

**MINUTES OF THE REGULAR MEETING FOR THE PARKS AND RECREATION COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD ON WEDNESDAY, JANUARY 11, 2023 VIA ZOOM**

**A. CALL TO ORDER**

Chairman Clark called the meeting to order at 6:17 p.m.

**B. ROLL CALL**

Upon a call of the roll the following persons were:

Present: Chairman Clark and Members Armstrong and Pink

Absent: None

Chairman Clark declared a quorum present.

Attendees: Village Clerk, Sandy Gallo; Village Administrator, Mandi Florip; Village Engineer, Scott Anderson, Trustee Towne

Residents in Attendance: Karen Carruthers and Loren Hutter

**C. APPROVAL OF THE REGULAR MEETING MINUTES OF NOVEMBER**

Meeting minutes of November 9, 2022 were reviewed. Chairman Clark and Member Pink provided minor edits. It was moved by Member Pink and seconded by Member Armstrong that the regular meeting minutes be approved and be placed on file. The motion was carried.

**D. DISCUSS THE VILLAGE OPEN SPACE PROPERTIES**

Chairman Clark stated last summer Davey Tree Experts completed a tree inventory at Whippoorwill Park. The tree inventory listing also included the health and if a treatment was recommended for a specific tree. Chairman Clark indicated she would like the Committee to consider completing a tree inventory on the village lot located at 27570 Oak Hill Lane. Davey Tree Experts provided a proposal that included a one-time set-up fee of \$250 and \$10 for each tree to be tagged. Davey Tree Experts estimated 70-80 trees to be tagged. Chairman Clark added the surrounding residents will also receive communication regarding the inventorying project being done on the village lot.

A motion was made to approve Davey Tree Experts to complete a tree inventory on the village property located at 27570 Oak Hill Lane in the amount not to exceed \$1,250. The motion was made by Member Pink and seconded by Member Armstrong. Chairman Clark abstained from this motion as her son works for Davey Tree Experts. The motion was carried.

Chairman Clark stated she received a report from the Chicago Region Tree Initiative (CRTI) indicating Mettawa has been recorded to have 57% canopy of trees. The second largest area is vegetation at 33%. CRTI received the Whippoorwill Park tree inventory list and will also be provided the Oak Hill Lane property report once completed. CRTI has a grant program to support municipalities in their efforts to continue to develop their canopies. The Village will need to complete a survey to be considered for any grant funding. Village Administrator Florip indicated Mettawa is in good standings to be considered as a recipient as we have already participated in planting a tree the prior year.

Chairman Clark indicated a tribute will be done later in the spring for the late Trustee Bohm.

Resident, Karen Carruthers (25220 Shagbark Road) asked if the Committee had any plans on renovating or clearing buckthorn on the village properties located on Riverwoods Road. Mrs. Carruthers indicated some of the property owners along Oak Hill Lane might not want to remove the buckthorn. However, the village lot by Costco could use some clearing. Chairman Clark indicated the Committee will be discussing budget expenses for the upcoming fiscal year and restoring a village property each year is part of the plan. The village lots will need to be prioritized and planned for their restoration. Mrs. Carruthers asked if committee had set plans on what type of restoration would be performed on the acquired Grainger property. Chairman Clark replied the annexation has not been completed and no set date has been indicated. However, the village's plan for that large parcel will be discussed with the residents and the Committees once it has been acquired. Chairman Clark stated she will be reviewing the budget in the next few months for upcoming lots restoration. Given Whippoorwill Park and MacLean Preserve at Oasis Park maintenance schedules have been determined, other village properties plans will be discussed.

**E. DISCUSS THE 2023 RIGHT-OF-WAY PROGRAM BID PROCESS**

Village Administrator Florip stated she spoke to Chairman Clark regarding the right-of-way contract. The Village has contracted the right-of-way program with Dunlap Lawn Service for the last three years. The mowing contract requires supervision to ensure all areas are mowed properly or rubbish is cleared at the Village's expectation. Since the Village has renewed the contract with Dunlap Lawn Service for the last three years, the number of hours James Anderson Company is required to oversee their work has been minimized. Prior to Dunlap Lawn Service, the contractors rewarded the program did not mow all the area nor did they respond in a timely manner. The prior contractors were low bidders but required JACO to follow-up more resulting in additional hours causing the program to be a higher expense. Chris Dunlap has agreed to service the village this year and maintain his pricing from 2022 while also entering into a two-year agreement. However, Dunlap Lawn Service will not be able to apply the herbicide treatment in the shoulder areas as the village requested. Village Administrator Florip added Chris Dunlap has shown to be very responsive and reliable for emergency tree removal, clearing of fallen trees and providing additional support for the village picnic. The Committee's consensus was to renew with Chris Dunlap as he is very responsive to the village's requirements and emergency calls. Village Administrator Florip will provide the contract for February's meeting.

**F. DISCUSS THE VILLAGE'S REQUIREMENTS FOR ENGINEERING SERVICES**

Chairman Clark questioned if the James Anderson list of services should be updated by removing the monitoring of the parks. Village Engineer Scott Anderson replied the list was drafted last year. However, they would be glad to respond to any requests that related to the parks if one arose. Chairman Clark asked to remove from the Forest Builder service list the pollinator garden maintenance as the gardens are maintained by Pizzo & Associates Inc.

**G. ANY OTHER ITEMS THAT MAY APPEAR TO THE COMMITTEE FOR CONSIDERATION, AND IF APPROVED, BE RECOMMENDED FOR APPROVAL TO THE BOARD OF TRUSTEES**

**H. ADJOURNMENT**

It was moved by Chairman Clark and seconded by Member Armstrong to adjourn the meeting at 6:49 pm. The motion was carried.

Sandy Gallo,  
Village Clerk