

**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, AUGUST 18, 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 7:33 p.m.

**B. ROLL CALL**

Upon a call of the roll, the following were:

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

Mayor Urlacher declared a quorum present.

Also present: Village Administrator Bob Irvin; Scott Anderson, representative of the firm of James Anderson Company, Village Attorneys Jim Ferolo and Greg Smith of Klein Thorpe & Jenkins, Ltd. and Financial Consultant Dorothy O'Mary

**C. APPROVAL OF MINUTES:**

**Regular Meeting of the Board: July 21, 2015**

Trustee Brennan advised that the Village Treasurer was present at the meeting.

It was moved by Trustee Armstrong and seconded by Trustee Maier that the minutes of the Regular Meeting of July 21, 2015 be approved as corrected.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Maier, Pink, Sheldon 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 \$112,671.07 It was moved by Trustee Armstrong and seconded by Trustee Maier to approve payment of the bills.

Upon a call of the roll, the following voted:

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

Nay: None

(final)

Mayor Urlacher declared the motion carried.

**E. TREASURER'S REPORT**

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

It was moved by Trustee Brennan, seconded by Trustee Sheldon that the Board acknowledges receipt of the July, 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.

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

1. Citizens to be Heard Not Listed Elsewhere on This Agenda: None

**G. PUBLIC HEARING REGARDING THE ESTABLISHMENT OF SSA #15**

It was moved by Trustee Armstrong, seconded by Trustee Maier to open a public hearing regarding the establishment of SSA #15. Village Attorney Ferolo described the purpose of the public hearing and the process needed to establish a special service area. Doug White of Greengard Engineering presented the location of the proposed water main extension and displayed a map of the area. Trustee Sheldon asked if any properties would receive more than one tap and shut off. Mr. White advised that each property would receive one tap. He also pointed out the locations of the 10 fire hydrants on the plans. Village Administrator Irvin reported that both the Public Works and Finance Committees had discussed four options for financing the project. They included the IEPA loan, direct bank financing, general obligation bonds and self-financing with existing Village reserve funds. The recommendation from both Committees is to self-fund the project. He added that while the IEPA low interest loan is an attractive option, the IEPA staff is estimating from six months to a year to complete the process before construction could begin and that does not include the time needed to negotiate the intergovernmental agreement with Lake County to facilitate the process for the Village. The recommendation is to tie the rate to the Treasury bond rates at the time the SSA is approved. At the current estimate for the project, with an interest rate of 2.5%, the annual cost per property would be about \$2,800 per year for 20 years. In the worst case scenario, the cost would be about \$3,400 per year.

Mayor Urlacher asked if there were any questions from the Village Board. Trustee Sheldon said the Committee felt the self-funding method was the expedient way to help these residents obtain water and was superior to stretching it out longer with another method. Trustee Armstrong indicated that precedence was being set to self-fund the project, and we should set some boundaries. He noted that this is a public infrastructure project and not a private one, but we could be asked in the future for the same

consideration by other residents. Trustee Pink said if we can help a few members of the Village, we are really helping the entire Village. Trustee Sheldon added that it increases the real estate values in the Village. Mayor Urlacher stated in full disclosure and transparency, his personal residence where he has lived for four years is located in the proposed special service area. However, if the Village Board approves the SSA, his property will be taxed in the same method as the other 14 properties and the Village is not using any taxpayer funds in the creation of the special service area.

Mickey Chainski of 15130 Little St. Marys Road read her letter dated August 18, 2015 (attached to these minutes) and presented it to the Deputy Village Clerk. Mayor Urlacher advised that this matter has been reviewed for issue for 4 years beginning with meetings held by Mr. Novak and Tom Heinz has been coordinating this effort for several years. He said that not everyone has a deep well or good water. He personally does not have good water and several others do not. The cost of \$80,000 cited in the letter is not correct as it is \$55,000 over the 20 years per property. Trustee Sheldon indicated the cost of a new well can be very expensive. Resident Bob Price advised that his new well cost \$46,000. Mayor Urlacher advised that good well water varies from property to property. It has been a long time goal of the Village to see that every resident has good drinking water.

