink will be going out to bid for upcoming Public Works projects. Trustee Towne and Trustee Maier both agreed that projects completed with lower grade products is not the best manner to create the Village savings.

2. Public Works Committee

a. Update on the Approved Stormwater Plans for Little Saint Mary Road (near 15141) Meadowoods/Southwoods Intersection, Old School/Bradley Intersection, and the West Side of Bradley Road Near Oasis Park

Trustee Pink stated these four projects have already been approved by the Board at the June meeting. The Village Engineer Scott Anderson will be posting the opening of bids on July 30th. The publication in the Daily Herald will be published on July 23rd. Village Engineer Scott Anderson will connect with Dave Kraft from Hey & Associates, Inc. to create a listing of contractors who should receive this project bid. Village Engineer Scott Anderson indicated he had already spoken to Mr. Kraft.

b. Update on Public Works Contractual Opening Bid Process in the Village Office

Trustee Pink stated she would like to utilize the Village office space to open the bids for the stormwater project. Mayor Urlacher added the only change for the bid opening process is the location is moving from the James Anderson office to the LifeStorage, Village Hall.

- c. Recommendation to Pursue a Stormwater Improvements Near 15390 W. Little St. Marys Road

Trustee Pink stated this area has experienced high water levels which is resulting in mature trees falling over. A number of dead trees can be found in this area. The Committee agreed and recommends this area to be the next large water drainage project that should be addressed. In order to address this issue, it will be handled in two-phases.

- d. Recommendation of the Resolution Approving and Endorsing the Community Solar Clearinghouse Program

Trustee Pink stated the Board has approved the endorsement of the solar clearinghouse program. Village Attorney Rhodes added the resolution was drafted from the standard document that many municipalities are currently utilizing. Trustee Towne asked if a resident who currently has solar could participate in this program. Village Attorney Rhodes, replied yes.

- e. A Motion to Remove from the Table the Shoulder Maintenance at Lake Forest Meadows Subdivision by Forest Builders

Trustee Pink said this agenda item is to remove and then approve the annual shoulder maintenance.

A motion was made to remove this agenda item from the table. The motion was made by Trustee Maier and seconded by Trustee Armstrong.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

- f. Recommendation for the Annual Shoulder Maintenance in the Village and Add the Lake Forest Meadows Subdivision as a Location to be Completed by Forest Builders

Trustee Pink said the Committee recommends all of the shoulders within the Village be maintained by Forest Builders.

- g. Other Matters

3. Parks and Recreation Committee

Trustee Bohm stated Parks and Recreation Committee did not hold their July meeting due to no new items requiring discussion. Trustee Bohm added the Village lot 701 S.

Riverwoods Blvd has been mowed by Bob Haraden. Mayor Urlacher asked that a communication be sent to the residents regarding the opportunity to purchase hay bales from Bob Haraden.

4. Public Safety

a. Update on the Traffic Control Matters Within the Village

Trustee Armstrong stated she would like to proposal an idea on how to address the speeding cars on Bradley and Old School Roads. Trustee Armstrong stated she researched speed tables. This option is not viable due to the removal and storing of tables yearly. Trustee Armstrong said she instead looked into traffic calming speed signs. Three vendors provided Trustee Armstrong information for their signiation. The benefit of obtaining calming speed signs is, it will allow the Village to gather data of which days and times speeding is occurring. Mayor Urlacher agreed the speeding that is being experienced needs to be addressed as a development for future conversations with the sheriff. Mayor Urlacher stated the location of the traffic signs will be critical due to some residents not having trees or shrubs to screen the signs from the flashing lights. Trustee Bohm suggested the two streets should be the trial locations before purchasing more. Mayor Urlacher stated he agreed the equipment should be solar to avoid any additional expenses of battery replacement and the locations of these signs will need to be resolved. Once the sign locations are considered, we will need to talk to those residents of the Village's plans. Trustee Armstrong said she will provide some additional information for the next meeting.

5. Zoning, Planning and Appeals Commission Report

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Village Picnic

Mayor Urlacher stated the Village picnic is scheduled for Saturday, August 28th from 11:00 to 2:00 pm at Whippoorwill Park. Two food trucks and one ice cream truck have been secured. Approval to park at Brunswick and Hilton Garden Inn parking lots have been granted. Please do not park on Mettawa Woods Drive as this is a private road. The food will be served from 12:00-2:00 pm. A few residents asked if liquor could be provided at the picnic. Mayor Urlacher said he discussed obtaining a one-day liquor license with Village Attorney and Village Clerk. The Village insurance confirmed a liquor truck can be obtained for the Village picnic. The Board's consensus was to have the residents bring their own liquor for consumption.

b. Village Newsletter

Mayor Urlacher stated the first quarter newsletter for FY2021-2022 is currently being worked on and it will be sent out by the end of the month.

c. Intergovernmental Agreement with Illinois Department of Transportation

Mayor Urlacher said the following agreement is a renewal with IDOT regarding the Village's traffic signals.

d. Building Report

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

e. Other Matters

Mayor Urlacher stated the home sales in the Village continue to be promising. In addition, one of our business, Impact Networking has increased their footprint by purchasing four additional lots for their campus.

f. Village Administrator's Report

2. UNFINISHED BUSINESS

a. A Motion to Remove from the Table the Discussion Regarding the Findings of Fact and Recommendation from the Zoning, Planning and Appeals Commission for Docket 20-V-S-1: 14175 W. Old School Road, Mettawa, Illinois for the application for a variation to Section 15.120 (C) minimum side yard and Section 15.1204 (F) maximum lot coverage.

