

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 AUGUST 17, 2021 IN THE COTTONWOOD ROOM

A. CALL TO ORDER

Mayor Urlacher called the meeting to order at 7:02 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

The Village Board reviewed the regular meeting minutes of July 20, 2021. It was moved by Trustee Towne and seconded by Trustee Bohm that the minutes of the regular Board meeting of July 20, 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 one invoice was added to the list of bills, the Lake County Treasurer for a recording fee in the amount of \$150. As a result, the Committee has approved the bills to be paid in the amount of \$132,732.79.

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 July 2021. It was moved by Trustee Bohm and seconded by Trustee Armstrong that the Board acknowledges receipt of the July 2021 Treasurer's Summary Report and it be placed on file.

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

Village Treasurer Weiland stated she has received and approved 60 tax rebate applications to date. Ms. Weiland indicated she received some additional applications that are waiting on residents to complete their submission. Trustee Maier stated the Village Clerk will be sending out another communication reminding the residents to submit their applications by the October 1st deadline.

b. Update on the FY2020-2021 Audit

Trustee Maier indicated the audit has been completed. No major findings were reported. The audit was completed one month in advance. Trustee Maier indicated Sikich is currently waiting on the management letter to be signed by the Mayor to close-out the audit. Mayor Urlacher congratulated the Finance Committee on their work. Trustee Maier asked the Board for their consensus if they would like to receive the pre-recorded video from Sikich to hear the audit report. The Board's consensus was yes for the pre-recorded audit report. Trustee Maier said one outcome from the audit included reimbursables to be tracked regularly for building permits.

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

Trustee Maier said the Finance Committee is currently reviewing the SOP procedures. Trustee Maier indicated the reoccurring monthly invoices will not need to be reviewed by the Departmental Chairman, however, legal and engineer services invoices will continue to be reviewed by the Village Administrator. Trustee Maier asked the Committee Chairman to

expect an email from the Village Clerk Gallo to review and approve their departmental invoices.

d. Other Matters

2. Public Works Committee

- a. Recommendation to Approve the Lowest Bidder Misfits Construction Company for the Stormwater Plans by Little Saint Marys Road (near 15141), Meadowoods/Southwoods Intersection, Old School/Bradley Road Intersection, and the West Side of Bradley Road Near Oasis Park in the Amount of \$38,250 and Subject to James Anderson Completing Vetting and Legal Review

Trustee Pink stated this project received three bids. The highest bid was in the amount of \$96,400 followed by another high bid of \$50,000. As a result, Misfits Construction Company from Chicago was received as the lowest bidder for this project at \$38,250. Trustee Pink indicated that due to COVID-19 many companies are being challenged to staff their workforce or obtain material required for a project at a reasonable price. As a result, the lowest bidder is higher than what was projected to cost to complete this work. Trustee Pink added the Committee recognize these four areas require this work to be completed as they are experiencing water drainage issues which is causing overflowing onto the streets. As a result, the Committee is recommending the approval of the lowest bidder.

- b. Recommendation to Approve the Hey & Associates Inc., Proposal for the Drainage Project at 15390 W. Little St. Marys Road with the Final Approval from the Property Owner and the Village Attorney

Trustee Pink stated the Committee agrees that the area around 15390 W. Little St. Marys Road is experiencing some drainage issues. As a result, Trustee Pink will be discussing the following Hey & Associates Inc., proposal furthermore at the next Committee meeting.

- c. Recommendation to Accept the Lowest Bid Received from Perfect Cut Tree Service for the Tree Removal at 15210 Little St. Marys Road in the Amount of \$1,600

Trustee Pink stated the Committee would like to recommend the lowest bidder of Perfect Cut Tree Service in the amount of \$1,600. This project received 3 bids. Perfect Cut stated in an email they were aware that the dead oak tree to be removed is next to a ComEd powerline and they do not require the power to be turned off for the project.