Tom Heinz of 27157 St. Marys Road said one of the reasons he favors Lake Michigan water is that JAWA tests the water every four minutes. Rick Phillips of Deerpath Farms added that they had evidence of variety of water quality in their 43 lot subdivision and felt that city water was the way to proceed. Jess Ray, 315 Little Melody Lane, and former Mayor advised that the Village initiated the discussion of water main extensions in areas that residents felt they were needed and then helped to organize the efforts through special service areas. There was one area at the north end of St. Marys Road where the residents initially wanted to pursue the creation of an SSA, but in the end determined not to go forward with it. The process includes the public hearing where all opinions can be heard. Mickey Chainski asked how the SSA area was determined as she noticed a house at the southeast corner of St. Marys and Old School was not included. Mayor Urlacher responded that the property received water 2 months ago as part of a separate project. She asked why her house was included since she was not interested in having the water. Mayor Urlacher stated that the area had been studied and this area could be accommodated by JAWA and there was interest from most of the properties in the water main extension. Ms. Chainski asked if there was any way to get out of the proposed SSA. Village Attorney Ferolo advised that there is no opt out procedure, but you could request the Village Board revise the project or work to get 51% of the owners and 51% of the registered voters to oppose the project. If the proposed area is reconfigured, it is important to note that continuity must be maintained as you cannot remove properties from the middle of the proposed area. He said that her property could be removed without the continuity issue, but if removed, the project would need to be redesigned. Judy Bruggenthies of 15172 Old School Road asked how her property was included in the SSA. Mayor Urlacher advised that interest was expressed by Ms. Trulson who lives across the street from the Burgenthies, which put both properties in the SSA. Bob Price of 27823 Old School Road said no one has mentioned the stigma attached to real estate with well water versus city water. Trustee Sheldon agreed that it makes a big difference in real estate values. He also added that home owners insurance is affected if there is no fire hydrant near your property.

Trustee Brennan added that in addition to the high cost of a deep well, there is the cost of maintaining it. It cost her \$10,000 to fix their pump many years ago and when you add these costs, the water main extension is really not a bad deal. Her well water is great, but it comes at a cost.

Village Attorney advised that the Village Board had the option of closing the public hearing and starting the 60 day period or continuing the public hearing to another date. If the hearing is closed, it does not impact the submittal of waivers to the Village, but if not enough are filed, we would wait until the end of the 60 day period to determine there are enough objections to the creation of the SSA.

Trustee Armstrong moved, seconded by Trustee Towne to close the public hearing.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

Village Attorney Ferolo announced that he would be in the hallway for residents in the proposed SSA and present at the meeting, to fill out a sign in sheet and to accept any waivers at this time.

## **H. 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 Act

Trustee Maier reported that the Committee discussed the ordinance and the amount of surplus recommended for this year and concluded it was \$320,000. Additionally, the Village Attorney had determined that 1099 forms were not needed, so that part would be removed from the application. The average homeowner received \$2,500 last year.

### **2. Public Works Committee**

- a. Update on 2015 Maintenance Activities

Trustee Armstrong reported that progress was being made on several maintenance projects this year. These included a manhole section removal, culvert replacement

and repaving at the culvert location. Some drainage work along Old School Road will be done next year in advance of repaving the road.

b. Recommendation to Approve a Proposal from Dunlap Tree Experts to Remove Tree Stumps on Mettawa Lane in an Amount not to Exceed \$1,500

Trustee Armstrong reported that the Committee had recommended to accept a proposal from Dunlap Trees for the removal of stumps along Mettawa Lane. The stumps were from ash trees removed last year.

