

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 21, 2015 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, Maier, Pink, 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 Company, Village Attorney Jim Ferolo of Klein Thorpe & Jenkins, Ltd., Treasurer Lisa Dieter and Financial Consultant Dorothy O'Mary

C. APPROVAL OF MINUTES:

Regular Meeting of the Board: February 21, 2015

It was moved by Trustee Maier and seconded by Trustee Brennan that the minutes of the Regular Meeting of February 17, 2015 be approved as presented. Trustee Pink provided three typographical errors for correction.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Clark, Maier, Pink 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.

Trustee Maier reported the total amount for payment is \$105,560.21. It includes the payment for the Village insurance renewal premium renewal and the Finance Committee recommended the inclusion of the terrorism coverage for \$236. There was a request to reimburse a resident \$250 for a damaged mailbox, but the Committee recommended paying
(final)

the policy maximum of \$50.00. There was discussion as to when the Village mailbox repair policy went into effect and Village Administrator Irvin advised that it was prior to this past winter. The mailbox damage in question occurred last winter. Trustee Armstrong recommended that we pay the \$250. The total cost was \$500 and he recommended that we pay half. Mayor Urlacher agreed with the compromise payment. The resident submitted invoices to support the request. It was decided that the \$50 payment would be removed from the bills list bringing the total to \$105,610.21. Trustee Armstrong stated that he would resubmit the request with the receipts to the Finance Committee. Trustee Clark asked if we had recently shopped the insurance. Trustee Maier advised that our insurance broker checks options each year and places the Village with the best available coverage.

It was moved by Trustee Maier, seconded by Trustee Brennan to approve bills submitted for payment and other bills paid by the Village Treasurer in anticipation of this meeting for a total amount of \$105,610.21.

Upon a call of the roll, the following voted:

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

Nay: Armstrong

E. PUBLIC HEARING: Budget for the Village of Mettawa for Fiscal Year 2015-16

Mayor Urlacher opened the Public Hearing for the Village of Mettawa Budget for Fiscal Year 2015-16 and asked if there were any comments from the public or Trustees. Trustee Maier reported the only change from the draft budget was the deferral of this year's salt purchase to next year. Trustee Clark stated that this has been a good budget process and we are steps ahead from where we have been in prior years. Mayor Urlacher thanked the Finance Committee and all the Committees for their contributions to the budget. The estimated surplus in next year's budget is \$565,000.

It was moved by Trustee Maier, seconded by Trustee Brennan to close the public hearing.

Upon a call of the roll, the following voted:

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

Nay: None

F. TREASURER'S REPORT

Presentation of the Treasurer's Report for the Month of March, 2015.

It was moved by Trustee Brennan, seconded by Trustee Maier that the Board acknowledges receipt of the March, 2015 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: None

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

1. Finance Committee:

- a. Recommendation for Approval of the FY 2015-2016 Budget
- b. Recommendation for Approval of the Insurance Renewal Policy from Brit Global Specialty USA (Sam Jantelezio Insurance Consultants) in an Amount not to exceed \$12,736.00

Trustee Maier reported that these items had previously been discussed at the meeting.

- c. Recommendation for Approval of an Ordinance Abating Certain Taxes Levied by the Village of Mettawa pursuant to Ordinance No. 692 for the Year 2014

Trustee Maier reported that this was for the debt payment for the \$1.9 million purchase of Oasis Park. The taxes were annually abated and the payment was made by the Village's General Fund.

- d. Recommendation for Approval of a Resolution Authorizing Village Officials access to the Village Safe Deposit Box at the Northern Trust Bank

Trustee Maier reported that an update was needed with the resignation of the Village Clerk. It was recommended that the list include the three members of the Finance Committee and the Village Administrator.

- e. Other Matters

Trustee Maier reported that next month he will be submitting changes needed to the Illinois Funds accounts which are basically housekeeping changes. He also reported that unfortunately we just discovered that our 2014 applications for property tax rebates had been shredded by the Deputy Village Treasurer. We were surprised that it occurred, but we do have the reports of who received checks last year. We also have all of the previous years' applications. If we have a rebate program this year, it will mean that applications will have to include all information to be submitted. He apologized for the applications being shredded and we are taking measures to make sure that it does not happen again.

