

**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 16, 2022 AT THE HILTON GARDEN INN 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, Clark, Maier, Towne and Mayor Urlacher

Absent: Trustees Bohm and Pink

Mayor Urlacher declared a quorum present.

In Attendance: Village Attorney, Jim Rhodes of Klein Thorpe & Jenkins, Ltd; Village Administrator, Mandi Florip; Village Clerk, Sandy Gallo; Representative from James Anderson Company, Scott Anderson, Village Treasure, Amy Weiland; Representative from Sikich LLP, Brian LeFevre

**C. APPROVAL OF THE MINUTES**

1. Regular Meeting Minutes of July 19, 2022

The Village Board reviewed the regular meeting minutes of July 19, 2022. It was moved by Trustee Clark and seconded by Trustee Armstrong that the minutes of the regular Board meeting of July 19, 2022 be approved and be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier and Towne

Nay: None

Absent: Trustees Bohm and Pink

Mayor Urlacher declared the motion carried.

**D. APPROVAL OF THE BILLS**

Trustee Maier stated two additional invoices were added to the list of bills to be paid. Lucky Burger and Grill food truck for the picnic in the amount of \$699.30 and Luxe Production in the amount of \$500. The Committee has reviewed and approved the bills to be paid in the amount of \$ 201,109.63.

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

Aye: Trustees Armstrong, Clark, Maier and Towne

Nay: None

Absent: Trustees Bohm and Pink

Mayor Urlacher declared the motion carried and the bills will be paid.

**E. FINANCIAL INTERIM REPORTING**

Presentation of the Interim Profit and Loss Statement for the Month of July 2022. Trustee Maier indicated this month's report reflects an overage of \$84K after expenses.

It was moved by Trustee Clark and seconded by Trustee Maier that the Board acknowledges receipt of the July 2022 Interim Profit and Loss Statement and it be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier and Towne

Nay: None

Absent: Trustees Bohm and Pink

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

Resident Tom Heinz, (27157 N. St. Marys Road) asked if the village has received an update from the IL Tollway regarding the material used on the railroad tracks repair. Mayor Urlacher reported Village Administrator Florip is working on this matter. Mr. Heinz indicated he sold his house and thanked the village for 19 great years in Mettawa.

2. Written Communications of Citizens to be Read

**H. COMMISSION AND COMMITTEE AND OTHER REPORTS**

**1. Finance Committee**

a. Update on the FY2021-2022 April 30, 2022 Treasure Report

Trustee Maier indicated Sikich LLP is performing the village's accounting services and audit. Trustee Maier added the village has no conflicts of interest, as each service is a separate division and different employees performing each task. Brian LeFevre from Sikich LLP presented the fiscal year-end financial statements. Mr. LeFevre remarked the financial results reflected very positively; revenue is ahead of budget. Revenue was reported at \$670K over budget and expenses were \$759K under budget. A driving force for the higher revenue includes the hotel and sales taxes where significantly above the prior year. A few areas did end the year with higher expenditures than planned. Overall, it was a good year. Mayor Urlacher asked Mr. Lefevre if the village was financially strong, he validated the question.

b. Update on the 2022 Tax Rebate Program

Village Treasurer Amy Weiland indicated she has received 65 tax rebate applications. Ms. Weiland has approved 58 applications and continues communication with the other residents on finalizing their submission.

c. Update on Ineligible Residents for Tax Rebate Program

Trustee Maier stated with our recent ordinance change on qualification for the tax rebate, we have a few residents who fall under the ineligibility status. As a result, three residents will be receiving the ineligibility letter. The letter does include their ability to appeal their case at the October Finance meeting. The Finance Committee made a few changes to the letter along with including the Village Attorney Rhodes recommendations.

d. Other Matters

**2. Public Works Committee**

a. Other Matters

Mayor Urlacher indicated the Committee did not meet this month.

