

**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 NOVEMBER 21, 2017 IN THE COTTONWOOD 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, Towne and Mayor Urlacher

Absent: Trustee Sheldon

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 Attorney Greg Smith of Klein Thorpe & Jenkins, Ltd.; Village Treasurer, Pam Fantus; Financial Consultant Dorothy O'Mary

**C. APPROVAL OF MINUTES:**

**Board Meeting Minutes: October 17, 2017**

The Village Board meeting minutes were reviewed. Trustee Maier moved and seconded by Trustee Brennan that the minutes of the Board Meeting of October 17, 2017 be approved as revised and be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried.

**D. APPROVAL OF BILLS**

**1. Bills Submitted for Payment**

Trustee Maier reported the total amount for payment is \$900,006.84.

Trustee Maier said two significant payments made this month include the Series 2011 General Obligation Bond of \$137,121.88 along with the Tax Rebate payout of \$500,000.00.

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 and Towne  
Nay: None  
Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried.

#### **E. TREASURER'S REPORT**

Presentation of the Treasurer's Summary Report for the Month of October 2017.

The Board acknowledges receipt of the October 2017 Treasurer Summary Report and it be placed on file.

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

Upon a call of the roll, the following voted:  
Aye: Trustee Bohm, Brennan, Maier, Pink and Towne  
Nay: None  
Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried.

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

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

Karyn Davidman is a Casework Director for Congressman Brad Schneider. Ms. Davidman's office is located in Lincolnshire and her office assists veterans, immigrants, grants and much more. Please contact her at [karyn.davidman@mail.house.gov](mailto:karyn.davidman@mail.house.gov). with questions.

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

**1. Finance Committee**

- a. Recommendation to Approve a Resolution to Determine the Amount of the Tax Levy for 2017

Trustee Maier stated he recommends approving the 2017 tax levy in the amount of \$135,000. The Village's tax levy amount has remained the same for the last 20 years.

- b. Recommendation for Approval of the 2017-18 Insurance Policy with ICMRT (presented by Sam Jantelezio Insurance Consultants) in an Amount Not to Exceed \$11,247

Trustee Maier said the renewal of the Village's insurance increased by 1.5% consistent with inflation. The ICMRT remains to be the lowest insurance provider for municipalities.

- d. Other Matters

Trustee Maier stated within the invoices the Tax Rebate of \$500,000 was included; therefore, checks will be mailed before the end of November.

**2. Public Works Committee**

- a. Update on Oasis Park to Mettawa Lane Drainage

Trustee Towne stated good progress has been made due to the culvert that was found under the Oasis Park service drive. Discussion will be held with the Tollway once the drawings of the culvert and easement have been completed to address this drainage issue.

- b. Recommendation to Approve Tallgrass Debris Removal at Bradley Road Culvert Not to Exceed 10 hours

Trustee Towne said Tallgrass will be cleaning up some debris and sediment runoff east of the culverts on Bradley Road. This work will create proper flow of the water drainage.

c. Update on New Signage for Trails and Horse Crossing

Trustee Towne said a couple of ideas are being discussed and under study within the Committee.

d. Update on Potential Water Main Extension

Trustee Towne stated a meeting was held for the south end residents to answer questions regarding the water main extension, yet the attendance had a low turnout. The Committee will provide an additional letter to the residents providing different scenarios to the SSA related costs.

e. Other Matters

**3. Parks and Recreation Committee**

Trustee Sheldon was absent therefore Trustee Bohm provided Parks and Recreation report.

a. Recommendation to Approve Perfect Cut Tree Service to Remove Invasive Trees on Riverwoods Road/Bradley Road Property Not to Exceed \$7,800

Trustee Bohm stated Perfect Cut will be clearing and removing the invasive trees along the trail. This clean-up will allow the healthy trees to grow.

b. Update on Oasis Park Stewardship RFP Schedule

Trustee Bohm said the stewardship schedule will be going out to bid. The maintenance bid will include the Oasis Park and the two corners on Bradley and Riverwoods Boulevard. Tallgrass had maintained these areas for the last 5 years.

c. Other Matters

**4. Safety Commission**

a. Annual Presentation by Howe Security

Rick Eckenstaler said 2017 has proven to be a busy year. Howe Security has filed 248 incidents reports compared to 214 from 2016. This year they responded to a larger number of animal complaints. Howe Security has also completed 748 house checks.

