

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 MARCH 19, 2024 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, Smolic, Towne and Mayor Urlacher

Absent: Trustee Pelech

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; Representative of Sikich, Laura Babula

C. APPROVAL OF THE MINUTES

1. Special Meeting Minutes of February 20, 2024

The Village Board reviewed the Special Board meeting minutes of February 20, 2024. It was moved by Trustee Towne and seconded by Trustee Maier that the minutes of the Special Board meeting of February 20, 2024 be approved and be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

D. APPROVAL OF THE BILLS

Trustee Maier indicated the Committee reviewed and approved of the bills being presented for payment. The bill total for this month is \$114,245.11

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, Smolic and Towne

Nay: None

Absent: Trustee Pelech

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

E. TREASURER'S REPORT

Sikich Representative, Laura Babula presented the February 29, 2024 Treasurer’s Report. Ms. Babula stated this month deposits continue to trend upwardly. This month’s report reflects the land purchase at 0 Old School Road for \$525K. Expenditures are running on track. Mayor Urlacher added even with the land purchase the village is financially sound.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledge receipt of the February 29, 2024 Treasurer’s Report and it will be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Pelech

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. Recommendation to Approve the Sikich LLP Auditing Contract 2024-2026

Trustee Maier indicated the auditing contract has been received for multiple years. This contract does include a 5% increase. The committee has reviewed their contract and recommend it be approved.

- b. Update on the 10-Year Forecast for Expenditures and Revenue Amounts

Trustee Maier stated Trustee Smolic extrapolated the current revenue and expenditures and created a 10-year snapshot. Even with the estimated \$750K revenue reduction the Governor is proposing in grocery tax, the village will continue to be financially strong. Trustee Smolic added this 10-year forecast was completed to review the village’s financial state and to compare with when capital projects to repave the village roads are being anticipated. The village is currently benefitting from the high interest rates. Trustee Maier added this forecast continues to reassure the Board, Mettawa is financially strong and can complete necessary projects as they are required.

- c. Update on the Draft Budget for FY2024-2025

Village Administrator Florip stated this draft budget has been reviewed by the Finance Committee and adjustments have been made. The last fiscal budget included several capital purchases. Next year is very conservative. Trustee Maier indicated the draft budget does not reflect the proposed grocery tax reduction amount. However, the village has reviewed their forecast and the proposed expenditures are being endorsed.

d. Other Matters

2. Public Works Committee

a. Update on the Village’s Right-of-Way Tree Removal Project

Trustee Smolic stated the tree removal on the village’s right-of-way has commenced. The project also includes some brush clean-up.

b. Update on the Drainage Maintenance at Culverts and Ditches

Trustee Smolic stated last year an inspection of the village culverts was completed. As a result, all of them were cleaned. After clearing them out, their condition was assessed. As a result, a few of them will need to be replaced or land will need to be regraded to improve the water flow.

c. Update on the Village’s Road Crack Sealing Project

Trustee Smolic stated all the village roads will be crack sealed to preserve them. Crack sealing is done to prevent water from penetrating into the lower layers of the road and could prevent building a whole new road bed when repaving is required. This project will be completed in June or July during the warmer months. This project is a good investment for the village.

d. Update on the Maintenance and Capital Improvement Items for FY2024-2025 Budget

Trustee Smolic stated the two large capital projects for next year is the MacLean Preserve at Oasis Park and the Old School Ditch Drainage. The MacLean Preserve at Oasis Park will include a water retention area. We are currently working with Hey & Associates and await to hear if grant funding will be available to complete this project. The second capital project is along Old School Road. On the west side ditch, this area is currently experiencing issues on draining properly. No road repaving is expected until 2027.

e. Other Matters

3. Parks and Recreation Committee

a. Other Matters

Mayor Urlacher indicated Parks and Recreation Committee did not meet this month as they did not have a quorum. Trustee Clark commented Mettawa Savanna and Everett Pond land clearing is complete.

Resident, Pam Fantus at 14253 Riteway Road indicated the culvert near Maureen Lane is sunken in or collapsed. In addition, the trail area on Bradley Road along Maureen Lane has a willow tree. The tree branches are draping onto the trail. Mrs. Fantus asked if the tree branches could be trimmed back for the walkers. Mayor Urlacher added the St. Basil Church has been asked to clean their lot area too. Village Engineer Scott Anderson stated he will look into the culvert's condition.

4. Public Safety

a. Other Matters

Trustee Towne stated the Village of Lincolnshire report is reflecting a decrease in the number of cars being stopped for speeding. Trustee Towne reminded everyone to continue to lock their homes and cars as ruse burglaries more often occur in the spring.

