

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 JUNE 21, 2016 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 Brennan, Maier, Pink, Sheldon, Towne and Mayor Urlacher

Absent: Armstrong

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., Village Treasurer Pam Fantus and Financial Consultant Dorothy O'Mary

C. APPROVAL OF MINUTES:

Regular Meeting of the Board: May 17, 2016

It was moved by Trustee Maier and seconded by Trustee Sheldon that the minutes of the Regular Meeting of May 17, 2016 be approved with several typographic errors corrected.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Armstrong

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

Special Meeting of the Board: June 1, 2016

It was moved by Trustee Towne and seconded by Trustee Maier that the minutes of the Special Meeting of June 1, 2016 be approved as presented.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Armstrong

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

D. APPROVAL OF BILLS

1. Bills Submitted for Payment

Trustee Maier reported the total amount for payment is \$176,429.77. There was bill submitted by Clarke Environmental in the amount of \$2,200 included on the list. It will not be paid until after the work is completed.

It was moved by Trustee Maier and seconded by Trustee Brennan to approve payment of the bills.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Armstrong

Mayor Urlacher declared the motion carried.

E. TREASURER'S REPORT

Presentation of the Treasurer's Report for the Month of May, 2016.

It was moved by Trustee Maier, seconded by Trustee Brennan that the Board acknowledges receipt of the May, 2016 Treasurer's Report and place it on file.

Upon a call of the roll, the following voted:

Aye: All

Nay: None

Absent: Trustee Armstrong

Mayor Urlacher declared the motion carried.

F. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC: none

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

Trustee Maier reported that the Committee reviewed the proposed ordinance for the tax rebate program and the application materials have been completed and approved. The total surplus to be paid is \$350,000. Two changes have been made from last year's ordinance. One allows a resident who moves within the Village and maintains continuous residency eligible for the rebate and a section has been added that requires all debts to the Village be settled before receiving a tax rebate. The Committee recommends approval of the ordinance. Upon approval, the application will be mailed to residents in early July and they have until October 3rd to submit their applications. Checks will be mailed by the end of the year.

2. Public Works Committee

a. Update on Potential Water Main Extensions in the Village

Village Administrator Irvin reported that the Committee continued the review of the potential water main extension on St. Marys Road near the north Village limits. The cost estimate is much higher than the estimate in 2013 when the project was last reviewed. The Committee discussed looking again at the properties in Green Oaks and Unincorporated Lake County as possible participants in the extension. When this was reviewed in 2012, the attitude of Green Oaks was to let Mettawa build the new main and their residents could connect for just the connection fee cost. However, if the reality is the only way for the project to occur will be if more participate from the beginning, perhaps there could be a change in attitude.

b. Update on Old School Road Drainage Issues and Resurfacing Project

Village Administrator Irvin reported the Committee discussed some drainage work needed prior to Old School Road being resurfaced later this year. Trustee Armstrong and the Village Engineer and I met with St. Basil's Church representatives and they are amenable to granting the Village an easement across a small corner of their property for the work to be completed. The Village Attorney is drafting the easement agreement.

c. Update on Request from the Village of Libertyville regarding an Electronics Recycling Program

Village Administrator Irvin reported that the Committee discussed a request from the Village of Libertyville to join their new electronics recycling program. Due to the cost and the fact that there are still five (5) drop off sites available in Lake County, the Committee recommended that we not participate. Trustee Brennan advised that Lakes Disposal will pick up electronics with the first collection date of the month.

3. Parks and Recreation Committee

- a. Recommendation to Approve the Lowest Responsible Bid for the Route 60 Trail Construction Project Submitted by Chicagoland Paving Contractors in an Amount Not to Exceed \$97,900

Trustee Sheldon reported that the Committee recommended the lowest responsible bid for the Route 60 trail from Chicagoland Paving. She said that we had estimated the project to be from \$250,000 to \$300,000 and the bid is for \$97,900. The trail goes from Deerpath Farm to St. Marys Road.

- b. Recommendation to Approve a Proposal from Perfect Cut Tree for the Oak Hill Lane Property in an Amount Not to Exceed \$1,350

Trustee Sheldon reported the Committee recommended approval of the proposal from Perfect Cut Tree to remove hazardous trees from the Village owned property on Oak Hill Lane.

- c. Recommendation to Approve Extra Tree Work by Perfect Cut Tree in Whippoorwill Park in the Amount of \$3,950

Trustee Sheldon reported the Committee recommended approval of the additional tree removal work completed in Whippoorwill Park by Perfect Cut Tree in the amount of \$3,950.