2. Public Works Committee

a. Update on 2015 Maintenance Activities

Trustee Towne reported that we had a tree down on Oak Hill Lane that was taken care of by Forest Builders. We are getting ready to repair the trails as soon as the rainy period is over with and also gearing up for the first mowing that may also include Oasis Park. Drainage is working fairly well and there is a culvert to replace at the west end of Old School Road.

b. Update on Village Hall Discussions

Trustee Towne reported that there have been continued discussions, but we were not ready to bring it back to the Village Board yet. We are honing in on the design and should bring something back to the Board in the next meeting or two.

c. Recommendation to Authorize the Village Attorney to prepare the Documents for the Creation of an SSA for a Water Main Extension Project located near Old School and St. Marys Road

Trustee Towne reported that the design work had been done and approved by Lake County. Village Administrator Irvin advised that the Village Attorney had just learned that Lake County will collect property taxes for SSAs using methods other than assessed valuation. Therefore, the Committee's recommendation to use the water tap method to determine apportionment of costs could be used.

d. Other Matters

Trustee Towne reported that we had been in contact with North Shore Gas Company regarding the repairs needed to Old School Road from their recent installation there.

3. Parks and Recreation Committee:

a. Update on Obtaining Bids for Trail Projects in Oasis Park and Route 60 Extension

Trustee Towne reported that we are nearly ready to go out for bids for the Oasis Park trail project, but we are not quite ready to bid the Route 60. Village Engineer Anderson advised that the Oasis Park bid would be ready later this week, but there were a few new issues with the Route 60 extension with the addition of a new fiber optic line currently being installed and an existing high pressure gas main.

b. Update on the WRD Open Land Management Plan

Trustee Towne reported that the Committee had reviewed the plan at its last meeting and all in all, the Committee believes it is an excellent plan. As the Board will recall, the plan was well received by residents at the Committee of the Whole meeting. There are some recommendation changes that are reflected in the minutes of the Committee meeting. He suggested that the Board review the minutes and report and let the Committee know if they have any changes. We would like to get the final report completed in May or June.

c. Update on Spring Plantings for Whippoorwill Park and Preserve

Trustee Towne reported that the Committee was considering several options including wildflowers and there would be more discussion at the May meeting.

d. Progress Report on Village Property located at the Southwest Corner of Route 60 and St. Marys Road

Trustee Towne reported that this work was approved at the last meeting for not too exceed \$7,000. We now know the location of wetlands, utilities and easements and if a Village Hall was to be built on the site, there is adequate room for both the building and parking. The work was done for less than a third of the approved maximum amount. This property is now up to speed with other Village properties with regard to knowledge of wetlands and utilities.

e. Report on Obtaining Hay Proposals for the 19 Acre Riverwoods Road Site

Trustee Towne reported that we have spoken to a couple of people interested in cutting the hay on the property and asked if anyone was aware of other interested parties, to let him know. We are waiting to receive proposals from those two people. There was discussion regarding the impact to birds nesting in the field. Resident Denis Bohm said it was too early to tell. Last year the cutting did not start until after July 15th, which worked fine. Trustee Towne suggested that we wait to see what the proposals were for this year.

Trustee Brennan asked if the property would be used for parking for the BMW golf tournament this year. Trustee Towne said that it would not be used for parking this year. Village Administrator Irvin reported that they would only be using the Grainger lot and there would be about a third to 40% of the cars parked there in 2013. The main parking will be at the former Lakehurst Mall in Waukegan. Trustee Clark suggested that the traffic signal at Rt. 60 and St. Marys be manned this year. Village Administrator Irvin also reported that the tee times on Thursday and Friday this year will not start until 11:30 a.m. with gates opening at 10:30 p.m., which will reduce the conflicts at rush hour. The tee times were earlier in 2013, providing the conflict. Mayor Urlacher reported that while not finalized, there will be no road closures this year.

4. Safety Commission:

a. Commissioner's Report

Trustee Clark reported that it has been a quiet month in the Village. Howe Security has requested a roster of Village resident and contact information. The consensus of the Board was to provide it to them.

5. Zoning, Planning and Appeals Commission

No meetings held and nothing to report.

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 reminded the Board that last year when they reduced the retainer by \$1,000 per month, there would be a request for an hourly rate increase. It is \$10 per hour and would result in less than \$1,000 for the year. Village Attorney Ferolo advised that it was the first rate increase since they began with the Village in 2012 and it was a 5% increase from \$195 to \$205 per hour. Trustee Clark stated there was a confusing section related to phone calls under the retainer. Village Attorney Ferolo agreed and said he would get the amended wording to the Village.

b. Amendment to the Village Administrator's Agreement.

Mayor Urlacher reported that an amendment was needed to the Administrator's agreement with him taking over the duties of the Village Clerk. It will be based on an hourly rate of \$50 with the monthly total not too exceed what we were paying the former Village Clerk. The Village Administrator reported that for the first five weeks, he has averaged just over 2 hours per day for Clerk activities.

c. Village Resident Event

Mayor Urlacher reported that the next Village resident event has been scheduled for Saturday, June 13th at John and Andrea Lavelle's home in Riverside Preserve. It will be a wine and cheese event from 4 to 6 p.m.

d. Reminder about Lake Forest Beach Parking Permits Available on May 1st

Mayor Urlacher reminded everyone that the beach passes will be available on May 1st at the Lake Forest Public Services Building on Field Drive. The applications are available now on the Village website. He has received a lot of interest from Village residents about the permits and expects to sell fast. There are 50 allowed for Village residents at a cost of \$85 each.

