

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 21, 2021 VIA ZOOM

A. CALL TO ORDER

Mayor Urlacher called the meeting to order at 7:06 p.m.

We are conducting this meeting in accordance with the provisions of the Open Meetings Act, the Governor's Disaster Proclamation and Executive orders. I made the determination that an in-person meeting is not practical or prudent at this time because of the COVID-19 increasing cases. To ensure the safety of our Board members and our residents, Village meetings have been moved to Zoom.

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 August 17, 2021. Trustee Pink had two edits to the minutes. It was moved by Trustee Towne and seconded by Trustee Clark that the minutes of the regular Board meeting of August 17, 2021 be approved with the edits and 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.

D. APPROVAL OF THE BILLS

Trustee Maier stated the Committee reviewed and deemed the invoices to be appropriate to be paid. As a result, the Committee has approved the bills to be paid in the amount of \$119,617.58.

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 August 2021. It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledges receipt of the August 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

Trustee Towne indicated a tree has fallen on Old School Road and it is on the powerline. Village Engineer Scott Anderson responded he has notified ComEd via email of the location of this tree.

H. COMMISSION AND COMMITTEE AND OTHER REPORTS

1. Finance Committee

- a. Presentation of the FY2020-2021 Annual Financial Report

Representatives from Sikich, Fred Lantz and Martha Trotter attended the Zoom meeting to provide a brief summary of the fiscal year ending April 30, 2021, audit results. The auditors issued three reports as a result of the audit. The Board members received copies of the Annual Financial Report and the Village Board Communication. Mr. Lantz added the Illinois Comptroller Annual report was filed electronically by Sikich on behalf of the Village. A recorded presentation from Sikich was provided to the Mayor and Village Board members indicating the outcome of their audit. The audit results reflected the Village ended the fiscal year in a very strong financial position both in a current and long-term perspective. Mr. Lantz indicated the Trustees and the Village Treasurer will need to continue to provide levels of control to ensure consistency in the integrity of the Village's financial information. Mayor Urlacher asked if any Trustee or resident had any questions regarding the audit, no further questions were received. Mayor Urlacher thanked Dorothy O'Mary and the Finance Committee for a great audit.

- b. Update on the 20201 Tax Rebate Program

Village Treasurer Weiland stated she has received and processed 108 rebate applications. Of the received applications, two residents have an outstanding debt balance owed to the Village. Village Treasurer Weiland indicated she has some additional applications to be reviewed and approved. We currently have 37 residents who qualify for the rebate program and have not submitted an application. All 37 residents have received additional communication to submit by October 1st. Trustee Maier added the Trustees have volunteered to support Village Treasurer Weiland to call those outstanding residents about the upcoming deadline.

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

Trustee Maier indicated this agenda item was tabled for the next meeting.

- d. Update on the Committee Chairman Process for Reviewing Monthly Invoices

Trustee Maier stated a summary report for all of the invoices received for the month coded by department will be sent to the Chairman on the Friday prior to the Board meeting. The summary report depicts all of the invoices being charged to the Chairman's Committee. Each Committee Chairman will be asked to review the listing of bills for the set period and approve them at the Finance meeting. The Committee Chairman will have the opportunity to discuss and approve their total bills amount through the Board meeting. Chairman Krusinski was briefed on the following departmental reporting news. This report will commence next month. Trustee Maier asked the Chairmen to communicate any changes they would like to see reflected in the summary report to the Village Clerk Gallo.

- e. Update on the Fixed Asset Policy

Trustee Maier indicated this agenda item was tabled for the next meeting too.

- f. Other Matters

Trustee Maier stated he along with Village Administrator Florip, Village Treasurer Weiland and Trustee Armstrong performed a walk-through audit at the Oasis center two weeks ago. Village Clerk Gallo provided the listing of businesses at the Oasis Center. Trustee Maier indicated during the walk-through; it was noted that the Apple kiosk revenue sales were not being captured. Village Administrator Florip has since reached out to the leasing agent at the tollway to report the business discrepancy.

