

**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  
JUNE 21, 2022 AT THE HILTON GARDEN INN COTTONWOOD ROOM**

**A. CALL TO ORDER**

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

**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; Representative from James Anderson Company, Scott Anderson, Village Treasure, Amy Weiland

**C. APPROVAL OF THE MINUTES**

1. Regular Meeting Minutes of May 17, 2022

The Village Board reviewed the regular meeting minutes of May 17, 2022. It was moved by Trustee Towne and seconded by Trustee Pink that the minutes of the regular Board meeting of May 17, 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 has reviewed and approved the bills to be paid in the amount of \$104,570.77.

It was moved by Trustee Maier and seconded by Trustee Armstrong 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 Interim Profit and Loss Statement for the Month of May 2022.

Trustee Maier indicated May is the first month of the fiscal year. Trustee Bohm asked how often does the Village receive sales payment from the hotel. Trustee Maier replied every month a check is received. Trustee Maier added Sikich is anticipating to have the financial statements completed for the July meeting.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledges receipt of the May 2022 Interim Profit and Loss Statement and it 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.

## **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) inquired on the dollar amount set for the tax rebate program. Trustee Maier replied his question would be answered under the Finance Committee reporting.

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

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

### **1. Finance Committee**

#### **a. Update on Sikich LLP Accounting Services**

Trustee Maier indicated Sikich accounting service personnel are moving along with reconciling the village's bank accounts. Sikich is anticipating providing the Board financial statements for next month.

Trustee Maier added the Sikich auditing team is also working on reviewing the various submissions received from the village. The audit is due to be completed on time.

#### **b. Recommendation to Approve the Amended Budget FY2021-2022**

Trustee Maier indicated the amended budget ordinance will be further discussed at the July meeting.

c. Recommendation to Approve the Tax Rebate Ordinance

Trustee Maier stated the tax rebate program amount is being recommended for \$750,000.

d. Other Matters

**2. Public Works Committee**

a. Recommendation to Amend the 2022 Right-of-Way Landscape Maintenance Agreement to Add Riverside Preserve, SSA#7 to the Program

Trustee Pink asked if the recommendation needed to state the contractor's name to know who is completing the work. Village Attorney Rhodes indicated the motion could include the contractor's name. The Riverside Preserve mowing will cost \$875 a month.

b. Update on the Right-of-Way at the Village Property on Oak Hill Lane

Trustee Pink commented the two homeowners on Oak Hill Lane requested that the village mow their grassy area. Dunlap Lawn Service mowed the lot area as requested. Just recently, the homeowners determined they will perform the maintenance on the village's small grassy area. The village will take no further action.

c. Recommendation to Go Out to Bid for the FY2022-2023 Snow Plowing Agreement to Include Salt Storage

Trustee Pink added this year's snow plowing contract will include salt storage. Village Administrator Florip stated the village has stored their salt at the City of Lake Forest public works facility for some years. However, they have recently requested that Mettawa find a new location to store their salt after depleting the current stock. Village Administrator Florip added Lake Forest indicated they would like to solely work with their staff and no outside members. A reduction of members would result in a reduction of off hours support. As a result, the new contract will be bided out with salt storage. Mayor Urlacher asked that the new contract include clearing the trail entrances by the residents' driveways. Village Engineer Scott Anderson said he added that condition into the bid specifications to be performed as needed.

d. Update on Hey & Associates Field Study Report from the St. Marys Road Construction

Trustee Pink stated the field study was completed to evaluate if St. Marys Road construction directed additional water to the river on the north side of Old School Road.

Trustee Clark commented she is working with Libertyville Township on her specific water drainage issues related to their open lands area around her property. Trustee Pink said Hey & Associates reported no concerns as a result of Lake County's completion of the St. Marys Road improvements.

e. Update on the Three Residents Reported Culvert Issues

Trustee Pink stated the village only addresses private culverts when they are interfering with the water flow or the drainage of surrounding residents. Leonard is located at 15540 W Old School Road. Ms. Leonard's culvert will be cleaned out. Trendler is located at 15185 W. Old School Road. The Village Engineer provided a cost estimate to replace a culvert in the amount of \$4,870 and indicated the final cost did not include all the possible variables. Trustee Pink added two neighbors on Mettawawoods Lane are addressing some high levels of water draining into the ditch. A neighboring resident sump pump is flooding the front ditch area. The ditch is not able to handle the volume of water and flooding onto the neighbor's property. Trustee Pink added she visited the site with the Village Engineer Jamie Anderson and it was determined some grading along the ditch with cleaning the culvert should address this drainage issue.