No progress has been made to receiving a radio code from the Lake County Sheriff. Howe Security schedule will be discussed to deter malicious behavior.

b. Other Matters

Trustee Pink said she would like to thank Dr. Fantus and Pam Fantus along with Marriott Inn for making Stop the Bleed a successful event. Trustee Pink said she just recently joined the Lake County Sheriff's Senior Advocates. This program is meant to assist the Lake County Sheriff's office with issues relating to seniors.

Trustee Pink said she will work with the Village Engineer Anderson to adjust and correct the Village signs around the town.

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

a. November 7<sup>th</sup> Public Hearing Meeting Report

Village Attorney Smith stated a final public hearing was held on November 7<sup>th</sup> on the text amendments that are under consideration. The Committee voted on recommendations. The final recommendations will be provided once the court reporter provides the transcripts. KTJ is also creating a summary of documents which relate to the specific text amendment changes to be provided for the Board to review.

Mayor Urlacher said the Board will have a special board meeting in January to discuss the text amendment changes.

b. Other Matters

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

1. Mayor's Report

a. Sound/Speaker for Village Meetings in HGI

Mayor Urlacher said he received feedback from residents that they are unable to hear Commissioners or Board members during Village meetings. Mayor Urlacher asked the Board members for a consensus if they would like to receive a free trial run to utilize the hotels sound system at the next ZPA meeting on December 5<sup>th</sup>. The consensus was to conduct the trial run on the hotel audio system.

b. Removal of Tuning Restrictions on Old School Road During the Replacement of the Bradley Road Bridge

Mayor Urlacher said the Bradley Road bridge replacement will commence in May of 2018. The surrounding neighbors have requested that the ordinance be lifted during the bridge repair from St. Marys to Old School Road during the hours of 4:00-6:00 pm. The Mayor is in favor of lifting this limitation during the repair.

c. Village Meeting Schedule for 2018

Mayor Urlacher said the listing of the 2018 Village meetings have been provided to the Board.

d. Agreements with Hilton Garden Inn for Meeting Room Usage in 2018

Mayor Urlacher said the agreement along with the rental rates have been provided to the Board of all the 2018 meetings. The room rates did not increase.

e. Storm Water Management and Isolated Wetlands Certification

Mayor Urlacher stated Storm Water Management requires certification to remain a certified community for wetlands. The Village is required to complete the certification and the petition every 5 years. The last petition was completed in 2012.

f. Building Report

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

g. Other Matters

Mayor Urlacher asked if the Board would be interested in conducting a conference call or Skype Board meetings for members who cannot physically attend a meeting. The ZPA passed an ordinance back in 2011, but has never conducted this type of meeting. The Board would still require 4 members to be physically present to have a quorum. The electronic call would be an option to allow you to listen to the meeting due to an injury or due to traveling for work. Mayor Urlacher asked the Board members for a consensus to remain status quo or approve conference calls .

Trustee Bohm and Trustee Brennan indicated status quo.

Trustee Maier said he voted for the technology.

Trustee Pink said she would like to hear what Chairman Krusinski thought of the idea.

Chairman Krusinski said telephonic meetings would be inadequate for the ZPA. During the ZPA meetings, Commissioners receive updating drawings or documents relating to the application being heard at the meeting. Chairman Krusinski stated they have rescheduled meetings to ensure having a quorum.

Trustee Towne said this option would encourage public officials to not physically attend these meetings.

Village Administrator Irvin said this is not a substitute for a quorum. Some issues that could be experienced during this type of meeting are the limitation of viewing presentations being conducted in the room, knowing when to speak if others are speaking, not being able to hear the speakers in the rooms along with technology experiencing connectivity issues to name a few.

Mayor Urlacher said the consensus was to not allow electronic attendance at meetings.

#### h. Village Administrator's Report

Village Administrator Irvin said JAWA has placed Mettawa onto their agenda to extend the approval period to connect to their water main system.