- d. Recommendation to Approve a Proposal from Teska Associates for the North End of Oasis Park Drainage Treatment in an Amount Not to Exceed \$4,750

Trustee Sheldon reported we have received a grant for a little over \$14,000 for the Oasis Park drainage project at the north end of the park. The work by Teska includes the design, bidding and supervision of the project. Trustee Sheldon thanked Trustee Towne for finding the grant opportunity.

- e. Recommendation to Approve the Hay Proposal from Bob Haraden for 701 Riverwoods Road, Subject to Hay Bales Provided to Mettawa Residents at the Rate of \$5.00 Per Bale

Trustee Sheldon reported the Committee recommended approval of the Hay Proposal from Bob Haraden for 701 Riverwoods Road, subject to hay bales provided to Mettawa residents at the rate of \$5.00 per bale. Dr. Haraden has agreed to provide the bales for \$5.00. Trustee Towne said that he would deliver wagon loads of about 100 bales to residents.

f. Recommendation to Approve the Proposal from Bob Haraden to Mow Oasis Park for \$1,000; and the West Slope of the Berm for \$800, Subject to the Recommendation of the Village's Open Space Consultant

Trustee Sheldon reported the Committee recommended the mowing proposal from Bob Haraden for Oasis Park and Jay Womack, our open space consultant agreed that the west side of the berm should be mowed.

g. Other Matters

Trustee Sheldon said that we had rejected all of the bids for the Oasis Park trail relocation project that ranged from \$140,000 to \$180,000. R.A. Mancini has submitted a proposal to complete the project for \$117,000. She recommended that the Village Board approve their proposal. Village Administrator Irvin advised that it could not be approved at this meeting since it was not listed on the agenda. Trustee Towne said the Village Board approved the waiver of competitive bidding at the last meeting and said we could go out and negotiate with contractors. Village Attorney Ferolo said we should include the waiver of competitive bidding when we approve the proposal, but it could not be done at tonight's meeting. Trustee Towne suggested that we get the paperwork done for the project so that it could quickly move forward. Village Engineer Anderson advised that the approved contract was part of the bid documents and could be used for the agreement.

4. **Safety Commission**

a. Status and Activity Update

Trustee Pink reported that recently two people working for a pest company were soliciting door to door in the Village without a solicitors permit. She advised them that a permit was needed, and the Village Administrator advised that they did not contact him for a permit. The Village Administrator has reviewed our solicitor's ordinance as well as some area municipalities and there are some suggested changes to our ordinance. She said that we will include the suggested changes with the next Village Board packet for review and discussion at the next meeting.

Trustee Pink reported that a film crew was recently filming a commercial in the Village. They had contacted the Village Administrator about a permit to film in the Village and then informed him that it was not needed as they would be filming elsewhere. Without notification, they proceeded to film in the Village on Bradley Road near Old School and hired the Sheriff's Department to assist with traffic control. They closed Bradley Road for filming and used the excuse that they did not know they were in Mettawa. She was stopped on the road and asked the Deputy under what authority they had closed the road and she was told they had all of the papers that they needed. Subsequent to the event, the Village Administrator sent a letter to the Sheriff's Department asking how this happened and why the Village was

not contacted about the filming and road closure. A Sheriff's Department representative responded with an apology and said it would not happen again.

Trustee Pink said that both of these recent events could have included manufactured excuses that people did not know that they were in Mettawa or perhaps they were telling the truth. However, perhaps now is the time to consider placing simple Village of Mettawa signs at four locations in the Village to let people know we are a Village. We have signage at Whippoorwill and on the trails, but there are no signs to show that we are a Village. Tom Heinz, resident, said that Village signs were considered several years ago, and it was decided not to have them. Trustee Pink said she knows that occurred, but perhaps now is the time to have them.

Trustee Pink said she spoke to Libertyville Fire Protection District Chief Carani. He advised that there are about six address signs left to install, and they are also replacing some additional ones.

Trustee Pink asked the Village Engineer about the plans to address the drainage issue on Old School Road near the Kulchawik's property. He said that they would be addressing shoulders next week and then addressing the drainage issues.

6. Zoning, Planning and Appeals Commission

Chairman Krusinski reported that the ZPA would be meeting on July 12th to consider an amendment to the special use permit for Always Faithful Stable and on August 2nd to consider applications regarding the amended special use for the O'Donnell's and a guest house for Nitiss/Carruthers.

