

**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 DECEMBER 15, 2020 BY ZOOM**

**A. CALL TO ORDER**

Mayor Urlacher called the meeting to order at 7:00 p.m.

The Village meetings are being conducted in accordance with the recently amended provisions of the Open Meetings Act and the Governor's Disaster Proclamation reissued November 13, 2020 and the Governor's Executive Orders which provides that meetings attended by more than 25 persons are not feasible, an in-person meeting is not practical nor prudent at this time. Therefore, the meeting is being conducted in a virtual conference format.

**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, on the Call: Village Administrator, Bob Irvin; Village Attorney, Jim Rhodes of Klein Thorpe & Jenkins, Ltd; Village Clerk, Sandy Gallo; Village Treasurer, Carol Armstrong; Representative from James Anderson Company, Scott Anderson; Financial Consultant, Dorothy O'Mary

**C. APPROVAL OF THE MINUTES**

The Village Board meeting minutes were reviewed. It was moved by Trustee Bohm and seconded by Trustee Towne that the minutes of the Regular Board Meeting of November 17, 2020 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

Mayor Urlacher declared the motion carried.

**D. APPROVAL OF THE BILLS**

Trustee Maier reported the Finance Committee reviewed the bills and deemed them to be appropriate. Three additional invoices are being added to the report, Staples for \$185.01 and two Commonwealth Edison in the amounts of \$112.22 and \$119.44.

As a result, the Committee has approved the new billing amount of \$ 104,892.29 to be paid.

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 and the bills will be paid.

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

Presentation of the Treasurer's Summary Report for the Month of November 2020. It was moved by Trustee Brennan and seconded by Trustee Bohm that the Board acknowledges receipt of the November 2020 Treasurer's Summary Report and it be placed on file.

Trustee Brennan commented two corrections will be made on page 10 and an updated treasurer's report will be distributed.

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**

1. Citizens to be heard not listed elsewhere on this Agenda
2. Written Communications of Citizens to be Read

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

##### **Public Safety**

- a. Sheriff Annual Report Presentation by Sergeant Robert Briggs

Mayor Urlacher received a consensus from the Board members to have Sergeant Briggs present prior to the other Committees reports.

Sergeant Briggs indicated the number of 911 incident calls made in 2020 were 1,805. Sergeant Briggs reflected that the Village's incident report showed low numbers of felony crimes, resulting in the Village of Mettawa continuing to be a safe community with safe roads in Lake County. A major incident that occurred in 2020 was Costco's break-in. The three offenders from this incident were apprehended the same day. Sergeant Briggs' stated the 2020 911 call report is available by request to the Village Administrator. Trustee Pink asked if any additional information had surfaced from the most recent robbery in the

Village. Sergeant Briggs indicated he was not made aware of any new evidence. Mayor Urlacher thanked Sergeant Briggs for his continuous support for keeping Mettawa safe.

**1. Finance Committee**

- a. Recommendation for Approval of an Ordinance Authorizing the Levy and Collection of Taxes for the Corporate and Municipal Purposes of the Village of Mettawa for the Year 2020

Trustee Maier said the corporate tax for the municipal is \$135,000 and this amount has not been altered in 22 years. Trustee Maier added two SSAs will reflect changes on the taxes levied. SSA#3 will be increased by \$1,300 to address the deficit in that account and SSA#4 will be reduced by \$100.

- b. Recommendation for Approval of an Ordinance Abating Certain Additional Taxes Levied by the Village of Mettawa Pursuant to Ordinance No. 692 for the Years 2020 through 2025

Trustee Maier said this ordinance is the government obligation bond 2011 in the amount of \$1.9 million for the Oasis Park. This obligation bond has been paid-off in full and this ordinance is an abatement for this bond.

- c. Recommendation for Approval of an Ordinance Abating Tax Levy by the Village Pursuant to Ordinance 703 for the Year 2020-SSA#13 Debt Service Fund

Trustee Maier stated this ordinance is a close out for SSA#13. Once the closeout has been completed, the 33 property owners who contributed into this account will receive a refund of the remaining balance.

- d. Other Matters

**2. Public Works Committee**

Mayor Urlacher indicated the December Committee meeting was cancelled.

- a. Other Matters

**3. Parks and Recreation Committee**

Mayor Urlacher indicated the December Committee meeting was cancelled.

- a. Other Matters

**4. Public Safety**

- b. Other Matters

Trustee Brennan said Mettawa Safety Patrol member Antonio confirmed he had COVID-19. Antonio since has returned to work and feels healthy. Mettawa Safety Patrol has also adjusted some of their hours to create greater visibility to perhaps discourage some of the recent incidents.

