

**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 15, 2022 IN THE SAVANNA ROOM**

**A. CALL TO ORDER**

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

Now that Illinois has lifted the mask mandate, all Village meetings will be held in-person with no capacity limitation.

**B. ROLL CALL**

Upon a call of the roll, the following were:

Present: Trustees Armstrong, Bohm, Clark, Maier, Pink, Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

In Attendance: Village Attorney, Jim Rhodes of Klein Thorpe & Jenkins, Ltd; Village Administrator, Mandi Florip; Village Clerk, Sandy Gallo; Village Treasurer, Amy Weiland; Representative from James Anderson Company, Scott Anderson

**C. APPROVAL OF THE MINUTES**

The Village Board reviewed the regular meeting minutes of February 15, 2022. It was moved by Trustee Clark and seconded by Trustee Pink that the minutes of the regular Board meeting of February 15, 2022 be approved and be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

**D. APPROVAL OF THE BILLS**

Trustee Maier stated the Committee reviewed the invoices and deemed them to be appropriate. As a result, the Committee approved the bills to be paid in the amount of \$ 92,814.77.

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 Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried and the bills will be paid.

**E. FINANCIAL INTERIM REPORTING**

Presentation of the Profit and Loss Statement for the Month of February 2022.

It was moved by Trustee Towne and seconded by Trustee Maier that the Board acknowledges receipt of the February 2022 Profit and Loss Statement and it be placed on file.

Trustee Maier stated the interim report captures the operating funds which are received from the State of Illinois along with the hotel taxes and a summary of the total expenditures for the month of February. Please reference the report for amount details.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: 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

Resident, Tom Heinz (27157 N. St. Marys Road) indicated he resides south of the railroad tracks on St. Marys Road. Mr. Heinz indicated the Illinois Tollway just recently repaired these tracks and installed a rubber like material alongside of them instead of concrete. Mr. Heinz spoke with the tollway representatives completing the work and inquired why concrete was not placed. The Illinois Tollway construction worker stated the Village will need to replace the rubber material with concrete at their own expense. The rubber was installed in November of last year, it has since reduced in size due to the numerous cars traveling this road and compressing the material. Mayor Urlacher asked the Village Administrator Florip to look into this matter.

### 2. Written Communications of Citizens to be Read

## **H. COMMISSION AND COMMITTEE AND OTHER REPORTS**

### **1. Finance Committee**

#### a. Recommendation to Approve Sikich LLP Accounting Engagement Proposal

Trustee Maier stated that in November we requested a proposal from Sikich to perform the monthly Village's accounting services. A proposal was received and their engagement letter was received in January. Trustee Maier asked if the received engagement letter was applicable months later and it was indeed valid through 2023 of January. The Village utilizes Sikich as they offer three divisions of services. They provide auditing, accounting and tax consulting services. Each division is operated as a separate division. As a result,

the audit team will consist of a separate group of Sikich employees performing our annual audit from those completing our monthly accounting support. The accounting services will include Sikich entering the data into the MIP system and generating the financial statements monthly. It will be the Village's responsibility to provide them the accurate data and account information monthly to validate their accuracy of the data. Sikich will not be allowed to print checks nor perform any type of wire transfer transactions. They will perform the data entry in order to create the monthly file in MIP to print checks in the Village office. They will follow the government standards and notify the Village with any questions on how to handle specific accounting procedure. The benefit of utilizing Sikich is their knowledge of accounting and not encountering a production issue when an employee is absent. The Village does acknowledge there can be a conflict of interest having one firm complete our annual audit and accounting services. The responsibility is on the Village to validate their work. Trustee Maier called a number of municipalities that are currently receiving Sikich's services as their auditor and/or accounting services. Each municipality provided a very favorable report and recommendation from their experience. Trustee Maier added their monthly invoice will be in the amount of \$3,900. However, the next two months invoice will be higher as we expect additional time will be required to reconcile the bank accounts through the current month. Trustee Maier noted the Village has the ability to cancel their accounting services with a 30-day notice with no penalties to be considered.

