

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 JUNE 18, 2024 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

Also: Liz Leonard, Pam Fantus, Resident from Forest Haven

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of May 21, 2024

The Village Board reviewed the Regular Board meeting minutes of May 21, 2024. It was moved by Trustee Clark and seconded by Trustee Maier that the minutes of the Regular Board meeting of May 21, 2024 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 \$116,291.35.

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 May 31, 2024 Treasurer’s Report. Mr. LeFevre indicated the village accounts continue to earn a high level of interest rate of 5.4%. Most of the expenses for this month are part of FY23-24, therefore expenditures amounts are low for May.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledge receipt of the May 31, 2024 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. Update on the Tax Rebate Program

Trustee Maier stated the residents will receive communication regarding the start of the tax rebate in the first week of July. The Village Clerk and the Village Administrator will confirm no residents are ineligible for the tax rebate program. The deadline for rebate is October 4th.

- b. Recommendation to Approve the Tax Rebate Ordinance

Trustee Maier indicated the Committee reviewed and approved the tax rebate ordinance.

- c. Other Matters

2. Public Works Committee

- a. Recommendation to Approve Forest Builders Inc Proposal for the Culvert Replacement at 707 Bradley Road in the Amount of \$17,800

Trustee Smolic stated the following proposal included brush removal and asphalt placement after the culvert has been replaced.

- b. Recommendation to Approve Dunlap Tree Experts Proposal to Clear the Dead Trees Along the Village Trail on Bradley Road in the Amount of \$1,900

Trustee Smolic indicated two large trees have been identified along the village trail on Bradley Road. The following trees will be removed for safety issues.

- c. Other Matters

Resident, Pam Fantus at 14253 W Riteway Road asked will the village trails annual maintenance of additional material occur as there were bare spots in some areas. Village Engineer Scott Anderson stated Forest Builders just started adding the material on the trails yesterday.

3. Parks and Recreation Committee

- a. Update on Forest Builders Inc Burning the Brush Pile at Mettawa Savanna

Trustee Clark indicated the remaining debris from the clean-up has been burned.

- b. Recommendation to Rezone the Village's Six Properties from Single-Family Resident District to Open Space District

Trustee Clark stated the Committee is approving the six village lots listed on the Village Clerk's memo to be reclassified to open space district in order to update the zoning map. The Village Attorney Rhodes stated the rezoning is not occurring today but the Committee is authorizing the following lots to go through the public hearing process. Trustee Pelech asked for the meaning of open space. Village Attorney Rhodes indicated open space has no buildings.

- c. Recommendation to Approve Forest Builders Inc Proposal to Remove Mulch and Herbicide 15085 W Old Scholl Road Property in the Amount Not to Exceed \$5,000

Trustee Clark stated the following proposal will continue the efforts of clearing out the 15085 Old School parcel. Removing mulch and treatment weeds will be done this summer. Later in the fall, this lot will be seeded to complete the clearing process.

- d. Recommendation to Approve Davey Tree Experts Watering Proposal for the Trees Located at 15085 W Old School Road in the Amount of \$1,000

Trustee Clark indicated the watering proposal is for the new trees along 15085 W Old School Road.

e. Other Matters

4. Public Safety

a. Other Matters

Trustee Towne indicated a break-in occurred on Meadowoods Drive. The residents were unharmed, fortunately nothing was stolen. The burglary occurred through the back entrance. The Lake County Sheriff's Office was called but the two suspects were not found.

Trustee Towne stated the Village of Lincolnshire traffic patrol are very visible and have been doing a great work issuing tickets to reduce speeders.

5. Zoning, Planning and Appeals Commission Report

a. Other Matters

Mayor Urlacher stated the Zoning, Planning and Appeals Commission held a public hearing on June 4th. The Commission heard the applicant, Philip D Block, located at 15101 W Old School Road case. Mr. Block's request was for a special use as he was seeking to convert his constructed barn into a guest house. Village Attorney Rhodes added the special use permit was approved by the Commission with conditions. Mr. Block is currently traveling and has not signed the ordinance but approves of the Commissions' conditions. As a result, tonight's approval will include approval subject to Mr. Block's signature.