Mayor Urlacher asked Trustee Brennan for an update on former Trustee Lane. Trustee Brennan reported that Roger has had some increase in movement in his legs, feet and hands; although he says that he cannot feel the movement. It is very encouraging and he loves to have visitors, especially on weekends. He has a great positive attitude and is working very hard. Mayor Urlacher has invited Roger and Chris to attend the next Village Board meeting to honor Roger for his service to the Village.

Trustee Brennan also reported that she had spoken to Mike Stratos who represents Costco real estate and the Mettawa Costco ranks number 2 out of 20 in the Chicago area and number 4 out of 72 in the upper Midwest area.

e. Village Administrator's Report:

The Village Administrator reported that we received confirmation from Lake County for the 2015-16 bulk salt and the price is \$69.66, about half of what we paid this year. We have received the paper updates to the Village Code book and if anyone wants to have one to please let him know. He also said that he has completed the Bradley Road grant report and it has been approved. We will now receive the remaining \$75,000 from the state.

2. UNFINISHED BUSINESS: None presented for discussion

3. NEW BUSINESS:

a. Approval of the Draft Budget FY 2015-2016.

It was moved by Trustee Brennan, seconded by Trustee Maier approval of an Ordinance adopting the FY 2015-16 Annual Budget for the Village of Mettawa.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- b. Approval of the Insurance Renewal Policy from Brit Global Specialty USA (Sam Jantelezio Insurance Consultants) in an Amount Not to Exceed \$12,736.00, pending Legal Review

It was moved by Trustee Maier, seconded by Trustee Brennan for approval of the insurance renewal policy from Brit Global Specialty USA (Sam Jantelezio Insurance Consultants) in an amount not to exceed \$12,736.00.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- c. Approval of an Ordinance Abating Certain Additional Taxes Levied by the Village of Mettawa pursuant to Ordinance No. 692 for the Year 2014

It was moved by Trustee Maier, seconded by Trustee Brennan for approval of an Ordinance abating certain additional taxes levied by the Village of Mettawa pursuant to Ordinance No. 692 for the Year 2014.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- d. Approval of a Revised Legal Agreement with Klein, Thorpe and Jenkins Ltd.

It was moved by Trustee Maier, seconded by Trustee Brennan for approval of a revised legal services agreement with Klein, Thorpe and Jenkins, Ltd.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- e. Approval of a Resolution Authorizing the Village Officials Access to the Village Safe Deposit Box at the Northern Trust Bank

It was moved by Trustee Brennan, seconded by Trustee Maier for approval of a Resolution authorizing Village Officials access to the Village safe deposit box at the Northern Trust Bank.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- f. Approval of a Resolution Authorizing the Village President and Clerk to Execute the Third Amendment to the Consulting Agreement with Bob Irvin Consulting, LLC

It was moved by Trustee Armstrong, seconded by Trustee Brennan for approval of a Resolution authorizing the Village President and Clerk to execute the Third Amendment to the consulting agreement with Bob Irvin Consulting, LLC.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

J. EXECUTIVE SESSION:

At 8:20 p.m. the Mayor entertained a motion to adjourn the meeting to Executive Session to discuss the filling of the Office of the Village Clerk; pending, imminent or probable litigation; and for approval of Executive Session minutes. It was so moved by Trustee Armstrong and Seconded by Trustee Maier.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried and the meeting adjourned to Executive Session.

K. CALL TO RECONVENE:

At 8:52 p.m. Mayor Urlacher reconvened the public portion of the meeting.

L. ROLL CALL:

Upon a call of the roll, the following were:

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

Absent: None

Mayor Urlacher declared a quorum present.

Also present: Village Administrator Bob Irvin, Village Attorneys Jim Ferolo of Klein Thorpe & Jenkins, Ltd.

M. MATTERS REQUIRING ACTION ARISING AS A RESULT OF THE EXECUTIVE SESSION: None

N. ITEMS TO BE REFERRED: None

O. FOR INFORMATION ONLY:

Trustee Armstrong reported that a representative of White Lodging had been in contact with him again regarding their interest in a hotel on the Village property west of the existing hotels. They are looking for Board commitment or consensus for allowing such a use on the site when the restrictions end in 2018. There was general discussion about such a hotel not fitting on the site. Trustee Armstrong said they are not interested in committing a lot of resources to developing plans if there was no interest by the Village. After further discussion, the consensus of the Board was there was no interest at this time.

P. ADJOURNMENT

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

In Favor: All

Opposed: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 9:56 p.m.

Bob Irvin, Deputy Village Clerk