b. Recommendation to Approve the Procedure for a Secondary Signature on Village Checks

Trustee Maier indicated the auditors for several years have requested the Village to implement a two-signature check policy. With the proposed second signature policy, the Village Administrator will be the second member to sign checks. The Village Administrator will not be permitted to issue any checks with only her signature nor will she be able to complete a wire transfer. The Village Treasurer and the Village Clerk both share awareness of what checks are issued and any concerns or issues will be reported to the Mayor or Village Attorney immediately. All wire transfers are handled by two Finance Committee members. One Trustee initiates the request, while the second Trustee supplies the bank a special code in order to complete a wire transfer transaction. Trustee Maier will send a communication to the bank of the new signature change along with assurance that all Trustees information is accurate for a wire transfer transaction.

c. Update on the Village Budget for FY2022-2023

Village Administrator Florip indicated tonight the full budget is being provided to the Board. The Committees have reviewed and provided their changes for the last two months. Please reference the budget packet for details. One amount change was made at tonight's Finance Committee, the General Fund for the scanning project amount has been reduced. The current amount will only reflect this year's anticipated expense of \$60k and not the full

amount of \$120k. Mayor Urlacher added the Chicago Records Management agreement on tonight's agenda will be tabled for April's meeting to coincide with the budget.

Mayor Urlacher stated next month the Board will be holding a public hearing to discuss the fiscal budget. Trustee Bohm asked if the annual tax rebate amount could be increased due to the surplus amount reflected. Mayor Urlacher replied if the Board members determine to change the amount, it will need to be resolved tonight in order to reflect it in the upcoming budget ordinance. Mayor Urlacher added the Village is scheduled to complete a few capital improvements along with the consideration of purchasing a few open spaces. Trustee Maier stated this Board has a fiscal responsibility to ensure our municipality continues to operate in a sound secured financial state for future projects too. Trustee Maier said he would consider keeping the tax rebate as stated. Trustee Bohm agreed with keeping the amount as listed; however, the Board will need to consider doing something with the growing reserve fund. Trustee Towne added the Board will need to consider the larger projects such as repaving of roads in a few years. Mayor Urlacher confirmed Little St. Marys was paved in 2013 and this road will need to be resurfaced in a few years. The consensus from the Board was to keep the tax rebate amount at \$750k for the upcoming fiscal year.

d. Other Matters

**2. Public Works Committee**

a. Discuss Forest Builders, Inc. Cleaning Out the Village's Ditches

Trustee Pink said the ditches have two points of discussion. The first is that none of the ditches have been cleared out in over ten years. The second matter is some of the ditch walls will need to be reconstructed/improved to support the water drainage. The Village Engineer Scott indicated the cleaning and the rebuilding of the ditch walls will need to be handled separately as equipment and material vary for both jobs. Trustee Pink indicated the Village Engineer is reluctant to provide an estimate for the ditch work to be performed. Trustee Pink added the Village Engineer will complete the projects based on the budgeted amount set by the Committee. Mayor Urlacher recommended the Committee continue their discussion of the project and present their recommendation for the next meeting. Trustee Pink added she along with Trustee Clark will drive around the Village to determine which ditches require additional work. Trustee Clark added the Village was currently waiting for Hey & Associates field study report completed at the newly installed culvert on the northeast corner of St. Marys Road.

b. Discuss Maintenance and Capital Improvement Items for FY2022-2023 Budget

Trustee Pink commented on a capital improvement project being considered for the next fiscal year which is, resurfacing only Mettawa's portion for the three resident area along

Little Melody Lane. The remaining road of Little Melody Lane will need to be completed and funded by the Township of Libertyville. Village Administrator Florip will follow-up with Martin Neal to discuss Libertyville's budget for this project.

c. Other Matters

**3. Parks and Recreation Committee**

a. Recommendation to Approve Pizzo & Associates LTD., for a Three-Year Stewardship for the Pollinator Gardens Maintenance

