

**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 19, 2022 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, Bohm, Clark, Maier, Pink, 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; Village Treasurer, Amy Weiland; Representative from James Anderson Company, Scott Anderson

C. APPROVAL OF THE MINUTES

Mayor Urlacher indicated no minutes are being presented this month. Next month, two sets of meeting minutes will be presented.

D. APPROVAL OF THE BILLS

Trustee Maier stated the Committee reviewed the invoices and deemed them to be appropriate. As a result, the Committee approved the bills to be paid in the amount of \$ 80,778.66.

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

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

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

E. FINANCIAL INTERIM REPORTING

Presentation of the Profit and Loss Statement for the Month of March 2022.

It was moved by Trustee Armstrong and seconded by Trustee Pink that the Board acknowledges receipt of the March 2022 Profit and Loss Statement and it be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

F. PUBLIC HEARING

Mayor Urlacher opened the public hearing to present the Village's Fiscal 2022-2023 budget at 7:02 pm.

It was moved by Trustee Maier and seconded by Trustee Towne to open the public hearing.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

Mayor Urlacher indicated the budget was published in the Daily Herald on April 1st. The budget was available on the Village website for a month. Village Administrator Florip indicated three budget amounts were made since last draft of the budget was presented. The changes include an increase to the Meeting Space category for \$3,600 in anticipation of a second storage room at LifeStorage. The second storage room will be storing the engineering files that are scanned. The second amount increase is for the Sikich accounting service from \$47K to \$58K. In the next few months, Sikich's accounting team will be spending additional hours to reconciling accounts for the last five months. The last amount increase was in Building Services from \$190K to \$215K. This budgeted amount is being increased due to this year's expenditures.

With no further questions or comments, the mayor closed the public hearing at 7:06 pm.

It was moved by Trustee Towne and seconded by Trustee Maier to close the public hearing.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: 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

H. COMMISSION AND COMMITTEE AND OTHER REPORTS

1. Finance Committee

- a. Update on Sikich LLP Accounting Services

Trustee Maier stated Sikich has been granted access to the MIP system. They will be working to reconcile prior months and close-out this fiscal year.

b. Update on the FY2021-2022 Audit

Trustee Maier indicated during a recent conference call with Sikich it was determined that with Village's resources and Sikich's accounting team the audit will be completed in the necessary timeframe. A meeting date will be confirmed with Martha Trotter from Sikich to commence the audit. Trustee Maier reminded the Trustees that Sikich will be mailing each one a validation form with numerous questions regarding their awareness of any fraudulent actions that may have occurred. The form is confidential and it should be completed promptly and returned to Sikich as it is a requirement for the audit.

c. Update on the Amendment to the Tax Rebate Ordinance Regarding Resident Permits

Trustee Maier stated the Finance Committee is currently discussing the qualifications for the resident's tax rebate ordinance section of having an outstanding balance. Trustee Maier indicated the discussion included adding a statement of setting a limit of years of when an active permit will need to be completed and indicated as a closed permit. The current ordinance does articulate any resident with a balance due to the Village is not eligible for a rebate until the payment is received. Village Administrator Florip added during the Around the Town monthly meetings old permits are always discussed. Village Administrator Florip added this amendment would be built into the ordinance stating no active permit older than xx years would allow you to qualify for the rebate. Residents would be allowed to present their special circumstances warranting them to keep their permit open and still qualify. This amendment is being considered to encourage residents to close out older permits. Trustee Maier stated the Village will allow residents to renew their permits as needed. Trustee Pink added hopefully this will encourage residents to close out their permits and reduce the current permit report from 2 ½ pages. Trustee Clark stated residents should receive notification when their permit is about to expire too. Mayor Urlacher stated allowing residents three or four years to complete their permit in ample time. Trustee Towne said three-years is an appropriate period with the current COVID material limitations. Trustee Armstrong said the residents should receive 90 days notification from their permit expiration date.

Trustee Maier stated he approves of the village budget to be voted on tonight.

d. Other Matters

2. Public Works Committee

a. Recommendation to Approve Forest Builders, Inc., to Clean Out the Village's Ditches in the Amount Not to Exceed \$10,000

Trustee Pink stated the ditches will be handled based on their condition; the worst will be addressed first.

b. Recommendation to Approve Forest Builders, Inc. to Complete Pothole Patching Throughout the Village in the Amount Not to Exceed \$2,000

Trustee Pink commented all of the potholes within the Village will be repaired. Trustee Pink added Little Melody Lane only has three Mettawa residents. The area of the Mettawa residents will have the potholes filled, as the remaining portion of the road will need to be handled by the Township of Libertyville. Trustee Pink asked Village Administrator to follow-up with Libertyville Township to complete all of the potholes filling simultaneously. Mayor Urlacher confirmed that the road patching would only be completed by the three residents' properties on Little Melody Lane. Trustee Pink confirmed yes. Village Administrator Florip added she spoke to Libertyville Township they have no plans in resurfacing the road in the near future.

c. Update on the Village Shoulder Maintenance

Trustee Pink commented shoulder work is scheduled to be completed. However, the shoulders will be done after the ditches are repaired to avoid any disturbance.

d. Other Matters

Village Engineer Scott Anderson said all of the approved worked will commence once the ground is dry. Trustee Pink commented the trails should be leveled out prior to the ditch's repairs.

