

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 19, 2018 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, Sheldon, Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

Also, present: Village Administrator, Bob Irvin; Village Clerk, Sandy Gallo; Representative of the Firm of James Anderson Company, Scott Anderson; Village Attorney, Jim Ferolo of Klein Thorpe & Jenkins, Ltd; Village Treasurer, Pam Fantus; Financial Consultant, Dorothy O'Mary

C. APPROVAL OF MINUTES:

Board Meeting Minutes: May 15, 2018

The Village Board meeting minutes were reviewed. Trustee Maier moved and seconded by Trustee Pink that the minutes of the Board Meeting of May 15, 2018 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

Absent: None

Mayor Urlacher declared the motion carried.

D. APPROVAL OF BILLS

Trustee Maier said two additional invoices were added to the unpaid bills list. TruGreen in the amount of \$475 and an invoice for Lake County Clerk in the amount of \$25.00.

Trustee Maier reported the new amount for bills to be paid is \$117,012.39.

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

Absent: None

Mayor Urlacher declared the motion carried.

E. TREASURER'S REPORT

Presentation of the Treasurer's Summary Report for the Month of May 2018

It was moved by Trustee Maier and seconded by Trustee Brennan that the Board acknowledges receipt of the May 2018 Treasurer's Summary Report and it be placed on file.

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.

F. PUBLIC HEARING

G. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC

Resident, Cathy Ritsos (400 Riverwoods Road) said she has lived in the Village for 37 years. Mrs. Ritsos said she would like to recommend some type of stipend for the service work the Mayor and the elected Trustees do for the residents. The level of work has increased over the years and the neighboring village's elected officials receive some form of payment for their service on the Board. Mayor Urlacher said the Board will take this matter under review and discuss it with the Village Attorney. The Board will report the outcome at a later meeting.

Resident, Tom Heinz (27157 N. St. Marys Road) said he would like to thank Trustee Sheldon again for her efforts of eliminating buckthorn throughout the Village.

**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 Law

Trustee Maier said the ordinance for the tax rebate will be voted on later in the meeting. This ordinance is scheduled to provide residents tax rebates from the declared \$500,000 surplus fund account. The tax rebate application will be mailed the second week of July with a 12-week period to be completed. Email reminders will be sent out to residents during the 12-week period. In addition, the tax rebate forms will also be posted on the Village website.

- b. Update on the FY2017-2018 Audit

Trustee Maier said the Village's year end was April 30, 2018, and as a result the financial statements are in the process of being audited. The Village has provided Sikich all the necessary first round of audit documents. The audit is on fast track to be completed for the September goal.

- c. Other Matters

Trustee Maier said the Finance Consultant O'Mary provided the Finance Committee a listing of the last two years engineering projects throughout the Village. The financial management with the support of Trustee Towne has resulted in some great savings for the Village. Trustee Maier added with the monthly retainer cost having been recently reduced, this year's savings on engineering projects are expected to be higher, too.

2. Public Works Committee

- a. Recommendation to Approve the Purchase of Street Signs and the Installation by Forest Builders with the Revised Quantities in An Amount Not to Exceed \$18,500

Trustee Towne said a street sign study has been completed throughout the Village. Trustee Pink will discuss the signs update under Safety Commission.

- b. Update on a Potential Water Main Extension

Trustee Towne said the water main extension study for the area south of St. Marys Road and Route 60 have concluded into three options. Please reference Village

Administrator Irvin's memo dated June 6th for detail and cost information. A follow-up meeting will be held in the fall to review cost and options to the impacted residents. Trustee Towne said Village Administrator Irvin and Gewalt Hamilton have done a great amount of work to get these three options and provide the finalized costs for the extension.

c. Recommendation to Approve the 2018 Prevailing Wage Rate Ordinance

Trustee Towne said the prevailing wage rate ordinance is a required document by the State of Illinois. The approval of the ordinance is housekeeping for every municipality.

d. Other Matters

Trustee Maier said he noticed that the Bradley Road bridge replacement is being worked on during off hours on the weekend. Trustee Maier said he has not spoken to the Baez's or the Starr's to ensure they have no issue with the weekend hours being completed. Trustee Towne said he has not received any complaints from the surrounding residents. Trustee Towne said the Tollway is following the work hours parameters. Village Administrator Irvin said the Superintendent for the bridge replacement has been working closely with the Starr's and the Baez's regarding some additional landscaping to provide better screening on their lots.