c. Recommendation to Approve Additional Village Hall Design, Specification and Cost Estimate Services with Frederick Philips & Associates in an Amount Not to Exceed \$3,000

Trustee Armstrong reported the Committee had a lively discussion on the next steps in considering a potential Village Hall. The Committee recommended that the Village spend up to \$3,000 for Rick Phillips to further design a one story building of about 2,700 to 3,000 square feet. The additional work would provide the Village with more details and a cost estimate. After this work is completed, it could be presented to the residents at a Committee of the Whole meeting. Mayor Urlacher advised that the Village had spent \$2,800 of the approved \$7,000 in March and if the \$3,000 is approved at tonight's meeting; we would be still \$1,200 under the approved amount. Rick Phillips stated that obtaining a better cost estimate was the key part of the work. Trustee Brennan asked if the work would be focusing on the need for a Village Hall so that it could be presented at a Committee of the Whole meeting. Trustee Armstrong said the need would also be presented at the meeting.

d. Recommendation for Approval of an Engineering Services Agreement with Greengard, Inc. for the Water Main Extension Project Not to Exceed \$76,000, subject to the Creation of SSA #15, Pending Legal Review

Trustee Armstrong reported that the Committee recommended approval of the agreement with Greengard, pending creation of the SSA.

e. Recommendation to Self-Fund the Financing of SSA #15 Over Twenty (20) Years at a Rate Tied to the Treasury Bond Rates at the Time the SSA is Approved

Trustee Armstrong advised that this recommendation had been covered during the SSA public hearing earlier in the meeting.

### **3. Parks and Recreation Committee:**

a. Update on Recommended Maintenance Activities for Whippoorwill Park by ILM

Trustee Towne reported that April Nielsen of ILM attended the last meeting and presented an update on the maintenance activities at Whippoorwill Park. The prairie

is coming along nicely and the berm has been mowed pursuant to their recommendation. She is preparing a three year stewardship program for the Committee to review at its next meeting. The Committee is pleased with the way Whippoorwill Park is developing.

b. Update on Oasis Park Revised Plan and Priority Action

Trustee Towne reported that the berm had been placed on the preliminary park plan which had been circulated to everyone. At the next meeting, the Committee will discuss setting priorities for the park. It will likely involve doing small pieces of the park over several years and rebidding the trail relocation project along Bradley Road.

c. Recommendation to Refer to the Zoning, Planning and Appeals Commission, Several Village and Lake County Forest Preserve District Properties for Rezoning to the Open Space District

Trustee Towne reported that with completion of the open space plan by WRD, the Committee recommended that several parcels be rezoned into the Village's open space zoning district. Most all currently zoned residential and at least one in the office district. It is recommended that the single family lots owned by the Village be left with residential zoning.

d. Recommendation for Anderson Engineering to Complete the Design and Specifications of the Route 60 Trail Extension Project and to Initiate the Bidding Process

Trustee Towne said that this is the project that extends the trail from the Deerpath Farm subdivision to St. Marys Road. We are still waiting for IDOT to get back to us with the permit, but it is recommended that we be proactive to get the plans ready for bidding.

e. Other Matters

Trustee Armstrong asked who would submit the rezoning applications for the Village. Village Attorney Ferolo reported that the Village Board could be the applicant. Village Administrator Irvin mentioned that in the memorandum listing the properties to be referred for rezoning, property number eight on the Village map, located just north of Costco would need to be added to the motion, if the Board wished to have it rezoned.

**4. Safety Commission:**

a. Commissioner's Report

Trustee Pink reminded the Board about her discussion with Fire Chief Carani regarding the replacement of fire district address signs. With the help of the Village

Administrator, who inspected all of Old School Road, we found that the properties west of St. Marys Road had new signs and of the properties east of St. Marys Road, six had old signs and ten had no signs. She reviewed the Meadowoods subdivision and found thirteen with old signs, no new signs and six without any address signs. She provided this information to Chief Carani and he advised her after it is approved by his Board of Trustees, he will have a staff person inspect the entire area north of Route 60 and order new signs where needed. They should be installed prior to the winter. Trustee Towne advised that he saw a Fire District vehicle in town and it appeared it was there to start this work. The Chief advised that the Village should let them know when a new building is added or we find signs that are damaged or are missing.

