

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 AUGUST 18, 2020 BY TELECONFERENCE

A. CALL TO ORDER

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

The meeting of the Mayor and Board of Trustees is being conducted in accordance with the recently amended provisions of the Open Meetings Act and the Governor's Disaster Proclamation reissued June 26, 2020 and the Governor's Executive Order 43 regarding Phase 4 reopening. In recognition of Section 12 of the Disaster Proclamation which provides that meetings attended by more than 50 persons are not feasible and the social distancing requirements, an in-person meeting is not practical nor prudent at this time. Therefore, the meeting is being conducted telephonically.

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

C. APPROVAL OF MINUTES

The Village Board meeting minutes were reviewed. It was moved by Trustee Sheldon and seconded by Trustee Bohm that the minutes of the Regular Board Meeting of July 21, 2020 be approved and be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Not Heard: Trustee Brennan

Mayor Urlacher declared the motion carried.

D. APPROVAL OF BILLS

Trustee Maier reported the Finance Committee reviewed the bills and the Forest Builder invoice amount of \$1,808.92 for the excavation work on St. Mary's Road will not be paid

until the work has been completed to satisfactory. The Committee has approved the invoices billing amount of \$ 128,647.71 to be paid.

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 July 2020.

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

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

1. Finance Committee

a. Update on the FY2019-2020 Audit

Trustee Maier said the field audit has been completed. The findings are clean with a few reclassified entries which will be corrected. A small punch list will include an Attorney's representation letter, a collateral letter from the banks and an MD&A which is due August 31st. Sikich will be recording the audit presentation for the Trustees to hear prior to the September Finance meeting.

b. Update on the 2020 Tax Rebate Program

Trustee Maier stated applications continue to be received. Village Treasurer Carol Armstrong commented three residents had not received her email confirmation as a receipt of their application. In Friday's resident communication, residents will need be reminded to contact the Village Treasurer if they do not receive an email receipt within a reasonable period of their submission. Trustee Maier added the tax rebate application has been posted on the Village website.

c. Other Matters

2. Public Works Committee

a. Update on Potential Water Main Extensions

Village Administrator Irvin commented an update to the water main extension was received by Gewalt Hamilton. The potential water main extension going west Old School Road and remainder of Little St. Mary's Road, estimate is \$2.0 million. This amount would impact 21 properties owners. The most recent SSA#15 included less property owners and the connection cost were half of this estimate. Village Administrator Irvin indicated Lake County is requiring a connection to Imperial Lane which has increased the price by \$550K. Public Works Committee has asked that a letter be written to Lake County to inquiry if they would consider participating in the connection cost amount. The Committee also spoke about bundling this water connection along with the north end Village limits water connection in hopes of qualify for an Illinois grant.

b. Update on the Line of Action on Ditches

Village Engineer Scott Anderson said almost all of the Village ditches and culverts could be improved and clearing by removing the sediment. The worst ditch is on Bradley Road near the MacLean Preserve at Oasis Park due to the large drainage that carries the water across the park. Several locations need to be cleared to help the water flow and remove sediment from trails and shoulder gravel. Village Engineer Anderson also mentioned a maintenance scheduled will need to be created after all this work, to continue the preservation.

Trustee Towne agreed with Village Engineer Scott Anderson that the culverts need to be cleared prior to the fall to improve the water flow.

c. Update on the Shoulder Maintenance

Village Engineer Scott Anderson said the shoulder maintenance has been completed. The weeds on the trails and the shoulder areas have also been treated.

d. Update on the Little Melody Lane Resurfacing

Trustee Pink said the Village had three residents that live on Little Melody Lane. Word had been received that Libertyville Township was going to resurface this road in 2021. Trustee Pink called the Township to gather the true facts from Martin Neal, Highway Commissioner. Mr. Neal indicated no budget has been determined for this road required repairs in 2021, in 2022 Libertyville Township intended to do some patch work; therefore, no real improvements could occur until 2024. Trustee Pink told Mr. Neal of the Village's safety concerns from the condition of this road. Trustee Pink advised Mr. Neal that Mettawa was willing to pay its portion of the road improvements. Mr. Neal asked if the Village could obtain a proposal to have a starting point of the projects resurfacing cost. Mr. Neal said they would consider finding funds to support this project. Trustee Pink said a proposal should be obtained to move forward.

e. Update on the Request for Qualifications Received for the Stormwater Management

Trustee Pink said the Village received eight submission from the 11 solicited engineering firms. The Committee will select four firms to be interviewed. Village Administrator Irvin said the Committee will rank the top four of the eight firms. The final four will be discussed at the September meeting. The four final firms will be interviewed via Zoom. A recommendation of an engineering firm will be made to the Board after the Committee meeting.

Trustee Towne asked that all of the Board members review the engineering firms to provide their feedback at the meeting. Trustee Towne stated that all of the eight engineering firms should be interviewed.

f. Other Matters

Trustee Pink said a Forest Builders invoice listed the Little St. Mary's Road repair work to date. The Finance Committee determined this amount will not be paid until the repair is fully completed. Village Engineer Scott Anderson said he has sent a revised invoice removing the Forest Builders charge. Village Engineer Scott Anderson added the Financial Consultant likes to receive charges as the work is completed, which is why this work was submitted. This culvert will need to be replaced because its dilapidated. Trustee Brennan commented the Finance

Committee discussed this ditch and the area needs further work. Village Engineer Scott Anderson said the ditch is rough cut and it is not done completing. Trustee Sheldon asked how much will it cost the Village if we added a pipe in this inlet. Village Engineer said the design work would need to be completed in order to better direct what type of work is really needed for this ditch. A pipe will work better than an open ditch. Village Administrator Irvin said this ditch issue sounds like it should be part of the stormwater management study and no pipe should be added at this time. Trustee Towne stated the Village has the right-a-way for this ditch to be completed. Trustee Towne stated we need to do some temporary erosion control to avoid the current work being washed away.