Trustee Bohm said the Committee sought out three-year stewardship proposals for the continuity of the pollinator gardens. The Committee received proposals from the following three bidders; Forest Builders, Pizzo & Associates LTD., and Mariani Landscaping. The Committee is recommending Pizzo & Associates LTD., as they are currently working on the MacLean Preserve at Oasis Park stewardship. Trustee Bohm said he would like to thank David Johansson from Forest Builders for providing his recommendations for the pollinator garden plantings.

b. Recommendation to Purchase an 8-Foot Picnic Table and Garbage Bin Not to Exceed \$3,000 for Whippoorwill Park Patio Area

Trustee Bohm said he would like to place an 8-foot picnic table and a waste bin on the brick patio of Whippoorwill Park. Several of the Mettawa business's employees walk the trails and have been seen sitting on the brick wall since no current seating is available on the patio. Mayor Urlacher asked who will be monitoring the waste bin during the winter months to ensure no overflow. Trustee Bohm said he will monitor the waste bin during the off-season. The contractor Chris Dunlap will be emptying out the waste bin during his monthly scheduled mowing. Trustee Maier recommended the waste bin be removed during the winter months.

c. Discuss Obtaining an Arborist to Inspect all Village Owned Oak Trees

Trustee Bohm stated Trustee Armstrong made him aware of the possibility of oak blight impacting the Village's mature Oak trees. Several of these trees can be found on Village owned properties. Trustee Bohm said he will be meeting with an arborist to drive through the Village to determine what actions should be taken to protect these trees. Any recommendation made by the arborist will be discussed at next month's meeting. Trustee Clark will provide Trustee Bohm a contact name at Davey's Tree Service.

d. Discuss Maintenance and Capital Improvement Items for FY2022-2023

Trustee Bohm indicated next fiscal year's budget includes planting some additional trees on the berm at MacLean Preserve at Oasis Park.

e. Other Matters

#### 4. Public Safety

a. Other Matters

Trustee Armstrong stated the speed sign data has been downloaded. The data is not consistent as anticipated and the information reflects a slight speed reduction. Trustee Armstrong added having a full year of data will provide a bigger picture of the driving patterns. A change is being made to the traffic speed signs in which the speed of the cars is being recorded. At this time, the signs capture the cars when they exceed 40 mph. The new recorded speed will be changed to either 30 or 35 mph.

Trustee Armstrong stated a resident requested that a red-light camera be placed at Route 60 and St. Marys Road intersection. Trustee Armstrong reached out to Sergeant Briggs to receive his feedback in placing a red-light camera at this intersection. Sergeant Briggs replied the camera would increase rear-end accidents and the data shows less than 1 accident per week at this location.

Trustee Armstrong reported new signs with yellow-flashing arrows have been installed in various Libertyville intersections. These new traffic signals with a yellow-flashing arrow are being installed to allow vehicles to continue to do a left turn during the duration of a green light. The County's data has shown a reduction of accidents with these new yellow-flashing arrows lights. Mettawa's intersection will not be receiving the flashing yellow arrows signs due to the low count of accidents occurring in the Village's intersections.

Trustee Armstrong asked the Trustees for their feedback on adding solar stop signs by the two railroad crossings in the Village. Trustee Armstrong stated her hesitation of adding these flashing stop signs would impact the residents east and west of the railroad crossing. Village Treasurer Weiland remarked no flashing lights will stop a speeding car without law enforcement being present. Mayor Urlacher said this speeding of cars within the Village will be further discussed. Resident Dr. Fantus asked how will the speeding on Old School Road be handled. Mayor Urlacher replied the Village will need to consider hiring special details to park at a discreet location to ticket speeders. Village Administrator Florip asked Ms. Weiland to send her the location where the sheriff's deputy would need to be stationed on Old School Road. Trustee Pink added the cyclists on the trail do not stop either. Trustee Armstrong said she will give the solar stop signs some additional consideration.

