

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 15, 2015 IN THE SAVANNA 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, Maier, Sheldon, Towne and Mayor Urlacher

Absent: Trustees Brennan and Pink

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: August 18, 2015

It was moved by Trustee Armstrong and seconded by Trustee Maier that the minutes of the Regular Meeting of August 18, 2015 be approved as corrected.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, 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 \$438,200.23. The largest payment was the last tax sharing with CDW in the amount of \$319,739.26. 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:

Aye: Trustees Armstrong, Maier, 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 August, 2015.

It was moved by Trustee Armstrong, seconded by Trustee Sheldon that the Board acknowledges receipt of the August, 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. COMMISSION AND COMMITTEE REPORTS FOR DISCUSSION, CONSIDERATION AND, IF SO DETERMINED, ACTION UPON.

1. Finance Committee:

- a. Recommendation to Approve a Reciprocal Agreement on Exchange of Information between the Village of Mettawa and the Illinois Department of Revenue

Trustee Maier reported that the Department of Revenue had changed its method of providing sales tax information to the Village and a new reciprocal agreement was necessary to obtain the information. The Village needs the information to reconcile the sales tax revenue. It will take one to two months to process. The Committee recommends that the Mayor, Village Administrator and Finance Committee Chairman have access to the confidential information.

- b. Other Matters

Trustee Maier reported that we have received 64 property tax rebate applications with 58 being complete. We are about half-way through the process and another email blast will be sent to residents reminding them of the October 1st deadline. The Village audit is underway, and it is going well. We received a request from the City of Lake Forest Finance Director regarding our sales tax sharing. Since we have not received the detailed tax payment information from the Department of Revenue, we have not been able to make our tax sharing payments this year. The Finance Committee discussed options including paying 80% of what was paid last year. However, since we don't have the exact data, it might be best to wait until we have it in about 2 months, so that we can give them the correct amount. The Village Board

discussed the options and the consensus was to wait until we have the sales tax information in order to make the payments.

2. Public Works Committee

a. Update on 2015 Maintenance Activities

Trustee Armstrong reported that progress is being made on several maintenance projects this year with four of the six projects approved for this year being completed.

b. Update on the Creation of SSA #15

Trustee Armstrong reported that there is a lot of support for the water main extension project and we are half-way through the waiting period for the creation of the special service area. The ordinance creating the SSA will be on the October Village Board meeting agenda.

c. Update on Revised Village Hall Plans and Costs

Trustee Armstrong asked Rick Phillips to provide an update to the Village Board. Mr. Phillips disturbed an updated set of plans to the Board and advised that he would be ready with the updated cost estimate at the November Public Works Committee meeting. The revised plans reflected the desire to place the office space and public space in separate wings of the building. It remains about 3,000 square feet. There was discussion regarding obtaining cost estimates and the Village Attorney reminded everyone that we will ultimately have to obtain sealed bids if the project moves forward. It would be best not to get estimate pricing from contractors as it may appear that they are receiving an unfair advantage in the process. Mr. Phillips said that he understood what needed to be done and he would provide the architect's estimate for the November Committee meeting.

d. Recommendation for the Vacation of Unimproved Old School Right-Of-Way

Trustee Armstrong reported that the Committee recommended that we vacate an unimproved section of west Old School Road to Jeff Clark.

3. Parks and Recreation Committee:

a. Update on Whippoorwill Park Maintenance

Trustee Towne reported that the Committee will further discuss this matter at its next meeting with April Nielson of ILM including a potential spring controlled burn given that there was a fall mowing.

b. Update on the Phasing of Improvements for Oasis Park

Trustee Towne reported that the Committee had discussed phasing options at the last meeting and will continue the discussion at the October meeting with the key areas being along the homes at the south, the trail and the northern area along the Tollway access road.

c. Recommendation to Approve an Oasis Park Mowing Proposal from Bob Haraden in an Amount not to exceed \$1,000

Trustee Towne reported that the Committee had recommended a proposal from Bob Haraden to mow Oasis Park, from Bradley Road to the berm.

d. Recommendation to Approve a Proposal from Tallgrass for Improvements to the Village Bradley/Riverwoods Blvd. Property in an Amount not to exceed \$2,235

Trustee Towne said that the Committee had discussed a proposal from Tallgrass to plant plugs and seed the Village property located at the corner of Bradley Road and Riverwoods Blvd. The Committee recommended approval of one-third of the project and see what the results are before doing any more.

e. Recommendation to Approve a Right-of Way Mowing Proposal from Brickman in an Amount not to exceed \$3,252

Trustee Towne reported that the Committee had recommended a fall mowing of the Village right-of-way by Brickman for \$3,252.

f. Recommendation to Approve the Final Payment from Ehlers & Juhrend for the Oasis Berm Project of \$14,835

Trustee Towne reported the \$14,835 was a penalty to Ehlers & Juhrend for not completing the project in the allotted time in the contract. The Village received \$205,000 for the berm construction from Ehlers & Juhrend, but they went beyond the time allotted in the agreement. They did a nice job in building the berm.

