

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, APRIL 15, 2014 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 7:36 p.m.

B. ROLL CALL

Upon a call of the roll, the following were:

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

Absent: Trustee Lane

Mayor Urlacher declared a quorum present.

Also present: Village Administrator Bob Irvin; Scott Anderson, representative of the firm of James Anderson Co., Village 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:

Regular Meeting of the Mayor and Board of Trustees: March 18, 2014

It was moved by Trustee Clark, seconded by Trustee Armstrong that the minutes of the Regular Meeting of March 18, 2013 be approved as presented.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Clark, 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 \$97,917.32

Upon a call of the roll, the following voted:

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

E. PUBLIC HEARING: BUDGET FOR VILLAGE OF METTAWA FISCAL YEAR 2014-2015.

At 7:40 P.M. Mayor Urlacher convened the Public Hearing on the Budget for Fiscal Year 2014-2015. The notice of this Hearing was published in the Daily Herald on March 21, 2014 and was properly posted pursuant to the Village Code. The tentative Budget approved by the Board at the March, 2014 meeting has been available for review by the public since March 19, 2014. He then asked Trustee Maier and Administrator Irvin to present the final Budget. Following the presentation, members of the audience are allowed to comment.

Trustee Maier deferred to Administrator Irvin, who presented the Budget and detailed two additions: 1) A second installment payment on the recently purchased "Restaurant" property on Riverwoods Road in the amount of \$350,000.00 to be added to debit service. and 2) an estimated \$5,000.00 to be paid for new financial software will be moved to next year.

Administrator Irvin also stated that he feels the Budget is conservatively estimated in revenues as well as expenses. One issue for the Board to consider this year is use of the motor fuel tax revenue funds, which have been accumulating for the past 10 years. He recommended approval of this budget.

With no comments or questions from the audience, it was moved by Trustee Armstrong, seconded by Trustee Brennan to approve the "**Budget for the Village of Mettawa Fiscal year 2014-2015**"

Upon a call of the roll, the following voted:
Ayes: Trustees Armstrong, Brennan, Clark, Maier and Towne
Nay: None

Mayor Urlacher declared the motion carried and the Public Hearing adjourned at 7:47 P.M.

F. TREASURER'S REPORT

Presentation of the Monthly Report for the Month of March, 2014

It was moved by Trustee Armstrong, seconded by Trustee Brennan that the Board acknowledge receipt of the March, 2014 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.

G. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC

1. Citizens to be Heard Not Listed Elsewhere on This Agenda: No citizens wished to be heard.
2. Written communications of citizens to be read:
No communications were read

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

1. Finance Committee:
 - a. A Recommendation to Approve Investment Policy for the Village of Mettawa.

Trustee Maier thanked Treasurer Lisa Dieter for putting together the Village Investment Policy.
 - b. Recommendation to Approve a Rate Increase Commencing May 1, 2014 for Administrative Support & Office Services of Hawthorne Woods, Illinois (Deputy Clerk, Colleen Liberacki) to \$50.00 per Hour.

Trustee Maier presented the recommendation to adjust the Deputy Clerk's hourly rate to \$50.00 an hour on an as needed basis.
 - c. Recommendation to Approve a Proposal from Abila, 10800 Pecan Park Blvd., Austin, Texas in an Amount Not to Exceed \$4,788.00 for Accounting Software.

Trustee Maier presented the recommendation to change the Village accounting computer software from QuickBooks to Abila for broader and more robust reporting ability. He informed the Board that the cost has been negotiated down from \$10,000.00 to \$4788.00.
 - d. Recommendation to Approve Insurance Renewal Policy From Brit Global Specialty USA, (Sam Jantelezio Insurance Consultants, Norridge, Illinois) in an amount not to exceed \$12,192.00; Pending Legal Review.

Trustee Maier presented the recommendation to renew the insurance policy for the Village from Brit Global Specialty USA and discussion ensued regarding included and excluded coverage. He recommended that the Village not take the "terrorism" coverage.
 - e. Discussion of Cash versus Accrual Method of Accounting for Village Accounting.

