

**MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 7:30 P.M. ON TUESDAY, SEPTEMBER 17, 2013, IN THE COTTONWOOD ROOM OF THE HILTON GARDEN INN HOTEL, 26225 N. RIVERWOODS BOULEVARD, METTAWA, ILLINOIS**

**A. CALL TO ORDER**

Mayor Urlacher called the meeting to order at 7:30 p.m.

**B. ROLL CALL**

Upon a call of the roll, the following were:

Present: Trustees Armstrong, Brennan, Clark, Lane, Maier, Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

Also present: Village Administrator Bob Irvin; Scott Anderson, representative of the firm of James Anderson Co., Attorney James V. Ferolo of Klein Thorpe & Jenkins, Ltd.; Village Clerk, Cathy Nelson, Treasurer Lisa Dieter and Financial Consultant, Dorothy O'Mary

**C. APPROVAL OF MINUTES**

1. Regular Meeting of the Mayor and Board of Trustees: [August 20, 2013](#)

It was moved by Trustee Maier seconded by Trustee Armstrong that the minutes of the Regular Board Meeting of August 20, 2013 be approved as presented

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Clark, Lane, Maier, and Towne

Nay: None

Mayor Urlacher declared the motion carried and the minutes approved and placed on file.

**D. APPROVAL OF BILLS**

1. Bills Submitted for Payment  
**and**
2. Other Bills Paid by the Village treasurer in Anticipation of this meeting.

It was moved by Trustee Maier, seconded by Trustee Armstrong to approve bills submitted for payment and other bills paid by the Village Treasurer in anticipation of this meeting for a total amount of \$181,621.39

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Clark, Lane, Maier, and Towne

Nay: None

Mayor Urlacher declared the motion carried.

**E. TREASURER'S REPORT**

Presentation of the Monthly Report for the Month of August, 2013

It was moved by Trustee Maier, seconded by Trustee Brennan that the Board acknowledge receipt of the August, 2013 Treasurer's Report and place it on file.

Upon a call of the roll, the following voted:

Aye: All

Nay: None

Mayor Urlacher declared the motion carried.

Mayor Urlacher informed the Board that at the end of August the Village showed a cash surplus of \$62,668.00

**F. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC**

1. Citizens to be Heard Not Listed Elsewhere on This Agenda: None
2. Written communications of citizens to be read: There were no written communications to be read.

**G. COMMISSION AND COMMITTEE REPORTS FOR DISCUSSION, CONSIDERATION AND, IF SO DETERMINED, ACTION UPON.**

1. Finance Committee

- a. Recommendation to Approve **“An Ordinance Declaring Surplus Funds and Directing Local Tax Reimbursements Pursuant to The Illinois Fiscal Responsibility Law”**

It was moved by Trustee Clark, seconded by Trustee Brennan to approve **““An Ordinance Declaring Surplus Funds and Directing Local Tax Reimbursements Pursuant to The Illinois Fiscal Responsibility Law”** being **Ordinance No. 743**

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Clark, Lane, Maier and Towne

Nay: None

Mayor Urlacher declared the motion carried.

Trustee Maier informed the Board that the Rebate Forms should be out shortly.

b. Other Matters:

Trustee Maier updated the Board on the analysis of permits being conducted by the Committee and Village Administrator. Also, that the Audit should be completed in approximately 45 days.

2. Public Works Committee

a. Update: Trustee Armstrong

i. Trustee Armstrong updated the Board that paving work has been completed. There will be some patching work done on Bradley Road the week of September 16, 2013

ii. Trustee Armstrong requested consensus from the Board for a proposal from Forest Builders of Lake Bluff, Illinois in the amount of \$13,500.00 for the completion of the shoulders on the Meadowoods subdivision roads.

Discussion ensued regarding the materials to be used.

This item is tabled for approval in the October Board meeting.

iv. Trustee Armstrong informed the Board that the re-bids for cutting back brush on the Village roads would be presented for approval at the October meeting.

b. Other Matters

Trustee Maier inquired if there was any way to prevent the paving workers parking on private property so as not to disturb residents as was done during the paving of Twin Drive. Trustee Armstrong stated that workers who come into the Village do not know where private property boundaries are, and that the Village needs to let them know where to put their cars and equipment.

The Board agreed that Johnson Paving did a very nice job on Little St. Marys Road

3. Parks and Recreation Committee

a. Recommendation to Approve a Proposal to be obtained for Whippoorwill Farms Preserve "2013 Plantings" as Indicated in The Teska Plan L-1, in the Amount Not to Exceed \$17,500.00, Pending Legal Approval

It was moved by Trustee Lane, seconded by Trustee Brennan to approve a proposal to be obtained for Whippoorwill Farms Preserve "2013 Plantings" as

Indicated in The Teska Plan L-1, in the Amount Not to Exceed \$17,500.00,  
Pending Legal Approval

Discussion ensued. Trustee Towne explained the drawings submitted by Teska Associates of Evanston showing species, size and planting locations for the Teska L-1 and L-2 tree planting plans and asked that the Board to approve the proposal and an amount not to exceed \$17,500.00 (\$14,000.00 for planting and \$3,500.00 for watering) for L-1 only that the Committee would then proceed to obtain prices for the work.

