

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 NOVEMBER 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, Smolic, 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; Representative of Sikich, Brian LeFevre, ZPA Chairman Liz Leonard

Residents Present: Pam Fantus, Rick Eckensthaler and Tony Raymond- Howe Security officers, Alistair Rogers, Aero RC Sport Club representative

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of October 17, 2023

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

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

D. APPROVAL OF THE BILLS

Trustee Maier indicated the Committee reviewed and approved of the bills being presented for payment. The bill total for this month is \$1,157,334.16. Within this month's bills, the tax rebate of \$750,000 will be paid out to the residents.

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, Pelech, Smolic and Towne

Nay: None

Absent: None

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

E. TREASURER’S REPORT

Sikich Representative, Brian LeFevre presented the October 31, 2023 Treasurer’s Report. Mr. LeFevre stated the higher interest rate is allowing the village to continue to receive liquid money. The sales tax revenue received for the first six months of this fiscal year are right on track. Expenditures are aligned with the budget. Trustee Maier added the treasurers report pie charts are going to appear differently next month with the operating costs.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledge receipt of the October 31, 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, Pelech, Smolic and Towne

Nay: None

Absent: 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. Finalized 2023 Tax Rebate Program

Trustee Maier indicated the listing presented last month of the qualifying residents has not changed. The 140 checks for the tax rebate will be printed on Monday, November 27th.

- b. Recommendation to Approve a Resolution to Determine the Amount of the Tax Levy for the 2023 Tax Year

Trustee Maier stated the resolution tax levy is our annual approval for the \$135,000 amount to be collected. The village has not changed this amount in over 20 years.

c. Recommendation to Approve the 2023-2024 Insurance Policy with ICMRT (presented by MGA Insurers, Inc) in the Amount Not to Exceed \$16,477

Trustee Maier indicated our annual insurance is being renewed this month. The annual amount has increased by 9% for this year. The Finance Committee reviewed the details and recommended the additional cyber protection insurance.

d. Other Matters

2. Public Works Committee

a. Update on the Pavement and New Culverts on Little St. Marys Road and Little Meldoy Lane

Trustee Smolic stated the pavement along Little St. Marys Road and the three residents on Little Melody Lane has been completed. The residents commented the project was completed with quality work.

b. Update on the Regrading Around the New Culverts on Little St. Marys Road and Little Melody Lane

Trustee Smolic indicated the few culverts that were replaced prior to paving the two roads will require some land restoration. Village Engineer Anderson indicated they will regrade the areas as early as this Friday.

c. Update on the Village's Culverts Cleaning Project

Trustee Smolic stated the culvert cleaning has been completed.

d. Update on the Outcome of the Culvert Cleaning Requiring Land Restoration

Trustee Smolic indicated after having cleaned out the culverts some land restoration will be performed to ensure proper drainage. The urgent culvert areas will be addressed this fall. The remaining culverts that require further material and restoration will be completed in the spring.

e. Update on the Proposal for Crack Sealing on Bradley Road

Trustee Smolic added the crack sealing proposal for Bradley Road is being deferred until next spring. This will allow the Committee to address all village roads that require patching

f. Update on the Committee's Mid-Year Budget

Trustee Smolic indicated the Committee expenditures are aligned with the budget at this time.

g. Other Matters

Trustee Smolic indicated the Public Works Committee meeting for December has been cancelled.

3. Parks and Recreation Committee

a. Update on the Mowing of the Village Lots 24880 N. Riverwoods Road and 24881 N. Riverwoods Road

Trustee Clark indicated Bob Haraden has mowed the areas that are accessible. A pole has been found on the east side of one property, we will need to determine how to remove the pole. In addition, two gates will be ordered to be placed at the entrance of both lots. The gates will include a Keep Out sign.

b. Update on the Buckthorn Removal at 24880 and 24881 N. Riverwoods Road

Trustee Clark stated the contractor will begin clearing the buckthorn the first week of December. Once all the buckthorn has been removed from these two lots, Bob Haraden may come back to clear any additional areas that can be harvested. Trustee Clark added that Village Clerk Gallo has ordered a dumpster for the large debris items that have been found on these two lots.

c. Rejection of Bids for the 2023 Temporary Gravel Road Removal and Site Restoration Project

Trustee Clark stated the bids received for the gravel removal were higher than expected. As a result, all bids were rejected. The Committee decided to remove the restoration and topsoil placement from the bid specification and only perform the gravel removal. As a result, Maneval Construction was the lowest bidder for this service.

d. Recommendation to Waive Competitive Bidding and Approve an Agreement with Maneval Construction for the Removal of Temporary Gravel at the Village's Lot Located at 24880 N. Riverwoods Road in the Amount Not to Exceed \$96,7750.00

Trustee Clark added the Committee recommends the approval of the agreement with Maneval Construction for the temporary gravel removal.