Trustee Maier informed the Board that after discussion, the Finance Committee will be staying with an accrual accounting system and that Billing consultant Dorothy O'Mary has been directed to work on a simplified Treasurers' Report.

f. Other Matters: None Presented

2. Public Works Committee

a. Discussion and Recommendation to Approve an Agreement With Lake County for Retail Water Supply Services to Mettawa Old School Road Service Area.

Trustee Armstrong questioned several items in the agreement: Are Barns and outbuildings included? Attorney Ferolo stated that they were. How does the Village enforce the one year connection clause? Mayor Urlacher suggested the Village not push for mandatory one year connection, Trustee Towne felt it should be waived, and Attorney Ferolo stated that for the County, it is about the maintenance fees. Discussion ensued regarding forced capping of wells, hooking up to Imperial Drive and who will pay, and easements for going under the railroad tracks on St. Marys Road. Administrator Irvin stated that the County is adding in the Taylor and Olesens properties which are located on Route 60 just east of St. Marys Road.

Mayor Urlacher called for a "Special Meeting of the Board on Thursday, April 24, 2014 at 7:00 P.M. And To Postpone The Vote On The Sheriff And Water Agreements To Said Meeting."

It was so moved by Trustee Brennan, seconded by Trustee Armstrong.

Upon a vote call: Ayes: All
Nays: None

Mayor Urlacher declared the motion carried.

It was unanimously agreed that the Sheriffs' Agreement not be signed until the Water Agreement is signed.

b. Update: Bradley Road Project.

Trustee Armstrong informed the Board that costs for resurfacing will be available at the May Board meeting.

c. Update: Village Hall Options

Trustee Armstrong informed the Board that Mr. Phillips will have drawings at the next Board meeting.

d. Other Matters:

i. Trustee Armstrong informed the Board that Brickman Landscaping will continue to do the spring cleanup of trails for an estimated \$348.00.

3. Parks and Recreation Committee

- a. Recommendation to Approve a Proposal from Grundstrom Landscape Maintenance, Inc. of Mundelein, Illinois for 2014 Berm, Shrub and Tree Planting at Whippoorwill Park; in the amount not to Exceed \$18,185.00 for Purchase and Install of Shrubs and Shade Trees, \$400,00 per Watering visit and \$4,450.00 for Second Year Guarantee for Replacement of Trees.

Trustee Towne presented the recommendation and details of the bid for Landscape and plantings at Whippoorwill Park, and discussion ensued.

- b. Update: Trail Extension from Deerpath to St. Marys Road.

Trustee Towne updated the Board that discussions are continuing with the State of Illinois regarding the location of this trail.

- c. Update: Hay Proposal Solicitation for 701 S. Riverwoods Road.

Trustee Towne updated the Board on this project which is being worked on by Trustee Lane.

- d. Other Matters: None presented

4. Safety Commission:

- a. Recommendation to Approve an Intergovernmental Agreement for Contract Police Services by and Among The Village of Mettawa, The County of Lake and The Lake County Sheriff.

Administrator Irvin updated the Board on the status and details of the Lake County Sheriffs agreement and discussion ensued regarding the payment formula, payment schedule alternatives such as a Letter of Credit or holding funds in escrow. A voted on this agreement has been postponed until the April 24, 2014 Special Meeting.

- b. Other Matters: Trustee Clark updated the Board that the month has been quiet and that Office Eckenstahler of Howe Security has been instrumental in solving several issues that have come up.

5. Zoning, Planning and Appeals Commission

No item presented for discussion

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

1. Mayor's Report

a. Revised Legal Services Agreement with Klein, Thorpe and Jenkins Ltd.

Mayor Urlacher presented the revised service agreement with Klein, Thorpe and Jenkins for approval by the Board and highlighted the details of the reduction of the retainer charge to \$6,500.00 per month. Attorney Ferolo explained that the new reduced retainer is based upon a two-year average and will be reviewed every eighteen (18) months. He pointed out that the hourly rates have not changed but may increase in the next fiscal year.

b. Appointment of Chairman and Members of the Open Land Planning Ad Hoc Panel.

