

**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 APRIL 16, 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, Pelech, Smolic, 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; Representative of Sikich, Brian Lefevre, Village Treasurer, Amy Weiland

**C. APPROVAL OF THE MINUTES**

1. Regular Meeting Minutes of March 19, 2024

The Village Board reviewed the Regular Board meeting minutes of March 19, 2024. It was moved by Trustee Clark and seconded by Trustee Smolic that the minutes of the Regular Board meeting of March 19, 2024 be approved and be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

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 \$494,465.69

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, Pelech, Smolic and Towne

Nay: None

Absent: None

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

**E. TREASURER’S REPORT**

Sikich Representative, Brian Lefevre presented the March 31, 2024 Treasurer’s Report. Mr. Lefevre stated interest rates remain at 5.41%. The Village’s revenue amount is aligned to last year’s. The last fiscal year for this month reflected a balance of \$4.8M and we now show a balance of \$5.2M. The expenses projects are running lower than anticipated and budgeted.

It was moved by Trustee Maier and seconded by Trustee Pelech that the Board acknowledge receipt of the March 31, 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, Pelech, Smolic and Towne

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

**F. PUBLIC HEARING**

1. Proposed Village of Mettawa Budget for FY2024-2025

Mayor Urlacher opened the public hearing to present the Village’s Fiscal 2024-2025 budget at 7:06 pm.

Upon a call of the roll, the following were:

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

Absent: None

Mayor Urlacher declared a quorum present.

Mayor Urlacher indicated the budget was published in the Daily Herald on March 26<sup>th</sup> as required by the state. In addition, the budget was posted on the Village website after the March Board meeting for anyone to view the details. Village Administrator Florip commented the Finance Committee had two changes to the proposed budget. The first change includes the capital budget was increased by \$150K for the Old School Road drainage ditch. The revenue page 1, will be updated to show W.W. Grainger revenue to be collected in the amount of \$910K. Trustee Pelech asked if the budget line items classified as capital projects that have no design work, are they required to be completed. Village Administrator Florip replied the amount is only an anticipated project, some capital projects can take a few years to be completed.

With no further questions or comments, the mayor closed the public hearing at 7:12 pm.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the public hearing be closed.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

## **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

Mayor Urlacher received a letter from resident Adrienne Tindall and was asked to read it at the next Board meeting. Mrs. Tindall expressed her gratitude to the current Board members dedication and commitment to Mettawa. A copy of the letter can be obtained from the Village Clerk Gallo.

## **H. COMMISSION AND COMMITTEE AND OTHER REPORTS**

### **1. Finance Committee**

- a. Recommendation to Approve the Klein, Thorpe, and Jenkins Fee Increase

Trustee Maier stated the Finance Committee discussed the legal fee increase and have approved of the request.

- b. Recommendation to Approve Sikich LLP Accounting Services Statement of Work and Engagement Letter

Trustee Maier indicated the accounting service fee increase was discussed and approved by the Finance Committee.

- c. Update on the FY2023-2024 Audit

Trustee Maier replied Mettawa and the Sikich audit team will have their first audit meeting tomorrow to talk about any changes that have occurred and the timeline.

- d. Recommendation to Approve the Annual Budget for FY2024-2025

Trustee Maier indicated Village Administrator Florip explained the few changes to the current proposal of the Annual Budget within the public hearing period.

- e. Other Matters

### **2. Public Works Committee**

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

Trustee Smolic stated the right-of-way tree removal project has been completed.

b. Recommendation to Approve the Forest Builders, Inc. Proposal for Bradley Road Culvert Replacement in the Amount Not to Exceed \$4,900

Trustee Smolic stated the Committee approved of the culvert replacement located near Maureen Lane on Bradley Road. A resident brought this culvert to our attention and it does need to be replaced as it has collapsed.

