

**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 20, 2018 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 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: October 16, 2018**

The Village Board meeting minutes were reviewed. Trustee Towne moved and seconded by Trustee Bohm that the minutes of the Board Meeting of October 16, 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.

**Committee of the Whole Meeting Minutes: November 12, 2018**

The Committee of the Whole Meeting minutes were reviewed. Trustee Towne moved and seconded by Trustee Brennan that the minutes of the Committee of the Whole Meeting of November 12, 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 stated the Finance Committee reviewed and approved the invoices presented. Among the payments for this month the following have been included; the general obligation bond payment in the amount of \$140,943.13 and the SSA#3 rehab for Riverwoods Boulevard payment in the amount of \$227,799.82.

Trustee Maier reported the amount for bills to be paid is \$1,071,458.82.

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 October 2018

It was moved by Trustee Brennan and seconded by Trustee Bohm that the Board acknowledges receipt of the October 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**

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

**1. Finance Committee**

a. Update on Howe Security Agreement for 2019

Trustee Maier stated that the Finance Committee concluded the proposed increase to be appropriate and the agreement should be finalized.

b. Recommendation for Approval of the 2018-2019 Insurance Policy with ICMRT (presented MGA Insurers, Inc.) in an Amount Not to Exceed \$11,768

Trustee Maier said the renewal policy increase of \$521 was found to be appropriate given the Village's current insurance activity. The Finance Committee approves of the insurance policy recommendation.

c. Update on Building Permit Revenues and Expenses for 2018

Trustee Maier said the Village Administrator provided an analysis of the last nine months of building permits activity. The analysis indicated a limited number of permits were issued. As a result, Village Administrator Irvin and Trustee Towne will meet with Anderson Engineering to discuss the Village's monthly retainer amount going into 2019. An update will be provided at the next Finance meeting.

d. Recommendations to Approve a Resolution to Determine the Amount of the Tax Levy for 2018 Tax Year

Trustee Maier said the Village has been able to avoid a tax increase for the last 22 years. The tax levy for 2018 will be \$135,000, the same amount as prior years.

e. Other Matters

Trustee Maier reminded everyone that the tax rebate checks will be mailed after tonight's Board approval.

**2. Public Works Committee**

a. Update on the Potential Water Main Extension South of Route 60 Along St. Marys Road and Other Water Main Inquiries

Trustee Towne asked Village Administrator Irvin to present the current status on the water main extension. Village Administrator Irvin stated that at the last Public Works meeting a new variation for a connection was presented. He will discuss the variation with Gewalt Hamilton and provide an updated cost for the next Committee meeting. After the latest option is discussed at the Committee meeting, the final options will be

sent out to the property owners in a survey form to determine if there is enough interest to set-up an SSA.

Village Administrator Irvin said the properties owners along St. Marys Road north of Route 60 have expressed some interest in a water main connection. Back in 2011, the Village had conducted 4-5 different area studies for a water main extension. A few areas have completed their water connection since the study. One remaining area which includes 8-10 properties could still benefit from the connection. Village Administrator Irvin said he will request Gewalt Hamilton to update this area cost information. The Committee will not be meeting in December; therefore, the water main discussions will continue at the Around the Town meetings with Trustee Towne.

b. Update on Trail Repairs Along Bradley Road

Trustee Towne said discussions are being held with Anderson Engineering and Forest Builders regarding the repairs needed on the trail between Forest Haven cross-walk south to the Oasis Park service park. This trail continues to retain water due to drainage issues. The repair discussions will continue at the Around the Town meetings; however, the final plan will be discussed at the Committee meeting.

c. Other Matters

Trustee Towne said the Mettawa Lane culvert is also scheduled to be replaced. Trustee Towne stated he met with the residents to explain the work that will be completed and inform them it will require 1.5 days to complete. An option the Village proposed to the residents would be to provide a night at HGI, as they will have no access to their homes during the replacement of the culvert. Trustee Towne said we have asked Forest Builders to order all the materials and get it onsite in preparation for the culvert replacement. Upon all of the material being delivered, the residents will be provided two dates of when the culvert will be replaced.

