

**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 FEBRUARY 21, 2023 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, Pelech, 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 Administrator, Mandi Florip; Village Clerk, Sandy Gallo; Representative from James Anderson Company, Scott Anderson, Village Treasure, Amy Weiland; Representative of Sikich, Brian LeFevre; Mettawa Public Safety, Rick Eckensthaler

**C. APPROVAL OF THE MINUTES**

1. Regular Meeting Minutes of January 17, 2023

The Village Board reviewed the Regular Board meeting minutes of January 17, 2023. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes of the Regular Board meeting of January 17, 2023 be approved, with the edit and be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

**D. APPROVAL OF THE BILLS**

Trustee Maier stated on page 3 of the January invoice listing it includes two tax rebate checks. One check is a reissuance from the original being lost. The second check is a new check to be issued to the Pathak's. The Finance Committee reviewed the Pathak's case and approved the issuance of a rebate check.

Trustee Maier indicated the Committee has reviewed and approved the bills to be paid totaling \$ 231,651.00.

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:

Upon a call of the roll, the following voted:

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

Nay: None

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

**E. TREASURER'S REPORT**

Sikich Representative, Brian LeFevre presented the December 31, 2022 and the January 31, 2023 Treasurer's Reports. Mr. LeFevre stated the December highlights include the Balance on Deposit for cash investments reported at \$15M. January included the YTD investment amount of \$250K versus \$4K from last year's reporting on the same month. Revenue received is running ahead from the prior year. Expenditures are being managed and are lower than last year. Mr. LeFevre added he appreciates the village's support in providing the bank statements to ensure Sikich submits this report in a timely manner.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledge receipt of December 31, 2022 and January 31, 2023 Treasurer's Reports and they will be placed on file.

Resident, Sweb Smolic asked how the village's cash was managed. Trustee Maier replied the Village cash is held in four bank accounts. Two accounts are held with the Illinois Funds and these accounts are ensured and collateralized. The Lake Forest Bank of Trust cash is invested through CDs. The last account is at Northern Trust. This account receives the Lake County distribution from the special service levies.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Pelech, 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. Recommendation to Approve an Ordinance Amending Ordinance 868 Declaring Surplus Funds

Trustee Maier indicated an error was made on the village side as a resident's application was received but not accounted during the distribution of the tax rebate program. Resident Pathak will be receiving a check in the amount of \$2,994.45. As a result, this ordinance is an amendment to the original approved surplus funds disbursed. The new disbursement will reflect \$752,994.45.

- b. Update on the Village Budget for FY2023-2024

Trustee Maier indicated the Committees reviewed their first draft of the budget. Public Works is currently showing a \$14K increase from last year's budget. Not a big spike. Parks and Recreation is currently reflecting an increase of \$40K to clear and remove buckthorn from two village lots. The Committees will have an additional month to review and discuss any future projects prior to finalizing the budget in April.

- c. Other Matters

**2. Public Works Committee**

- a. Update on the Estimate Received by Gewalt Hamilton for the Water Main Extension on Little St. Marys Road

Trustee Pink stated the first letter was sent to the fourteen residents on November 4<sup>th</sup> asking for their interest level in connecting to a water main. The results indicated they were interested to hear additional facts on connection costs. The connectivity amount was received and now a second letter will be mailed to the same residents with Gewalt Hamilton's information. Gewalt Hamilton estimated this project to cost \$3M. A 20-year annual levy would be \$16,048 for each resident. A 30-year levy is estimated at \$12,694.86. Both terms are being calculated using a 4% interest rate. To be clear, the Gewalt Hamilton figures are for the connection at the start of the driveway. The resident is responsible to contract-out the connection from the apron of their driveway to their home, along with Lake County's one-time connection fees. Trustee Pink asked the Board for a consensus regarding the second communication mailing being sent to the residents. The Board approved of the letter.

Resident Liz Leonard asked if the connection cost was an annual amount per resident. Trustee Pink replied yes. Village Administrator Florip added the SSA continues with the home until the levy has been paid.

