

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 7:30 P.M. ON OCTOBER 16, 2018 IN THE COTTONWOOD ROOM OF THE HILTON GARDEN HOTEL, 26225 N. RIVERWOODS BOULEVARD, METTAWA, ILLINOIS

A. CALL TO ORDER

Mayor Urlacher called the meeting to order at 7:30 p.m.

B. ROLL CALL

Upon a call of the roll, the following were:

Present: Trustees Bohm, Brennan, Maier, Pink, Sheldon, Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

Also, present: Village Administrator, Bob Irvin; Village Clerk, Sandy Gallo; Representative of the Firm of James Anderson Company, Scott Anderson; Village Attorney, Jim Ferolo of Klein Thorpe & Jenkins, Ltd; Village Treasurer, Pam Fantus; Financial Consultant, Dorothy O'Mary

C. APPROVAL OF MINUTES:

Board Meeting Minutes: September 18, 2018

The Village Board meeting minutes were reviewed. Trustee Sheldon moved and seconded by Trustee Brennan that the minutes of the Board Meeting of September 18, 2018 be approved and be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

D. APPROVAL OF BILLS

Trustee Maier said several invoices have been added to this month's report along with one amount correction. The Hearthstone Design Group bond amount should reflect \$7,700 not \$5,000. The added invoices include; Govtemp for \$690.20, Sikich completion billing for the audit in the amount of \$3,200, Forest Builders \$3,463.24, ComEd for \$86.61, Howe Security for \$7,063.29 and the final payment less a 10% retained amount to Richard Mancini for \$114,349.50.

Trustee Maier reported the new amount for bills to be paid is \$220,888.02.

It was moved by Trustee Maier and seconded by Trustee Brennan to approve payment of the bills.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

E. TREASURER'S REPORT

Presentation of the Treasurer's Summary Report for the Month of September 2018

It was moved by Trustee Maier and seconded by Trustee Sheldon that the Board acknowledges receipt of the September 2018 Treasurer's Summary Report and it be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

F. PUBLIC HEARING

G. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC

H. COMMISSION AND COMMITTEE REPORTS FOR DISCUSSION, CONSIDERATION AND, IF SO DETERMINED, ACTION UPON

1. Finance Committee

a. Update on the 2018 Tax Rebate Program

Trustee Maier stated the tax rebate program was closed on October 1st. This year 143 valid applications were received. This year is also higher by six (6) from the prior year of 137 qualified applicants. Trustee Maier commended Village Treasurer Pam Fantus for her due diligences in completing and reviewing the tax rebate applications. The Board will vote at the November meeting for the final approval prior to the disbursement of checks.

b. Update on the Request from Howe Security for a Contract Rate Increase

Trustee Maier said the Finance Committee discussed the Howe Security's rate increase request. The Committee felt an increase of 2.5% was comparable to the current CPI of 2.3%. Trustee Maier said the Committee would like to be advised of the what percent of the 2.5% is designated to overhead versus the payroll.

c. Other Matters

2. Public Works Committee

a. Update on the Mettawa Lane Culvert Installation

Trustee Towne said a proposal was received from Forest Builders in the amount of \$15,000 to replace the culvert. In addition to this project, Forest Builders will be completing some additional work to repair the trail in front of 705 N. Bradley Road. The trail will be raised and an underdrain will be added to address the flooded area in front of the Liphardt's home.

Trustee Towne said he will communicate with the two residents on Mettawa Lane to coordinate the culvert replacement project day.

b. Update on the Potential Water Main Extension South of Route 60 Along St. Marys Road and Other Water Main Inquiries

Trustee Towne said he received two additional inquiries from residents north of St. Marys who are interested in a water main.

Trustee Towne said the area south of St. Marys Road has new cost information for the residents. Village Administrator Irvin said several options have been discussed and a new option is to remove one section of homes and allow residents to do their own extension to the service lines to reduce connection cost. At the November Committee meeting, the new count of either 22 or 20 lots cost will be reviewed. In addition to providing the updated cost information, a survey will be included to determine if there is a strong interest in establishing the SSA. Village Administrator Irvin said in order to establish an SSA, an ordinance would need to be approved. If an ordinance is proposed, no more than 50% of registered voters and property owners can be against the formation of an SSA.

c. Other Matters

3. Parks and Recreation Committee

a. Update on the Oasis Park Swale Restoration Proposed by V3 Construction Group

Trustee Sheldon said at the Committee meeting it was determined that the Oasis Park swale restoration is not part of maintenance and it will need to go out to bid. The Committee has received a proposal from V3 Construction Group for \$13,905 for regrading and laying a seed blanket in this area. Trustee Sheldon recommended that the Committee should consider using the Teska landscaping plan as a design for the Oasis Park. Trustee Towne said he agreed to use Teska's design to go out to bid to determine an estimated cost.

b. Other Matters

4. Safety Commission

a. Status and Activity Update

Trustee Pink said the original road signs estimate from TAPCO was for \$12,849.50 without freight. The current estimated sign cost is \$8,351.73 with freight. The estimated labor cost is \$4,550 and the posts are estimated for \$5,394. The estimated labor installation cost will be under \$10,000.

