

**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 OCTOBER 18, 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, Clark, Maier, Pink, Towne and Mayor Urlacher

Absent: Trustee Bohm

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 September 20, 2022

The Village Board reviewed the regular meeting minutes of September 20, 2022. Trustee Pink provided minor edits to be reflected, not content changes. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes of the regular Board meeting of September 20, 2022 be approved with the edits and be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Bohm

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 \$112,332.57.

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:

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Bohm

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

**E. FINANCIAL INTERIM REPORTING**

The Interim Profit and Loss Report for the month of September 2022 was presented. Trustee Maier indicated the report reflects a net revenue of \$229K. However, he anticipates revenue amounts to slightly decrease due to the current recession.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledge receipt of the September 2022 Interim Profit and Loss Report and it be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Bohm

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 of the Financial Statements and Board Communication from the Audit

Trustee Maier stated Sikich has completed the fiscal year-end audit. The outcome included two minor journal entries. Trustee Maier added last year's audit resulted in more than a page of journal entries. This year's change included Sikich accounting service reconciling the village's accounts prior to the audit which resulted in fewer account adjustments. Trustee Maier said he will be completing the Management and Analysis Report, signing off the Representation Letter to finalize the audit this week. A full audit video will be provided for the November meeting.

- b. Update on the 2022 Tax Rebate Program

Village Treasurer Amy Weiland indicated 138 residents qualified for the tax rebate program. Of those residents, 134 will be receiving a check, three qualifying residents did not submit their application and one resident did not resolve his outstanding violation nor pay his open balance.

- c. Recommendation to Approve the Howe Security Contractual Increase

Trustee Maier indicated this contract will be approved in November.

d. Recommendation to Authorize John Koffel's Tax Rebate Application to Be Held in Escrow Pending Outcome of Stormwater Management Commission Inspection

Trustee Maier stated this agreement is no longer required. Village Administrator Florip added Mr. Koffel has received confirmation from Stormwater Management Commission that the berm he built is in compliance after their inspection was completed. As a result, James Anderson Company will be closing out the two open permits for Mr. Koffel's berm. Village Administrator Florip added the one outstanding matter is for Mr. Koffel to issue payment for the stop work order of \$500 by November 1<sup>st</sup>.

e. Other Matters

Trustee Maier indicated during the committee meeting it was suggested that the audit statements posted onto the Village website be reframed from being labeled audit. As a result, Village Clerk Gallo will provide some additional naming schemes that other municipalities utilize on their website for their audit documents.

Trustee Maier stated Trustee Armstrong will be writing a letter to Howe Security suggesting that the hourly rate increase be directed to Rick and Antonio and not overhead costs or other expenditures. Mayor Urlacher approved of the letter to be sent to Bill Howe.

**2. Public Works Committee**

a. Update on the Culverts at 15130 Little St. Marys Road and 15185 Old School Road

Trustee Pink indicated the culvert replacements look great.

b. Update on the Ditch Work to be Performed at 15130 Little St. Marys Road

Trustee Pink commented one resident along Little St. Marys Road has requested that the mature trees not be removed during the ditch construction. Trustee Pink added the Committee is looking to accommodate the resident's concern but the matter of the road flooding does need to be addressed prior to the winter.

c. Update on the Village's Right-of-Way Trees to be Removed

Trustee Pink indicated she has identified five or more trees that need to be removed along the right-of-way. Village Engineer Scott Anderson replied he had noted a few additional trees should be considered as they are dead. A final tree removal listing will be available next month for the Committee to consider.

d. Recommendation to Approve the Stormwater Management Commission Grant Application for the MacLean Preserve at Oasis Park Drainage Project

Village Administrator Florip stated she sent the Board a communication indicating the drainage project SMC application was due October 7<sup>th</sup>. The Trustees were to reply via email if they objected to the application submittal. No Trustee objected. The grant application was submitted for the MacLean Preserve at Oasis Park drainage project. Last month, the Board approved the design work Hey & Associates drafted utilizing the American Rescue Plan Act funding. The following recommendation is a post-submittal approval for the grant application.

e. Other Matters

Trustee Pink stated she spoke with Village Administrator Florip about four trees located in the Forest Preserve needing to be removed due to safety issues. The following trees are located on Old School Road, east of the railroad tracks and west of Meadowoods Lane. Village Administrator will follow-up with the Forest Preserve regarding these trees.

Resident, Debra Pelech (15565 W Old School Road) stated she had removed several dead oak trees on her property. However, she noticed a dead oak that was on the township property. Mrs. Pelech requested a contact name for Libertyville Township to have them visit her property regarding the dead oak tree. Mayor Urlacher replied Trustee Pink or Village Administrator Florip can provide contact name and phone number for the township.

**3. Parks and Recreation Committee**

Trustee Clark provided the Committee report on behalf of Trustee Bohm

a. Update on the Whippoorwill Park Water Connection

Trustee Clark indicated Village Engineer Scott Anderson has not received any further information from Lake County regarding the connectivity expenses nor the final tapping fee.

b. Update on the Plantings at Whippoorwill Park at the Armstrong Bench

Trustee Clark stating Pizzo & Associates will be planting the approved plugs on the northside of the patio area at Whippoorwill Park. MOLA will also be planting some additional flowers along the Armstrong bench.