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

### **a. Update on the December 10<sup>th</sup> Public Hearings**

Mayor Urlacher reported the Village received a request from both St. Basil's Church and the Rojas to continue their public hearings on January 5, 2021 at 7:00 pm. The Zoom meeting details will be provided to the residents through email and the agenda will be posted on the Village website.

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

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

#### **a. 2020 Second Review of the Executive Session Minutes**

Mayor Urlacher said it is required by state law that the Village review their Executive Session Minutes two times each year for a possible release. At this time, no minutes will be released.

#### **b. Holiday Office Closing Schedule**

Mayor Urlacher added the Village office will also be closed starting December 24<sup>th</sup> through January 3<sup>rd</sup>. The office will be opened for residents to file an election objection by appointment. The Village Clerk and Village Administrator will sporadically be checking emails and voicemail during this period.

#### **c. Request from AbbVie to Allow a Temporary COVID-19 Testing Trailer for Onsite Testing**

Mayor Urlacher said the Village Board received a letter from AbbVie requesting for a single wide trailer to be placed on their property as a COVID-19 testing site for their employees. The AbbVie's letter and details of the trailer have been provided to all of the Trustees. Trustee Bohm asked if a permit will be needed for the trailer. Mayor Urlacher said yes, the trailer will require a permit. Trustee Maier inquired why AbbVie was only now setting up a testing site for their employees. Trustee Maier asked if Mettawa could work with AbbVie to offer their residents' access to this testing site. AbbVie's representative Russ Garich replied they currently do have a testing site for a limited number of employees. This testing site will result as their third location. Mr. Garich indicated he would follow-up with AbbVie's leadership if Mettawa residents can utilize the testing site on Riverwoods Blvd. Mayor Urlacher commented the Village's resident count is around

600. Mr. Garich said he is not authorized to make this type of commitment without discussing this matter with leadership.

Resident, Dr. Richard Fantus (14253 W Riteway Rd) asked Mr. Garich what type of traffic they anticipated on Bradley Road based on scheduled appointments. Mr. Garich replied they will have two testing units in the trailer and they will average 6 tests per hour. AbbVie does not anticipate any cars queuing on the road based on their parking lot capacity. Mr. Garich asked if the trailer can be installed on December 16<sup>th</sup>. Village Administrative Irvin asked if they would be needing electricity. Mr. Garich replied yes and they will be able to access electricity from their parking facility. Village Administrative Irvin added the Village can work with AbbVie to complete an inspection after the trailer has been installed to ensure everything is in order. Mayor Urlacher received the consensus from all of the Trustees to allow AbbVie to install their testing trailer before receiving their permit.

d. Building Report

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

e. Other Matters

f. Village Administrator's Report

Village Administrator asked the Village Clerk to provide the office closure dates and election filing dates. Village Clerk Gallo indicated the last day to file for the election is December 21<sup>st</sup> at 5:00 pm and filing an objection is available by appointment or on Tuesday, December 29<sup>th</sup> in the office. All of the varying office hours for the holiday and the election filing dates will be posted on the Village website.

**2. 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.

Trustee Towne asked that Item A not be included in the Consent Agenda.

The following items were established for the consent agenda:

- b. Approval of an Ordinance Authorizing the Levy and Collection of Taxes for the Corporate and Municipal Purposes of the Village of Mettawa for the Year 2020
- c. Approval on an Ordinance Abating Certain Additional Taxes Levied by the Village of Mettawa Pursuant to Ordinance No. 692 for the Years 2020 through 2025

- d. Approval of an Ordinance Abating Tax Levy by the Village Pursuant to Ordinance 703 for the Year 2020 SSA#13 Debt Service Fund
- e. Approval of a Resolution Approving the Release of Certain Executive Session Minutes of the President of Board of Trustees of the Village of Mettawa
- f. Approval to Allow AbbVie Authorization to Install a Temporary COVID-19 Testing Trailer for a Period up to 9-months Onsite Testing for Only their Employees Subject to Compliance to the Village Permitting and Safety Code

It was moved by Trustee Towne and seconded by Trustee Maier to approve the consent agenda.

Upon a call of the roll, the following voted:

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

Nay: None

Mayor Urlacher declared the motion carried.

**3. UNFINISHED BUSINESS**

**4. NEW BUSINESS**

- a. Approval of the Hey & Associates, Inc. Agreement for the Stormwater Management Study

It was moved by Trustee Maier and seconded by Trustee Brennan to approve Hey & Associates, Inc. agreement for the stormwater management study.

Upon a call of the roll, the following voted:

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

Abstain: Trustee Towne

Nay: 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**

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

Upon a call of the roll, the following voted:

Minutes of the Regular Meeting- December 15, 2020  
Mayor and Board of Trustees  
Village of Mettawa

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

Nay: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:38 p.m.

Sandy Gallo, Village Clerk