Resident, Dr. Fantus said he has witnessed cars racing down Old School Road. Dr. Fantus asked if solar panel speed signs could be placed on Old School Road to discourage this behavior. Mayor Urlacher said Howe Security will be notified of these actions and we will ask them to be post themselves more often on Old School Road. Village Administrator Irvin said upon request the Lake County Sheriff can post their temporary speed-read trailer.

Trustee Pink said Howe Security has not reported any speeding issues on this road. However, Trustee Pink said she will follow-up with them to discuss this matter.

Trustee Brennan asked what about placing speed bumps on Old School Road. Trustee Maier asked if we could place some type of visual devise to detour this behavior.

Village Treasurer Pam Fantus said I am unaware of the cost of the speed-reader signs; however, the Village owning a sign and moving it around could be beneficial.

5. Zoning, Planning and Appeals Commission Report

I. BUSINESS FROM THE BOARD FOR DISCUSSION, CONSIDERATION AND, IF SO DETERMINED, ACTION UPON:

1. Mayor's Report

- a. Recommendation to Approve an Amendment to the Agreement with GovHR for Village Clerk Services

Mayor Urlacher said he recommends the annual increase for the Village Clerk Sandy Gallo for her continuous growth and taking on additional projects while continuing to make herself available for the various Village's needs.

- b. Recommendation to Approve an Amendment to the Agreement with Bob Irvin Consulting for Village Administrator Services

Mayor Urlacher said he recommends that Village Administrator Bob Irvin be given a rate increase for his great efforts in continuing to work diligently throughout the Village. The Village Administrator has been a great asset in the last three years during the Grainger transaction; therefore, he recommends my proposed annual increase.

- c. Recommendation to Approve an Amendment to the Agreement with Dorothy O'Mary for Financial Services

Mayor Urlacher said Financial Consultant Dorothy O'Mary has not received an increase in the last 4 years. Financial Consultant O'Mary helped achieve the completion of the audit one month early, along with implementing the new financial software this year. Mayor Urlacher said he recommends Financial Consultant Dorothy O'Mary's rate increase per his memo.

- d. Recommendation to Approve an Hourly Rate Increase with Klein Thorpe and Jenkins for Legal Services

Mayor Urlacher said he recommends a KTJ hourly rate increase of \$5.00. The KTJ increase will be effective January 1, 2019. The monthly rate will not be impacted.

- 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

g. Village Administrator's Report

Village Administrator Irvin said Camiros has completed their review of the zoning code and has provided their technical report. It has been recommended that one meeting be held to include both the Village Board Members and the ZPA Commissioners to receive the presentation of the report. The Village Clerk will email both groups the 4 or 5 dates to determine availability for this group meeting. Village Administrator Irvin said a copy of the report will also be provided.

Village Administrator Irvin said the October Village Newsletter is currently in the works. The newsletter should be completed and sent out by the end of October.

Resident, Dr. Fantus asked if the technical report will be available on the website. Village Administrator Irvin confirmed the Camiros technical report will be posted on the Village website.

2. UNFINISHED BUSINESS

3. NEW BUSINESS

a. Approval of an Amendment to the Agreement with GovHR for Village Clerk Services

It was moved by Trustee Maier and seconded by Trustee Bohm to approve the amendment to the agreement with GovHR for Village Clerk services.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

a. Approval of a Resolution Approving the Sixth Amendment to the Agreement with Bob Irvin Consulting for Village Administrator Services

It was moved by Trustee Maier and seconded by Trustee Bohm to recommend the approval of a resolution approving the sixth amendment to the agreement with Bob Irvin Consulting for Village Administrator services.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

c. Approval of a Resolution Approving the Second Amendment to the Agreement with Dorothy O'Mary for Financial Services

It was moved by Trustee Maier and seconded by Trustee Brennan to approve the resolution approving the second amendment to the agreement with Dorothy O'Mary for financial services.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

d. Approval of an Hourly Rate Increase with Klein Thorpe and Jenkins for Legal Services

It was moved by Trustee Maier and seconded by Trustee Bohm to approve the hourly rate increase with Klein Thorpe and Jenkins for legal services.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

e. Approval of a Resolution Authorizing the Release of a Mettawa Equestrian Easement Within the Rolling Meadows Subdivision

It was moved by Trustee Maier and seconded by Trustee Pink to approve of a resolution authorizing the release of a Mettawa equestrian easement within the Rolling Meadows subdivision.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

J. EXECUTIVE SESSION

At 7:51 p.m., it was moved by Trustee Brennan and seconded by Trustee Bohm to adjourn the meeting to Executive Session to discuss pending litigation, land acquisition and review of executive session minutes.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Absent: None

Mayor Urlacher declared the motion carried.

K. CALL TO RECONVENE

At 9:02 p.m., Mayor Urlacher reconvened the public portion of the meeting.

L. ROLL CALL

Upon a call of the roll, the following were:

Present: Trustees Bohm, Brennan, Maier, Pink, Sheldon, Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

Also, present: Village Administrator, Bob Irvin; Village Clerk, Sandy Gallo; Village Attorney, Jim Ferolo of Klein Thorpe & Jenkins, Ltd;

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, it was moved by Trustee Brennan and seconded by Trustee Towne that the meeting be adjourned.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Absent: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 9:03 p.m.

Sandy Gallo,
Village Clerk