4. Safety Commission:

a. Commissioner's Report

Mayor Urlacher reported that Trustee Pink was still working on the red address signs for properties south of Route 60 and that things were generally quiet in the Village.

5. Zoning, Planning and Appeals Commission

No meetings held and nothing to report.

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

1. Mayor's Report

a. Village Picnic Review

Mayor Urlacher reported that we had a great turnout despite the rainy weather. Thanks to St. Basil's Church, the picnic was moved inside the church. There were about 130 people in attendance. The Blackboard Connect system was used to let everyone know the picnic was still on. We plan to hold the Village Picnic again next year.

b. BMW Championship – September 14th – 20th

Mayor Urlacher reminded everyone of the BMW Championship at Conway Farms and encouraged everyone to attend. Traffic impact should be less since the start times for the tournament have been scheduled later this year.

c. Other Matters

Village Treasurer Lisa Dieter is resigning at the end of the year. The Mayor expressed his appreciation for her work as both Deputy Village Treasurer and Village Treasurer. Additionally, Matt Miller had moved from the Village and has resigned as a member of the Zoning, Planning and Appeals Commission. If anyone is interested in serving in either of these appointed positions, to please let him know.

d. Building Report

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

d. Village Administrator's Report

Village Administrator reported that at last month's meeting, the Village Board had referred several properties for rezoning to the open space district, and he is working with the Village Attorney on the process. Given the large number of properties, we are considering a large map amendment procedure rather than each property being individually rezoned. With the Village's notification requirement of all properties within 1000 feet, the overlap could be substantial. The long awaited seeding of the Old School/Meadowoods intersection occurred yesterday. Finally, we have received about 25 informational updates for Blackboard Connect. We requested residents provide the updated information when we sent out the tax rebate applications.

2. UNFINISHED BUSINESS: None presented for discussion

3. NEW BUSINESS:

- a. Approval of a Reciprocal Agreement in Exchange of Information Between the Village of Mettawa and the Illinois Department of Revenue

It was moved by Trustee Maier, seconded by Trustee Armstrong, to approve a Reciprocal Agreement in Exchange of Information between the Village of Mettawa and the Illinois Department of Revenue.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- b. Approval of a Recommendation to Vacate a Portion of Unimproved Old School Road Right-Of-Way, subject to Engineering and Legal Review

It was moved by Trustee Towne, seconded by Trustee Maier approval of a recommendation to vacate a portion of unimproved Old School Road right-of-way, subject to Engineering and Legal Review.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

c. Approval of an Ordinance Creating Special Service Area #15

It was moved by Trustee Maier, seconded by Trustee Armstrong to defer consideration of an Ordinance creating Special Service Area #15 until the October 20, 2015 Village Board Meeting.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Sheldon and Towne

Nay: None

Mayor Urlacher declared the motion carried.

d. Approval of an Oasis Park Mowing Proposal from Bob Haraden in an Amount not to exceed \$1,000

It was moved by Trustee Towne and seconded by Trustee Armstrong to approve an Oasis Park mowing proposal from Bob Haraden in an amount not to exceed \$1,000.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Sheldon and Towne

Nay: None

Mayor Urlacher declared the motion carried.

e. Approval of a Proposal from Tallgrass for Improvements to the Village Bradley/Riverwoods Blvd. Property in an Amount not to exceed \$2,235

It was moved by Trustee Towne and seconded by Trustee Sheldon to approve a Proposal from Tallgrass for improvements to the Village Bradley/Riverwoods Blvd. property in an amount not to exceed \$2,235.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Sheldon and Towne

Nay: None

Mayor Urlacher declared the motion carried.

f. Approval of a Right-Of-Way Mowing Proposal from Brickman in an Amount not to exceed \$3,252

It was moved by Trustee Armstrong and seconded by Trustee Sheldon approval of a right-of-way mowing proposal from Brickman in an amount not to exceed \$3,252.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- g. Approval of the Final Payment from Ehlers & Juhrend for the Oasis Berm Project of \$14,835

It was moved by Trustee Sheldon and seconded by Trustee Maier to approve the final payment from Ehlers & Juhrend for the Oasis Berm Project of \$14,835.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

I. EXECUTIVE SESSION: None

J. CALL TO RECONVENE: None

K. ROLL CALL: None

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

M. ITEMS TO BE REFERRED: None

N. FOR INFORMATION ONLY: None

O. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Sheldon 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 8:15 p.m.

Bob Irvin, Deputy Village Clerk