He also stated that this plan has gone thru the Committee and also was discussed at the MOLA meetings. The L-2 plantings project will be bid in the spring.

Mayor Urlacher requested further explanation of splitting the bid, the tree size choice, and location of trees on the berm and use of machines on the berm to plant the trees. Trustee Towne responded that the bid is being split possibly due to the fact that each plan has different types of trees. He also stated that the experts have recommended 2.5" diameter.

Discussion ensued. Resident Denis Bohm of 600 Riverwoods Road commented that he felt the open spaces in the Village should have an overall look and not be done piecemeal without resident input. He feels the residents are in the dark regarding what will be done with the property recently purchased by the Village. Trustee Towne responded that the plan is an implementation of the Mettawa Open Lands Association plan and that each area will have a different look. Also, that the Parks and Recreation Committee meetings are public meetings. Residents Jess and Marcia Ray of 350 Little St. Marys Road and Jan Pink of 27096 Southwoods spoke agreeing with Mr. Bohm.

Trustee Clark stated that the "unified" look was brought to the Board and was rejected.

Drew Johnson from MOLA and Fiore Landscaping commented that several people are looking at each area and each will be addressed individually.

Resident Jess Ray of 350 Little Melody Lane disagreed with several statements made by Trustees Towne and Clark regarding approval of the overall look and plans for parks in the Village and bidding process.

Mayor Urlacher recommended a delay for 3 weeks and possibly setting up a special meeting with Trustees for input and discussion. Trustees Towne and Clark did not agree. More discussion ensued.

Upon a call of the roll, the following voted:

Aye: Trustees Brennan, Clark, Lane and Towne  
Nay: Trustees Armstrong, and Maier  
Mayor Urlacher declared the motion carried.

- b. Review of 2014 Plantings Plan by Teska Associates  
No review done
- c. Recommendation to Approve an Estimate from Canopy Tree Specialists of Lake Bluff, Illinois in the Amount of \$7,500.00 For Removal of Ash, Box Elder and Non-hardwood Trees in Oasis Park and Removal of All Buckthorn along the North Property Line of Oasis Park, as Low Responsible Bid.

It was moved by Trustee Armstrong, seconded by Trustee Maier to approve an Estimate from Canopy Tree Specialists of Lake Bluff, Illinois in the Amount of \$7,500.00 For Removal Of Ash, Box Elder and Non-hardwood Trees in Oasis Park and Removal of All Buckthorn along the North Property Line of Oasis Park, as Low Responsible Bid.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Lane, Maier and Towne  
Nay: None

Trustee Clark recused himself from the voted due to a conflict of interest; as the owner of Canopy trees Specialists is his stepson.

Mayor Urlacher declared the motion carried.

- d. Letter to the Lake County Forest Preserve in Support of the Middlefork Savannah Bridge.

Trustee Towne explained the proposal from Lake Forest and the Forest Preserve to build a bridge link over the railroad at the Middlefork Savannah tying into a trail that would go through Conway Industrial Park and come up to and over the Route 60 Tollway Bridge to link into the Mettawa trail system. Discussion ensued.

Mayor Urlacher asked for concurrence of the Board in sending a letter of support for this project

The Board unanimously concurred.

- e. Update: Oasis Park  
Trustee Towne updated the Board that the berm at Oasis Park is under construction.

f. Update: Whippoorwill Park  
Trustee Towne updated the Board that a plan for the Park is in discussion and put forth some ideas on the Whippoorwill Park area including saving the wishing well on the property, putting a patio around it to make it a focal point; and taking a mini trail up to the wishing well and back to the main trail.

g. Update: Teasel Cutting Project  
Trustee Towne updated the Board on the successful Teasel cutting outing with residents and high school kids and stated that hopefully there will be another outing on a weekend in the near future.

h. Other Matters

Mayor Urlacher inquired of Trustee Towne as to the status of the zoning text amendment referred to the Around the Town group. Trustee Towne replied that the Zoning Planning and Appeals Finding of Fact had been discussed at the Around the Town meeting and that he did not agree with the Findings of Fact and Recommendation from the ZPA. He expressed his opinion and felt that the issue should be discussed further by the Board.

Discussion ensued.

Attorney Ferolo reminded the Board that they must act on the Zoning Planning and Appeals findings and recommendation before January 2014

4. Safety Commissioner

a. Trustee Clark reported on the request that he look into CPR and defibrillator equipment for the Mettawa security vehicle. The estimated cost would be from \$1,500.00 to \$3,000.00. Training and certification will be needed. "Knox box" for the patrol car is also being looked into.