f. Update on the July Meeting to Discuss the MacLean Preserve at Oasis Park Stormwater Project

Trustee Pink stated Hey & Associates will be presenting the MacLean Preserve at Oasis Park stormwater drainage project to the residents along Bradley Road and Mettawa Lane. Trustee Pink added she was surprised to hear that these residents had not read the Hey & Associates drainage report proposed plans for their area. Village Clerk Gallo said she will provide these residents only the pertaining pages of the report to ensure that they have that information for the July 13<sup>th</sup> Committee meeting. The Village Clerk will also send out an email notification to these residents regarding the meeting.

g. Recommendation to Approve James Anderson to Purchase Parts from MacIntire Management Group for the Oasis Service Force Main in the Amount Not to Exceed \$13,572

Trustee Pink said the following proposal is to repair the air valve for the force main at the Oasis Business center. Village Engineer Scott Anderson added Impact Networking has requested that the repair be approved with the higher bidder granting them access to the valves from the surface. The surface entry is not confining nor limiting for equipment access for future repairs.

h. Other Matters

Trustee Clark asked Village Engineer Scott Anderson if they completed the shoulder maintenance. Village Engineer Scott Anderson replied they started on the trails. Unfortunately, due to the recent strike, the material needed for the trails is unobtainable. Forest Builders has completed the shoulders. Trustee Clark indicated the south side of Old School Road shoulders were not completed. Trustee Clark indicated the north side shoulders on Old School were done. Trustee Pink agreed that some shoulder areas required additional material as they appeared to be inconsistent on how they were done. Village Engineer Scott Anderson added the weeds on the shoulders have not been treated.

Resident, Tom Heinz said the St. Marys Road construction created steep ditches which is creating issues to mow the grass. Mayor Urlacher asked Mr. Heinz to call the Village Clerk to receive a contact name and number to address this issue.

**3. Parks and Recreation Committee**

a. Update on Davey Tree Expert Inventory of Whippoorwill Park Trees

Trustee Bohm stated Davey Tree Experts completed an inventory on the trees at Whippoorwill Park. The inventory includes 60 trees and one white oak in the village's hay field lot.

b. Update on the Watering Option at Whippoorwill Park

Trustee Bohm stated the Village Engineer Scott Anderson provided an estimate on installing a water service at Whippoorwill Park. Village Engineer Scott Anderson commented the Lake County fee still needs to be added to the estimate. Trustee Bohm added the benefits to having a water connection would greatly support the growth of the pollinator gardens and any new plantings to this location. Trustee Towne asked if a padlock will be placed on the handle to avoid abuse of the water usage.

c. Recommendation to Approve Dunlap Lawn Service to Mulch, Fertilize and Apply Herbicide Treatment at Whippoorwill Park in the Amount Not to Exceed \$5,700

Trustee Bohm stated Davey Tree Experts provided a health care recommendation for Whippoorwill Park. Trustee Bohm said he was not familiar with the two Chestnut Borer or the Phosphonate treatments listed on the proposal. Trustee Bohm will research these two treatments and discuss this proposal at the July's meeting. Trustee Pink asked if oak trees would be treated. Trustee Bohm replied he was also planning to discuss that treatment with Davey Tree Experts.

d. Update on the Watering Option at Whippoorwill Park

This is a duplicate agenda item.

e. Recommendation to Approve Pizzo & Associates, LTD to Plant Native Plugs at Whippoorwill Park in the Amount Not to Exceed \$600

Trustee Bohm said the Committee is recommending to plant three elderberries on the south edge area from the pollinator gardens next to the preserve.

f. Recommendation to Approve Pizzo & Associates, LTD to Plant Native Plugs at Whippoorwill Park in the Amount Not to Exceed \$960

Trustee Bohm stated the Committee is recommending to plant 250 native plugs around the patio area.

g. Recommendation to Approve the Amended Price Increase for the Bob Haraden Hay Lease for 701 Riverwoods Road

Trustee Bohm stated the Bob Haraden hay mowing lease is being amended as the price increase exceeded the 10% approved by Committee. Mr. Haraden price increase was from \$5.50 to \$6.50 a hay bale.

h. Recommendation to Approve the Price Increase for the Whippoorwill Park and MacLean Preserve at Oasis Park Signs in the Amount of \$3,338.40

Trustee Bohm stated a revised estimate for the four park signs was received from Signarama. The Committee approved the price increase submitted.

i. Update on the Lake County Water Meter for the Summer

Village Engineer Scott Anderson said the meter has been requested.

j. Other Matters

**4. Public Safety**

a. Update on the Village Emergency Scanner

Trustee Armstrong indicated Mettawa Public Safety is benefitting from the recent scanner purchase.

b. Update from the Mettawa Public Safety Meeting

Trustee Armstrong stated Lake County Sheriff's office has not been able to fully fill the 3-week extra patrol shift request from the village. Mayor Urlacher stated the Board will need to really consider Mettawa's options for patrol. Speeding continues to be a serious issue around the village. Many residents continue to report their experience with speeding cars throughout the village. Trustee Pink asked if a patrol car could be requested. Mayor Urlacher said the Board will need to provide some solutions to slow down the speeding cars. Mayor Urlacher stated requesting a patrol car would result in someone patrolling the village for an 8-hour shift a few times a week. The cost of a patrol car will be very costly.

