

**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 MARCH 19, 2019 IN THE COTTONWOOD ROOM OF THE HILTON GARDEN INN 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 Brennan, Maier, Pink, Sheldon and Towne and Mayor Urlacher

Absent: Trustee Bohm

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; Financial Consultant, Dorothy O'Mary; Village Treasurer, Pam Fantus

**C. APPROVAL OF MINUTES:**

**Board Meeting Minutes: February 19, 2019**

The Village Board meeting minutes were reviewed. It was moved by Trustee Towne and seconded by Trustee Brennan that the minutes of the Board Meeting of February 19, 2019 be approved and be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Bohm

Mayor Urlacher declared the motion carried.

**D. APPROVAL OF BILLS**

Trustee Maier stated no additional invoices are being added this month.

Trustee Maier reported the amount for bills to be paid this month is \$200,622.38.

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 Brennan, Maier, Pink, Sheldon and Towne

Nay: None

Absent: Trustee Bohm

Mayor Urlacher declared the motion carried.

#### **E. TREASURER'S REPORT**

Presentation of the Treasurer's Summary Report for the Month of February 2019.

It was moved by Trustee Pink and seconded by Trustee Brennan that the Board acknowledges receipt of the February 2019 Treasurer's Summary Report and it be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Bohm

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. Recommendation to Approve the Draft Village Budget for FY 2019-2020**

Trustee Maier said the Village Administrator generated a listing to what will be included in the General Fund account activity. The listing included the property tax remaining the same for the 21<sup>st</sup> year at \$135,000, licenses and fees accounts slightly increasing, telecommunication tax to increase due to Grainger's annexation, miscellaneous revenue will reflect a growth of \$3.8 million relating to the expenditure of the Grainger land acquisition in the amount of \$5.7 million. The overall budget does reflect a deficit of \$674,000 from revenues over expenditure. Trustee Maier added the budget is cash-base not an accrual base schedule, which reflects the expenses over revenue received at this time.

Trustee Maier said a discussion was held at the Finance meeting regarding the current proposed amount of \$500,000 for the upcoming property tax rebate program. Trustee

Towne said he would like the rebate to be increased by 20% or \$100,000. Trustee Brennan said she approves of the current proposed amount. Trustee Sheldon said she would like the residents tax rebate program amount to be increased to \$600,000. Trustee Pink agreed the amount could be increased somewhere between \$550,000 and \$600,000. Trustee Maier said he approves of the possibility of a new amount of \$550,000.

Trustee Maier said last year the Village received a significant commercial property transfer tax amount. Trustee Maier said the tax rebate program is based upon fiscal responsibility and the Village is required to declare a surplus amount in order to provide this program to the residents.

Resident, Tom Heinz said he supports the tax rebate program to be increased to \$600,000.

Trustee Towne said the Village did experience a period of poor economic years. However, the Village has been able to repave all of the Village streets within the last 6 years at a reasonable price. As a result, the residents should be rewarded with this program given the Village has no major capital projects anticipated this year.

Village Administrator Irvin added the Village has been a very effective steward on their resources and has spent wisely. More importantly, the Village has built their funds. The Grainger sales tax revenue is 10-12 years away; however, receiving 100% hotel sales tax will be in 3-years and this year no capital projects are anticipated. The Village will also receive a significant amount of investment income from their reserves estimated at \$150,000 this year. Village Administrator Irvin said the Village is financially sound.

A motion was made to increase the property tax rebate amount to \$600,000. The motion was moved by Trustee Towne and seconded by Trustee Sheldon. Village Administrator Irvin said the Village's procedure is to approve the draft budget at the March meeting. Village Administrator Irvin suggests the new tax rebate amount be approved under the agenda item New Businesses draft budget approval. During the draft budget approval, the budget could be amendment and new amount would be approved.

b. Update on the FY 2018-2019 Pre-Audit Review Meeting

Trustee Maier said the Village Finance Committee, Village Administrator and Sikich auditors held a pre-audit meeting. Village Treasurer Fantus said prior deficiencies were discussed and cleared-up. One matter that was unable to be cleared is the limited staff to overseeing the accounts. This will be an ongoing issue. The audit will be completed and presented at the September Board meeting.

c. Update on Sanctuary Estates Call of Money

Trustee Maier said the Village had funds remaining from a letter of credit on file for Sanctuary Estates in the amount of \$ 25,106.04. A check will be issued to the bank for the balance remaining on the Village books.