3. Parks and Recreation Committee

a. Recommendation to Vacate the Trail Easement in the Riverside Preserve Subdivision

Trustee Sheldon said initially the ZPA had made a recommendation to vacate the easement yet the Board did not. After further review and discussion with the subdivision residents, the Committee would like to make the recommendation to the Board to vacate the trail at Riverside Preserve.

b. Update on Route 60 Island Planting

Trustee Sheldon said after several months of studying the plantings for the Route 60 island with an approved budget amount of \$20,000, the Committee would rather beautify another location. Trustee Sheldon said she would rather apply the island budget to further remove buckthorn or beautify any other Village location.

Mr. Heinz asked if the Village had any landscaping plans on the land located south of Everett Road, near the roundabout. Village Administrator Irvin said he will look into this location.

c. Other Matters

4. Safety Commission

a. Status and Activity Update

Trustee Pink said the Board received estimates from TAPCO and Anderson Engineering for the sign project. The provided sign replacement and repair estimates have not been finalized. Village Engineer Jamie Anderson is currently working on the final number of signs to be replaced or repair. The sign project has received an approval in the amount of \$18,500. In addition, this project will be completed in phases due to JULIE marking the posts locations in sections.

b. Update on the Village Signs and Crossings

Trustee Pink said the final location for the Neighborhood Watch signs have been approved by JULIE. These signs will be installed and completed within the next week per Village Engineer Scott Anderson.

Trustee Pink said a trail crossing sign request from Always Faithful was received. This trail sign request includes engineering and legal matters to be discussed at the July Parks and Recreation meeting. This trail sign request will return to the Board agenda if the issues are resolved at the Committee level.

c. Other Matters

Trustee Towne said he would like to thank the Libertyville Fire Department for responding on Father's Day to the huge tree branch that fell on the Bradley Road. Trustee Towne said he would like the Village to send the fire station a letter of gratitude for their support. Mayor Urlacher said a letter will be sent on behalf of all the Board for their quick response on Father's Day.

5. Zoning, Planning and Appeals Commission Report

a. Update on the June 5th ZPA Meeting

Village Administrator Irvin said the June 5th ZPA meeting was the kick off for the Camiros zoning consultant to meet the Commissioners. The meeting was a workshop to allow the zoning consultant to better understand the 12 recommendations made by the ZPA. Of the 12 recommendations, 7 recommendations have been adopted. Village Administrator Irvin said, in addition, new zoning matters were raised. The largest discussion was about animal regulation and which animals are allowed or not allowed in the Village. The current zoning code prohibits the raising of chickens. Another comment made during the workshop was the code lacks a clear definition of domestic animals. As a result, a current discussion at hand is will the Village consider

suspending any reinforcement of zoning codes until the zoning consultant has completed her review.

Mayor Urlacher said he received an email about 3 weeks ago from a surrounding neighbor regarding a resident having chickens on their property. This ordinance of prohibiting the raising of chickens has been in place since 2001. Violation of this ordinance requires the animals to be removed within a short period. Mayor Urlacher asked the Trustees if they would like to suspend the violation for the duration of 90-120 days until a new recommendation of this ordinance can be made.

Kristine Preiser (14697 W. Old School Road) said she has chickens and was not aware of the ordinance. Ms. Preiser said being a veterinarian she is an advocate on the benefits of having chickens.

All of the Trustees confirmed they would like to suspend the enforcement of the regulations.

Trustee Bohm said he would like to suspend the violation until the zoning consultant makes her recommendation and the Board makes its final recommendation.

Trustee Towne said farm animals should be welcomed to home owners.

Trustee Pink said her concern is prior complaints were addressed and chickens had to be removed. Trustee Pink said she has no issues in suspending the enforcement.

Village Attorney Ferolo confirmed the Trustees are in consensus to suspend the ordinance from formal action. Village Attorney Ferolo said he will draw up a moratorium ordinance. If the complaint about the chicken's is due to noise or odor, these matters can be addressed under the nuisance ordinance. The nuisance ordinance requires the owner to be considerate of the surrounding neighbors.