- d. Recommendation to Approve the Homer Tree Service Proposal for \$7,000 Subject to Written Authorization from SSA#4

Trustee Pink stated this work will be billed to SSA#4 not the Village. Village Engineer Scott Anderson stated Homer Tree Service will be mowing along the main route which is not part of the Lake County Public Works Service area and that there are two air valves that need to be serviced. The businesses within the SSA have delegated the Village to handle any service work necessary in this area. The Committee is recommending the approval of the following proposal for Homer Service Tree Service.

e. Other Matters

Trustee Pink stated Route 60 is currently under construction and the traffic will continue to be heavy for some a period.

3. Parks and Recreation Committee

a. Recommendation to Plant an Eastern Redbud Tree at MacLean Preserve at Oasis Park as Part of the Chicago Tree Region Communities Initiative Program

Trustee Bohm indicated the Committee is recommending to plant an Eastern Redbud Tree in support of the region initiative program. Trustee Towne requested that the tree be at least 2 ½ inches tall.

b. Update on the Village Lot Berm Located on Route 60 and St. Marys Road

Trustee Bohm stated Carl DiTomasso has made great progress in clearing the Village lot to build the berm. Unfortunately, the contractor began to fill the area prior to receiving clearance from Stormwater Management Commission (SMC) and covered a small wetland area. Village Engineer Scott Anderson indicated per the Village's contract he signed; the terms indicated permission from SMC is required prior to filling the area. We are currently waiting to receive SMC's report and decision from the destruction of the wetland. Trustee Maier asked if this action will result in a fine. Village Engineer Scott Anderson replied he did not know at this time.

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

Trustee Bohm said he will be providing the Committee members copies of the various communications he has received from the Village Attorney Rhodes regarding this stewardship. Trustee Bohm added he spoke to Larry Falbe a representative of the HOA; they are interested in a long-term lease with the Village. This matter will be further discussed at the next Committee meeting.

d. Update on the Mettawa and Lake County Forest Preserve Trail Maps Posted on the Village Website

Trustee Bohm received a request from a resident to draft a map that reflected the Mettawa trails connection to the Lake County Forest Preserve trails. Trustee Bohm said he will work with Teska to develop a new map.

e. Update on Trail Safety along Bradley Road and the Oasis Service Road, North Center

Trustee Bohm stated resident Holly Hirsh (707 N Bradley Road) addressed her concerns that at MacLean Preserve at Oasis Park north corner trail was built too close to the road. Trustee Bohm is recommending to move the trail four-feet east to the grassy area and install a split rail fence for safety. Trustee Bohm indicated Village Engineer Scott Anderson will be drafting a proposal for this work. Trustee Armstrong asked if this area should also be striped as a crosswalk to alert Oasis service drivers residents walk along this area. Trustee Armstrong added the resident's fence along the Oasis service drive has a thick vegetation which limits visibility for any oncoming car to yield for a walker.

f. Update on the Stormwater Management Commission Grant Report for the MacLean Preserve at Oasis Park

Trustee Bohm indicated when the Village received the grant to improve the north end of the Oasis Park along the service road with the requirement included to complete a 10-year maintenance agreement. SMC provided the Village their recent report of the north end grant area. Trustee Bohm added the SMC report will be shared with Hey & Associates, Inc., as they continue to restore the park.

g. Recommendation to Approve the Watering Proposal from Poul's Nursery Inc., at the MacLean Preserve at Oasis Park in the Amount of \$1,800 if Needed

Trustee Bohm stated the Committee would like to receive the pre-approval to water the trees at the MacLean Preserve at Oasis Park should the drought continue during the summer.

h. Update on the Additional Tree Plantings at the MacLean Preserve at Oasis Park

Trustee Bohm indicated he will be obtaining some tree proposals for five evergreens and five arborvitaes to be planted at the top of the berm as a test-run. The goal is to plant trees that will survive and help screen the lighting from the Oasis Park. Trustee Bohm said he will obtain proposals for the Committee to discuss at the next meeting.

i. Other Matters

4. Public Safety

a. Update on the Traffic Control Matters Within the Village

Trustee Armstrong stated she spoke to Howe Security and the July incidents were low. Trustee Armstrong indicted Rick from Howe Security found an intruder at the Grainger's pond. Trustee Armstrong will receive a contact name from the Village Attorney to alert Grainger of any future fishing activity that could occur at their pond.