Trustee Armstrong stated she would like to add four new signs of “No Outlet” for the four streets who wish to defer traffic. No posts for the signs will be needed. The Trustees’ consensus was to purchase and install the additional “No Outlet” signs.

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

Mayor Urlacher indicated there are no new matters to report from the Commission.

### **I. BUSINESS FROM THE BOARD:**

#### **1. Mayor’s Report**

##### **a. Consideration of Updating the Village Website**

Mayor Urlacher indicated the Village website has not been updated since 2012. A recommendation of \$10k is being made to redesign the website. The update will increase the Village’s transparency. The mayor asked the Trustees to submit any ideas they would like to be reflected on the website.

Trustee Bohm asked who maintains the Village’s Wikipedia posting. Mayor Urlacher responded that the Village has no control over this posting; anyone can submit changes to Wikipedia.

##### **b. Recommendation to Approve Chicago Records Management Scanning Proposal**

Mayor Urlacher indicated this agenda item will be tabled until the April meeting.

A motion was made to table the approval of the Chicago Records Management scanning proposal. The motion was moved by Trustee Towne and seconded by Trustee Pink.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

##### **c. Lake Forest Beach Parking Permits**

Mayor Urlacher reminded the residents that the Lake Forest Beach parking permits are available to purchase starting April 1<sup>st</sup>. The permit cost remains the same in the amount of \$85. The Village has been granted 50 passes for parking. The application has been posted on the Village website and the residents will receive notice within the Friday’s news communication.

##### **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

Mayor Urlacher indicated future Board meetings will be held in the Cottonwood room.

f. Village Administrator's Report

Village Administrator Florip reminded the Trustees that their Statement of Economic Interest will need to be filed by May 2<sup>nd</sup>. Village Attorney Rhodes provided the Trustees a memo with common questions and answers to help them complete your filing.

Village Administrator Florip stated last summer a walk-through audit of the Oasis businesses was completed. During this visit, four businesses were not aligned for tax sharing to Mettawa. Of the four businesses the department of revenue has aligned two appropriately, one business does not earn enough to submit revenue and the last one is still being researched.

Village Administrator Florip added the yearly salt has been purchased for next winter, we have 130 tons stored.

**2. UNFINISHED BUSINESS**

Mayor Urlacher indicated the following two agenda items will remain tabled for this meeting.

a. A Motion to Remove from the Table an Ordinance Amending the Village of Mettawa Code of Ordinances, Chapter 15, Zoning Regulations, Article 11, Special Uses, Section 15.1106, Additional Regulations for Public Assemblies

b. Discussion of an Ordinance Amending the Village of Mettawa Code of Ordinances, Chapter 15, Zoning Regulations, Article 11, Special Uses, Section 15.1106, Additional Regulations for Public Assemblies

**3. SELECTION OF CONSENT AGENDA**

The Chair would like to entertain establishing a consent agenda for any or all the items listed under New Business on the agenda. The mayor asked if there were any items listed under the New Business that a Trustee does not wish to approve under the Consent Agenda.

The Board's consensus was to remove Item E as part of Consent Agenda.

a. Approval of the Sikich LLP Accounting Engagement Proposal

b. Approval of the Procedure for a Secondary Signature on Village Checks



- c. Approval of the Pizzo & Associates LTD., Proposal for a Three-Year Stewardship for the Pollinator Garden Maintenance
- d. Approval of Purchase an 8-foot Picnic Table and Garbage Bin Not to Exceed \$3,000 for Whippoorwill Park Patio Area

A motion was made by Trustee Pink and seconded by Trustee Bohm to approve the agenda items by the consent agenda.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

A motion was made by Trustee Towne and seconded by Trustee Pink to approve the agenda items by omnibus vote.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

#### **4. NEW BUSINESS**

##### **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 Armstrong and seconded by Trustee Clark that the meeting be adjourned.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:29 p.m.

Sandy Gallo, Village Clerk