Mayor Urlacher presented the candidates for the newly formed Open Land Planning Ad Hoc Panel

Chairman: Denis Bohm

Voting members: Julie Stephenson, Andy Cohn, Franziska Lys and Pam Lapins

Non-voting members: Drew Johnson and Amy Weiland

It was moved by Trustee Maier, seconded by Trustee Armstrong to approve the Mayoral appointment of Denis Bohm as Chairman, Franziska Lys, Pam Lapins, as voting members and Amy Weiland as a non-voting member.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

It was then moved by Trustee Maier, seconded by Trustee Brennan to approve the Mayoral appointment of Andy Cohn and Julie Stevenson as voting members and Drew Johnson as a non-voting member.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried

- c. New Date of April 26, 2014 at 9:00 a.m. for Village Coffee at the Lapins Residence 26458 N. Farwell Road Mettawa.

Mayor Urlacher informed the Board of the new date for the second Village coffee and that Trustee Clark will be in attendance for the Trustees.

- d. Building Report: Mayor Urlacher thanked Trustee Towne and Village Engineer Scott Anderson for their report and with no questions, placed it on file.

- e. Village Administrator's Report:

- i. Village Administrator Irvin informed the Board that he has been visiting area Village Halls for reference and has several good ideas off those visits.

- ii. The Blackboard Connect Contract is up for renewal and will be on the May Board meeting agenda.

- iii. Upcoming changes in Energy service fees have been sent to residents for their information and have been posted on the website. We will not know if Com Ed will increase their fees until late June.

2. UNFINISHED BUSINESS:

- a. Ratification of Board Agreement Approving Architect Rick Phillips to Continue with the Development of Plans for a Village Hall at a Cost not to Exceed \$5,500.00.

It was moved by Trustee Armstrong, seconded by Trustee Maier to approve Architect Rick Phillips to Continue with the Development of Plans for a Village Hall at a Cost not to Exceed \$5,500.00.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

- b. Approval of a Revised Intergovernmental Agreement for Contract Police Services by and Among The Village of Mettawa, the County of Lake and the Lake County Sheriff.

This item is tabled by unanimous consent to the Special Board meeting to be held April 30, 2014

- c. Approval of an Agreement With Lake County for Retail Water Supply Services to Mettawa Old School Road Service Area.

This item is tabled by unanimous consent to the Special Board meeting to be held April 30, 2014

3. NEW BUSINESS:

The Mayor and the Board of Trustees unanimously consented to take a single Roll Call Vote on several items grouped together for voting purposes under the designation "Omnibus Vote"

It was moved by Trustee Armstrong, seconded by Trustee Maier that the Mayor and Board of Trustees approve items "a" through "e" under New Business and they be adopted as:

OMNIBUS VOTE

- a. Approval of **"A Resolution Setting Forth The Schedule Of Regular Meetings Of The Village President And Board Of Trustees Of The Village Of Mettawa For Calendar Year 2014 (May Through December)"** being **Resolution 14-7**

OMNIBUS VOTE

- b. Approval of **"A Resolution Setting Forth The Schedule Of Regular Meetings Of The Finance Committee Of The Village Of Mettawa For Calendar Year 2014 (May Through December.)"** being **Resolution 14-8**

OMNIBUS VOTE

- c. Approval of **"A Resolution Setting Forth The Schedule Of Regular Meetings Of The Parks And Recreation Committee Of The Village Of Mettawa For Calendar Year 2014, May Through December."** being **Resolution 14-9**

OMNIBUS VOTE

- d. Approval of **"A Resolution Setting Forth The Schedule Of Regular Meetings Of The Public Works Committee Of The Village Of Mettawa For Calendar Year 2014 (May Through December.)"** being **Resolution 14-10**

OMNIBUS VOTE

- e. Approval of **"A Resolution Setting Forth the Schedule of Regular Meetings of the Zoning, Planning and Appeals Commission of the Village of Calendar Year 2014 (May Through December.)"** being **Resolution 14-11**

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- f. Approval of **“An Ordinance Adopting the Annual Budget for the Village of Mettawa Fiscal Year 2014-2015”**.