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

1. Mayor's Report

- a. Request from Deerpath Farm Subdivision for Approval of the Reinstatement and Amendment of the Declaration of Covenants, Conditions and Restrictions

Mayor Urlacher reported that the request from Deerpath Farms would be tabled until further notice.

- b. 2016 First Review of Executive Session Minutes

Mayor Urlacher reported that we are required to review the potential release of executive session minutes twice each year. Nothing is recommended to be released at this time.

c. 2016 Prevailing Wage Ordinance

Mayor Urlacher reported that we are required by the state to annually adopt the prevailing wage rates for public works projects.

d. Village Clerk Update

Mayor Urlacher reported that the Board had received a memorandum from the Village Administrator with some recommendations and questions about filing the Village Clerk position. He said that he needs consensus from the Village Board on proceeding forward with the recruitment. The memorandum includes a timeline with either the appointment occurring at the July or August Village Board meeting. He asked the Board if they wanted the office hours to be three or four hours per day. The cost range for 4 hours per day is \$36,000 to \$43,000 and for three hours, \$27,000 to \$33,000. There are evening meeting hours in addition to the office hours. He said that he believes that three hours per day is adequate. Trustee Towne asked if we need to have them work Monday through Friday each week. Mayor Urlacher said that Fridays are important since there are agenda packets to be completed for meetings. Village Administrator Irvin said that he believed that 15 hours per week for office time was about right to get the job done. The biggest issue is that not every week has the same amount of work. It usually increases the week before and the week after Board meetings. The other issue is accessibility of the person for calls. If we are closed on a day of the week, those calls would go to voice mail. After further discussion, the consensus was to offer the position for 3 hours per day, 9 a.m. to noon, Monday through Friday and review it after six months.

e. Building Report

Mayor Urlacher thanked Village Engineer Anderson for the monthly Building Report and asked that it be placed on file.

f. Other Matters

Mayor Urlacher said there will be another Village newsletter coming out soon and the Village Picnic will be held on August 27th, 11 a.m. to 2:00 p.m. at St. Basil's Church.

g. Village Administrator's Report

Village Administrator reported that we will soon have three single family houses under construction in the Village. Two of them are located in the Crest subdivision and the other in Shadowbrook. He also reported that we just completed our second year under the Sheriff's contract and service calls were down by 6% from the first year.

2. UNFINISHED BUSINESS

a. Approval of an Ordinance Approving an Amended Comprehensive Plan for the Village of Mettawa, Lake County, Illinois, and Amending Chapter 14 of the Mettawa Village Code in the Relation Thereto

It was moved by Trustee Maier, seconded by Trustee Towne, to remove from the table, approval of an ordinance approving an amended Comprehensive Plan for the Village of Mettawa, Lake County, Illinois, and amending Chapter 14 of the Mettawa Village Code in the relation thereto.

Upon a call of the roll, the following voted:

Aye: All

Nay: None

Absent: Trustee Armstrong

Mayor Urlacher declared the motion carried.

It was moved by Trustee Brennan, seconded by Trustee Sheldon, approval to amend an ordinance approving an amended Comprehensive Plan for the Village of Mettawa, Lake County, Illinois, and amending Chapter 14 of the Mettawa Village Code in the relation thereto in the following manner, p.14 correct Oasis Park to 20.89 acres, p.15 update the narrative to match the graph and add the 2015 data, p.18 update the map to reflect the Village's current boundaries, p.28 end first #2 after the word contamination, p.28 add Lake County Forest Preserve to the list of collaboration, p.29 add to #6, Encourage the updating of ordinances to support and protect property values and quality of life, p.30 add under Transportation section, Work to reduce the speed limits in State and County Roads, p.33 under Goal 2, #2, cite coordinating with the Lake County Health Department, p.31 Goal 2, #3, reword the first section to read, Encourage public sanitary sewer service where provided, p.32 remove the line regarding Grainger in the second paragraph under Land Use Plan.

Trustee Pink asked why we would remove the section on p. 28 regarding contamination. Trustee Towne said that it was covered in another location in the plan. She also asked why we would remove the line about Grainger on p. 32. Trustee Towne said he suggested that it be removed since we have other areas around and within the Village where we have greater densities and it would be best to leave it out

of the plan, rather than listing all of the other areas. The land use map shows the areas as well.

Village Administrator Irvin said the map on page 18 is not a Village map and will be updated if Lake County can provide us with the updated water service area map.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Armstrong

Mayor Urlacher declared the motion carried.