- b. Update on the MacLean Preserve at Oasis Park Water Drainage Project

Village Administrator Florip stated she spoke to Dave Kraft at Hey & Associates Inc for an update on this project. Mr. Kraft has indicated they have completed a small number of studies onsite for the design plans. However, the main design work will be completed after the state releases the grant funding amount. Mr. Kraft estimates the grant announcement to be communicated in the early part of the summer.

c. Recommendation to Approve Omni Commercial Lighting to Install the Light Fixtures on Riverwoods Boulevard in the Amount Not to Exceed \$24,000

Trustee Pink stated the Committee received two bids for the light fixture replacement. Village Engineer Scott Anderson confirmed both companies were reputable and reliable. However, Hamilton Partners requested to continue to work with Omni Commercial Lighting. Trustee Pink asked Village Engineer Scott Anderson if the light fixtures would be purchased prior to March 31<sup>st</sup> to qualify for the ComEd savings. Village Engineer Scott Anderson confirmed indeed they would. Trustee Pink added the Committee is recommending the approval of the Omni Commercial Lighting proposal.

Resident Dr. Fantus asked where the light fixtures were being changed. Village Clerk Gallo responded the fixtures can be found along both sides of Riverwoods Blvd and the center island area.

Village Attorney Rhodes stated the Omni Commercial Lighting proposal is slightly over the bidding amount. As a result, during the approval process the Mayor will state competitive bidding is being waved.

d. Recommendation to Approve the Dunlap Lawn Service Two-Year Agreement for the Right-of-Way Mowing Program in the Amount of \$49,700

Trustee Pink stated Chris Dunlap has submitted a two-year agreement for the right-of-way mowing program with 2020 pricing. Chris Dunlap has not increased his prices for three years. Trustee Pink added the Committee has enjoyed working with Chris Dunlap as he has been very responsive to various requests throughout the village. The Committee is recommending approval of this two-year agreement for the right-of-way program.

e. Update on the Maintenance and Capital Improvements Items for FY2023-2024 Budget

Trustee Pink indicated the Committee reviewed the draft budget and approves of the listed items.

f. Other Matters

### **3. Parks and Recreation Committee**

#### **a. Update on Maintenance of Village Lot Located at 27570 N Oak Hill Lane**

Trustee Clark stated the Committee discussed how the buckthorn on this lot was to be cleared, manually or with the use of machinery. The lot is under 2 acres. Trustee Clark has obtained three different proposals for the lot. Trustee Clark opted not to obtain a proposal from ILM as a few of the references were not favorable. The three proposals will be reviewed and discussed at the March Committee meeting. Trustee Clark added eight trees will be planted after this lot has been cleared.

#### **b. Update on the Maintenance and Capital Improvement Items for FY2023-2024 Budget**

Trustee Clark asked Village Engineer Scott Anderson if the contractor currently building the berm at Riverside Preserve was responsible for clearing the buckthorn. Village Engineer Scott Anderson added yes. The contract includes the removal of all the buckthorn from this lot. Trustee Clark asked if a letter has been sent to Altounian Construction reminding them of their June 1<sup>st</sup> deadline. Village Engineer Scott Anderson replied yes, a letter was sent but no response has been received.

#### **c. Other Matters**

### **4. Public Safety**

#### **a. Status and Activity Report**

Trustee Armstrong indicated the January Mettawa Public Safety report listed a higher number of suspicious vehicles. Trustee Armstrong noted the number of residents calling Mettawa Public Safety has increased significantly. Trustee Armstrong stated she compared the number of cars passing through the village using the traffic signal data. In 2021, 57K cars were recorded on Old School Road. This year the traffic along the same road is reported at 157K. Trustee Armstrong stated the additional cars may be a result from commuters having discovered Old School Road as a shortcut during St. Marys Road repaving project.

Mayor Urlacher added tonight's approval items include an additional special detail contract for the months of March through May as we continue to await a dedicated officer. The Village has submitted their request to Lake County Sheriff's Office to hire an officer to solely support Mettawa but due to the low number of applicants it has not been fulfilled.

Mettawa Public Safety officer Rick Eckensthaler stated he works on the Lake County Sheriff's Office committee and he interviews applicants. Mr. Eckensthaler indicated it's a difficult time to be a cop on the street due to the media and some of issues being reported about officers. Mr. Eckensthaler recommends residents to install cameras or flood lights outside their home to illuminate and deter burglars.

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

a. Recommendation to Approve an Ordinance Granting a Special Use Permit for an Accessory Structure (a Garage) Having a Gross Interior Square Footage Greater than 2,000 Square Feet for the Property Commonly known as 250 Little Melody Lane

Village Attorney Rhodes stated a SUP request was received for a garage. The petitioner's request included a variation for the placement of the garage on a side-yard setback. During the public hearing, the applicant Sean McCarthy agreed to withdraw the side-yard setback request for a variation. The site plans have been redrawn for the garage with no setback issues. The garage will be 3,657 square feet.

