

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 APRIL 18, 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, Pink, Towne and Mayor Urlacher

Absent: Trustee Pelech

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

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of March 21, 2023

The Village Board reviewed the Regular Board meeting minutes of March 21, 2023. It was moved by Trustee Towne and seconded by Trustee Pink that the minutes of the Regular Board meeting of March 21, 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, Pink and Towne

Nay: None

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

D. APPROVAL OF THE BILLS

Trustee Maier indicated the Committee has reviewed and approved of the bills being presented for payment. The bill total for this month is \$143,575.68.

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, Pink and Towne

Nay: None

Absent: Trustee Pelech

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

E. TREASURER’S REPORT

Sikich Representative, Brian LeFevre presented the March 31, 2023 Treasurer’s Report. Mr. LeFevre stated the Village’s bank accounts are earning 4.83% interest as of March. Revenue and expenditures are tracking well ahead of budget. Due to the high earning rate, the investment income amount for this year was \$354K as opposed to last year of \$7,200. The one high expenditure for the village is the hotel sales taxes sharing due to the occupancy count improving too.

It was moved by Trustee Maier and seconded by Trustee Towne that the Board acknowledge receipt of March 31, 2023 Treasurer’s Report and they will be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

F. PUBLIC HEARING

1. Proposed Village of Mettawa Budget for FY2023-2024

Mayor Urlacher opened the public hearing to present the Village’s Fiscal 2023-2024 budget at 7:03 pm.

It was moved by Trustee Towne and seconded by Trustee Pink to open the public hearing.

Upon a call of the roll, the following voted:

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

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

Mayor Urlacher indicated the budget was published in the Daily Herald on March 28th as required by the state. In addition, the budget was posted on the Village website after the March meetings for anyone to view the details. Village Administrator Florip added the budget that was presented at the March meeting has not changed. The capital improvement fund amount increased slightly based on the anticipated projects.

With no further questions or comments, the mayor closed the public hearing at 7:06 pm.

It was moved by Trustee Maier and seconded by Trustee Towne to close the public hearing.

Upon a call of the roll, the following voted:

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

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

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) indicated he received a phone number for the Elgin Railroad company and he has called them several times. They have not returned his call. Mr. Heinz indicated his house has sold. However, the Health Department will need to review his plans for the septic system prior to closing on his house. The Village Attorney agreed that is the process for his sale to be complete.

2. Written Communications of Citizens to be Read

H. COMMISSION AND COMMITTEE AND OTHER REPORTS

1. Finance Committee

a. Update on the Salt Purchase for FY2023-2024

Trustee Maier stated the cost for salt will be \$82.81 a ton. It is about a 5% increase from last year. The Committee approved of the increase and the future purchase amount.

b. Recommendation to Approve the Klein, Thorpe, and Jenkins Ltd. Fee Increase

Trustee Maier indicated KJT has requested an hourly increase of 4%. Within their agreement, Items A & B will be the only impacted services for the increase. Trustee Maier stated the legal monthly expenses have been reasonable and in line with their support. The Finance Committee recommends the approval of the requested hourly increase.

c. Recommendation to approve the Village Budget for FY2023-2024

Trustee Maier stated the village budget was discussed under the public hearing section.

d. Update on FY2022-2023 Audit

Trustee Maier added the village recently completed a preliminary audit meeting with Sikich audit team. The village will be receiving a listing of necessary documents to be submitted for the audit starting in June or July. The one change this year will be to allow the Sikich accounting team access to the audit portal to streamline the documentation submission. In addition, the Sikich accounting team will be receiving an Abila software ID to ensure no delay is created from when a password needs to be reset.

e. Other Matters

Trustee Maier added we have one resident who currently has a wetland violation. A second letter will be mailed certified to the resident aiming to resolve the outstanding balance for the upcoming tax rebate.

2. Public Works Committee

a. Update on the Water Main Extension Results Along Little St. Marys Road

Trustee Pink stated the fourteen residents impacted received two letters. The first letter was sent in November asking the residents to indicate their interest in receiving further connectivity costs. The second letter included the cost to the water main and the residents feedback was not favorable. As a result, no further action will be taken for this water connection.

b. Recommendation to Approve Forest Builders Inc. Proposal to Clean the Ditches in the Amount of \$10,318

Trustee Pink indicated the Committee reviewed the proposal and approves of this project.

c. Update on the Various Drainage Issues

Trustee Pink indicated two residents are experiencing some major water drainage issues. Trustee Pink and the Village Engineer Jamie Anderson visited both properties. Both properties are experiencing the same issue, their culverts are the end of the line in which a large amount of water is feeding into it and causing overflow onto the road, at times. Both of these culverts are not draining properly and creating a safety hazard. Village Engineer Scott Anderson said they will need to complete a survey to address these culverts.