c. Update on the Capital Improvement Items for FY2024-2025 Budget

Trustee Smolic stated the capital projects were discussed in the public hearing section. Trustee Smolic added the Committee should be hearing later this year if grant funding will be received for the Stormwater Drainage Project at MacLean Preserve at Oasis Park. Hey & Associates has updated us that the grant announcement should occur this year with the supplied funding to be received spring of 2025. The Committee has directed Hey & Associates to finalize the design work to be ready for the project once the grant announcement is received.

d. Recommendation to Approve James Anderson Company to Complete Surveying and Drafting Plans for the Old School Road Ditch Drainage in the Amount Not to Exceed \$15,000

Trustee Smolic stated the Committee has approved that James Anderson Company complete the surveying and draft plans to address the ditch drainage issue along the west side of Old School Road. Once the Committee receives the design plans, the project will go out to bid. This capital project has been budgeted in the amount of \$150,000.

e. Other Matters

Trustee Smolic commented last year the Committee had all village culverts power washed and assessed to determine if they were fully operable. The Committee has since received an updated listing of culverts that included those that need to be replaced or improved to drain properly. This culvert project was started three years ago and we are looking to complete it this year. The culvert repairs should be considered as an investment to the village’s infrastructure.

**3. Parks and Recreation Committee**

a. Update on Installing Two Gates on Village Property

Trustee Clark indicated the Village Engineer will be installing two red gates at the village's recently acquired parcels.

b. Recommendation to Approve Forest Builders, Inc. Proposal to Remove Metal Debris at Mettawa Savanna in the Amount of \$1,200

Trustee Clark indicated large debris remain at Mettawa Savanna from the land clearing project. This proposal will complete the land clearing on this lot.

c. Update on the Removal of the Stockade Fence at Riverside

Trustee Clark stated the Village Engineer will be providing an updated proposal for the stockade fence removal for next month's Committee meeting.

d. Recommendation to Approve Dunlap Tree Experts Proposal to Remove Trees at 15085 Old School Road in the Amount of \$5,400

Trustee Clark indicated the proposal from Dunlap Tree Experts will remove 27 trees to complete the land clearing at this site. A few of the trees to be removed were trimmed by ComEd who shaped the branches only to clear their wires.

e. Other Matters

#### 4. Public Safety

a. Presentation by Village of Lincolnshire Commander Jamie Watson

Mayor Urlacher presented Commander Jamie Watson. The mayor indicated the Board would like to receive a six-month review for the first year. Afterwards, an annual reporting would be ideal. The goal for this reporting is to ensure Mettawa and Lincolnshire continue communicating and reporting any areas of concern. Commander Jamie Watson reported since the start of the village's contract in August of 2023, the schedule for Mettawa hours continues to be fulfilled with no issues. The Lincolnshire officers have been stopped by residents during their shift and complimented for their service work. Trustee Pelech asked if the panhandlers on Riverwoods Blvd could be removed from this activity. Mayor Urlacher replied no, as all citizens are protected under the 1<sup>st</sup> Amendment. Commander Watson added these citizens are indeed protected to perform this activity if they remain on the right-of-way. Commander Watson reminded the Board the spring time results in higher counts of ruse burglary in all towns. He asked that residents be attentive to any unknown visitors at their front door.

b. Other Matters

Trustee Towne indicated our neighboring Village of Green Oaks business center experienced a burglary in their Lamborghini dealership. A few vehicles were damaged. One of the intruders was caught. Trustee Towne added spring is here and ruse burglaries will begin to occur in the village. Trustee Towne asked Villag Clerk Gallo to communicate to the residents of staying attentive to unknown vehicles in the neighborhood and solicitors. Trustee Clark added the speed sign on Old School Road appears to not be capturing the speed of the cars as it may need a new battery. Village Engineer Scott Anderson replied they will look at both speed signs to determine the issue.

