

**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 JULY 18, 2017 IN THE SAVANNA ROOM OF THE HILTON GARDEN 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 Bohm, Brennan, Maier, Pink, Sheldon, Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

Also present: Bob Irvin, Village Administrator; Sandy Gallo, Village Clerk; Scott Anderson, Representative of the firm of James Anderson Company; Village Attorneys Greg Smith and Jim Ferolo of Klein Thorpe & Jenkins, Ltd.; Village Treasurer, Pam Fantus

**C. APPROVAL OF MINUTES:**

**Board Meeting Minutes: June 20, 2017**

The Village Board meeting minutes were reviewed. Trustee Maier moved and seconded by Trustee Brennan that the minutes of the Board Meeting of June 20, 2017 be approved and be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

**D. APPROVAL OF BILLS**

**1. Bills Submitted for Payment**

Trustee Maier reported the new total amount for payment is \$246,624.85

Trustee Maier said 3 invoices have been added; HGI invoice for room rental cost in the amount of \$1,000 and two invoices from the Sheriff's Office in the amount of \$11,938.50 for May and June activity.

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 Bohm, Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Mayor Urlacher declared the motion carried.

#### **E. TREASURER’S REPORT**

Presentation of the Treasurer’s Summary Report for the Month of June 2017.

It was moved by Trustee Maier seconded by Trustee Brennan that the Board acknowledges receipt of the June 2017 Treasurer Summary Report and it be placed on file.

Upon a call of the roll, the following voted:

Aye: All

Nay: None

Mayor Urlacher declared the motion carried.

#### **F. PUBLIC HEARING**

#### **G. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC**

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

##### **1. Finance Committee**

###### **a. Update on Review of Building Permit Revenue and Expenses for the First Half of 2017**

Trustee Maier stated Village Administrator Irvin provided the Finance Committee a memo recognizing the revenue and expenses building permits generate for the Village. Trustee Maier said the Village currently is reflecting higher revenue from building permits due to the two large organizations’ construction. The Village has issued 32 building permits to date.

Village Administrator Irvin said we are currently ahead by \$40,000 for the year. We recently received another corporation building permit request, which may bring further revenue. Trustee Maier said the differences in permit reporting amounts is the Village’s financial year is within the period of May to April, the Financials reflect

May to present, the building permit revenue Village Administrator Irvin is referring to consists of the period from January through May.

b. Other Matters

Trustee Maier said the 2015 Village's Tax Rebate application has been mailed out to all the residents.

**2. Public Works Committee**

a. Clarke Environmental Presentation Regarding Mettawa's Mosquito Abatement Program

Clarke Environmental Regional Manager, George Balis discussed the mosquito abatement program in Mettawa. The Village's mosquito program has two components, a larva control for standing water treatment and an adult mosquito treatment along the streets. Mr. Balis stated the larva control treatment is done to treat standing water sights determined in 2006-2009. The adult mosquitos' treatment consists of 5 sprays. Currently, 113 residents are participating in the Village program and having their driveways sprayed by Clarke.

Trustee Bohm asked if private ponds were included in the Village's program. Mr. Balis said private ponds that have been identified to contain high number of mosquitos are treated; however, not all private ponds are treated. Mr. Balis will provide a map of which ponds are currently being treated.

Trustee Pink asked if any of the Clarke sprays treated ticks. Mr. Balis indicated residents can sign-up for the comfort package which treats ticks. The Village's current program does not treat for ticks.

Trustee Bohm asked Mr. Balis if after the heavy rains we recently received will the Village require additional treatments. Mr. Balis said he will address this issue when he visits the Village and would make a recommendation if the areas required additional sprays.

Mr. Balis said Lake County currently has reported no West Niles mosquito in the area. They will continue to monitor these mosquitos and will make recommendation to the Village should the count be at a high level. Mr. Balis said their trucks are equipped with GPS to log which houses and driveways are being treated or if the sprayer is shot-off per resident's request. Mr. Balis said the day spray is directly sprayed on the vegetation where mosquitos would be resting during the day. The Village night spray is to treating flying mosquitos which is a wider application.

b. Recommendation to Approve a Proposal by Dunlap Tree Experts for Tree Removal in the Amount of \$3,900 Provided the Work be Completed by July 31, 2017

Trustee Towne said the area along Riverwoods and Bradley Road between the flood area and storm sewer area needs to be cleared before Anderson can determine the cause for the drainage issue. Village Engineer Anderson said this area needs to be cleared-out in order to draw up the final plans to address the issue.

c. Update on Potential Water Main Extension

Trustee Towne said discussions continue to show potential for the north end residents to be able to connect to the Village of Libertyville water main.

d. Update on the Village Street Lighting Study

Trustee Towne asked Village Administrator Irvin to provide update from ComEd in adding an arm light on Sanctuary Lane. Village Administrator Irvin said he received a proposal from ComEd's New Business section but some revisions were needed; however, it is still considered an offer in the works.

e. Update on Amending SSA#3 to Support Road Repairs

Trustee Towne stated Village Administrator Irvin is currently working with Tim Beechick from Hamilton Properties in exploring the different options to support the road repairs.

f. Update on Culvert Replacement and Drainage Projects

Trustee Towne asked Village Engineer Anderson to provide an update on resident Brad Bueller's (15290 W. Old School Road) culvert repair. Village Engineer Anderson stated he is currently waiting for the water to subside before placing the pipes.

Trustee Towne said resident Roy Bollhoffer (707 N. Bradley Road) has a 33 foot easement, which is next to the Oasis Park Drive. Trustee Towne said a bell broke-off on the driveway within the property which is creating some flooding issues.