Trustee Towne said the Committee decided not to convene for the December's date and will reconvene in January.

**3. Parks and Recreation Committee**

a. Update on a Landscaping Plan for Oasis Park

Trustee Towne said Trustee Bohm has been exploring landscaping plans for this location. Trustee Bohm said he was able to obtain the architect's name who designed the North Park. Trustee Bohm will contact the architect early next year to begin the landscaping planning phase for the new Oasis Park trail.

b. Update on Addressing Oasis Park Swale

Trustee Bohm said no landscaping plans are currently being completed until it is determined that the new drainage is adequately operating.

c. Update on a Picnic Table at Whippoorwill Park

Trustee Towne said the Committee discussed the idea of placing a picnic table at Whippoorwill Park. The Committee decided a picnic table is not needed at this time.

d. Other Matters

Trustee Towne said the Parks and Recreation Committee also decided not to convene for the December's date and will reconvene in January.

**4. Safety Commission**

a. Howe Security Presentation

Trustee Pink introduced Rick Eckensthaler from Howe Security.

Rick Eckensthaler said 2018 has proven to be a busy year. Howe Security filed 236 incidents reports. This year Howe Security responded to a larger number of suspicious vehicles in the area. Howe Security's highest volume requests are from residents seeking a house check in their absence. Mr. Eckensthaler mentioned that he, along with Antonio, would consider varying their work hours to address any issues that arise with each season. No house entry nor burglaries were reported this year. Please make sure Howe Security has been set as the secondary contact for your house alarm notifications. Mr. Eckensthaler mentioned he anticipates traffic to return to a higher volume once the bridge reopens.

Resident, Tom Heinz asked how does the Lake County Sheriff department contact Howe Security members. Mr. Eckensthaler stated the department has their personal contact numbers.

b. Status and Activity Update

Trustee Pink said she spoke to Bill Howe regarding the allocation of the rate increase. Mr. Howe stated 2/3<sup>rd</sup> will be allocated to Rick and Antonio, while 1/3<sup>rd</sup> will be allocated to the corporation. Trustee Pink said the majority of the Trustees are in favor of the increased pay rate.

Trustee Pink said that Village Administrator Irvin was informed that data could be received from the speed radar signs. As a result, the Lake County Sheriff will be providing the Village Administrator the data from the speed radar that was previously

posted. Trustee Pink said the data will list the speed of the car; however, it will not include a license plate number.

Trustee Pink said the street signs are anticipated to be installed next week by James Anderson. Trustee Pink said all the hydrant markers will also be replaced. Resident, Tom Heinz (27157 N. St. Marys Road) asked if all of the hydrants are being marked. Trustee Pink said yes. Resident, Dr. Richard Fantus (14253 W. Riteway Road) asked which roads were receiving the hydrant markers. Village Engineer Scott Anderson said they were currently just replacing the hydrant markers that were included on the list.

Mayor Urlacher asked Village Engineer Scott Anderson to ensure all of the hydrants within the Village be marked. Village Engineer Scott Anderson confirmed additional markers will be ordered.

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

Mayor Urlacher said last Monday, November 12<sup>th</sup> the Village Board along with the Zoning, Planning and Appeals Commission met to hear Camiros' technical report presentation. A number of suggestions were made during the meeting. The Village Board referred the report to the ZPA for their review and recommendations. The ZPA will meet on December 4<sup>th</sup> at 7:00 pm to begin their review of the report.

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

### **1. Mayor's Report**

#### **a. Village Meeting Schedule for 2019**

Mayor Urlacher said the Village is required to approve the Village meeting schedule for 2019.

#### **b. Agreement with Hilton Garden Inn for 2019 Meeting Room Usage**

Mayor Urlacher said the Hilton Garden Inn agreement is for the 2019 Village meetings rooms usage. The meeting room rates reflects no increase.