2. Public Works Committee

a. Update on Community Solar Clearinghouse Program

Trustee Pink stated Mark Pruitt from The Power Bureau attended the Public Works Committee meeting. Trustee Pink reminded the Board members this program creates no expenditures to the Village. The program's details will be linked to the solar clearinghouse website from the Village website. Mr. Pruitt will be sending postcards in order for the residents to register for the program.

b. Update on Misfits Construction Company Work at Little St. Marys Road (near 15141), Meadows/Southwoods Intersection, Old School/Bradley Intersection, and the West Side of Bradley Road Near Oasis Park

Trustee Pink stated she performed a walk-through of the four projects with the Misfits Construction owner and Village Engineer Scott Anderson. Village Engineer Scott Anderson added Misfits Construction confirmed by email they would be starting the project on September 23rd.

c. Recommendation to Approve the Hey & Associates, Inc., Proposal for the Stormwater Project Not to Exceed \$18,000

Trustee Pink said Hey & Associates, Inc. (H&A) will be completing all of the preliminary work for the next drainage project. H&A will be handling conversation with the surrounding residents and other parties that need to be included for this location. This project will go out to bid in January. Village Engineer Scott Anderson said he will connect with H&A to ensure contractors who have bid in prior Village projects are also included for this project.

d. Update on the Village's Ditches Being Cleared Out

Trustee Pink indicated that Village Engineer Scott Anderson has requested a budgeted amount to be set for the ditch work. Village Engineer Scott Anderson stated at last month's Committee meeting it was decided Trustee Bohm would receive communications and monitor the progress. Trustee Pink asked Village Engineer Scott Anderson to determine which ditches require the greatest work and would like these areas to be addressed first. Trustee Pink added she approved the work to be done with the threshold of \$12,000. Trustee Clark stated a resident indicated to her; they did not want their ditch to be cleared by the Village. Mayor Urlacher remarked that resident should email the Village Clerk Gallo with their address to indicate that they will perform the ditch cleaning by their property. Trustee Pink indicated the residents should also be clearing their culverts to improve their water flow. Mayor Urlacher stated no approval was made last month for James Anderson

to complete the ditch cleaning in the amount of \$12,000. Trustee Pink indicated the following recommendation will be at the October Committee meeting.

e. Other Matters

Trustee Pink stated a request for one dead tree to be removed at 15210 Little St. Marys Road on the Village's right-of-way was sent out to bid. Perfect Cut was the lowest bidder in the amount of \$1,600. Village Engineer Jamie Anderson was awaiting Perfect Cut at the location of the dead tree when Perfect Cut was elsewhere removing a different tree. Perfect Cut has submitted an invoice for payment for the erroneous tree that was dead and on the Village's right-of-way. Trustee Pink would like a consensus of how to handle the requested payment of \$1,000 for the tree. Trustee Bohm asked if this tree would have been included in the listing of trees planned to be removed. Village Engineer Scott Anderson remarked the wrong tree that was removed is in the right-of-way and it was dead, it would have been included. Mayor Urlacher added Perfect Cut is aware the tree they cut down was an oversight and suggested that the Village offer a payment of \$500 for the tree. Ongoing the Village Engineers will need to monitor the contractor to avoid this matter from reoccurring. The Board members reached a consensus to pay Perfect Cut \$500 for the wrong tree cleared. Trustee Pink added a few additional trees might be considered to be removed along Riverwoods Blvd. Trustee Bohm replied the trees in the park area along Riverwoods Blvd will need to be handled by the homeowner's association. Trustee Pink added the trees to be removed have been marked and the list will be reviewed at the next Committee meeting. Trustee Pink asked the Board members and the residents to walk the Village and note the marked trees to be removed. Trustee Bohm asked if the oak tree in the hay field that has a large broken branch was included on the list. Trustee Pink replied no but Village Engineer Jamie Anderson will visit the site. A total of 27 trees will be removed.

3. Parks and Recreation Committee

a. Update on Pizzo & Associated Ltd. Progress at the MacLean Preserve at Oasis Park

Trustee Bohm indicated that a Pizzo & Associates Ltd. representative attended the September Committee meeting and provided a status report of the park. The seeding completed in Zone 1 is doing well. Two additional areas of the berm will be seeded this fall.

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

Trustee Bohm indicated Stormwater Management Council (SMC) will need to approve the wetland that was damaged. Village Engineer Scott Anderson indicated SMC has requested a payment of \$360 in order for them to complete the delineation of the wetland. This

additional expense will be added to the James Anderson September invoice. The contractor for this project, DiTomasso, has cleared the area where the berm will be constructed. At this time, the contractor is waiting for his project to be approved in order to obtain the truckloads of dirt for the berm.