d. Other Matters

**2. Public Works Committee**

a. Update on Maintenance and Capital Improvement Items for the FY2019-20 Budget

Trustee Towne said the Mettawa Lane culvert will be replaced along with two other culverts will have some maintenance completed either by it being cleared or replaced due to the drainage issues. Trustee Towne said he approved of the Committee proposed budget.

b. Update on Traffic Light Safety at Bennett Road and Route 60

Trustee Towne said videotaping has been completed at the Bennett Road light to show the limited time drivers have to enter the subdivision. The Committee has agreed to appeal to the State requesting 3 or 4 seconds of the green light to be added to the east bound left turn or north movement into Deerpath Farm subdivision. Village Administrator Irvin said he has drafted a letter to the IDOT District Engineer regarding this light for the Mayor to sign. Village Administrator Irvin said he drove into the subdivision over the weekend and found the light to have a shorter period.

Trustee Towne said Village Engineer Jamie Anderson has found a contractor to address the Deerpath Farm entrance bump to be furthered grinded down. Trustee Towne said this expense could be the Village's obligation because the bump is located on a state right-of-way road. Trustee Towne said the cost is estimated at \$1,200.

c. Recommendation to Approve the Lowest Responsible Bid from VM Landscaping & Nursery for the 2019 Right-of-Way Maintenance Program in the Amount not to Exceed \$31,315

Trustee Towne said two bids were received for the right-of-way maintenance program. The lowest bid was received for \$31,315 and the second bid was received at \$56,000. The Committee has recommended to work with the VM Landscaping bid. Trustee Towne added VM has not been able to provide the insurance and bonding

requirements to enter into a contract which is resulting in the Village rejecting the bids.

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

Village Administrator Irvin said an updated letter was sent to the 20 property owners. We received 12 responses, 2 yes' did not indicate their names nor their address. The Village Clerk will follow-up to determine who sent the anonymous responses. Village Administrator Irvin mentioned a resident attended the Committee meeting addressing his concern of their subdivision having 6 lots with only 2 homes built. The resident was concern about the cost associated to the various unused lots. Village Administrator Irvin added a consolidation of their lots is being considered which could result in a \$200,000 project savings. The consolidated lots would remove a water main connection. We will follow-up with the remaining residents that have not responded to the survey and we will reconfigure the cost with this option at the Committee's April meeting.

e. Update on Various Drainage Issues

Trustee Towne said the two drainage repairs were discussed under agenda item A.

f. Other Matters

**3. Parks and Recreation Committee**

a. Update on Maintenance and Capital Improvement Item for the FY2019-20 Budget

Trustee Sheldon said the budget was increased to address the maintenance and landscaping improvement plans for this year. However, the Committee does not anticipate spending the full budgeted amount.

b. Update on ComEd Grant Submission

Village Administrator Irvin said he submitted the ComEd Grant application and he also received receipt confirmation. Trustee Sheldon said it's the 3<sup>rd</sup> time the Village has applied for this grant. If the Village was a recipient of the grant, a pollinator garden would be planted at Whippoorwill Park.

c. Update on Landscaping Plans for the Oasis Park

Trustee Sheldon said V3 has notified the Village that a field burn will occur at Oasis Park. A second email notification has been sent to the residents regarding this anticipated field burn. Upon receiving confirmation from V3 of the scheduled date,

the residents will receive a 48-hour notice. Trustee Sheldon said after the burn, drill seeding will occur. The Committee has also begun discussions of which trees need to be planted along the trail to create some shade.

d. Update on Plans for the Village Property on St. Marys Road and Route 60

Trustee Sheldon said the Committee has decided to find a contractor to complete an extension to the current berm located on this corner. Along with creating a berm, the buckthorn would be cleared and the lot would be mowed.

Trustee Brennan asked if the standing water would be addressed. Trustee Sheldon said yes, with the grading and seeding of the land. Trustee Towne confirmed the lot has a pond and wetlands. Trustee Sheldon said Trustee Towne will be completing some research to determine if any contractors are interested in building this berm. Trustee Sheldon said at this time the Committee is only interesting in clearing the buckthorn and landscaping the Village lot.

e. Other Matters

**4. Safety Commission**

a. Status and Activity Update

Trustee Pink said an email was sent to the residents by the Village Clerk regarding car thefts having spiked in the area in the months of January and February.

Trustee Pink said an ATV was reported stolen. Trustee Pink stated she urges residents to dial 911 to report a situation and to not hesitate to make the call.

