

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 NOVEMBER 15, 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

A moment of silence was taken for our late Trustee Bohm.

Upon a call of the roll, the following were:

Present: Trustees Armstrong, 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; Representative of Sikich, Brian LeFevre and Sikich Auditor Partner, Martha Trotter

Residents: Joe Krusinski and David Young

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of October 18, 2022

The Village Board reviewed the regular meeting minutes of October 18, 2022. Trustee Pink provided minor edits to be reflected but no content changes. It was moved by Trustee Towne and seconded by Trustee Pink that the minutes of the regular Board meeting of October 18, 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: None

Mayor Urlacher declared the motion carried.

D. APPROVAL OF THE BILLS

Trustee Maier stated an additional invoice has been added to the listing of bills. The City of Lake Forest quarterly tax revenue sharing payment in the amount of \$73,076.55. The Committee has reviewed and approved the bills to be paid totaling \$ 969,116.79.

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:

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

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

E. FINANCIAL INTERIM REPORTING

Sikich Representative, Brian LeFevre presented the September 30, 2022 Treasurer's Report. Mr. LeFevre stated the tax revenue is trending higher than last years and the current budgeted amount. The current expenses are within budget.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledge receipt of the September 30, 2022 Treasurers 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: 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 the FY2021-22 Annual Financial Report

Sikich Audit Partner, Martha Trotter presented the Annual Financial Report. Sikich concluded their audit for the fiscal year ending April 30, 2022. The final audit is being presented as a clean unmodified audit which is the highest level of assurance Sikich can provide.

- b. Finalized 2022 Tax Rebate Program Residents

Village Treasurer Amy Weiland indicated 134 residents will be receiving rebate checks.

- c. Recommendation to Approve a Resolution to Determine the Amount of Tax Levy of 2022 Tax Year

Trustee Maier stated the Committee reviewed the resolution and recommended the approval for the tax collection in 2022.

- d. Recommendation to Approve the 2022-2023 Insurance Policy with ICMRT (presented by MGA Insurers, Inc.) in the Amount Not to Exceed \$14,924

Trustee Maier provided the Board a summary page of the last 4 years insurance rates. This year's rate increased by 9% and it was due to the cyber insurance liability.

- e. Recommendation to Approve the Howe Security Contract Rate Increase

Trustee Maier stated the Finance Committee approves of the hourly rate increase. Trustee Armstrong has also drafted a letter to be sent to Bill Howe requesting that the majority of the rate increase be applied to the Rick and Antonio hourly wage.

- f. Recommendation to Approve an Amendment to the Agreement with Sandy Gallo LLC for Administrative and Village Clerk Services

Trustee Maier indicated the Finance Committee reviewed and approved the three-year amendment being presented for Sandy Gallo.

- g. Recommendation to Approve an Amendment to the Agreement with Mandi Florip for Village Administrator Services

Trustee Maier stated the Finance Committee also reviewed and approved of the three-year amendment for Mandi Florip.

- h. Other Matters

Mayor Urlacher thanked Sandy and Mandi for their continuous support to the Board.

2. Public Works Committee

- a. Update on Potential Water Extension Survey Letter to Residents on Little St. Marys Road

Trustee Pink indicated Village Clerk Gallo received a request from a new resident interested in connecting their property to the water main. Trustee Pink added the Committee approves of the Village Clerk's drafted letter to be sent to the impacted residents soliciting their interest

level to receive further details for a connection. Village Clerk Gallo indicated the letter will be mailed to the 14 residents. If the Village receives enough interest, the Committee will move forward in obtaining updated water main connection costs from an engineering firm, as this area was last priced out in 2020.

- b. Recommendation to Approve Dunlap Tree Experts Two Proposals for the Right-of-Way Trees in the Amount of \$12,575 and Park Trees in the Amount of \$6,250

Trustee Pink indicated this year the Committee will be removing right-of-way and park trees. The park trees are being addressed this year for safety reasons as many residents walk the trails. The Committee approves of the two Dunlap Tree Experts proposals being presented tonight.