Mr. Heinz indicated he had allowed the Lake County Sheriff's cars to post themselves on his driveway to encourage cars to reduce their speed. Trustee Armstrong stated she received a request from Forest Haven to place flashing stop signs at their entrance of the subdivision. Resident Amy Weiland said cars do not speed on the west side of Old School Road due to the road being narrower than the east side. Trustee Towne added the AbbVie employees continue to travel through the village and it is creating additional speeders.

c. Other Matters

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

Mayor Urlacher indicated the ZPA has a few pending items to be discussed. They will be holding a meeting in the near future.

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

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

a. 2022 First Review of Executive Session Minutes

Mayor Urlacher said it is required by state law that the Village review their Executive Session Minutes two times each year for a possible release. At this time, no minutes will be released.

b. Building Report

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

c. Other Matters

Mayor Urlacher reminded the residents the picnic is set for next month.

d. Village Administrator's Report

Village Administrator Florip said she along with Village Clerk Gallo reviewed the resident listing of qualified residents. This year 146 residents will qualify for a tax rebate. Village Administrator Florip added the scanning project is moving along. All 2017 files will be scanned. Village Administrator Florip said she is working on the true-up numbers with Lake County's sheriff's office. Trustee Bohm asked if she has received a sample of the files being scanned to review the outcome. Village Administrator Florip replied she has and the files look good.

**2. UNFINISHED BUSINESS**

Mayor Urlacher indicated the following two agenda items will remain tabled for this meeting. No further communication has been received from St. Basil's on the following two matters.

- 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.

Mayor Urlacher indicated letter **a** will be continued for July's meeting.

A motion was made by Trustee Maier and seconded by Trustee Armstrong to continue letter **a** for July's meeting.

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.

Mayor Urlacher indicated letter **f** was being removed from the consent agenda.

A motion was made to remove letter **f** from the agenda. The motion was made by Trustee Maier and seconded by Trustee Clark.

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.

- b. Approval of the Ordinance Declaring Surplus Funds and Directing Local Tax Reimbursements Pursuant to the Illinois Fiscal Responsibility Law and the Village's Home Rule Authority
- c. Approval of the Amended the Dunlap Lawn Service 2022 Right-of-Way Landscape Maintenance Agreement to Add Riverside Preserve, SSA#7 to the Program
- d. Approval to Go Out to Bid for the FY2022-2023 Snow Plowing Agreement to Include Salt Storage
- e. Approval for James Anderson to Purchase Parts from McIntire Management Group for the Oasis Service Main in the Amount Not to Exceed \$13,572
- g. Approval for James Anderson Company to Plant Three Elderberries at Whippoorwill Park in the Amount Not to Exceed \$600
- h. Approval of Pizzo & Associates, LTD to Plant Native Plugs at Whippoorwill Park in the Amount Not to Exceed \$960
- i. Approval of the Amended Price Increase for the Bob Haraden Hay Lease at 701 Riverwoods
- j. Approval of the Price Increase for the Whippoorwill Park and MacLean Preserve at Oasis Park Signs in the Amount of \$3,338.40
- k. Approval of a Resolution Approving the Release of Certain Executive Session Minutes of the President and Board of Trustees of the Village of Mettawa

A motion was made by Trustee Maier and seconded by Trustee Bohm to approve the following 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 Armstrong to approve the following 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**

At 7:55 p.m., it was moved by Trustee Towne seconded by Trustee Armstrong to adjourn the meeting to Executive Session to discuss meeting minutes and litigation.

Upon a call of the roll, the following were:

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

Absent: None

Mayor Urlacher declared the motion carried.

**K. CALL TO RECONVENE**

At 8:14 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 Armstrong, Bohm, Clark, Maier, Pink, Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

Also, present: Village Administrator, Mandi Florip; Village Clerk, Sandy Gallo and Village Attorney Jim Rhodes of Klein Thorpe and Jenkins

**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:

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

Nay: None

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

Sandy Gallo, Village Clerk