Resident Liz Leonard asked if the applicant's approval indicated more than 2,400 square feet of floor area. Village Attorney Rhodes confirmed it read correctly.

Resident Dr. Fantus asked if a limitation was set at 2,000 for interior square feet. Village Attorney Rhodes replied a special use permit will always be needed when any plans exceed 2,000 square feet.

b. Recommendation to Approve W.W. Grainger Minor Subdivision for the Property Commonly Known as 1 Grainger Parkway and 14121 W. IL Route 60 into the Two Lots, One of Which will be Acquired by the Village as Provided in the Grainger Annexation Agreement

Village Attorney Rhodes indicated as part of the annexation agreement Grainger was to sell property to the Village and one of those parcels is located at northeast corner of Riverwoods Roads and Route 60. This parcel is 13.78 acres. The plat has provisions for a temporary access that will be constructed to grant access to this parcel. A permanent easement was granted to the Village by Grainger for ongoing access. After tonight, IDOT and Lake County will need to sign the plat of subdivisions. Village Attorney Rhodes added the plat will need an additional signature block for approval. A second signature will encompass all owners.

c. Discussion Regarding ZPA Recommendations of Amendments to the Village's Zoning Code (Chapter 1 Only)

Village Attorney Rhodes stated Trustee Towne noted the zoning code has a provision that states the timeframe on which an amendment should be acted upon. A text amendment is a change to the zoning code. Within the village's code, the provision indicates there is a six-month grace period in which the Board must act upon the ZPA's recommendations. The Village Attorney recommends that the Board refer the ZPA's recommendations back to them. They can endorse the same recommendations to the Board. Mayor Urlacher added as a result, the ZPA will be holding a public hearing on April 11<sup>th</sup> for their recommended amendments.

**I. BUSINESS FROM THE BOARD:**

**1. Mayor's Report**

a. Lake County Sheriff's Detail Agreement

Mayor Urlacher indicated this agenda item was previously discussed under Public Safety. Due to Lake County Sheriff's Office continuing to experience low staffing numbers, the Village will be extending their special detail agreement. This agreement will be for the months of March through May with varying shifts. Mayor Urlacher added the upcoming fiscal budget does include the resources needed when an officer has been hired. In the meantime, the village will continue to enter into special detail agreements to supplement the law enforcement. This agreement will be approved pending legal review.

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

d. Village Administrator's Report

Village Administrator Florip stated we are currently in budget planning. Village Administrator Florip provided an update on the Community Solar Partner. The village authorizes post cards to be sent out to the residents. Of the 217 cards sent, ten residents have responded for consideration for enrollment and one has accepted the terms of the program.

**2. UNFINISHED BUSINESS**

Mayor Urlacher added the following two items will remain tabled and are not part of the Consent Agenda approvals.

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 the following items. The mayor asked if there were any items listed that a Trustee does not wish to approve under the Consent Agenda

- a. Approval of an Ordinance Amending Ordinance 868 Declaring Surplus Funds and Directing Local Tax Reimbursements Pursuant to the Illinois Fiscal Responsibility Law and the Village's Home Rule Authority
- b. Approval of Omni Commercial Lighting to Install the Light Fixtures on Riverwoods Boulevard in the Amount Not to Exceed \$24,000 and Waving Competitive Bidding
- c. Approval of Dunlap Lawn Service Two-Year Agreement for the Right-of-Way Mowing Program in the Amount of \$49,700
- d. Approval of an Ordinance Granting a Special Use Permit for an Accessory Structure (a Garage) Having a Gross Interior Square Footage Greater than 2,000 Square Feet for the Property Commonly Known as 250 Little Melody Lane
- e. Approval of an Ordinance Granting W.W. Grainger Minor Subdivision of the Property Commonly Known as, 1 Grainger Parkway and 14121 W. IL Route 60 into the Two Lots, One of Which will be Acquired by the Village as Provided in the Grainger Annexation Agreement
- f. Approval of the Lake County Sheriff's Law Enforcement Special Detail Agreement for the Next Three Months Subject to Village Attorney's Approval

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

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

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

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

#### **4. New Business**

- a. Approval of the Board to Recommend that the ZPA Recommendations of All of Amendments to the Village's Zoning Code



Trustee Towne asked if the entire amendments should be approved. Village Attorney Rhodes agreed.

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

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

**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**

The motion was made by Trustee Armstrong and seconded by Trustee Clark. With no further business to conduct, the meeting was adjourned by Ayes.

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

Nay: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:51 p.m.

Sandy Gallo, Village Clerk