**3. Parks and Recreation Committee**

a. Other Matters

The Parks and Recreation Committee did not meet this month. Mayor Urlacher indicated the Parks and Recreation Committee had one-time sensitive agenda item and it will be discussed under the Mayor's report. The initial contract was reported under the Committee and approved by the Village Board in a prior meeting. As a result, the amendment to this contract can be discussed under the Mayor's Report.

**4. Public Safety**

a. Other Matters

Trustee Armstrong reported Mettawa Public Safety continues to receive numerous calls from residents regarding suspicious vehicles. Mayor Urlacher reported that the Committee of the Whole meeting on August 13<sup>th</sup> had great discussions with residents. Several items were discussed the numerous trucks on Bradley Road and the speeding cars. Mayor Urlacher indicated Village Administrator Florip is working with Lake County Sheriff department for a contract and it will be further discussed at the September Board meeting. If the Village enters

into a contract with Lake County Sheriff, they will not be able to commence until January or February on next year due to staffing shortage. Mayor Urlacher urged residents to add the Mettawa Public Safety phone number to their cell to continue to report any suspicious vehicles within the village.

## **5. Zoning, Planning and Appeals Commission Report**

Mayor Urlacher stated the ZPA Commission will be holding a public hearing on Tuesday, September 13<sup>th</sup>. They will be discussing two lot consolidations and a variance application.

## **I. BUSINESS FROM THE BOARD:**

### **1. Mayor's Report**

- a. Request to Suspend the Rules and Approve an Amendment to the Agreement with Altounian Construction, Inc. for the 2020 Mettawa Berm Construction Project

Mayor Urlacher stated Altounian Construction, Inc has requested an extension to complete the building of the berm on St. Mary's Road. The owner recently received a job for additional dirt which will allow him to complete this project.

- b. Release of the Consent Decree

Mayor Urlacher indicated this agenda item will be discussed under Executive Session.

- c. Village Picnic

Mayor Urlacher reminded everyone the village picnic will be held this weekend, August 20<sup>th</sup> from 11:00-2:00 pm at Whippoorwill Park. Food trucks and children's activities will be part of the day.

- 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

- f. Village Administrator's Report

Village Administrator Florip celebrated her one-year anniversary with Mettawa. Village Administrator Florip indicated she completed a walk-through of the Oasis Business Center. A few stores have closed but the remaining businesses continue to produce high revenue which has resulted in no impact closures. Village Administrator Florip added she has confirmed with Sikich LLP that the ARPA (American Rescue Plan Act) funds from the federal government can

be utilized for the design work expenses related to the MacLean Preserve at Oasis Park water drainage project.

## **2. UNFINISHED BUSINESS**

Mayor Urlacher indicated the following two agenda items will remain tabled for this meeting. No further communication has been received from St. Basil's on the following two matters.

- 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.

Letter **b** will be discussed in Executive Session.

The following items were approved under the consent agenda.

- a. Motion to Suspend the Rules and Approve an Amendment to the Agreement with Altounian Construction, Inc. for the 2020 Mettawa Berm Construction Project

A motion was made by Trustee Maier and seconded by Trustee Towne to approve the following agenda item by the consent agenda.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier and Towne

Nay: None

Absent: Trustees Bohm and Pink

Mayor Urlacher declared the motion carried.

## **4. NEW BUSINESS**

### **J. EXECUTIVE SESSION**

At 7:28 p.m., it was moved by Trustee Maier seconded by Trustee Towne to adjourn the meeting to Executive Session to discuss litigation and land acquisition.

Upon a call of the roll, the following were:

Present: Trustees Armstrong, Clark, Maier and Towne

Absent: Trustee Bohm and Pink

Mayor Urlacher declared the motion carried.

**K. CALL TO RECONVENE**

At 8:00 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, Clark, Maier, Towne and Mayor Urlacher

Absent: Trustees Bohm and Pink

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, the meeting was adjourned by Ayes.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier and Towne

Nay: None

Absent: Trustees Bohm and Pink

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:01 p.m.

Sandy Gallo, Village Clerk