e. Update on the Village Lot Berm Located at Illinois Route 60 and St. Marys Road

Trustee Clark stated the berm construction has two associated maps. A discussion is being held on which map will determine if the contractor has completed the work agreed upon.

f. Update on the Committee's Mid-Year Budget

Trustee Clark commented the Committee is on target with budgeted items.

g. Other Matters

Trustee Pelech asked if the village was able to obtain the contractor who placed the temporary screens for a parking lot at 24881 Riverwoods Road for the golf event. Mayor Urlacher commented the Village Attorneys has received the contract and he will be exploring a caveat he found. This lot will be cleared and the village's obtaining this parcel was a great win for the village. Village Attorney Rhodes mentioned the village property on Riverwoods and Route 60 will require a temporary access point along with the empty lot on W Old School Road. Village Attorney Rhodes suggested that the temporary gravel road be recycled into one of these two lots for an access driveway. Trustee Clark replied no contractor showed any interest in the gravel material as it has been mixed with dirt. Village Engineer Scott Anderson responded transporting the material is not cost efficient as the material is very cheap. No plans have been drafted on the placement of the driveways to place the recycled gravel.

Trustee Clark mentioned Parks and Recreation Committee meeting for December has also been cancelled.

4. Public Safety

a. Howe Security Presentation

Howe Security officers Rick Eckensthaler and Tony Raymond presented their annual activity report. Antonio Soto recently retired on November 12th. Antonio provided the village support for 13 years. The village was very grateful for his service years. Rick emphasized the residents should continue to be vigilant and call 911 with any suspicious cars or people in the area. The Mettawa Safety Patrol report can be obtained from the Village Clerk Gallo. The report will be provided to the residents in this week's communication.

b. Other Matters

Trustee Towne indicated the village has been quiet with no issues to report. Bradley Road and Old School Road are getting better coverage for speeders from the Village of Lincolnshire. Trustee Towne said Mettawa Public Safety and Villag of Lincolnshire have no communication amongst themselves. Mayor Urlacher indicated the gap will be bridged.

5. Zoning, Planning and Appeals Commission Report

Mayor Urlacher announced there is nothing to report for ZPA.

a. Other Matter

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Approval of a Resolution Setting Meetings Schedule for 2024

Mayor Urlacher indicated the 2024 meeting schedule has been provided by the Village Clerk Gallo.

b. Approval of a Resolution Agreement with Hilton Garden Inn for 2024 Meeting Rooms Usage

Mayor Urlacher stated the meeting rooms cost will increase by \$50 for 2024.

c. Holiday Office Closing Schedule

Mayor Urlacher stated the village office will be closed on Thursday, November 23rd and Friday, November 24th for the holiday period. In addition, the village office will be closed starting Monday, December 25th through January 1st. The Village Clerk and Village Administrator will review emails sporadically during the week.

d. Approval of the Aero Sport RC Club License Agreement

Mayor Urlacher indicated the village has come to an agreement with Aero RC Sport Club to allow the group to license a portion of Mettawa Savanna property for their club activities. All of the Board members feedback have been incorporated into the agreement, which the club has already signed.

e. Approval of a Resolution to Purchase the Property at 0 W Old School Road

The following resolution is required for the purchase of the property.

f. Approval of a Proposal from Tetra Tech Inc. in the amount of \$3,750 to Complete a Phase I ESA on Vacant Lot 0 W Old School Road

Mayor Urlacher recommended the approval of Tetra Tech to complete Phase 1 of the environmental study on the vacant lot.

g. Authorizing the Village Administrator to order an Alta Survey on Vacant Lot at 0 W Old School Road

Mayor Urlacher recommends the Board authorize the Village Administrator to order an Alta Survey on the vacant lot. The survey will allow the village to understand the property prior to their purchase.

h. Approval of an Ordinance Amending the Village Zoning Code

Mayor Urlacher stated the zoning code review began in 2019. Camiros Ltd. was hired to advise the Zoning, Planning and Appeals Commission during their review of the code. Several meetings, public hearings and a Special Board meeting were held. Several residents were in attendance and submitted letters with their feedback. Approving the zoning code tonight will allow us to update the layout of where information can be found in the code and move forward with a new strategic plan.

The Village's last strategic plan was in 2011, and best practice is a new plan should be drafted every 10 years.

i. Approval of an Ordinance Amending Chapter 12, Animal Regulations

This ordinance will be further discussed during the approval process.

j. Building Report

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

k. Monthly Traffic Enforcement Statistics

Mayor Urlacher thanked the Village of Lincolnshire for submitted the monthly breakdown for October traffic activity.

l. Other Matters

Trustee Maier asked when the property closure on O W Old School Road was anticipated, as he wants to account for the holiday and the bank being closed. Village Attorney Rhodes said he will discuss the closing date with Trustee Maier.

m. Village Administrator's Report

Village Administrator Florip stated various large public works projects are getting completed, the grant fund update was received and tax rebate checks will be mailed.

