

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 JULY 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, Smolic, 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, Laura Babula

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of June 20, 2023

The Village Board reviewed the Regular Board meeting minutes of June 20, 2023. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes of the Regular Board meeting of June 20, 2023 be approved and be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Smolic 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 \$ 257,731.10.

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:

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Smolic 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, Laura Babula presented the June 30, 2023 Treasurer’s Report. Ms. Babula stated the Funds on Deposit continues to trend upward. Investment income continues to grow in the new fiscal year. The expenditures are running on track thus far.

It was moved by Trustee Maier and seconded by Trustee Towne that the Board acknowledge receipt of the June 30, 2023 Treasurer’s Report and it will be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

Residents Present: Liz Leonard, Pam Fantus and Amy Ruzich

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 FY2022-2023 Audit

Trustee Maier stated the audit is moving along. The year’s audit will be even more efficient as the Sikich Accounting Team will be directly providing any invoicing, reports, bank statements directly to the Sikich Audit Team.

- b. Update on the 2023 Tax Rebate Program

Trustee Maier indicated last month a resident received a letter indicating his balance owed in order to qualify for a tax rebate. The Village has received the payout check today. Mr. Park is now eligible for this year’s program. Village Treasurer Weiland indicated 26 applications have been received, 25 residents qualify.

- c. Other Matters

Trustee Maier indicated the village will be closing on the W.W. Grainger land acquisition on July 19th.

2. Public Works Committee

a. Recommendation to Go Out to Bid for the Little St. Marys Road Culvert and Paving Along with Paving the Portion of Little Melody Lane in Mettawa

Trustee Smolic stated the Committee approved of the details for this project to go out to bid.

b. Recommendation to Approve the Forest Builders Inc., Proposal for the Culvert Repair Along 15409 W. Old School Road in the Amount of \$18,000

Trustee Smolic indicated the Committee received two bids for this project, one in the amount of \$7k from Forest Builders and a second bid for \$25K. A meeting was held onsite with Hey & Associates, Inc. to receive their assessment on this matter. A new proposal has since been received in the amount of \$18K. The drainage issue will no longer require a culvert to be installed, instead a trench will be dug. This will support the water flow away from the property. Trustee Smolic added an additional bid was received late for \$2K less. However, after the Committee deliberated, it was determined the lower bidder would require engineering supervision and the lower amount would not amount to a big savings. As a result, the Committee recommends the Forest Builders proposal be approved for this drainage project.

c. Recommendation to Go Out to Bid for the 2023-2024 Snow Plowing Service

Trustee Smolic stated the Committee approved of the snow plowing services to go out to bid.

d. Recommendation to Approve the Dunlap Tree Experts Proposal for the Four Dead Trees on Little St. Marys Road in the Amount of \$5,500

Trustee Smolic stated the Committee approved of the four trees to be removed.

e. Update on the Deerpath Farms Subdivision Traffic Issues

Trustee Smolic stated IDOT has received the request of placing a DO NOT BLOCK THE INTERSECTION on Route 60 and Bennett Road. This intersection is being blocked during peak hours which is limiting the residing residents to turn into the subdivision.

f. Other Matters

3. Parks and Recreation Committee

a. Update on the Development plans for the Village’s Open Lots

Trustee Clark stated a new spreadsheet has been created to include all the village owned lots and contracted work to be completed. The newly purchased Grainger property was also captured, resulting in the village owning 195.48 acres of open land.

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

Trustee Clark indicated some additional top soil has been added to the berm, however the concrete slabs have not been removed nor has all of the buckthorn been cleared. The contractor is aware of the remaining work to be completed.

c. Update on the Picnic Planning at Whippoorwill Park

Trustee Clark added she will connect with Chris Dunlap to ensure Whippoorwill Park is mowed and cleaned-up prior to the picnic.

d. Other Matters

Trustee Clark stated she was able to connect with the Eubanks Environmental owner. Mr. Eubanks indicated he will be submitting the second treatment proposal for the final invasive plant treatment that was cleared earlier this year on Oak Hill Lane. This treatment will complete this location’s action items. Trustee Clark added two red cedar trees on Oak Hill Lane are not doing well. Dunlap will be replacing these two trees later this summer.

Trustee Clark commented once the Grainger acquisition is complete, the property will be mowed this year.

Trustee Clark stated the Committee will not be holding their August meeting. The September meeting will include the tree removal project for the winter.

e. Other Matters

Resident, Liz Leonard asked if she could obtain a copy of the village’s open space listing. Resident, Pam Fantus indicated it would be a good resource for all the residents to view. Mayor Urlacher replied this listing will be made available once the Comprehensive Plan is updated.

4. Public Safety

a. Status and Activity Report

Trustee Towne indicated three car break-ins occurred on Emma Lane due to cars being left unlocked. Trustee Towne asked the residents to ensure their cars and doors are always locked at night. Trustee Towne added some type of a recording system is being considered to address

safety matters. Mayor Urlacher added Hamilton Estates and the Enclave subdivision have established HOA's. These two subdivisions have the option to purchase their own flock camera system and install them utilizing their HOA. Deerpath Farms subdivision has acted and installed a camera at their entrance road.

5. Zoning, Planning and Appeals Commission Report

a. Other Matter

Mayor Urlacher announced there is nothing to report for ZPA.