It was moved by Trustee Maier, seconded by Trustee Brennan, approval an ordinance approving an amended Comprehensive Plan for the Village of Mettawa, Lake County, Illinois, and amending Chapter 14 of the Mettawa Village Code in the relation thereto.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Armstrong

Mayor Urlacher declared the motion carried.

3. NEW BUSINESS

a. Approval of an Ordinance Declaring Surplus Funds and Directing Local Tax Reimbursements Pursuant to the Illinois Fiscal Responsibility Law

It was moved by Trustee Brennan, seconded by Trustee Sheldon, approval of an ordinance declaring surplus funds and directing local tax reimbursements pursuant to the Illinois Fiscal Responsibility Law.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Armstrong

Mayor Urlacher declared the motion carried.

- b. Approval of the Lowest Responsible Bid for the Route 60 Trail Construction Project Submitted by Chicagoland Paving Contractors in an Amount Not to Exceed \$97,900

It was moved by Maier, seconded by Trustee Brennan, for approval of the lowest responsible bid for the Route 60 Trail Construction Project submitted by Chicagoland Paving Contractors in an amount not to exceed \$97,900.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- c. Approval of a Proposal from Perfect Cut Tree for the Oak Hill Lane Property in an Amount Not to Exceed \$1,350

It was moved by Trustee Sheldon, seconded by Trustee Brennan, approval of a proposal from Perfect Cut Tree for the Oak Hill property in an amount not to exceed \$1,350.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- d. Approval of Extra Tree Work by Perfect Cut in Whippoorwill Park in the Amount of \$3,950

It was moved by Trustee Sheldon seconded by Trustee Brennan, approval of extra tree work by Perfect Cut Tree in Whippoorwill Park in the amount not to exceed \$3,950.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- e. Approval of a Proposal from Teska Associates for the North End of Oasis Park Drainage Treatment in an Amount Not to Exceed \$4,750

It was moved by Trustee Maier, seconded by Trustee Sheldon, approval of a proposal from Teska Associates for the North End of Oasis Park Drainage Treatment in an amount not to exceed \$4,750.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- f. Approval of the Hay Proposal from Bob Haraden for 701 Riverwoods Road, Subject to Hay Bales Provided the Mettawa Residents at the Rate of \$5.00 Per Bale

It was moved by Trustee Maier, seconded by Trustee Brennan, approval of the hay proposal from Bob Haraden for 701 Riverwoods Road, subject to hay bales provided to Mettawa residents at the rate of \$5.00 per bale.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- g. Approval of the Proposal from Bob Haraden to Mow Oasis Park for \$1,000; and the West Slope of the Berm for \$800, Subject to the Recommendation of the Village's Open Space Consultant

It was moved by Trustee Brennan, seconded by Trustee Maier, approval of the proposal from Bob Haraden to mow Oasis Park for \$1,000 and the west slope of the berm for \$800, subject to the recommendation of the Village's open space consultant.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

h. Approval of the Reinstatement and Amendment of the Declarations of Covenants, Conditions and Restrictions for the Deerpath Farm Subdivision

It was moved by Trustee Maier, seconded by Trustee Pink, to table the approval of the reinstatement and amendment of the Declaration of Covenants, Conditions and Restriction for the Deerpath Farm Subdivision.

Upon a call of the roll, the following voted:

Aye: All
Nay: None
Abstain: Trustee Sheldon
Absent: Trustee Armstrong

Mayor Urlacher declared the motion carried.

i. Approval of a Resolution Approving the Release of Certain Executive Session Minutes of the President and Board of Trustees of the Village of Mettawa, Illinois

It was moved by Trustee Maier, seconded by Trustee Brennan, approval of a resolution approving the release of certain executive session minutes of the President and Board of Trustees of the Village of Mettawa, Illinois.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

j. Approval of an Ordinance Ascertaining the 2016 Prevailing Rates of Wages for Laborers, Workers and Mechanics Employed on Public Works Projects in the Village of Mettawa

It was moved by Trustee Maier, seconded by Trustee Brennan, approval of an ordinance ascertaining the 2016 prevailing rates of wages for laborers, workers and mechanics employed on public works projects in the Village of Mettawa

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

I. EXECUTIVE SESSION

J. CALL TO RECONVENE

K. ROLL CALL

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

M. ITEMS TO BE REFERRED

N. FOR INFORMATION ONLY

O. ADJOURNMENT

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

Upon a call of the roll, the following voted:

In Favor: All

Opposed: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:28 p.m.

Bob Irvin, Deputy Village Clerk