5. Zoning, Planning and Appeals Commission Report

Mayor Urlacher indicated no matters to report for ZPA.

a. Other Matter

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Recommendation to Approve Dunlap Tree Experts for the Land Clearing at 15085 Old School Road

Mayor Urlacher indicated Dunlap Tree Experts has provided a proposal in the amount of \$7,700 to remove 27 stumps, mow the area and remove the metal fence.

b. Recommendation to Approve the Dunlap Lawn Service for the 2024 Parks Maintenance

Mayor Urlacher stated Dunlap Lawn Service will be providing the mowing, mulching, garbage removal and fertilization for Whippoorwill Park and Riverside.

c. Recommendation to Approve the Davey Tree Experts Proposal for Tree Treatment at Whippoorwill Park and Oak Hill

Mayor Urlacher added Davey Tree Experts will be treating the trees at both locations.

d. Discuss Linda Philips Newsletter Editor Rate Increase

Mayor Urlacher stated Linda has been creating the quarterly newsletter since 2014. Her rate of \$225 per page is being increased to \$275. Mayor Urlacher recommends passing this increase as Linda continues to do a phenomenal job and the residents benefit from the newsletter.

e. Lake Forest Beach Passes and Recreation Programs

Mayor Urlacher stated the Village of Lake Forest continues to offer beach parking passes for \$85 to Mettawa residents. This program starts on April 1st. In addition, residents are also able to register for recreation programs at the resident rate. The application will be sent out on Friday's email and it will be posted on the village website.

f. Discuss Imperial Drive Request

Mayor Urlacher stated the homeowner's association president from Imperial Drive reached out to the village about taking steps to be a part of Mettawa. They were provided the information and indicated this action would require a Board approval. The Village has no interest in bringing these properties into Mettawa. As a result, a letter will be sent to the HOA president letting them know the village is not interested. The Board's consensus was to send the letter accordingly.

g. Discuss the Consideration Opposition of Grocery Tax Elimination

Mayor Urlacher stated a memo from the Village Administrator was provided to help explain the Governor's actions in proposing an elimination of the grocery sales tax that has been reserved for the local municipalities. The result would be a \$320 million dollar loss for the state and a \$750,000 annual loss for Mettawa. Two letters have been sent to the state senators. Trustee Towne replied the \$750,000 appears to be a large number and questioned where it was obtained. Trustee Towne added a recovery process could be to impose Sales Taxes as Mettawa has none. Trustee Maier added if matters really started looking gloom the Finance Committee would explore different avenues to supplement this loss. However, with the current forecast completed, the Board has made great investments and we conclude being financially strong.

h. Discuss an Ordinance Amending Chapter 7, Offenses and Miscellaneous Regulations

Village Attorney Rhodes indicated this ordinance establishes an administrative adjudication system. This is a system many other municipalities have used for the last 15 years. When a violation is not corrected, the village can take the violator to court to get compliance. The village does not have many violations. This expedited process will allow the violator to present his case regarding the violation. A determination will then be made to determine if the violator will need to pay a fine or is able to correct the violation. This ordinance will handle various types of violations. This system will support the village to resolve violations within a reasonable time. Resident, Liz Leonard at 15540 W Old School Road asked what type of timing is being considered for resolution. Village Attorney Rhodes replied each case can vary due to weather and other factors that can handle how its resolved.

Trustee Towne asked about the fine schedule. Village Attorney Rhodes indicated the fine schedule is already listed in the code.

i. Building Report

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

j. Monthly Traffic Enforcement Statistics

Mayor Urlacher thanked the Village of Lincolnshire for the submitted monthly breakdown for traffic enforcement.

e. Other Matters

f. Village Administrator's Report

Village Administrator Florip indicated she has been working on the grocery tax elimination and its impact on municipalities. The budget has also been updated for the final approval in April.

2. UNFINISHED BUSINESS

Mayor Urlacher added the following two items will remain tabled and are not part of the Consent Agenda approvals.

Mayor Urlacher stated a meeting has been scheduled with St. Basil Church next week to discuss their submitted 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.

Mayor Urlacher removed letter d from the consent agenda.

- a. Approval of Sikich LLP Auditing Contract for the Period of 2024-2026

b. Approval of Dunlap Tree Experts for the Land Clearing at 15085 Old School Road in the Amount of \$7,700

c. Approval Dunlap Lawn Service for the 2024 Park Maintenance

e. Approval of Linda Philips Newsletter Editor Rate Increase

f. Approval of An Ordinance Amending the Mettawa Code of Ordinances, Chapter 7, “Offenses and Miscellaneous Regulations,” to Provide for an Administrative Adjudication System.

A motion was made by Trustee Armstrong and seconded by Trustee Maier to approve the following agenda items a-c and e-f of the consent agenda.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

A motion was made by Trustee Maier and seconded by Trustee Armstrong to approve the following agenda items a-c and e-f under the omnibus vote.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Smolic and Towne

Abstain: Trustee Clark

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

d. Approval of Davey Tree Experts Proposal for Tree Treatments at Whippoorwill Park and Oak Hill Lane Parcels in the Amount of \$30,708

A motion was made by Trustee Armstrong and seconded by Trustee Maier to approve agenda item d of the consent agenda.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong Maier, Smolic and Towne

Abstain: Trustee Clark

Nay: None

Absent: Trustee Pelech

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 Armstrong and seconded by Trustee Clark. With no further business to conduct, the meeting was adjourned by Ayes.

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

Nay: None

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:50 p.m.

Sandy Gallo, Village Clerk