Trustee Clark added six trees were placed on the berm at MacLean Preserve at Oasis Park last year. A full assessment of these trees will be made after the winter season and prior to any consideration of additional plantings.

c. Update on the Proposal from John Keno & Company for an Earthen Berm on Village Property at 700 Riverwoods Road

Trustee Clark indicated the village received a letter from Bill Vignocchi asking if Mettawa would consider a berm at 700 Riverwood Road. The berm proposal included native trees, seeds and a payment of \$312K for the construction. The Committee received feedback from the residents that they do not support the construction of this berm. Trustee Pink commented the payment is a substantial amount for the village to receive for a berm. However, the village is financially stable and no amount is worthy of the annoyance for the construction of a berm. The Committee did not approve of the berm proposal.

Mayor Urlacher added he spoke to Trustee Bohm in length about this project. In addition, he received an email from Trustee Bohm indicating he firmly objected to the construction of the berm.

d. Other Matters

**4. Public Safety**

a. Traffic Calming Sign Data

Trustee Armstrong provided the traffic signal data to the Board. Mayor Urlacher added with the recent traffic signal data the average speed is 31MPH and the fastest was recorded at 85MPH. Mayor Urlacher stated an email was received from Lake County Sheriff indicating they will not be able to fill Mettawa's deputy request until February or March of next year. The village has entered into another Special Details agreement for the winter. The mayor has asked the residents to continue to be vigilant of locking their doors and cars outside of the garage. The mayor has asked the Board for their feedback on having an additional Howe Security member for a four-hour shift for the winter months.

Mrs. Pelech asked if hourly rate for the Lake County Sheriff could be modified to entice the deputies to enroll for the shifts. Village Administrator Florip replied no, as this service is unionized. Trustee Armstrong stated the village is exploring to find a deputy who is looking to retire and work for Mettawa. Village Administrator Florip will follow-up and provide Mrs. Pelech the county's hourly rate. Village Administrator Florip added Lake County Sheriff's Office is experiencing a staffing low. Trustee Clark added the Village Clerk Gallo should

continue to communicate to the residents about being cautious with the upcoming winter darkness.

b. Other Matters

Trustee Armstrong remarked

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

a. Recommendation to Approve the Lot Consolidation by Impact Networking LLC to Consolidate Lots 3 and 4 in Oasis Business Center Subdivision into one lot with One Proposed Building

b. Recommendation to Approve the Minor Subdivision by Joseph Massarelli to Lot 14 (Vacant), 15 (Existing Residence and 16 (Vacant) in Deerpath Subdivision into one Lot with Existing Residence and Other Future Accessory Structures

Trustee Pink asked what future accessory structures were going to be built. Village Attorney Rhodes replied a garage is anticipated for less than 2,000 square feet.

c. Other Matters

**I. BUSINESS FROM THE BOARD:**

**1. Mayor's Report**

a. Recommendation to Approve of Filing an Application for a Minimum Access Permit with Lake County Department of Transportation for Lot 2 in the Grainger Subdivision

The Board had no questions regarding this agenda item.

b. Recommendation to Approve Advantage Consulting Engineers for Design Work for the Minimum Access Plans for Lot 2 in the Grainger Subdivision

Village Attorney Rhodes indicated Grainger is going to be dividing the lot on Route 60 and Riverwoods Road. This is part of the annexation agreement with the Village. This driveway will provide minimum access to the vacant lot. This driveway will be directly across the north entrance of Costco.

c. Building Report

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

- d. Other Matters
- e. Village Administrator's Report

Village Administrator Florip thanked the Village Clerk and Trustee Maier for a smooth audit process. Village Administrator Florip indicated the quarterly Newsletter is currently being drafted and will be sent out later this week.

## **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

Mayor Urlacher indicated St. Basil's Church and the Village's attorney are in communication.

## **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.

Agenda item a. is no longer needed.

- b. Approval of the Stormwater Management Commission Grant Application for the MacLean Preserve at Oasis Park Drainage Project
- c. Approval of the Lot Consolidation by Impact Networking LLC to Consolidate Lots 3 and 4 in Oasis Business Center Subdivision into one lot with One Proposed Building
- d. Approval of the Minor Subdivision by Joseph Massarelli to Lot 14(Vacant), 15 (Existing) Residence and 16(Vacant) in Deerpath Subdivision into one Lot with Existing Residence and Other Future Accessory Structures
- e. Approval of Filing an Application for a Minimum Access Permit with Lake County Department of Transportation for Lot 2 in the Grainger Subdivision
- f. Approval of Advantage Consulting Engineers for Design Work for the Minimum Access Plans for Lot 2 in the Grainger Subdivision

A motion was made by Trustee Towne and seconded by Trustee Maier to approve the following agenda items by the consent agenda.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Bohm

Mayor Urlacher declared the motion carried.

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

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Bohm

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, Clark, Maier, Pink and Towne

Nay: None

Absent: Trustee Bohm

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:48 p.m.

Sandy Gallo, Village Clerk