

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 7:00 P.M. ON MARCH 24, 2020 BY TELECONFERENCE CALL

A. CALL TO ORDER

Mayor Urlacher called the meeting to order at 7:00 p.m.

Mayor Urlacher remarked the Village is experiencing uncharted territory due to the COVID-19 pandemic. The Village is following the rules that have been set in place by the Governor. Mayor Urlacher reminded everyone to support our elderly residents during this time. The Board agenda has been reduced to only those items that are necessary for consideration.

B. ROLL CALL

Upon a call of the roll, the following were:

On the Call: Trustees Bohm, Brennan, Maier, Pink, Sheldon, Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

Also, on the Call: Village Administrator, Bob Irvin; Village Clerk, Sandy Gallo; Village Attorney, Jim Rhodes of Klein Thorpe & Jenkins, Ltd; Financial Consultant, Dorothy O'Mary; Village Treasurer, Carol Armstrong and Representative from James Anderson Company, Scott Anderson

C. APPROVAL OF MINUTES

D. APPROVAL OF BILLS

Trustee Maier reported the bills amount to be paid this month is \$142,982.90.

It was moved by Trustee Maier and seconded by Trustee Towne 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 and the bills will be paid.

E. TREASURER'S REPORT

Presentation of the Treasurer's Summary Report for the Month of February 2020.

It was moved by Trustee Maier and seconded by Trustee Brennan that the Board acknowledges receipt of the February 2020 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

1. Citizens to be heard not listed elsewhere on this Agenda
2. Written Communications of Citizens to be Read

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

1. Finance Committee

- a. Recommendation to Approve the Draft Village Budget for FY 2020-2021

Village Administrator Irvin indicated the Finance Committee reviewed the proposed budget. During this meeting, it was discussed that a reduced loan amount will be requested for the land purchased from Grainger. The estimated new loan will be \$2.25 million rather than the original amount of \$3.7 million due to the \$1.5 million sales taxes revenue already received from Grainger. The Village debt service has also been reduced.

Village Administrator Irvin added Revenue Sharing is a large part of the Village budget. This amount consists of \$600,000 for the resident's tax rebate, the Village sharing 50% of the Oasis Sales Taxes with Lake Forest and 30% of the shared hotel taxes received from Hilton Garden Inn and Residence Inn. Village Administrator Irvin said the one large change to the budget will be the reduction of Revenue Sales Tax due to the recent COVID-19 impact it's having on the hotel's occupancy count and the Oasis retail stores being closed. As a result, the Village Administrator will reduce the proposed Revenue Sharing amounts to reflect the anticipated loss in revenue. Village Administrator Irvin commented no capital improvements are planned outside the Grainger land purchase. The increase amount in the Public Works budget will help support the shoulder and trail maintenance repairs. This fiscal budget does not include a tax increase. As a result, a large portion of the budget is

dependent on the reserves but even after purchasing the Grainger land the Village will continue to maintain a strong financial position with an estimated \$9 million in reserves.

Trustee Maier added the revenue shared account will be reduced by \$55,000 for the upcoming fiscal year. Trustee Maier added Trustee Bohm requested that the tax rebate program be increased to \$750,000. The Finance Committee discussed the proposed increase and decided to continue with the indicated amount of \$600,000. Trustee Maier said given the current pandemic condition we will keep the amount as is. The Finance Committee approved the budget with the proposed changes.

- 2. Public Works Committee**
- 3. Parks and Recreation Committee**
- 4. Safety Commission**
- 5. Zoning, Planning and Appeals Commission Report**

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

1. Mayor's Report

- a. An Ordinance Amending the Mettawa Village Code with Regard to the Village President's Authority to Declare a State of Emergency Pursuant to 65 ILCS/11-1-6

Mayor Urlacher said due to the current COVID-19 pandemic, it is recommended that the Village have in place a procedure to declare an emergency in order to continue to operate. This ordinance will allow the Village Board meetings to be cancelled if deemed. Village Attorney Rhodes added the municipal code provides the Corporate Authorities to take actions to respond to an emergency by executive order.

Village Administrator Irvin commented many municipalities have added this ordinance to their code to have this tool available if necessary.

- b. Appointments to Village Committees

Mayor Urlacher said every few years Committee assignments are modified to allow the various Trustees the opportunity to Chair a Committee or be assigned to a new Committee. The following Committee changes include: Public Works: Chairman Jan Pink, members Denis Bohm and Pam Sheldon; Parks and Recreation: Chairman Denis Bohm, members Jan Pink and Tim Towne. Finance: Chairman John Maier, members Mary Brennan and Tim Towne; Safety Commission: Mary Brennan. These Committee changes will be effective March 24th.

c. Adoption of the Village Zoning Map for 2020

Mayor Urlacher indicated the Village is required under state law to adopt their zoning map by March 31st each year if there were any changes during the previous 12 months. Since the Village has rezoned the land purchased from Grainger, the zoning map will need to be adopted.

Trustee Towne indicated a circle was included on the map and it should be removed prior to the adoption. Village Administrator Irvin said he will update the map. Village Attorney Rhodes indicates the ordinance will need to reflect this amendment.

Trustee Bohm asked if the Village owned the open space area on the top left-hand corner of the map. Trustee Township said that corner belongs to the Libertyville Township.

d. Other Matters

Mayor Urlacher indicated the April Committee meetings will be held telephonically. Each Chairman will need to decide if they would like to hold their meeting. The next Board meeting will be a public hearing on April 21st to discuss the budget. Mayor Urlacher added the Village will continue to communicate with the residents any essential information they receive. Mayor Urlacher urged the residents to continue to support their senior residents and provide any assistance during this period.

2. UNFINISHED BUSINESS

3. NEW BUSINESS

a. Approval of Draft Village Budget for FY2020-2021

It was moved by Trustee Pink and seconded by Trustee Brennan to approve the draft Village Budget for FY2020-2021.

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 the Ordinance Authorizing Adoption and Publication of the Official Zoning Map of the Village of Mettawa

It was moved by Trustee Sheldon and seconded by Trustee Pink to approve the ordinance authorizing adoption and publication including the amendment to remove the circle from the official zoning map 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.

c. Approval of the Ordinance Amending the Mettawa Village Code with Regard to the Village President's Authority to Declare a State of Emergency Pursuant to 65 ILCS/11-1-6

It was moved by Trustee Brennan and seconded by Trustee Pink to approve the ordinance amending the Mettawa Village code with regard to the Village President's authority to declare a state of emergency pursuant to 65 ILCS/11-1-6.

Mayor Urlacher said he has not heard from any Trustee to declare a state of emergency at this time. The Mayor asked that the Trustees communicate with him if they feel an emergency needs to be declared.

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.

Resident, Dr. Fantus reminded everyone to continue to practice social distancing and wash their hands often.

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 Brennan and seconded by Trustee Sheldon 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 7:30 p.m.

Sandy Gallo, Village Clerk