Trustee Sheldon said during our discussions with the zoning consultant the lot size should be a factor on what is allowed based on acreage.

Trustee Brennan said she has an issue because we have made other residents remove their chickens before.

Resident, Walter Kotaba (1 Kotaba Drive) said being deep in the woods and having chickens is not even noticed. Mr. Kotaba said having chickens is a nice feature.

Village Administrator Irvin said we have 33 property owners that reside on a quarter acre lots. Smaller lots should be handled differently.

Village Administrator Irvin said the next steps since the June 5th meeting is to set-up meeting between the Trustees and the zoning consultant. The zoning consultant will merge the Trustee's feedback, the recommendations from the ZPA and make her technical report to be reviewed.

Mayor Urlacher reminded the residents that the current Board did not create the ordinance in place limiting the raising of chickens.

Trustee Bohm asked Village Attorney Ferolo if the moratorium would include livestock. Mayor Urlacher directed Village Attorney Ferolo to include livestock in the ordinance.

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

1. Mayor's Report

a. 2018 First Review of Executive Session Minutes

Mayor Urlacher said the Village is required to review potential release of the executive session minutes. The Village currently will not release any executive session minutes for review.

b. Village Picnic

Mayor Urlacher said the picnic will be held on Saturday, August 25th. The picnic will be held at St. Basil's Church from 11:00-2:00 pm. Corky's will be the caterer again this year since the food was a success last year.

Trustee Bohm said one considered location for the picnic was Whippoorwill Park. The park has a great patio but it does not house any facilities nor does it have parking to host the picnic at this time.

c. Building Report

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

d. Other Matters

e. Village Administrator's Report

Village Administrator Irvin said the Village offices will be closed July 2nd through the 4th in observation of the holiday. The office closure will also be posted on the Village website.

2. UNFINISHED BUSINESS

- a. Approval of Bob Haraden’s Hay Proposal for 701 Riverwoods Road

It was moved by Trustee Bohm and seconded by Trustee Maier to approve the Bob Haraden’s hay proposal for 701 Riverwoods Road.

Mayor Urlacher said this proposal will also include a start date of July 15th.

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.

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 Maier and seconded by Trustee Brennan to approve the 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 Bohm, Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

- b. Approval of an Ordinance Ascertaining the 2018 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 and seconded by Trustee Brennan to approve an ordinance ascertaining the 2018 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 Bohm, Brennan, Maier, Pink, Sheldon and Towne
Nay: None
Absent: None

Mayor Urlacher declared the motion was carried.

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

It was moved by Trustee Maier and seconded by Trustee Towne to pass the resolution approving the Release of Certain Executive Session Minutes of the President and Board of Trustees of the Village of Mettawa.

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.

d. Approval of the Purchase of Street Signs and the Installation by Forest Builders with the Revised Quantities in An Amount Not to Exceed \$18,500

It was moved by Trustee Towne and seconded by Trustee Bohm to approve the purchase of street signs and the installation by Forest Builders with the revised quantities in an amount not to exceed \$18,500.

Village Administrator Irvin said the sign vendor is not listed, since the vendor from which the signs will be purchased has not be confirmed.

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.

e. Approval of the Recommendation to Vacate the Trail Easement in the Riverside Preserve Subdivision and to Direct the Village Attorney to Draft an Ordinance for the Easement Vacation

It was moved by Trustee Maier and seconded by Trustee Bohm to approve the recommendation to vacate the trail easement in the Riverside Preserve subdivision and to direct the Village Attorney to draft an ordinance for the easement vacation.

Trustee Sheldon said the Committee is making this recommendation for this subdivision due to the study of the road and the trail having been completed.

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.

J. EXECUTIVE SESSION

K. CALL TO RECONVENE

L. ROLL CALL

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 Towne and seconded by Trustee Bohm that the meeting be adjourned.

Upon a call of the roll, the following voted:

In Favor: Trustees Bohm, Brennan, Maier, Pink, Sheldon and Towne

Opposed: None

Absent: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:15 p.m.

Sandy Gallo,
Village Clerk