Trustee Towne said a tree fell on Little Melody Lane during the strong wind storm, the Village Engineer and others helped to move the tree off the road. Trustee Towne asked that this tree be removed from the edge of the road. Trustee Pink added the Village Engineer is currently obtaining proposal from landscapers for various dead trees throughout the Village that need to be removed, this location will be added.

3. Parks and Recreation Committee

- a. Recommendation to Approve Option 2 of the MacLean Preserve at Oasis Park Soil Amendment Proposal from Pizzo & Associates Ltd. in the Amount Not to Exceed \$14,800

Trustee Bohm said this recommendation is a result of the nine locations having been soil tested at the preserve. Pizzo provided a 24-page report to the Trustees with their recommendations. Pizzo's recommendation included fertilizing the preserve twice in conjunction with seeding this fall. Trustee Bohm said he will be meeting with Pizzo to discuss this report and about the plugs to be planted next year.

- b. Update on the Pollinator Gardens for Whippoorwill Park

Trustee Bohm said the proposal is currently being drawn-up to determine which season is the best period to complete the planned plantings. Further details will be provided at the next meeting.

- c. Recommendation to Cancel the Renewal of the Whippoorwill Park TruGreen, Inc. Contract

Trustee Bohm said the Village is at the end of a 3-year contract with TruGreen. They will automatically renew unless the Village directly requests a cancellation of the contract. Trustee Bohm stated next spring he would like to bundle all of Whippoorwill's maintenance to be supported by one company.

d. Update on the Installation of the Bench Honoring Barry MacLean

Trustee Bohm indicated the foundation for the bench has been completed. The Village Engineer will install the bench in the near future. Trustee Brennan indicated Barry MacLean does not have a rock for the plaque. Trustee Towne indicated he had a boulder for the park bench.

e. Update on the Stewardship of the Hamilton Estates Property on Riverwoods Blvd

Trustee Bohm said he would like to revise the existing agreement with the home owner's association and expand the area to allow the Village the ability to maintain this area. The conservation easement information will be provided to the Village Attorney.

f. Update on the Maintenance of the Northeast Corner of Bradley Road and Riverwoods Blvd

Trustee Bohm said he spoke to ILM's representative, Kelley Blake regarding maintain this corner for the Village. Ms. Blake will determine the maintenance after visiting the site.

g. Other Matter

4. Public Safety

a. Status and Activity Report

Trustee Brennan mentioned a resident experienced a robbery on Little St. Mary's Road. A gate was left open. Nothing was stolen. This case is under investigation. Trustee Sheldon asked if the license plates from the robbery was obtained. Mayor Urlacher added other cameras did obtain the robbers license plate information. The Mayor will speak to the Village Attorney if this information can be released due to the current investigation.

Trustee Towne said the sign on the Riverwoods Blvd and Route 60 was crashed. Village Engineer said the sign will be replaced.

Pam Fantus (14253 W Riteway Rd) said at the Maclean Preserve at Oasis Park the trees from last fall look very dry. Trustee Sheldon said the Village does have a contract from Poul's Nursery for watering the trees. Trustee Bohm said a report was received from Poul's Nursery and they will be replacing some of the dead trees and shrubs. They will also be handling the watering of the new plantings.

Trustee Towne said the Tindall trail sign on Old School Road needs to be replaced. Trustee Towne said he will place the order for a new sign.

5. Zoning, Planning and Appeals Commission Report

Mayor Urlacher stated the ZPA had a public hearing on August 11th to consider the zoning application filed by St. Basil's Church for a text amendment and a special use permit. The public hearing was continued to Tuesday, September 3rd at 7:00 pm. The meeting agenda with the Zoom details will be posted on the Village website. The residents will also receive the Zoom details in the Friday's communication. St. Basil's Church application details can be found on the Village website.

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

1. Mayor's Report

a. Building Report

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

b. Other Matters

Mayor Urlacher said next month's Village Board meeting will be held via Zoom. The Village will be creating some savings utilizing Zoom instead of PGI. The Village Clerk will reach out to each Trustee to ensure they are able to log into the Zoom application.

c. Village Administrator's Report

Village Administrator stated he has a number of orders of business relating to the Village code to be considered. A listing of recommendations will be provided at a later month for consideration.

2. UNFINISHED BUSINESS

3. NEW BUSINESS

- a. Approval of Option 2 of the MacLean Preserve at Oasis Park Soil Amendment Proposal from Pizzo & Associates Ltd. in the Amount Not to Exceed \$14,800

It was moved by Trustee Sheldon and seconded by Trustee Brennan to approve of option 2 of the MacLean Preserve at Oasis Park Soil Amendment Proposal from Pizzo & Associates Ltd. in the amount not to exceed \$14,800.

Trustee Towne asked if Pizzo was going to mow the area first. Trustee Bohm said he will follow-up with Pizzo.

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 to Cancel the Renewal of the Whippoorwill Park TruGreen, Inc, Contract

It was moved by Trustee Maier and seconded by Trustee Pink to cancel the renewal of the Whippoorwill Park TruGreen, Inc, contract.

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

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 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

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:58 p.m.

Sandy Gallo, Village Clerk