Trustee Armstrong asked whether there is any plan by the County to start enforcing the weight limits in the Village. Discussion ensued.

b. Other Matters: No other matters were presented for discussion

5. Zoning, Planning and Appeals Commission

a. No items presented for discussion

**H. BUSINESS FROM THE BOARD FOR DISCUSSION, CONSIDERATION AND, IF SO DETERMINED, ACTION UPON:**

1. Mayor's Report

a. Domestic Violence Awareness Month Proclamation

Mayor Urlacher requested and the Village Clerk read a letter from “A Safe Place” of Zion, Illinois asking the Village to sponsor an official proclamation to recognize October as “Domestic Violence Awareness Month”

It was moved by Trustee Brennan, seconded by Trustee Maier to approve a Mayoral Proclamation Proclaiming October, 2013 as Domestic Violence Awareness Month.

Upon a call of the roll the following voted:

Aye: All

Nay: None

Mayor Urlacher declared the motion carried.

b. Update: Western Open Golf Event

Mayor Urlacher informed the Board that the event was overall very successful. Not all figures were in but Mondays’ attendance was estimated at 41,000 and Thursdays was 32,000. There were some traffic and parking concerns and he suggested a setting up a de-briefing session to better prepare for 2015 and solve some of the minor problems that were encountered. He stated he would like feedback from residents, and asked the resident in attendance to contact him with any suggestions they may have.

Resident Pam Fantus of Riteway Road asked if there was a way to notify residents in an emergency and after some discussion Trustee Clark stated that the Blackboard Connect system could be used to contact residents by phone or email and also target specific areas.

Discussion ensued regarding traffic backup problems, the need for physically manning intersections; especially Route 60 at St. Marys Road.

Discussion continued regarding safety and notification issues during the incident with the man apprehended with a gun, and future methods of notifying residents of problems in case of emergency. Mayor Urlacher summarized the incident, and stated that it was handled properly and efficiently.

Mayor Urlacher also stated that he wanted to invite residents in the area who were impacted the most, specifically south of Route 60 to contribute to the plans for 2015.

c. Building Report

Mayor Urlacher thanked Trustee Towne and Mr. Anderson for their report and with no questions being asked, placed it on file.

d. Village Administrator's Report

Village Administrator Bob Irvin updated the Board on:

- i. The Integrys Electricity Savings Program thru the Metropolitan Mayors Caucus that needs updating by the Village. A Link will be developed and put on the Village Website shortly.
- ii. The traffic signal modifications at Route 60 and St. Marys Road have been completed, and there is now a battery back-up system that should provide at least a 6 hour extension
- iii. Update on his review of the Village Code regarding permit revenue and expenses. He noticed that the Code does not provide for collecting cash advance fees for review costs, engineering, legal and planning, even though according to Trustee Towne the Village does have a procedure in place. Administrator Irvin is looking into a code amendment to provide for a cash account so that any review expenses are borne by the applicant. Discussion ensued. Attorney Ferolo requested a sample of a cash account ordinance.
- iv. JAWA has extended the Village deadline until January 1, 2016

e. Other Matters: None presented for discussion

**2. UNFINISHED BUSINESS:** None presented for discussion

**3. NEW BUSINESS**

Mayor Urlacher stated that action has been taken on items "a" through "e" earlier in the meeting

**I. EXECUTIVE SESSION:**

At 9:1 p.m. the meeting Mayor Urlacher entertained a motion to adjourn the meeting to Executive Session to discuss pending, probable and imminent litigation; land acquisition, section (c) (5): "The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussion whether a particular parcel should be acquired: and review of Executive Session Minutes. It was so moved by Trustee Armstrong, seconded by Trustee Clark

Upon a call of the roll, the following voted:

Aye: Trustees, Armstrong, Brennan, Clark, Lane, Maier and Towne

Nay: None

Mayor Urlacher declared the motion carried and the Board recessed to Executive Session

**J. CALL TO RECONVENE**

At 10:05 PM Mayor Urlacher reconvened the public portion of the meeting.



**K. ROLL CALL**

Upon a call of the roll, the following were:

Present: Trustees Armstrong, Brennan, Clark, Lane, Maier Towne and Mayor Urlacher

Absent: Mayor Urlacher declared a quorum present.

Also present: Attorneys James V. Ferolo of Klein, Thorpe & Jenkins and Village Clerk, Cathy Nelson and Administrator Bob Irvin

**L. MATTERS REQUIRING ACTION AS A RESULT OF THE EXECUTIVE SESSION**

No matters presented requiring action

**M. ITEMS TO BE REFERRED:**

- i. Choice of shoulder material for the Meadowoods Subdivision to Public Works Committee
- ii. Re-Bid on brush removal to Public Works Committee
- iii. Consideration of Findings of Fact and Recommendation by Zoning, Planning and Appeals Commission on Case No 13-TA-2 referred to the Board
- iv. Permit and Charge research and recommendation to Administrator Irvin

**N. FOR INFORMATION ONLY:** No items discussed

**O. ADJOURNMENT**

With no further business to conduct, it was moved by Trustee Brennan, seconded by Trustee Towne that the meeting be adjourned.

In Favor: All

Opposed: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 10:05 PM

Cathy Nelson, Village Clerk