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

Trustee Bohm indicated Village Administrator Florip will collaborate with Village Attorney Rhodes to determine if Hamilton Estates HOA and the Village could achieve a long-term agreement for the land. The Village is reluctant to invest and restore an area that is not rightfully owned.

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 update the map of the Mettawa trails intersecting to the Lake County Forest Preserve trails. Trustee Bohm said the Committee will do a final review and make the recommendation for approval in October. The updated trail map will be posted on the Village website after receiving the Board's approval.

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

Trustee Bohm stated he met Village Engineer Scott Anderson on site to discuss the options available to move the trail. Village Engineer Scott Anderson will be sketching the work and provide a proposal for the next Committee meeting. The residents along the Oasis service drive will receive notification of the Committee's agenda item to be discussed in October.

f. Recommendation to Approve the Pizzo & Associates Ltd. Additional Tree Plantings Proposal at the MacLean Preserve at Oasis Park

Trustee Bohm indicated he has received various requests from residents to plant trees at the top of the berm to help screen the Oasis lights. Trustee Bohm added a trial planting is being proposed with three eastern arborvitaes and three eastern red cedars in the amount of \$3,750. Conflicting opinions have been received regarding these plantings and their survival rate. The additional red bud tree on the proposal will be planted as part of the program the Village agreed to participate in: Plant a Tree Community Initiative Program. The Committee has approved the Pizzo & Associates proposal. Trustee Bohm indicated the planting of the red bud and the dedication of the Barry MacLean bench at the park will be planned for the same day. The six trees will be planted this fall as a test. Trustee Pink asked if the trees will be placed at the top of the berm. Trustee Bohm replied yes, the top of the berm is the best location to screen the lights. Trustee Bohm will confirm the red bud for the Plant a Tree Community Initiative Program has a year guarantee.

g. Other Matters

4. Public Safety

a. Other Matters

Trustee Armstrong stated August was vacation month and Howe Security performed 47 house checks. Trustee Armstrong received the Grainger's security contact phone number from the Village Attorney which will allow Howe Security to report any sightings of fishing occurring at the pond.

5. Zoning, Planning and Appeals Commission Report

Mayor Urlacher indicated the Zoning, Planning and Appeals Commission public hearing was cancelled on September 14th and was rescheduled to October 5th at 7:00 pm. 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-feet versus the current requirement of 75-feet.

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Discuss the Municipal Acceptance Letter from Lake County Division of Transportation for the Sidewalk and Shared Paths

Mayor Urlacher indicated the Village Administrator Florip provided a memo regarding this matter. Mayor Urlacher recommends that the Village not sign the letter of request from Lake County to take over the maintenance of the sidewalks and shared path on St. Mary's Road and Route 60.

b. Building Report

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

c. Other Matters

Mayor Urlacher reminded the residents they have 10 days left to submit their tax rebate. Village Treasurer Amy Weiland will be working with Trustees to call and remind the remaining residents to submit their applications.

Mayor Urlacher thanked everyone for their support in a successful Village picnic last month. Trustee Bohm added he will address a few spots at Whippoorwill Park this spring during its schedule maintenance.

d. Village Administrator's Report

Village Administrator Florip provided her report to the Board. The Village Board welcomed Mandi to her first meeting.

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

Mayor Urlacher added he along with Trustee Maier have a scheduled meeting with St. Basil's Church on September 24th.

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 following items were established for the consent agenda:

a. Approval of the FY2020-2021 Annual Financial Report

b. Approval of the Hey & Associates Inc., Proposal for the Stormwater Project Not to Exceed \$18,000

c. Approval of the Pizzo & Associates Ltd. Additional Tree Plantings Proposal at the MacLean Preserve at Oasis Park

It was moved by Trustee Bohm and seconded by Trustee Maier 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 8:15 p.m., it was moved by Trustee Armstrong seconded by Trustee Bohm to adjourn the meeting to the Executive Session to discuss land acquisition and litigation.

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 8:38 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, Pink, Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

Also, present: Village Administrator, Mandi Florip; Village Clerk, Sandy Gallo and Village Attorney 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 Bohm and seconded by Trustee Maier that the meeting be adjourned.

Upon a call of the roll, the following voted:

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Mayor and Board of Trustees
Village of Mettawa

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

Nay: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:39 p.m.

Sandy Gallo, Village Clerk