d. Recommendation to Approve the Forest Builders in Proposal in Complete the Patching of Potholes in the Amount of \$2,400

Trustee Pink stated the Board received the listing of potholes to be patched. The Committee approves of the following proposal.

e. Waiver of Competitor Bidding and Recommendation to Approve the Forest Builders In. Proposal to Perform the Shoulder Maintenance in the Amount Not to Exceed \$20,600

Trustee Pink stated the shoulder maintenance proposal also includes the weeds to be treated. The Committee approves of the following work to be completed.

f. Other Matters

3. Parks and Recreation Committee

a. Recommendation to Approve the Dunlap Tree Expert for Additional Trees Removed on Oak Hill Lane in the Amount of \$2,800

Trustee Clark stated as the Committee continues to clear the Oak Hill Lane village lot, they are faced with large cottonwood tree branches and a cherry tree to finish up the cleaning. The Committee has approved of this proposal.

b. Recommendation to Approve the Forest Builders Inc. Proposal for the Annual Trail Maintenance in the Amount of \$14,600

Trustee Clark indicated the annual trail maintenance will be performed. This proposal includes treating the weeds which Forest Builders will be providing a 24-hour notice to Village Clerk Gallo. The notification will allow the residents to be aware of the recent herbicide treatment along the trails.

c. Other Matter

Trustee Clark added Denis Bohm's bench has been ordered. The bench will be placed at Whippoorwill Park.

4. Public Safety

a. Status and Activity Report

Trustee Armstrong indicated 58 occurrences were reported this month. Of those occurrences, 4 of them were ambulance requests. Trustee Armstrong reported outside of these reporting's Mettawa Public Safety has not reported any concerns.

5. Zoning, Planning and Appeals Commission Report

a. Other Matter

Mayor Urlacher stated the ZPA held a public hearing on April 11th to adopt their prior text amendment recommendations. The Board will receive this documentation at a future meeting.

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Quarterly Newsletter

Mayor Urlacher stated the last quarter newsletter will be provided later this month.

b. Appointment of the Zoning, Planning and Appeals Chairman and Reappointment of Three Commissioners

Mayor Urlacher recommended the reappointment of Pam Fantus, Matt Witten to the ZPA Commission whose terms expire May 1, 2023.

It was moved by Trustee Maier and seconded by Trustee Armstrong for the reappointment of Pam Fantus and Matt Witten to the ZPA Commission.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

Mayor Urlacher recommended the appointment of Liz Leonard to fill the position of Chair of the Zoning, Planning and Appeals Commission.

It was moved by Trustee Armstrong and seconded by Trustee Maier for the appointment of Liz Leonard as the Chair to the ZPA Commission.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

Mayor Urlacher recommended the appointment of Phil Palmer as a Commissioner of the Zoning, Planning and Appeals Commission.

It was moved by Trustee Maier and seconded by Trustee Armstrong for the appointment of Phil Palmer as a Commissioner to the ZPA Commission.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

c. Building Report

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

d. Other Matters

Mayor Urlacher announced a special dedication will be held on Thursday, May 25th at 6:00 pm at Whippoorwill Park in honor of our late Trustee Denis Bohm.

Mayor Urlacher next month we will have the new Board members sworn into session.

e. Village Administrator's Report

Village Administrator Florip reminded the Board members that their Statement of Economics will need to be filed by May 1st. The newly elected Trustees were reminded to attend the New Orientation presentation on May 18th.

2. UNFINISHED BUSINESS

Mayor Urlacher added the following two items will remain tabled and are not part of the Consent Agenda approvals. The mayor added no communication has been received from the church.

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

a. Approval of the Klein, Thorpe and Jenkins, Ltd. Fee Increase

b. Approval of the Ordinance Adopting the Annual Budget for FY2023-2024

c. Approval of Forest Builders Inc. to Clean the Ditches in the Amount Not to Exceed \$10,318

d. Approval of Forest Builders Inc. to Complete the Patching of Potholes in the Amount of \$2,400

e. Waiver of Competing Bidding and Approval of Forest Builders Inc. to Perform the Shoulder Maintenance in the Amount of Not to Exceed \$20,600

f. Approval of the Dunlap Tree Experts for Additional Trees Removed at Oak Hill Lane in the Amount of \$2,800

g. Approval of Forest Builders Inc. for the Annual Trail Maintenance in the Amount of \$14,600

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

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

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

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Pelech

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 Pink. With no further business to conduct, the meeting was adjourned by Ayes.

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

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:29 p.m.

Sandy Gallo, Village Clerk