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Approving a Resolution for Traffic Enforcement Agreement with Village of Lincolnshire

Mayor Urlacher indicated due to the Lake County Sheriff encountering difficulty filling the special details agreement, the village will be utilizing Lincolnshire. The new contract with Lake County Sheriff is also requiring officers to be insured by Mettawa during their patrol. The insurance would be maintained even during the months no special details hours are filled. Lincolnshire will provide additional weekly hours. Lake County Sheriff will remain as the responder to all 911 calls. The Mettawa Public Safety patrol will also continue to maintain their daily hours.

b. Authorizing an Ordinance for Lincolnshire Police Department and Officers to Enforce Village Laws

Mayor Urlacher recommended the approval of this ordinance to allow Lincolnshire to enforce the laws of the village within the limits of Mettawa. This will authorize the police department and its sworn officers to enforce Mettawa's laws.

c. Amending an Ordinance for Mettawa's Traffic Code to Adopt Illinois Vehicle Code

Mayor Urlacher stated this ordinance will allow Illinois vehicle code to be adopted as Mettawa's code to provide Lincolnshire officers the same provisions during their enforcement.

d. Approving a Resolution for a Declaration of Covenant at 27157 N. St. Marys Road

Village Attorney Rhodes stated this property has a consent decree that was entered when Tom Heinz purchased the parcel. This resolution indicates the parcel will be handled with one pin number. The two parcels could not be consolidated into one parcel per the requirement of the consent decree due to the Illinois Department of Transportation. As a result, this resolution fulfills the lot consolidation requirement of the consent decree.

e. Approving a Resolution for a Declaration and Grant of Scenic Easement at 27157 N. St. Marys Road

Village Attorney Rhodes stated this resolution will address Lake County's requirement for the dedication of some property.

f. Approving a Resolution to Release of the Consent Decree at 27157 N. St. Marys Road

Village Attorney Rhodes indicated all the items that were included in the consent decree have been performed and inspected by the village engineer. As a result, this resolution indicates the consent decree has been met.

g. Approving a Resolution for the Village President and Village Attorney Authorization to Close on Grainger

Village Attorney Rhodes added the following resolution will allow the mayor and himself to sign any necessary closing documents for the Grainger land acquisition.

h. Approving a Resolution for a Trail License Agreement with Grainger

Village Attorney Rhodes stated this agreement is a requirement for the real estate contract.

i. Village Newsletter

Mayor Urlacher added this quarterly newsletter is currently being drafted and it will be out by the end of the month.

j. Building Report

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

k. Other Matters

Mrs. Fantus asked if the village will be receiving the revenue for the tickets issued by Lincolnshire. Village Attorney Rhodes replied no. Mayor Urlacher added the contract with Lincolnshire is a win to help support our residents concern for safety as Lake County Sheriff's Department was not able to provide us with an officer. Village Attorney Rhodes stated the fees Lincolnshire will be charging Mettawa are lower than what Lake County Sheriff's expenditures. Mayor Urlacher added Lincolnshire's focus will be on traffic enforcement.

l. Village Administrator's Report

Village Administrator Florip commented we are currently completing the audit. We will be going out to bid for two projects this month. The Board members have received a snapshot of Mettawa's resident data.

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. Village Attorney Rhodes stated they just submitted a communication to the village.

- 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.

Mayor Urlacher indicated letter b would be removed from the consent agenda.

- a. Approval to Go Out to Bid for the Little St. Marys Road Culvert and Paving Along with Paving the Portion of Little Melody Lane in Mettawa
- c. Approval to Go Out to Bid for the 2023-2024 Snow Plowing Services
- d. Approval of the Dunlap tree Experts Proposal for the Four Dead Trees on Little St. Marys Road in the Amount of \$5,500
- e. Approval of a Resolution Approving an Agreement with the Village of Lincolnshire for Police Traffic Enforcement
- f. Approval of an Ordinance Authorizing the Village of Lincolnshire Police Department to Enforce Certain Laws Within the Jurisdictional Limits of the Village of Mettawa
- g. Approval of an Ordinance Amending Chapter 6, "Traffic Code," of the Village of Mettawa Code of Ordinances
- h. Approval of a Resolution Approving a Declaration of Covenants for the Property Commonly Known as 27157 N. St. Marys Road, Mettawa Illinois
- i. Approval of a Resolution Accepting a Declaration and Grant of Scenic Easement for the Property Commonly Known as 27157 N. St. Marys Road, Mettawa Illinois

- j. Approval of a Resolution Authorizing the Release of Consent Decree and Permanent Injunction Entered in Case No 2001 CH0068 Recorded as Document No 5198205 with Respect to the Property Commonly Known as 27157 N St. Marys Road, Mettawa Illinois
- k. Approval of a Resolution Authorizing the Village President and the Village Attorney to Execute Documents with Respect to the W.W. Grainger, Inc., Real Estate Closing
- l. Approval of a Resolution Approving Trail License Agreement with W.W. Grainger, Inc.

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

Trustee Towne asked that Forest Haven be contacted about the Village of Lincolnshire patrolling the village.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

- b. Approval of the Forest Builders Inc., Proposal for the Culvert Repair Along 15409 W Old School Road in the Amount of \$18,000

A motion was made by Trustee Maier and seconded by Trustee Armstrong to approve letter b of the agenda.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Smolic and Towne

Abstain: Trustee Clark

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

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

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:32 p.m.

Sandy Gallo, Village Clerk