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 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.

Item K and L will be removed from the consent listing

- a. Approval of the Resolution to Determine the Amount of Tax Levy for 2023 Tax Year
- b. Approval of the 2023-2024 Insurance Policy with ICMRT (Presented by MGA Insurers, Inc) in the Amount Not to Exceed \$16,477
- c. Rejection of the Bids for the 2023 Temporary Gravel Road Removal and Site Restoration Project
- d. Waiver of Competitive Bidding and Approval of an Agreement with Maneval Construction for the Removal of Temporary Gravel at the Village's Lot Located at 24880 N. Riverwoods Road in the Amount Not to Exceed \$96,775.00
- e. Approval of a Resolution Setting Forth the Regular Meetings of the President and Board of Trustees and All Subsidiary Bodies of the Village of Mettawa for 2024
- f. Approval of a Resolution Authorizing the Village President and Village Clerk to Execute Contract with Hilton Garden Inn to Provide for Meeting Room Space for Regular Meetings of the Village Board and All Village Committees and Commissions During 2024
- g. Approval of the Aero Sport RC Club License Agreement
- h. Approval of the Resolution to Purchase the Property at 0 W Old School Road
- i. Approval of a Proposal from Tetra Tech Inc. in the amount of \$3,750 to Complete a Phase I ESA on Vacant Lot 0 W Old School Road
- j. Authorization to the Village Administrator to order an ALTA Survey on Vacant Lot 0 Old School Road

A motion was made by Trustee Clark and seconded by Trustee Smolic to approve the following **a-j agenda items** by the consent agenda.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

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, Pelech, Smolic and Towne

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

k. Approval of the Ordinance Amending the Village of Mettawa Zoning Code

A motion was made by Trustee Maier and seconded by Trustee Armstrong to approve **letter k** agenda item.

Trustee Towne indicated he did not have enough time to review the ordinance. Trustee Towne said he submitted several changes to the Board. He did not receive a call or feedback on his changes. Trustee Towne stated Mettawa was founded from having large stables so he has concerns with how diluting this aspect would impact the equestrian element. Trustee Towne said he has concerns with limitations on a special use permit if a property owner has 7 acres. Mayor Urlacher added the zoning code has been viewed numbers of times within the last 4 years. In April of this year, another ZPA meeting was held and there was not one resident in attendance nor yourself Trustee Towne. Mayor Urlacher added many changes and resident comments were incorporated. Trustee Towne indicated the original plan was to review one chapter at a time, however with the election this was deferred. Trustee Pelech added Mettawa is not defined by the horse stables in the village. Trustee Towne added an existing equestrian stable can not be rebuilt. Trustee Clark responded the zoning code does not state that. Village Attorney Rhodes responded the nonconforming stables are handled separately. A special use follows the property for most large stables.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

l. Approval of the Ordinance Amending the Village of Mettawa Code of Ordinances, Chapter 12, Animal Regulations

A motion was made by Trustee Pelech and seconded by Trustee Clark to approve **letter l** agenda item.

Trustee Smolic stated the restriction of 6 bee hives in section 12.107 concerning Apiaries, is too restrictive. If a resident, has 10 acres they can only have 6 hives. Lake County's regulations indicate they can have up to 7.5 hives. Trustee Smolic recommends the apiaries section be changed to, 6 hives or 1 per acre. Chairman Leonard stated the hive regulation came from Lake County.

A motion was made to amend Chapter 12, Animal Regulation Section 12.107, letter C to read, 6 bee hives or 1 hive per acre, whichever is greater.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

Trustee Towne voiced his concern on 12.105, letter B that no residential lot should exceed 5 horses. A resident who has 6 or 8 acres, could not have 6 or 8 horses. Trustee Towne recommends the line item should read 1 horse per acre, maximum of 10 horses. Chairman Leonard replied a special use would be issued for these cases. Village Attorney Rhodes indicated there are no horse provisions within the zoning code with the acceptance of the regulations that deal with the current large stables. No change was made to letter B.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

Trustee Towne questioned Section 12.105, Letter D, which states each stable should be free of vermin. Trustee Towne noted that no property is free of vermin. In addition, large dumpsters are being utilized for their horse manure. The recommendation is to modify the statement that the manure must be removed weekly. Village Attorney Rhodes recommended to remove each week and indicate at least weekly.

The motion was made to modify Section 12.105, Letter D to remove each week and indicate at least weekly. A motion was made by Trustee Clark and seconded by Trustee Maier to approve this agenda item.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

A motion was made by Trustee Pelech and seconded by Trustee Clark to approve **letter I** agenda item.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:23 p.m.

Sandy Gallo, Village Clerk