Trustee Pink reported that we had received some complaints about trucks backing up on Old School Road by the Koffels. Everyone was immediately aware of the situation. One resident said that the dump site size was not large enough and some trucks had missed it requiring them to turn around. It does not happen very often and the complaints were only for the one day. It was handled immediately by everyone and she thanked everyone for their quick response.

Trustee Pink and the Village Administrator attended a meeting with Lake County Sheriff's representatives and she asked if they would approve neighborhood watch signs to be installed at the south and north ends of St. Marys Road. They indicated that they would speak to the Transportation Division about having the signs installed.

Trustee Maier advised that there has been an increase in bicycle traffic in the Village causing traffic delays and asked if it could be addressed. Village Administrator Irvin said that last year, the Sheriff moved several of our special detail shifts on to Saturday or Sunday mornings to address this issue. Several warnings and tickets were issued. He will contact them about doing it again this year.

**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. Village Picnic – August 29<sup>th</sup>

Mayor Urlacher reminded everyone that the Village picnic was scheduled for August 29<sup>th</sup> from 11:00 AM to 2:00 PM. All of the arrangements have been made and we are under budget for the event. It will include the same caterer as last year, and a DJ. New this year is a moonbounce for the kids, and the Serbian Church will be selling beer.

b. Taste of Serbia – September 5<sup>th</sup> & 6<sup>th</sup>

The Taste of Serbia is coming up the weekend after the Village Picnic and he encouraged residents to attend

c. Conserve Lake County Prairie Harvest – September 13<sup>th</sup>

Mayor Urlacher said the Prairie Harvest event for Conserve Lake County will be held on September 13<sup>th</sup> at Deerpath Farms in Mettawa. Conserve Lake County will set up a table at the Village Picnic to publicize the event.

d. BMW Championship – September 14<sup>th</sup>-20<sup>th</sup>

Mayor Urlacher reminded everyone of the upcoming golf event at Conway Farms in Lake Forest. Several residents recently attended a meeting at the club. With most of the parking placed elsewhere this year, there should be less impact to the Village.

e. Comprehensive Plan Update – Agreement with Teska

Mayor Urlacher reported that he and the Village Administrator had recently met with Lee Brown of Teska to discuss options for updating the Comprehensive Plan. The last update to the plan was 2006. Funds for the update were included in the Village Budget.

f. Building Report

Mayor Urlacher thanked Village Engineer Anderson and Trustee Towne for the report and placed it on file.

g. Village Administrator's Report

Village Administrator Irvin reported he had sent a letter to the Executive Director of the Joint Water Agency requesting an extension of the agreement to allow water main extensions in the Village. The current approval ends on January 1, 2016. Lake County supports our request and the JAWA Director advised that it would likely be approved by his Board. He also reported that he has spoken the construction



representative at Novak Construction about seeding the Meadowoods intersection now that the remaining junipers had been removed. It should be done soon.

Trustee Towne reminded everyone of the MOLA workday coming up this Saturday for the removal of Teasel at Oasis Park. It begins at 8:00 AM and will go until 11:00 AM or Noon.