- c. Recommendation to Approve Dunlap Tree Experts to Remove the Brush Adjacent to Property 15130 Little St. Marys Road for Ditch Work in the Amount of \$1,475

Trustee Pink stated most of the work will be brush removal. Trustee Pink indicated Dunlap Tree Experts will work carefully around the mature trees while removing the brush in this area. However, the Committee does acknowledge some of the mature trees might be impacted during this clearing and may not survive the following year. This area being cleared for the ditch work is Village property.

- d. Recommendation to Approve Pav-Tech Corporation Proposal for the Driveway at 15185 Old School Road in the Amount of \$2,600

Trustee Pink indicated the Committee reviewed the driveway proposal and approves of it.

- e. Recommendation to Approve Pav-Tech Corporation Proposal to Repair Damaged Area to Mettawa Woods Drive in the Amount Not to Exceed \$4,200

Trustee Pink stated the southside of Mettawa Woods Drive caved in when the Riverwoods Blvd road was being resurfaced. Large pieces of equipment were stored on this road during the resurfacing project. Mayor Urlacher added said patch was added in the interim but the asphalt repair will ensure the damaged area has been addressed. The Mettawa Woods Drive HOA President, Nick Lucca provide the Village a letter granting them permission to perform the repair on their private road. Village Clerk Gallo added the Board received a proposal in the amount of \$3,500. However, the Committee increased the amount to \$4,200 to provide the contractor an allowance for any additional material that maybe needed on site.

- f. Other Matters

Trustee Pink added she received an email from a resident in Deerpath Farms regarding horse riders on Riteway Road. The resident was not content with the feces that were left behind from the horses on the road. Trustee Pink stated within the village code in Chapter 12 it has a Sanitation Code for animals. Mayor Urlacher indicated this matter has been a continuous point of discussion as the village is an equestrian village. Trustee Towne added that Deerpath Farms is recorded as an equestrian subdivision too. Resident, Joe Krusinski asked if there is any prohibition of horse riders allowed on the street. A recommendation was made for the Village Clerk to send out a communication to the residents, when riding your horse on a road, not the trail, to please consider going back to clean the feces.

3. Parks and Recreation Committee

a. Update on Whippoorwill Park Water Connection

Trustee Clark indicated Village Engineer Scott Anderson has been working on obtaining connection and tapping fees for the last six months from Lake County. The Committee will be shelving this agenda item until early spring.

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

Trustee Clark stated 234 plugs have been planted by Pizzo & Associates. Resident, Karen Carruthers on behalf of MOLA has added several new plantings around the Armstrong bench. Trustee Clark added Pizzo & Associates has also completed a prescribed burn at Whippoorwill Park.

c. Other Matters

4. Public Safety

a. Howe Security's Presentation

Howe Security Representative, Rick Eckensthaler provided a brief summary of the activity within the village. They have reported 316 incidents to date. Last year's, incidents reported totaled 341. Mr. Eckensthaler stated the hotel was experiencing a high number of catalytic converter removal from the guest's cars. The second largest concern in the village would be traffic. The residents need to continue to be vigilant when they see unknown or suspicious cars or people in the neighborhood and report them. Mr. Eckensthaler was pleased to report the village has never experienced a house burglary during their shifts in the 12-years.

b. Status and Activity Report

Trustee Armstrong stated during her review of the Lake County Sheriff's Office monthly report she noticed the 77 incidents. Of the reported number, 35 of them occurred between the hours of 5:00-9:00 pm. Mayor Urlacher added the Board has already approved additional special detail support from the Lake County Sheriff's Office for the winter months.

5. Zoning, Planning and Appeals Commission Report

a. Other Matters

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Appointment of Committee Members

Mayor Urlacher indicated the Board has a vacancy for the next five months due to our recent loss of Trustee Bohm. Mayor Urlacher stated he would like to recommend Trustee Clark to be the new Chairman of Parks and Recreation Committee.

