

**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 MAY 16, 2023 AT THE HILTON GARDEN INN SAVANNA 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 Clark, Maier, Pelech, Pink, Towne and Mayor Urlacher

Absent: Trustee Armstrong

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

**C. APPROVAL OF THE MINUTES**

1. Regular Meeting Minutes of April 18, 2023

The Village Board reviewed the Regular Board meeting minutes of April 18, 2023. It was moved by Trustee Towne and seconded by Trustee Maier that the minutes of the Regular Board meeting of April 18, 2023 be approved and be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Armstrong

Mayor Urlacher declared the motion carried.

**D. APPROVAL OF THE BILLS**

Trustee Maier indicated the Committee has reviewed and approved of the bills being presented for payment. The bill total for this month is \$277,146.30. Trustee Maier added this month's payment includes the revenue sharing payout to the hotels in the amount of \$151,222.67.

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 Clark, Maier, Pelech, Pink and Towne

Nay: None

Absent: Trustee Armstrong

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

The mayor acknowledged today's meeting was the last one for Trustee Pink. Trustee Pink was recognized for her dedication, years of great service, devotion, and a voice for the residents.

Trustee Pink added she received an email from the Lake County Deputy Sheriff regarding the K9 bullet and stab proof vests. As a result, Trustee Pink will be donating to this charity to purchase a vest in honor of the Village of Mettawa.

Mayor Urlacher thanked Trustee Pink for all of her many years of service to the Village.

**E. ADJOURNMENT SINE DIE**

It was moved by Trustee Towne and seconded by Trustee Clark to adjourn this meeting.

Upon a call of the roll, the following voted:

Present: Trustees Clark, Maier, Pelech, Smolic and Towne

Absent: Trustee Armstrong

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:13 pm.

**F. INAUGURATION OF NEWLY ELECTED VILLAGE OFFICIALS**

Trustees Clark, Pelech, Smolic and Towne were sworn in by the Village Clerk.

**G. CALL OF ORDER**

Mayor Urlacher called the meeting to order at 7:15 PM.

Upon a call of the roll:

Present: Trustees Clark, Maier, Pelech, Smolic, Towne and Mayor Urlacher

Absent: Trustee Armstrong

Mayor Urlacher declared a quorum present.

**E. TREASURER'S REPORT**

Sikich Representative, Brian LeFevre presented the April 30, 2023 Treasurer's Report. Mr. LeFevre stated hotel sales taxes are running ahead of budget and year-to-date projections. Investment income is significantly higher than last year too. Expenditures are in-line with budget. The Village is in great standings as revenue is exceeding expenditures for the year.

It was moved by Trustee Maier and seconded by Trustee Towne that the Board acknowledge receipt of the April 30, 2023 Treasurer's Report and it will be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Clark, Maier, Pelech, Smolic and Towne

Nay: None

Absent: Trustee Armstrong  
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 Residents that are Ineligible for the Tax Rebate Program

Trustee Maier stated this matter is being reviewed by the Village Attorney. This agenda item will be further discussed at the June meeting.

- b. Update on the 2023 Tax Rebate Program and Schedule

Village Treasurer Weiland stated the tax rebate application is being slightly modified prior to commencing the program. The tax rebate program guidelines will be sent out by July 7<sup>th</sup>. The application will be made available on the village website at the same time. Chairman Maier said the application will be submitted electronically.

- c. Recommendation of the Sikich Accounting Team Engagement Letter

Trustee Maier indicated the accounting team has submitted for a 4% increase. The accounting team supports the village by ensuring we are following any GAP requirements on the financial statements. The Committee approves of the engagement letter.

- d. Recommendation of the Sikich Audit Team Statement of Work Agreement

Trustee Maier indicated the statement of work is a listing of actions the audit team performs during their review of the village records. The expenditure for the audit last year was \$29,500 this year its \$30,050. The Committee approves of the statement of work.

- e. Other Matters

**2. Public Works Committee**

Mayor Urlacher provided the Public Works Committee report.

- a. Update on the Resident on Old School Road Drainage Issue

Mayor Urlacher stated drainage solutions were discussed by the resident and the Village Engineer. The Committee has directed the Village Engineer to review the Hey & Associates, Inc water flow along Old School Road to assess which solution will create the best result for the impacted resident. The study will include a topographic survey to determine the culvert size to be considered.

b. Recommendation to Approve the Forest Builders Inc. Proposal for 27070 Northwoods Lane in the Amount of \$11,000

Mayor Urlacher stated the Committee approved of the Forest Builders Inc. proposal to replace an existing culvert with an 18'inch and regrade the ditch area in the amount of \$11,000. A right-of-way tree will also need to be removed at this location to help support this drainage project. The Village Engineer will coordinate the tree removal with Chris Dunlap.

c. Update on the Culverts Inspection Report Received from James Anderson Company

Mayor Urlacher stated James Anderson Company produced a full listing of all the culverts in the village. The report captures the condition of the culverts to be referenced for budget planning.

d. Update on the Patching Potholes Throughout the Village

Mayor Urlacher commented the pothole patching project has been completed as directed by Committee.

e. Update on the Village Shoulder Maintenance

Mayor Urlacher stated Forest Builders Inc will commence the shoulder maintenance this week. The shoulders will be completed first. The treatment of the weeds will be sprayed at a later time.

f. Recommendation to Approve the 2023 Clarke Environmental Mosquito Abatement Agreement in the Amount of \$28,553

Mayor Urlacher stated the Committee approved the mosquito agreement that was presented for 2023. This year's agreement had a slight increase. The residents will continue to receive communication prior to treatments directly from Clarke Environmental.

g. Other Matters

### **3. Parks and Recreation Committee**

#### a. Update on the Annual Trail Maintenance

Trustee Clark stated the trail maintenance has been completed. Forest Builders Inc will treat the weeds on the trails and shoulders on the same day.