#### **c. Holiday Office Closing Schedule**

Mayor Urlacher said the Village office will be closed on Thanksgiving Day and the following Friday. Mayor Urlacher added the Village office will also be closed for

Christmas starting Monday, December 24<sup>th</sup> through January 1<sup>st</sup>. The office will reopen on January 2<sup>nd</sup>. The Village Clerk will be checking emails during this week.

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 within his memo, he provided cost of the radar speed signs. The memo also included a picture of Libertyville's speed signs and their cost. The signs record the car's speed data which can later be downloaded. The Village's primary roads that could experience a larger number of speeding cars include Old School Road and Bradley Road.

Village Administrator Irvin asked once the Village receives the speed data, what actions steps will be taken with this information. A year ago, the Village had an unwritten agreement with Lake County Sheriff to monitor problematic areas of the town and issue tickets. Village Administrator Irvin suggested to wait for the Lake County Sheriff data captured off of Old School Road speed radar and from there continue this conversation based on the information received.

Trustee Towne added the Village has no reported accidents on Old School Road or Bradley Road.

Trustee Maier asked Village Administrator Irvin if the Village was limited to only utilizing Lake County Sheriff or can the surrounding municipalities provide the same service. Village Administrator Irvin said the Village entered into a 10-year agreement with the Lake County Sheriff. However, the agreement indicates the Village can cancel this agreement as long as we obtain similar service from another municipality. Village Attorney Ferolo said it could create some confusion to have two respondents, but it is not prohibited by law. Trustee Maier commented that after the speed radar has been placed for a week, a police officer should be stationed the following week at the same location to issue speeding tickets. Village Administrator Irvin said other factors to consider when using another municipality would be those officers would support our Village after their normal shifts and we would need to ensure the same traffic court is utilized when speeding tickets are issued.

**2. UNFINISHED BUSINESS**

**3. NEW BUSINESS**

- a. Approval of the Change Order in the Amount of \$195,751.14 with Peter Baker and Son for the Riverwoods Blvd. Resurfacing Project

It was moved by Trustee Maier and seconded by Trustee Brennan to approve the change order in the amount of \$195,751.14 with Peter Baker and Son for the Riverwoods Blvd. resurfacing project.

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 a Resolution of the Corporate Authorities to Determine the Amount of the Tax Levy for the 2018 Tax Year

It was moved by Trustee Maier and seconded by Trustee Brennan to approve the resolution of the corporate authorities to determine the amount of the Tax Levy for the 2018 tax year.

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.

Mr. Heinz asked if the tax levy was going to change. Mayor Urlacher said that the levy will not change. The Mayor also added that the amount has not change in 22 years.

- c. Approval of the 2018-19 Insurance Policy with ICMRT (presented MGA Insurers, Inc.) in an Amount Not to Exceed \$11,768

It was moved by Trustee Maier and seconded by Trustee Bohm to approve the 2018-19 insurance policy with ICMRT (presented MGA Insurers, Inc.) in an amount not to exceed \$11,768.



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 a Resolution Setting Forth the Regular Meeting of the President and Board of Trustees and All Subsidiary Bodies of the Village of Mettawa for 2019

It was moved by Trustee Brennan and seconded by Trustee Maier to approve the resolution setting forth the regular meeting of the President and Board of Trustees and all subsidiary bodies of the Village of Mettawa for 2019.

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 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 2019

It was moved by Trustee Bohm and seconded by Trustee Maier to approve 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 2019.

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**

At 8:15 p.m., it was moved by Trustee Brennan and seconded by Trustee Maier to adjourn the meeting into Executive Session to discuss pending litigation, land acquisition and review of 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 8:46 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; Village Attorney, Jim Ferolo of Klein Thorpe & Jenkins, Ltd;

**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 Bohm that the meeting be adjourned.

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 and the meeting adjourned at 8:47 p.m.  
Sandy Gallo, Village Clerk