A motion was made to appoint Trustee Clark as the Chairman of Parks and Recreation Committee. The motion was made by Trustee Pink and seconded by Trustee Towne.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

Mayor Urlacher commented a vacant seat is found within the two Committees. Mayor Urlacher recommends Trustee Armstrong to be added as a member to Parks and Recreation and Public Works Committees.

A motion was made to appoint Trustee Armstrong as a member to both Parks and Recreation and Public Works Committee. The motion was made by Trustee Pink and seconded by Trustee Towne.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

b. Village Meeting Schedule for 2023

Mayor Urlacher stated the 2023 meeting dates has been provided by the Village Clerk. The Committee and Commissions will continue to meet on their designated day and time.

c. Agreement with Hilton Garden Inn for 2023 Meeting Room Usage

Mayor Urlacher stated the room rates have increased by \$100. However, the hotel continues to support and provide a great space to hold our village meetings.

d. Holiday Office Closing Schedule

Mayor Urlacher stated the village office will be closed on Thursday, November 24th and Friday, November 25th for the holiday period. In addition, the village office will be closed starting Friday, December 23rd through January 1st for Christmas. The Village Clerk and Village Administrator will review emails sporadically during the week.

e. Preview the Draft Website

Village Clerk Gallo indicated she has collaborated with three residents and Richard from SSG to draft a new look for the Village website. Three meetings have been held via Zoom with the residents to hear their feedback of what they would like the new website to include. Village Clerk Gallo displayed the new website being constructed. The goal is to have the website up and running for January 1, 2023.

f. Building Report

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

g. Other Matters

h. Village Administrator's Report

Village Administrator Florip thanked the Village Clerk Gallo for working on the website and making it user friendly. Village Administrator Florip added the Board will be receiving a schedule on how the ZPA's zoning codes recommendations made in 2019 will be handled next year. The Board will receive dates on when each chapter will be reviewed, followed by discussion dates. This process will allow us to slowly review the ZPA's recommendations and adopt those changes that are approved.

2. UNFINISHED BUSINESS

Mayor Urlacher added the following two items have been on the agenda for a year and they will remain tabled as St. Basil's Church has not reached out to neither Trustee Maier nor myself. Village Attorney Rhodes added the church is working on providing the village their future plans.

- 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. No items were removed.

- a. Approval of the Resolution to Determine the Amount of Tax Levy for 2022 Tax Year
- b. Approval of the 2022-2023 Insurance Policy with ICMRT (presented by MGA Insurers, Inc) in an Amount Not to Exceed \$14,924
- c. Approval of Howe Security Contract Rate Increase
- d. Approval of the Amendment to the Agreement with Sandy Gallo LLC for Administrative and Village Clerk Services
- e. Approval of the Amendment to the Agreement with Mandi Florip for Village Administrator Services
- f. Approval of Dunlap Tree Experts Two Proposals for the Right-of-Way Trees in the Amount of \$12,575 and Park Trees in the Amount of \$6,250
- g. Approval of Dunlap Tree Experts to Remove the Brush Adjacent to Property 15130 Little St. Marys Road for Ditch Work in the Amount of \$1,475
- h. Approval of Pave-Tech Corporation Proposal to Repair at 15185 W Old School Road Driveway in the Amount of \$2,600
- i. Approval of Pav-Tech Corporation Proposal to Repair Damaged Area to Mettawa Woods Drive in the Amount Not to Exceed \$4,200
- j. Approval of a Resolution Setting Forth the Regular Meeting of the President and Board of Trustees and All Subsidiary Bodies of the Village of Mettawa for 2023

- k. Approval of a Resolution Authorizing the Village President and Village Clerk to Execute Contract with Hilton Garden Inn to Provide for Meeting Room Space for Regular Meetings of the Village Board and All Village Committees and Commission During 2023

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: None

Mayor Urlacher declared the motion carried.

A motion was made by Trustee Towne 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: 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. The motion was made by Trustee Towne and seconded by Trustee Pink.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:13 p.m.

Sandy Gallo, Village Clerk