#### b. Update on the Building of a Berm on the Village Lot Located on Route 60 and St. Marys Road

Trustee Clark indicated James Anderson Company has been in communication with Altounian regarding the berm's deadline of June 1<sup>st</sup>. The berm has several items to be finished according to the agreement. Further reporting will be provided next month.

#### c. Recommendation to Approve the Bob Haraden Hay Lease at 701 Riverwoods Road

Trustee Clark added Bob Harden has provided a slight increase to the hay mowing agreement for this year. The hay bales will be available for the residents to purchase after the mow.

#### d. Recommendation to Approve the Davey Tree Experts Company in the Amount of \$1,100

Trustee Clark stated eight eastern red cedar trees have been planted on the village's lot at Oak Hill Lane. Two additional crabapple trees have been made available and are being considered at the entrance of Oak Hill Lane village lot. The Committee has approved of the additional trees to be planted.

#### e. Other Matters

Trustee Clark added Denis Bohm's bench has been installed at Whippoorwill Park. Denis' memorial will be held on Thursday, May 25<sup>th</sup> at 6:00 pm at Whippoorwill Park.

### **4. Public Safety**

#### a. Status and Activity Report

Mayor Urlacher provided the safety report in absence of Trustee Armstrong. No issues have been reported by Mettawa Public Safety for this month. Please continue to drive the approved speed limit on village roads.

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

#### a. Other Matter

Mayor Urlacher announced there is no update nor meetings currently anticipated for the ZPA.

**I. BUSINESS FROM THE BOARD:**

**1. Mayor's Report**

a. Annual Report

Mayor Urlacher provided the highlights and key accomplishments of the Board for the FY22-23 fiscal year. The full report can be obtained from the Village Clerk.

b. Appointment of the Committees

Mayor Urlacher recommended the following alignments to the Committees.

Public Works Committee: Chairman Smolic with Trustees Clark and Pelech

Parks & Recreation Committee: Chairman Clark with Trustees Armstrong and Pelech

Finance Committee: Chairman Maier with Trustees Smolic and Towne

Safety Commission: Commissioner Towne

c. Discuss the Lake County Sheriff's Rate of Billing

Mayor Urlacher stated the Lake County Sheriff agreement allows for any adjustments after their initial three-year agreement period for hourly rates. The new hourly rate has been set at \$ 107.64. This rate will be used after the new true-up number for calls once calculated.

d. Finalsight Agreement

Mayor Urlacher recommended the approval for the contract of Finalsight as it was previously known as Blackboard Connect. This software is used to communicate to our residents during any urgent matters. The annual cost is \$1,700.

e. Building Report

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

f. Other Matters

Mayor Urlacher recognized Chairman Krusinski announcement of his retirement from the Zoning, Planning and Appeals Commission. Various residents acknowledged and thanked the Chairman for his many years of service, support and his leadership to the Commissioners.

e. Village Administrator's Report

Village Administrator Florip commented the executive order was not renewed therefore; all municipal meetings will need to be held in person. The newly elected officials training will be held on May 18<sup>th</sup> please see the Village Administrator or Village Clerk to register.

## **2. UNFINISHED BUSINESS**

Mayor Urlacher added the following two items will remain tabled and are not part of the Consent Agenda approvals. The mayor added no communication has been received from the church.

- 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.

Letter f was removed from the Consent Agenda.

- a. Approval of the Sikich Accounting Team Engagement Letter
- b. Approval of the Sikich Audit Team Statement of Work Agreement
- c. Approval of the Forest Builders Inc. Proposal for 27070 Northwoods Lane in the Amount of \$11,000
- d. Approval of the 2023 Clarke Environmental Mosquito Abatement Agreement in the Amount of \$28,553
- e. Approval of the Bob Haraden Hay Lease at 701 Riverwoods Road
- g. Approval of the Lake County Sheriff's Hourly Increase for the Rate of Billing
- h. Approval of the Finalsite Agreement for 2023 in the Amount of \$1,700

A motion was made by Trustee Maier 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 Clark, Maier, Pelech, Smolic and Towne

Nay: None

Absent: Trustee Armstrong  
Mayor Urlacher declared the motion carried.

f. Approval of the Davey Tree Experts Company in the Amount of \$1,100

A motion was made by Trustee Towne and seconded by Trustee Maier to approve letter f of the agenda.

Upon a call of the roll, the following voted:  
Aye: Trustees Maier, Pelech, Smolic and Towne  
Abstain: Trustee Clark  
Absent: Trustee Armstrong  
Mayor Urlacher declared the motion carried.

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

Upon a call of the roll, the following voted:  
Aye: Trustees Clark, Maier, Pelech, Smolic and Towne  
Nay: None  
Absent: Trustee Armstrong  
Mayor Urlacher declared the motion carried.

- 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**

The motion was made by Trustee Pelech and seconded by Trustee Clark. With no further business to conduct, the meeting was adjourned by Ayes.

Aye: Trustees Clark, Maier, Pelech, Smolic and Towne  
Absent: Trustee Armstrong  
Mayor Urlacher declared the motion carried and the meeting adjourned at 7:45 p.m.

Sandy Gallo, Village Clerk