Trustee Armstrong indicated when the power outage occurred at West Old School Road, she had some additional concerns. Trustee Armstrong contacted ComEd regarding the utility companies' requirements for placing their lines on ComEd poles. Placing the lines higher could reduce the possibility of delivery trucks getting caught on the low lines. Mayor Urlacher added the most recent power outage on West Old School Road resulted in poles being pulled out of the ground. Mayor Urlacher stated something needs to be done, as the most recent power outage is the third event for these residents.

Trustee Armstrong provided the Board members details of the three vendors being considered for traffic calming signals. Trustee Armstrong indicated she recommends the vendor Elan City for the traffic signs. Mayor Urlacher asked Trustee Maier to provide the car details and license plate to report the careless driving occurring by the Forest Haven residents to their Board members. The Village Clerk will send a communication to Forest Haven Board members.

5. Zoning, Planning and Appeals Commission Report

Mayor Urlacher indicated the Zoning, Planning and Appeals Commission is scheduled to hold their next meeting on September 14th at 7:00 pm in the Cottonwood room. The Commission will be hearing the zoning case related to lot 101 Indian Ridge Road. The resident is requesting a variance to his rear yard setback. The applicant's request is to return his rear yard setback to the original 50-foot versus the current requirement of 75-foot.

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Recommendation for Village Administrator

Mayor Urlacher indicated he would like to recommend the appointment of Mandi Florip as the new Village Administrator. The Village received two great candidates for this role.

b. Grainger's Subdivision Plat of Dedication for Riverwoods Road Right-of-Way

Mayor Urlacher stated in order to move forward with the Grainger subdivision, Manhard Consulting will need to prepare a plat of dedication for Riverwoods Road 60-foot right-of-way in the amount of \$4,200.

c. Revised Intergovernmental Agreement with Illinois Department of Transportation

Mayor Urlacher stated the IDOT agreement was on the agenda last month and since IDOT has made a change on page 2 under 2.h. within the Indemnification section.

d. Village Picnic

Mayor Urlacher reminded the Board and residents that on Saturday, August 28th the Village picnic will be held at Whippoorwill Park.

e. Building Report

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

f. Other Matters

Mayor Urlacher indicated he was happy to report the Village did not experience any major issues during the strong storms Lake County experienced last week.

g. Village Administrator's Report

2. UNFINISHED BUSINESS

Mayor Urlacher indicated the following two agenda items will remain on the table.

a. 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

b. 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.

The Board's consensus was to not include Item B as part of Consent Agenda.

The following items were established for the consent agenda:

- a. Approval of the Lowest Bidder Misfits Construction Company for the Stormwater Plans by Little Saint Marys Road (near 15141), Meadowoods/Southwoods Intersection, Old School/Bradley Road Intersection, and the West Side of Bradley Road Near Oasis Park in the Amount of \$38,250 and Subject to James Anderson Completing Vetting and Legal Review
- c. Approval of the Lowest Bid Received from Perfect Cut Tree Services Tress Removal at 15210 Little St. Marys Road in the Amount of \$1,600
- d. Approval of the Homer Tree Service Proposal for \$7,000 Subject to Written Authorization from SSA#4
- e. Approval to Plant an Eastern Redbud Tree at MacLean Preserve at Oasis Park as Part of the Chicago Tree Region Communities Initiative Program
- f. Approval of the Watering Proposal from Poul's Nursery Inc., at the MacLean Preserve at Oasis Park in the Amount of \$1,800 if Needed
- g. Approval of the Traffic Calming Speed Signs to be Purchased in the Amount Not to Exceed \$6,300
- h. Approval of the Appointment of a Part-Time Village Administrator and Approval of a Village Administrator Agreement Services with Mandi Florip
- i. Approval of the Grainger Subdivision Plat of Dedication for Riverwoods Road Right-of-Way in the Amount of \$4,200
- j. Approval of the Revised Intergovernmental Agreement with Illinois Department of Transportation

Mayor Urlacher indicted Mandi Florip start date is set for August 18th.

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

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 Armstrong and seconded by Trustee Clark 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 8:04 p.m.

Sandy Gallo, Village Clerk