A motion was made to remove from the table the Findings of Fact and Recommendation from the Zoning, Planning, and Appeals Commission for docket 20-V-S-1. The motion was moved by Trustee Maier and seconded by Trustee Pink.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

b. Discussion of Docket 20-V-S-1: 14175 W. Old School Road, Mettawa, Illinois for the Application for a Variation to Section 15.120 (C) Minimum Side Yard and Section 15.1204 (F) Maximum Lot Coverage.

Mayor Urlacher stated the following ordinance is for residents Maria and Arturo Rojas zoning case. The case has been worked on for the last 6-months. The lot coverage has been

reduced from 29% to 19.5%. The side of their property that was in the setback has been addressed, concrete will be removed and replaced with pavers and a portion of the back gravel stones will be replaced with grass or wood chips. All of the items that the ZPA reported in their Findings and Fact report have been addressed. Attorney Dan Shapiro representing Arturo and Maria Rojas was in attendance of this meeting. Trustee Clark asked what was the duration granted to complete this project. Mayor Urlacher replied the Rojas' have two years to complete. Mayor Urlacher added the side setback will be addressed first, the Rojas' will be moving out their equipment and in the second year a permit will be requested for a small garage. The first year all of the gravel and concrete will be removed and grass and pavers will be added. Trustee Towne commented the Rojas' were granted 19.5% variance and the code allows 15%, he believes the Zoning Commission should reconsider increasing their impervious percentage to 20%.

c. Approval of an Ordinance Granting a Variation from Section 15.1204(F) of the Mettawa Zoning Ordinance for Property Commonly Known as 14175 W. Old School Road, Mettawa, Subject to Conditions (Arturo and Maria Rojas)

A motion was made to approve the ordinance granting a variation for Section 15.1204(F) of the Mettawa Zoning Ordinance for Property Commonly Known as 14175 W. Old School Road. The motion was moved by Trustee Pink and seconded by Trustee Maier.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

d. A Motion to Remove from the Table an Ordinance Amending the Village of Mettawa Code of Ordinances, Chapter 15, Zoning Regulations, Article 11, Special Uses, Section 15.1106, Additional Regulations for Public Assemblies

Village Attorney Rhodes indicated St. Basil's discussion and ordinance will be considered at the August meeting. Mayor Urlacher added St. Basil's Church has asked for an extension of their case and a meeting with St. Basil has been scheduled for July 29th.

e. Discussion of an Ordinance Amending the Village of Mettawa Code of Ordinances, Chapter 15, Zoning Regulations, Article 11, Special Uses, Section 15.1106, Additional Regulations for Public Assemblies

3. SELECTION OF CONSENT AGENDA

The Chair would like to entertain establishing a consent agenda for any or all the items listed under New Business on the agenda. The Mayor asked if there were any items listed under the New Business that a Trustee does not wish to approve under the Consent Agenda.

- a. Approval of a Recommendation to Pursue Stormwater Improvement Near 15390 W. Little St. Marys Road
- b. Approval of a Resolution Approving and Endorsing the Community Solar Clearinghouse Program
- c. Approval of the Annual Shoulder Maintenance in the Village and adding the Lake Forest Meadows Subdivision as a Location to be Completed by Forest Builders
- d. Approval of the Intergovernmental Agreement with Illinois Department of Transportation

It was moved by Trustee Maier and seconded by Trustee Towne to place the items on the consent agenda.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

A motion was made by Trustee Maier and seconded by Trustee Bohm to approve the agenda items by omnibus vote.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

4. NEW BUSINESS

J. EXECUTIVE SESSION

At 7:52 p.m., it was moved by Trustee Towne seconded by Trustee Bohm to adjourn the meeting to the Executive Session to discuss litigation, potential litigation and the purchase of land.

Upon a call of the roll, the following were:

Present: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Absent: None

Mayor Urlacher declared the motion carried.

K. CALL TO RECONVENE

At 8:08 p.m., Mayor Urlacher reconvened the public portion of the meeting.

L. ROLL CALL

Upon a call of the roll, the following were:

Present: Trustees Armstrong, Bohm, Clark, Maier, Towne, Pink and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

Also, present: Village Clerk, Sandy Gallo and Village Attorneys, Jim Rhodes of Klein Thorpe and Jenkins

- 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 Armstrong and seconded by Trustee Pink that the meeting be adjourned.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:09 p.m.

Sandy Gallo, Village Clerk