Trustee Towne said Little St. Mary's, south of Old School has flooded. Village Engineer Anderson said the culvert is not big enough to handle the levels of water we received.

Trustee Sheldon spoke of some flooding that occurred within the Deerpath Farms streets. Trustee Towne asked Trustee Sheldon to have Deerpath Farms HOA write a letter describing the location of the flooding which occurred around the homes in order to address the drainage issue properly.

g. Other Matters

**3. Parks and Recreation Committee**

a. Update on the Trail Drainage Issues

Trustee Sheldon said the drainage issues on the trails are being worked on. Trustee Sheldon asked George Balis to include for next year's abatement program the cost to treat all of the Village's trails.

b. Recommendation to Approve a Proposal from Huff & Huff to Develop the Oasis Park Stewardship Request for Proposal Specification in the Amount of \$1,800

Trustee Sheldon said Huff & Huff would be hired to ensure that the Oasis Park restoration plan is maximizing their stewardship with detail planting to result in the best outcome in alignment with the 2015 open land proposal.

c. Recommendation to Approve the Purchase and Installation of a Park Bench in Whippoorwill Park in an Amount Not to Exceed \$1,500

Trustee Sheldon said the park bench was discussed at the last meeting and we are looking for approval to purchase the bench. The bench will be displayed at the Village Picnic.

d. Other Matter

**4. Safety Commission**

a. Status and Activity Update

Trustee Pink said the Fire Protection District has completed the installation of the red address signs south of Route 60.

Trustee Pink said Green Oaks and Mettawa did not require the Fire Department support during the heavy rains.

Trustee Pink said Howe Security reported 50 house checks for the month of June. Trustee Pink mentioned that the horse crossing signs are still in progress.

**5. Zoning, Planning and Appeals Commission Report**

a. Update on the June 27<sup>th</sup> Workshop Meeting

Village Attorney Smith mentioned the next text amendment meeting is scheduled for Wednesday, July 26<sup>th</sup>. Tentatively the public hearing to review the finalized text amendments has been planned for September 5<sup>th</sup>.

b. Other Matters

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

1. Mayor's Report

a. Village Picnic

Mayor Urlacher reminded the residents the Village Picnic is scheduled for Saturday, August 26<sup>th</sup> at St. Basil Church.

b. Village Newsletter

Mayor Urlacher said the next Village Newsletter is currently in the works and it will be sent out within the week.

c. License Agreement with Brunswick for the Use of Woodland Falls Sign Panel

Village Attorney Ferolo said Brunswick requested to use the Village's monument on the northeast corner of Route 60 and Riverwoods Boulevard. Village Attorney Ferolo said the license agreement has been drawn-up for Brunswick's usage for a year with an automatic renewable unless either party terminates the agreement. The agreement has an annual fee of \$250 and a one-time fee of \$750 for professional fees.

d. Building Report

Mayor Urlacher thanked Village Engineer Scott Anderson for the monthly building report and said it would be placed on file.

e. Other Matters

f. Village Administrator's Report

Village Administrator Irvin said he attended the Lake County Emergency Management meeting and it was well attended with other municipalities. Village Administrator Irvin requested Village Engineer Anderson to provide a listing of the trails which will require restoration having been washed out due to the heavy rains. Village Clerk will send out an email to the resident requesting them to report their water damage to Lake County.

Village Administrator Irvin stated should the ZPA Committee complete their review of the text amendments at the July 26<sup>th</sup> workshop, the finalized text amendments will be posted on the Village website.

**2. UNFINISHED BUSINESS**

**3. NEW BUSINESS**

- a. Approval of the License Agreement with Brunswick for the Use of Woodland Falls Sign Panel

It was moved by Trustee Brennan and seconded by Trustee Maier approval for the license agreement with Brunswick use of Woodland Falls sign panel.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

- b. Approval of a Proposal by Dunlap Tree Experts for Tree Removal in the Amount of \$3,900 Provided the Work be Completed by July 31, 2017

It was moved by Trustee Maier and seconded by Trustee Brennan approval for the proposal by Dunlap Tree Experts for tree removal in the amount of \$3,900 provided the work be completed by July 31, 2017.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried

- c. Approval of Proposal from Huff & Huff to Develop the Oasis Park Stewardship Request for Proposal Specifications in the Amount of \$1,800

It was moved by Trustee Brennan and seconded by Trustee Bohm approval for the proposal from Huff & Huff to develop the Oasis Park Stewardship request for proposal specification in the amount of \$1,800.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried

- d. Approval of the Purchase and Installation of a Park Bench in Whippoorwill Park in an Amount Not to Exceed \$1,500

It was moved by Trustee Bohm and seconded by Trustee Sheldon approval for the purchase and installation of a park bench in Whippoorwill Park in an amount not to exceed \$1,500.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried

## **J. EXECUTIVE SESSION**

At 8:23 p.m., it was moved by Trustee Brennan, seconded by Trustee Bohm to adjourn the meeting to Executive Session to discuss land acquisition, pending probable litigation, land sale and review executive session minutes.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.



**K. CALL TO RECONVENE**

At 9:57 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 Bohm, Brennan, Maier, Pink, Sheldon, Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

Also present: Village Administrator Bob Irvin, Village Clerk Sandy Gallo and Village Attorneys Jim Ferolo and Greg Smith of Klein Thorpe and Jenkins

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

**N. ITEMS TO BE REFERRED**

**O. FOR INFORMATION ONLY**

**P. ADJOURNMENT**

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

Upon a call of the role, the following voted:

In Favor: All

Opposed: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 9:58 p.m.

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Sandy Gallo, Village Clerk,