

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 JULY 19, 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 June 21, 2022

The Village Board reviewed the regular meeting minutes of June 21, 2022. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes of the regular Board meeting of June 21, 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 \$ 95,784.64.

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 Interim Profit and Loss Statement for the Month of June 2022.

Trustee Maier indicated June will be the last month for this format as Sikich accounting service will be providing a regular Treasurer's Report.

It was moved by Trustee Towne and seconded by Trustee Pink that the Board acknowledges receipt of the June 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
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 has reconciled the village's various accounts from December 2021 through April 30th of this year. Sikich accounting service has also drafted the fiscal year-end financial statements through April 30th. Trustee Maier anticipates reviewing their recent submission in the next few days. Once the drafted financial statements have been reviewed, they will be presented to the Board next month.

- b. Update on the FY2021-2022 Audit

Trustee Maier stated the Sikich accounting service will be requesting from the auditors a two-week postponement with a new start date of August 25th. This will allow all the accounting service to finalize the April 30th financial statements and consider any accrual amounts to be included.

- c. Update on Residents with Debt Owed to the Village

Trustee Maier stated in June the Board approved an ordinance indicating if a resident had an open balance due to the village, they would not qualify for the tax rebate program. At this time, we have three residents with open balances from violations.

d. Update on the 2022 Tax Rebate Program

Village Treasurer Weiland indicated she has received 12 tax rebate applications thus far.

e. Update on the James Anderson Billing Amount for Prior Years' Work

Trustee Maier indicated within the June James Anderson invoice an amount of \$16K was charged for the John Koffel berm. The amount date back to 2015. Trustee Maier commented to the Village Engineer Scott Anderson that the village should not be received charges dating back to 2015 in 2022. Village Engineer Scott Anderson replied the resident does not owe the village for the service. The amount billed should be paid by the village for engineer services completed for this project. Mayor Urlacher asked Village Engineer Scott Anderson why is the village only seeing this large expense seven years later. Village Engineer Scott Anderson replied they did not think this project would still be opened seven years later. Village Clerk Gallo and Village Administrator Florip will research the open balance due for Koffel's berm.

f. Recommendation to Approve the Amended Budget FY2021-2022

Village Administrator Florip stated the ordinance being presented tonight is to allow the expenses and the budget be balanced against the approved budget. Trustee Maier added the expenses that exceeded their budget had funds reallocated to that expense line item. More importantly, the approved budget was not exceeded even after the line-item allocations were completed. The fiscal year ended with a surplus in revenue.

g. Other Matters

2. Public Works Committee

a. Update on the Hey & Associates Inc. Presentation to the Residents Impacted by the MacLean Preserve at Oasis Park Stormwater Drainage Project

Trustee Pink commented the Village Clerk Gallo communicated the committee meeting directly to the Bradley Road and Mettawa Lane residents via email and provided printouts in their mailbox. The Public Works Committee meeting outcome included two property owners in attendance. Hey & Associates (H&A) representative David Kraft attended this meeting. Mr. Kraft provided a summary to the residents of their stormwater drainage study. Trustee Pink added during the committee meeting, she reminded the residents for the best outcome to this drainage improvement all of directly impacted residents will need to agree with the proposed

work. Trustee Pink stated after H&A completed the drainage study, they held a Zoom call to present their findings. In addition, residents who submitted a concern form were given the opportunity of having a site visit with Trustee Pink and Mr. Kraft on their property to discuss their drainage issue. The Bollhoffer's registered for the onsite discussion. No other resident along this road requested a visit. The Witten's indicated they did not receive any information to register nor communication of the drainage study occurring. Trustee Pink reminded the Board the final H&A drainage study report was posted on the village website in May of 2021. Another communication will be sent to the residents along Bradley Road and Mettawa Lane asking if they would like to receive further details about the drainage project or opt out. The final communication will allow the Committee to better understand the residents' level of interest in the participating in the drainage project. The village will move forward with the MacLean Preserve at Oasis Park final design planning afterwards. Mayor Urlacher added he agreed to the additional on-site meetings with the residents. The village is investing on their property to improve the resident's drainage issues. Trustee Pink said the village will continue to work on the submission for the grant application. This project is intended to reduce the speed of the water along the resident's property and to allow new plantings to reduce some of the land erosion that is occurring. At the committee meeting, one resident requested that their culvert be closed. Mr. Kraft indicated the water pathway had been form since 1939 and that could not be changed. Trustee Maier agreed. Trustee Bohm commented this drainage project was begun to support the residents. The village was not been experiencing any flooding on their property. Trustee Bohm asked if the conceptional plans have been finalized. Village Administrator Florip said she will follow-up Mr. Kraft to get an updated design plan with cost to provide next month. Trustee Bohm commented if the residents are not interested in participating, the village should move forward with the project and not complete any enhancements on the private property. Mayor Urlacher commented residents need to continue to clear their culvert to improve the flow of the water. Trustee Pink added removing the buckthorn on the private property would beautify the area and allow better vegetation to be planted which would also address the erosion of the land that is occurring.

b. Recommendation to Waive the Bidding Requirements for the Air Valve Replacement Labor