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

Mayor Urlacher indicated a public hearing is scheduled for June 4<sup>th</sup> at 7:00 pm.

a. Other Matter

### **I. BUSINESS FROM THE BOARD:**

#### **1. Mayor's Report**

a. Quarterly Newsletter

Mayor Urlacher indicated the quarterly newsletter is currently being drafted. It will be sent out at the end of this month.

b. Village Picnic Date

Mayor Urlacher indicated the village picnic will be held on Saturday, August 24<sup>th</sup> from 11:00-2:00 pm at Whippoorwill Park. Village Administrator Florip will be reserving the two food trucks and an ice cream truck from 12:00-1:00 pm.

c. Lake County Sheriff's Office Contract

Mayor Urlacher added the village entered into a contract with Lake County Sheriff's Office 10-years ago. This contract terminates at the end of April 2024. After speaking with the Lake County Sheriff's office, Mettawa no longer will need to enter into a new contract nor issue payment for the services they are required to provide. This will be a cost savings of \$80K.

d. Building Report

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

e. Monthly Traffic Enforcement Statistics

Mayor Urlacher thanked the Village of Lincolnshire for the submitted monthly breakdown for traffic enforcement. Trustee Towne asked that Lincolnshire continue to issue monthly reports. Mayor

Urlacher replied, monthly statistical reports will continue, however they will only attend the Board meeting once a year.

f. Other Matters

Mayor Urlacher indicated Trustee Armstrong would like to schedule a shredding day for the residents. The mayor asked for a consensus from the Board if they approve of a Saturday shredding day for 3-hours, at the Hilton Garden Inn parking lot at the cost of \$649. The village will host the event at no cost to the residents. The only requirement is to have 20 residents to indicate interest in the event. The consensus was favorable among the Board. Village Clerk Gallo will send out Friday's communication to poll the residents' interest in the shredding event.

Mayor Urlacher indicated the new website will be ready to be reviewed this month. A link will be sent to the Board members to review and provide feedback to the Village Clerk. The goal is to go live in June.

Trustee Clark indicated she received a phone call from resident Phillip Block located on 15101 W Old School Road. Mr. Block is located next to the village's open lot 15085 W Old School Road. Mr. Block presented to Trustee Clark his plan for his parcel. One of his projects will include digging for a pond. Mr. Block has asked if he can place the removed dirt onto the village empty lot. As a result, the village will be sending Mr. Block a letter of not being interested in any additional dirt for their lot. A consensus was taken from the Board members in favor of not adding dirt to the village's parcel.

g. Village Administrator's Report

Village Administrator Florip indicated everyone has submitted their statement of economic interest. The village files that were located at Adrienne Tindall have been moved to the LifeStorage Facility. As a result, we would like to send her some flowers of appreciation for housing the files thus long. The Board approved of the flowers to be sent. Village Administrator Florip indicated she will be in Springfield to discuss various topics. A summary of the day's outcome will follow to the Board members. A recertification of the Village's quiet zone is being required. A consensus was taken from the Board members and they were in favor of submitting the recertification.

**2. UNFINISHED BUSINESS**

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

- 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.

- a. Approval Klein, Thorpe, and Jenkins Fee Increase
- b. Approval of Sikich LLP Accounting Services Statement of Work and Engagement Letter
- c. Approval of an Ordinance Adopting the Annual Budget for FY2024-2025
- d. Approval of Forest Builders, Inc. Proposal for Bradley Road Culvert Replacement in the Amount Not to Exceed \$4,900
- e. Approval of James Anderson Company to Complete Surveying and Drafting Plans for the Old School Road Ditch Drainage in the Amount Not to Exceed \$15,000
- f. Approval of Forest Builders, Inc. Proposal to Remove Metal Debris at Mettawa Savanna in the Amount of \$1,200
- g. Approval of Dunlap Tree Experts Proposal to Remove Trees at 15085 Old School Road in the Amount of \$5,400

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

Upon a call of the roll, the following voted:

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

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

Upon a call of the roll, the following voted:

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

Abstain: None

Absent: None

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 Maier. With no further business to conduct, the meeting was adjourned by Ayes.

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

Nay: None

Absent: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:43 p.m.

Sandy Gallo, Village Clerk