## **2. UNFINISHED BUSINESS**

### **3. NEW BUSINESS**

#### a. Approval of a Resolution of the Corporate Authorities to Determine the Amount of the Tax Levy for the 2017 Tax Year

It was moved by Trustee Brennan and seconded by Trustee Towne to approve the resolution of the corporate authorities to determine the amount of the tax levy for the 2017 tax year.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

b. Approval of the 2017-18 Insurance Policy with ICMRT (presented by Sam Jantelezio Insurance Consultants) in an Amount Not to Exceed \$11,247

It was moved by Trustee Maier and seconded by Trustee Brennan approval of the 2017-18 insurance policy with ICMRT (presented by Sam Jantelezio Insurance Consultants) in an amount not to exceed \$11,247.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

c. Approval of Tallgrass Debris Removal at Bradley Road Culvert Not to Exceed 10 Hours

It was moved by Trustee Bohm and seconded by Trustee Towne approval of Tallgrass debris removal at Bradley Road culvert not to exceed 10 hours.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

d. Approval of the Perfect Cut Tree Service to Remove Invasive Trees on Riverwoods Road/Bradley Road Property Not to Exceed \$ 7,800

It was moved by Trustee Maier and seconded by Trustee Bohm approval of Perfect Cut tree service to remove invasive trees on Riverwoods Road/Bradley Road property not to exceed \$7,800.



Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried.

e. Approval of a Resolution Setting Forth the Regular Meetings of the President and Board of Trustees and All Subsidiary Bodies of the Village of Mettawa for 2018

It was moved by Trustee Brennan and seconded by Trustee Bohm approval of a resolution setting forth the regular meetings of the President and Board of Trustees and all subsidiary bodies of the Village of Mettawa for 2018.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried.

f. Approval of a Resolution Authorizing the Village President and Village Clerk to Execute Contracts with the Hilton Garden Inn to Provide for Meeting Room Space for Regular Meetings of the Village Board and All Village Committees and Commissions During 2018

It was moved by Trustee Brennan and seconded by Trustee Maier approval of the resolution authorizing the Village President and Village Clerk to execute contracts with the Hilton Garden Inn to provide for meeting room space for regular meetings of the Village Board and all Village Committees and Commissions during 2018.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried.

g. Approval of the Mayor and Village Clerk Executing the Petition for SMC Certification and Petition of Isolated Wetlands Certification

It was moved by Trustee Bohm and seconded by Trustee Maier approval of the Mayor and Village Clerk executing the petition for SMC certification and petition of isolated wetland certification.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried.

h. Approval of the Ordinance Granting a Special Use Permit for a Guest House for Property Commonly Known as 102 Indian Ridge Road, Mettawa

It was moved by Trustee Maier and seconded by Trustee Bohm approval of the ordinance granting a special use permit for a guest house for property commonly known as 102 Indian Ridge Road, Mettawa.

Trustee Pink asked if the Village had any legal implications since the guest house definition was not complete. Village Attorney Smith said the Village Board can move forward because the definition had been approved at a prior time.

Trustee Pink asked if Village Attorney Smith can explain why this application is being considered as two accessory buildings. Village Attorney Smith said the ZPA recommendation approval includes that the guest house be considered two accessory structures due to the two distinct uses. Village Attorney Smith added the ZPA made a condition within their text amendment recommendations that there be a limit of accessory structures on a lot.

Village Attorney Smith said he will update the ordinance to reflect the most current drawings dated November 13, 2017.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried.

Trustee Towne said Public Works will be cancelling their December meeting due to the holidays.

Mayor Urlacher said both Public Works and Parks and Recreation Committee meetings will be cancelled for the month of December. The Village Board meeting will convene for December.

**J. EXECUTIVE SESSION**

At 8:24 p.m., it was moved by Trustee Brennan, seconded by Trustee Bohm to adjourn the meeting to the Executive Session to discuss land acquisition, potential litigation and review of executive session minutes.

Upon a call of the roll, the following voted:

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

Mayor Urlacher declared the motion carried.

**K. CALL TO RECONVENE**

At 9:23 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, Towne and Mayor Urlacher  
Absent: Trustee Sheldon

Mayor Urlacher declared a quorum present.

Also present: Village Administrator Bob Irvin; Village Clerk Sandy Gallo and Village Attorney 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: Trustee Bohm, Brennan, Maier, Pink and Towne

Opposed: None

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried and the meeting adjourned at 9:24 p.m.

Sandy Gallo, Village Clerk