Trustee Pink said the Lake County Sherriff's Department and Fremont School District 79 are hosting an innovated school safety program. Please see the internal website for program details. The Lake County geographic information system session is also available on their internal website. The K-9 team was able to save a woman's life. The Libertyville Fire Department Chief Carani has issued an annual report. The report will be posted on the Village website. Trustee Pink said the Sheriff's Department K-9 Unit or the Fire Department engines can be made available for the Village picnic. An open house will be held on October 12<sup>th</sup> at the Libertyville Fire Department. In addition, information can be found on their website.

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

a. Other Matters

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

**1. Mayor's Report**

a. Lake Forest Beach Parking Permits

Mayor Urlacher said the Lake Forest beach parking passes will be available to the residents again this year. In prior years, the passes were available starting April 1<sup>st</sup>. Mayor Urlacher mentioned this program has been delayed due to the beach construction not having been completed. Updated beach passes information will be provided at the next Board meeting or through the Village Clerk if the information is received earlier from Lake Forest. The cost of the beach pass is \$85.

b. Adoption of the Village Zoning Map for 2019

Mayor Urlacher said the state law requires the Village's to adopt their prior years map changes by March 31<sup>st</sup>. Due to last year's Grainger's annexation, the Village's zoning map has changed significantly and approval is requested at tonight's meeting.

c. Building Report

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

d. Other Matters

e. Village Administrator's Report

Village Administrator Irvin said the ZPA is scheduled to meet on April 2<sup>nd</sup> to discuss and make a recommendation for poultry regulations. The current Village code prohibits the raising of chickens. The Board passed a citation moratorium and extended it in order for the ZPA to deliberate and make their recommendation.

Village Administrator Irvin said the April Board meeting will be a public hearing to discuss the 2019-2020 Village budget. The draft budget will be posted on the Village website in the next few days.

Mr. Heinz asked if the regulations were only going to address poultry or all animals. Mayor Urlacher said the April ZPA meeting will only be addressing poultry. The remaining livestock will be addressed at a later time due to the current violations occurring with residents.

**2. UNFINISHED BUSINESS**

**3. NEW BUSINESS**

a. Approval of the FY 2019-20 Draft Budget

It was moved by Trustee Towne and seconded by Trustee Sheldon to approve the FY2019-2020 draft budget with an amendment to the property tax line item from \$500,00 to \$600, 000.

Upon a call of the roll, the following voted:

Aye: Trustees Pink, Sheldon and Towne

Nay: Trustee Brennan, Maier

Absent: Trustee Bohm

Mayor Urlacher declared the motion carried.

b. Approval of the Lowest Responsible Bid from VM Landscaping & Nursery for the 2019 ROW Maintenance Program in the Amount Not to Exceed \$31,315

Mayor Urlacher said due to issues of the lowest bidder to get bond and the second responsible bidder submission was too high, a request is being made to reject all bids.

It was moved by Trustee Maier and seconded by Trustee Towne to reject all bids for the 2019 ROW maintenance program.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Bohm

Mayor Urlacher declared the motion carried.

c. Approval of the Ordinance Authorizing Adoption and Publication of the Official Zoning Map of the Village of Mettawa

It was moved by Trustee Towne and seconded by Trustee Brennan to approve the ordinance authorizing the adoption and publication of the official zoning map of the Village of Mettawa.

Upon a call of the roll, the following voted:



Aye: Trustees Brennan, Maier, Pink, Sheldon and Towne  
Nay: None  
Absent: Trustee Bohm

Mayor Urlacher declared the motion carried.

**J. EXECUTIVE SESSION**

At 8:03 p.m., it was moved by Trustee Maier and seconded by Trustee Sheldon to adjourn the meeting into Executive Session to discuss pending litigation, potential land acquisition and review of executive session minutes.

Upon a call of the roll, the following voted:

Aye: Trustees Brennan, Maier, Pink, Sheldon and Towne  
Nay: None  
Absent: Trustee Bohm

Mayor Urlacher declared the motion carried.

**K. CALL TO RECONVENE**

At 8:23 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 Brennan, Maier, Pink, Sheldon, Towne and Mayor Urlacher  
Absent: Trustee Bohm

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**

Village Administrator Irvin said legislators extended the sunset provisions to 2022. The results are the based formula rate and performance metrics will be preserved. The ComEd CARE program will continue to support select customers coverage of their energy cost and their performance metrics will be reliable through 2032. The consensus of the Board was to support the legislation.

**P. ADJOURNMENT**

With no further business to conduct, it was moved by Trustee Brennan and seconded by Trustee Pink that the meeting be adjourned.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Bohm

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:27 p.m.

Sandy Gallo, Village Clerk