Trustee Towne asked if 15101 W Old School Road had a special use permit. Village Attorney Rhodes replied no.

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. 2024 First Review of Executive Session Minutes

Mayor Urlacher stated as required by state law that the Village review their Executive Session minutes two times each year for a possible release. At this time, no minutes will be released.

b. Authorization to Retain the Services of Judge Henry Tonigan as the Village Administrative Adjudicator

Mayor Urlacher stated on March 20, 2024, the Village Board adopted Ordinance 892 establishing an administrative adjudication procedure for ordinance violations within the Village. Administrative adjudicators must be a licensed attorney who is also licensed as an administrative adjudicator or is retired judge in Illinois. Retired Judge Henry Tonigan serves as the administrative adjudicator for a number of Lake County municipalities. He is also a former Chief Judge of the Lake County Courts. He will serve as our adjudicator too, as the Village conducts its adjudications along with the adjudications from an adjoining municipality where he serves as adjudicator at the cost of \$200 per hour. All adjudications will occur in Vernon Hills.

c. Shredding Event

Mayor Urlacher added the village will hold their first annual shredding event on Saturday, June 29th from 1:30-4:30 pm. Trustee Armstrong and Village Administrator Florip will be onsite at the Hilton Garden Inn.

d. Building Report

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

e. Monthly Traffic Enforcement Statistics

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

f. Other Matters

g. Village Administrator's Report

Village Administrator Florip indicated the House and Senate adjourned over Memorial Day weekend. Prior to, their budget was passed which included the elimination of the Grocery Tax that will be impacting municipalities effective January 1, 2026. A bill is currently waiting for the Governor to sign without a referendum to allow municipalities to pass a Sales Taxes of 1% effective by October 1, 2025. This tax ordinance will need to be declared by October 1, 2025.

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.

Items f and g will be removed from the Consent Agenda.

- a. Approval an Ordinance 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 Forest Builders Inc Proposal for the Culvert Replacement at 707 Bradley Road in the Amount of \$17,800
- c. Approval of Dunlap Tree Experts Proposal to Clear the Dead Trees Along the Village Trail on Bradely Road in the Amount of \$1,900
- d. Approval to Rezone the Village's Six Properties from Single Family Resident District to Open Space District
- e. Approval of Forest Builders Inc Proposal to Remove Mulch and Herbicide 15085 W Old School Road Property in the Amount Not to Exceed \$5,000
- h. Approval of a Resolution Approving the Release of Certain Executive Session Minutes of the President and Board of Trustees of the Village of Mettawa, Illinois
- i. Approval to Retain the Services of Judge Henry Tonigan as the Village's Administrative Adjudicator

A motion was made by Trustee Maier and seconded by Trustee Smolic to approve the following consent agenda a-e and h-i items.

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 Pelech to approve the following agenda items a-i and h-i items under the omnibus vote.

Upon a call of the roll, the following voted:

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

Abstain: None

Nay: None

Mayor Urlacher declared the motion carried.

f. Approval of Davey Tree Experts Watering Proposal for the Trees Located at 15085 W Old School Road in the Amount of \$1,000

A motion was made by Trustee Maier and seconded by Trustee Armstrong to approve the agenda item f.

Upon a call of the roll, the following voted:

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

Abstain: Trustee Clark

Nay: None

Mayor Urlacher declared the motion carried.

g. Approval of an Ordinance Granting a Special Use for a Guest House for the Property Commonly Known as 15101 Old School Road Mettawa, Illinois Subject to Applicant Signing the Ordinance Within Seven Days

A motion was made by Trustee Maier and seconded by Trustee Armstrong to approve the agenda item g.

Upon a call of the roll, the following voted:

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

Abstain: None

Nay: 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 Smolic. 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 7:25 p.m.

Sandy Gallo, Village Clerk