Trustee Pink commented in June the Board approved the parts for the two air valves replacement to be purchased. Trustee Pink added we are requesting to waive the bidding per Impacting Networking request. Approving the labor at this time will allow the repair to be completed during this dry season.

c. Recommendation for Peterson Excavating Demolition and Roll-off Services Work Proposal in the Amount of \$33,280 Subject to the Requirement that they Provide a Letter Stating the Work is Subject to and they will Comply with the Provisions of the Illinois Prevailing Wage Act

Trustee Pink added Impact Networking has contracted with Petersen Excavating Demolition company in the past and they approve of this proposal. The Committee recommends approval of the following proposal.

d. Update on the Forest Builders Additional Amount for Shoulder Maintenance

Trustee Pink indicated the Committee approved \$12,000 to be paid for the shoulder maintenance. This project exceed its approved amount and it has not been completed. Trustee Pink said she will walk with Village Engineer to walk the areas that require additional material or work.

e. Other Matters

Trustee Pink asked Village Engineer Scott Anderson if he drove and tested to see if the light on Bennett Road and Townline was working appropriately. Village Engineer Scott Anderson replied he drove to Deerpath Farms light and it was operating as needed.

3. Parks and Recreation Committee

a. Recommendation to Approve the Davey Tree Experts Proposal for Whippoorwill Park in the Amount of \$21,590

Trustee Bohm indicated the Committee recommends that the Davey Tree Expert proposal to treat the oak trees at Whippoorwill Park and the one oak tree in the hay field be approved.

b. Update on the Picnic Planning

Trustee Bohm added the Committee asked if any other items were needed for the picnic. Village Clerk Gallo commented the last item for consideration was to determine if parking would be available for the residents at the park. The final determinations will be made the Friday before the picnic. Mayor Urlacher asked no cars exit onto the trail going west to provide safety for any walkers.

c. Update on the Whippoorwill Park Water Proposal

Trustee Bohm stated James Anderson is working with a contractor to find the main water connection. Village Engineer Scott Anderson stated two connections were found.

d. Update on the Planting Commemorative Trees at MacLean Preserve at Oasis Park

Trustee Bohm stated he received a request from a resident to plant a tree at the MacLean Preserve at Oasis Park. Trustee Bohm added a commemorative program is being explored and further details will be provided later. Trustee Clark added a commemorative stone or plaque is being considered.

e. Update on Fall Tree Planting

Trustee Bohm stated this fall the six evergreens that were planted on the berm at the MacLean Preserve at Oasis Preserve will be evaluated before recommending any further tree plantings.

f. Other Matters

4. Public Safety

a. Other Matters

Trustee Armstrong stated June has been a quiet month for Mettawa Public Safety. Trustee Armstrong indicated she received a request from Forest Haven for a flashing STOP sign at their subdivision entrance. The Board has already discussed flashing STOP signs and have determined cars do not reduce their speed for a flashing sign. The Forest Haven homeowner's association president, Homer Benavides was in attendance. Mr. Benavides reported he too is concern of the cars speeding and hurting children riding their bikes. Mayor Urlacher commented that the Board has discussed the speeding in length for some time. As a result, we will be holding a Committee of the Whole on August 13th at the Hilton Garden Inn at 10 am to further discuss the village's options in addressing this matter. No actions will be taken on August 13th. Village Administrator Florip has been reaching out to different municipalities to explore different options for higher security. The residents are encouraged to attend this meeting to better understand the impact and the cost of higher security means. Mayor Urlacher stated the goal of the Saturday's meeting is to hear from the residents on what direction the Board should take to address this matter. Mayor Urlacher added our current contract with Lake County Sheriff's is billed per call and it's a great cost savings. If the Village decides to enter into a different contract, this bill per call will be dissolved. Village Treasurer Weiland asked if speed bumps could be considered. Trustee Armstrong commented speed bumps were considered as a means to reduce speeders but it was seen as an issue for emergency vehicles.

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. Village Newsletter

Mayor Urlacher stated the first quarterly newsletter is currently being drafted. The final newsletter will be emailed by the end of the month.

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

d. Village Administrator's Report

Village Administrator Florip stated Lake County municipal golf outing is August 29th. ILM conference will be held in September. Registration for the event is still open.

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 **d** will be removed from the consent agenda.

The following items were approved under the consent agenda.

- a. Approval of the Ordinance Amending the Village of Mettawa's Annual Budget for Fiscal Year 2021-2022
- b. Approval to Waive the Bidding Requirements for the Air Valve Replacement Labor
- c. Approval of the Petersen Excavating Demotion and Roll-off Services Work Proposal in the Amount of \$33,280 Subject to the Requirement that they Provide a Letter Stating that the Work is Subject to and they will Comply with the Provisions of the Illinois Prevailing Wage Act

A motion was made by Trustee Armstrong and seconded by Trustee Towne 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 Bohm and seconded by Trustee Maier 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.

- d. Approval of the Davey Tree Experts Proposal for Whippoorwill Park in the Amount of \$21,590

A motion was made by Trustee Maier and seconded by Trustee Armstrong to approve the following agenda letter d.

Upon a call of the roll, the following voted:

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

Abstain: Trustee Clark

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, the meeting was adjourned by Ayes.

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 7:57 p.m.

Sandy Gallo, Village Clerk