It was moved by Trustee Brennan, seconded by Trustee Maier to approve **“An Ordinance Adopting the Annual Budget for the Village of Mettawa Fiscal Year 2014-2015”** being **Ordinance No. 751**

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- g. Approval of Investment Policy for the Village of Mettawa.

It was moved by Trustee Maier, seconded by Trustee Brennan to approve the **Investment Policy for the Village of Mettawa.**

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- h. Approval of a Proposal from Abila, 10800 Pecan Park Blvd., Austin, Texas in an Amount Not to Exceed \$4,788.00 for Accounting Software; Pending Legal Review.

It was moved by Trustee Maier, seconded by Trustee Armstrong to approve a proposal from Abila, 10800 Pecan Park Blvd., Austin, Texas in an Amount Not to Exceed \$4,788.00 for Accounting Software; Pending Legal Review.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- i. Approval of a Rate Increase Commencing May 1, 2014 for Administrative Support & Office Services of Hawthorne Woods, Illinois (Deputy Clerk, Colleen Liberacki) to \$50.00 per Hour.

It was moved by Trustee Maier, seconded by Trustee Brennan to approve a Rate Increase Commencing May 1, 2014 for Administrative Support & Office Services of Hawthorne Woods, Illinois (Deputy Clerk, Colleen Liberacki) to \$50.00 per Hour.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- j. Approval of the Insurance Renewal Policy From Brit Global Specialty USA, (Sam Jantelezio Insurance Consultants, Norridge, Illinois) in an Amount not to Exceed \$12,192.00; Pending Legal Review.

It was moved by Trustee Maier, seconded by Trustee Brennan to approve the Insurance Renewal Policy From Brit Global Specialty USA, (Sam Jantelezio Insurance Consultants, Norridge, Illinois) in an amount not to exceed \$12,192.00; Pending Legal Review.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- k. Approval of **“A Resolution Repealing Resolution 14-3 and Authorizing the Village President and Clerk to Execute an Agreement With Lake County for Retail Water Supply Services to Mettawa Old School Road Service Area”**.

Item tabled by unanimous consent

- l. Approval of **“A Resolution Repealing Resolution 14-5 and Authorizing the Village President and Clerk to Execute an Intergovernmental Agreement By and Among the Village of Mettawa, the County of Lake and the Lake County Sheriff”**.

Item tabled by unanimous consent.

- m. Approval of a Revised Legal Services Agreement with Klein, Thorpe and Jenkins, Ltd.; Pending Legal Review.

It was moved by Trustee Brennan, seconded by Trustee Maier to approve A Revised Legal Services Agreement with Klein, Thorpe and Jenkins, Ltd.; Pending Legal Review.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- n. Approval of a Proposal from Grundstrom Landscape Maintenance, Inc. of Mundelein, Illinois for 2014 Berm, Shrub and Tree Planting at Whippoorwill Park; in an Amount not to Exceed \$18,185.00 for Purchase and Install of Shrubs and Shade Trees, \$400.00 per Watering Visit and \$4,450.00 for Second Year Guarantee for Replacement of Trees; Pending Legal Review.

It was moved by Trustee Maier, seconded by Trustee Armstrong to approve a Proposal from Grundstrom Landscape Maintenance, Inc. of Mundelein, Illinois for 2014 Berm, Shrub and Tree Planting at Whippoorwill Park; in the amount not to Exceed \$18,185.00 for Purchase and Install of Shrubs and Shade Trees, \$400.00 per Watering Visit and \$4,450.00 for Second Year Guarantee for Replacement of Trees; Pending Legal Review.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

J. EXECUTIVE SESSION: With no items to be discussed, no Executive Session was held
And items "N" and "O" were unnecessary.

N ITEMS TO BE REFERRED: No items referred

O. FOR INFORMATION ONLY: No items discussed

P. ADJOURNMENT

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

In Favor: All
Opposed: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:57 PM.

Cathy Nelson, Village Clerk