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

**3. NEW BUSINESS:**

- a. Approval of an Engineering Services Agreement with Greengard, Inc. for the Water Main Extension Project not to Exceed \$76,000, subject to the Creation of SSA #15, pending Legal Review

It was moved by Trustee Armstrong, seconded by Trustee Towne, to approve an Engineering Services Agreement with Greengard, Inc. for the Water Main Extension Project not to Exceed \$76,000, subject to the Creation of SSA #15, pending Legal Review.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- b. Approval of Self-Funding the Financing of SSA #15 Over Twenty (20) Years at a Rate Tied to the Treasury Bond Rates at the Time the SSA is Approved

It was moved by Trustee Maier, seconded by Trustee Brennan approval of Self-Funding the Financing of SSA #15 Over Twenty (20) Years at a Rate Tied to the Treasury Bond Rates at the Time the SSA is Approved.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- c. Approval of Additional Village Hall Design, Specification and Cost Estimate Services with Frederick Phillips & Associates in an Amount Not to Exceed \$3,000

It was moved by Trustee Armstrong, seconded by Trustee Towne approval of Additional Village Hall Design, Specification and Cost Estimate Services with Frederick Phillips & Associates in an Amount Not to Exceed \$3,000.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- d. Approval of a Proposal from Dunlap Tree Experts to Remove Stumps on Mettawa Lane in an Amount Not to Exceed \$1,500

It was moved by Trustee Armstrong and seconded by Trustee Maier to approve of a Proposal from Dunlap Tree Experts to Remove Stumps on Mettawa Lane in an Amount Not to Exceed \$1,500.

Trustee Towne said that there were two old tree stumps on Meadowoods Lane that are now visible due to the removal of the other shrubs at the intersection. He suggested that Dunlap remove those stumps since he will be working down the street. There was discussion about how much this would add to the cost of the proposal and it was suggested that adding \$150 would cover it. Trustee Armstrong agreed to change the motion not to exceed \$1,650 and Trustee Maier agreed to second the motion.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- e. Approval of an Ordinance Declaring Surplus Funds and Directing Local Tax Reimbursements Pursuant to the Illinois Fiscal Responsibility Act

Village Administrator Irvin said there were two (2) recommendations from the Committee for this Ordinance. First, that the amount be \$320,000 and that reference to obtaining Social Security numbers on the applications be removed. Trustee Maier read the referenced sections.

It was moved by Trustee Maier and seconded by Trustee Sheldon approval of an Ordinance Declaring Surplus Funds and Directing Local Tax Reimbursements Pursuant to the Illinois Fiscal Responsibility Act adding the \$320,000 surplus amount and the removal of Section C and Paragraph 4 from the Ordinance.

Trustee Towne asked what the amount was last year and Trustee Maier advised that it was \$317,000.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

- f. Approval of an Agreement with Teska for the Comprehensive Plan Update, subject to Legal Review

It was moved by Trustee Armstrong and seconded by Trustee Sheldon approval of an Agreement with Teska for the Comprehensive Plan Update, subject to Legal Review.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

- g. Approval of a Recommendation to Refer to the Zoning, Planning and Appeals Commission, Several Village and Lake County Forest Preserve Properties for Rezoning to the Open Space District

It was moved by Trustee Towne and seconded by Trustee Sheldon to refer the following properties: parcel 3, Oasis Park, parcel 4, Riverwoods Blvd at Bradley Road, parcel 5, Hamilton Estates property, parcel 7, Whipoorwill Park, parcel 8, Costco North, parcel 10, 701 Riverwoods Road and Everett Pond North, parcel 11, Everett Road South and all Lake County Forest Preserve properties within the Village of Mettawa.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

- h. Approval of a Recommendation for Anderson Engineering to Complete the Design and Specifications of the Route 60 Trail Extension Project and to Initiate the Bidding Process

It was moved by Trustee Towne and seconded by Trustee Armstrong to approve a Recommendation for Anderson Engineering to Complete the Design and Specifications of the Route 60 Trail Extension Project and to Initiate the Bidding Process.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

**J. EXECUTIVE SESSION:** None

**K. CALL TO RECONVENE:** None

**L. ROLL CALL:** None

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

**N. ITEMS TO BE REFERRED:** None

**O. FOR INFORMATION ONLY:** None

**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 8:54 p.m.

Bob Irvin, Deputy Village Clerk