3. Parks and Recreation Committee

a. Update on an Arborist to Inspect all Village Owned Oak Trees

Trustee Bohm stated he spoke to two arborists regarding the village's matured oak trees to discuss and ensure these trees are protected from oak blight. One contractor will be submitting their proposal for next month's committee meeting. Whippoorwill Park is set to be the highest priority location to ensure these trees continue to be healthy. The arborist commented, if the ground around the oak tree has not been disturbed, their exposure to oak blight is reduced. Trustee Bohm added he had no concerns with any of the other village's owned properties and those trees.

b. Recommendation to Approve Forest Builders, Inc. to Complete the Annual Trail Maintenance in the Amount Not to Exceed \$15,000

Trustee Bohm stated this year's trail maintenance amount is the same as last year. The trails overall appear to be in good condition and they should not require major repairs.

- c. Recommendation to Approve the Poul's Nursery Watering Contract for the MacLean Preserve at Oasis Park, Each Visit at \$2,400

Trustee Bohm stated the watering proposal is for the MacLean Preserve at Oasis Park trees. Last year, Poul's Nursery charged \$1,800 per visit and we utilized their service once. This year's proposal includes the six additional trees recently added on the berm.

- d. Other Matters

4. Public Safety

- a. Other Matters

Trustee Armstrong stated Mettawa Public Safety continues to complete house check throughout the village. Mettawa Public Safety indicated they have no issues to report, since the village has been rather quiet. Trustee Armstrong received an email report that an employee from AbbVie was almost hit at the corner at Bradley Road and Riverwoods Blvd. This email was discussed at the Committee meeting. Painting stripes in a different color, flashing stop signs and amount other ideas were considered. The Trustees all agreed no changes were needed at this corner. As a result, Village Administrator Florip will be emailing AbbVie indicating the corner was discussed and the Village will continue to monitor this corner. Trustee Towne remarked the village has had no other issues reported at this corner.

Trustee Armstrong said the "No Outlet" signs measuring 8'x36 are being considered. Mayor Urlacher asked the Board for their consensus to approve of the following purchase. The Board's consensus was to move forward on the signs purchase.

Mayor Urlacher said Village Administrator Florip contacted the sheriff's department and special details will be added on Old School Road.

5. Zoning, Planning and Appeals Commission Report

Mayor Urlacher indicated there are no new matters to report from the Commission.

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

- a. April's Quarterly Newsletter

Mayor Urlacher indicated the quarterly newsletter is currently being drafted. The newsletter is expected to be completed by the end of April.

b. Chicago Records Management, Inc Data Storage Agreement

Mayor Urlacher indicated he is recommending the approval of the Chicago Records Management agreement. This company is prepared to start scanning the village's documents. The Village Attorney Rhodes has also reviewed the terms of this agreement. This agreement process will result in a 2 or 3-year project.

c. Discuss the Resident Fine Relief

Mayor Urlacher said the Board received a copy of the settlement agreement for the professional charges Barry MacLean incurred from August to December 2021 for his subdivision lot. The final amount owed was listed at \$3,275.39. I recommend the agreement be reduced to \$2,500.

d. Reappointment of the Zoning Planning and Appeals Commission Members

Mayor Urlacher indicated he would like to reappoint Commissioners Mark Meluso, Liz Leonard and Orren Pickell and Debra Pelech. All Commissioners will be reappointed to a 3-year term.

A motion was made by Trustee Bohm and seconded by Trustee Maier to reappoint Liz Leonard, Mark Meluso, Orren Pickell and Debra Pelech to the Zoning, Planning and Appeals Commission for a 3-year term.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

e. Village Picnic Date

Mayor Urlacher said he would like to set the Village picnic date for Saturday, August 20th. The picnic will be held at Whippoorwill Park. Weather permitting the resident will be able to utilize the driveway off of Route 60. If any Trustee has food truck ideas, please send them to the Village Clerk.

f. Village Website Update

Last month, a recommendation was made to include \$10,000 in the budget to redesign the village website. Tonight's meeting will include the approval of this amount for the Village Clerk to move forward and begin working with SSG and Joe Siepka on the redesign. When

the website has been completed, a test run of the redesign will be sent to Trustees for their feedback prior to going live.

g. Building Report

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

h. Other Matters

Mayor added this is just a notification that resident Armin Gerhardt will be hosting an event at Always Faithfull Equestrian on Saturday, May 7th. In addition, a date is being scheduled for Barry MacLean's bench dedication.

i. Village Administrator's Report

Village Administrator Florip indicated she has been busy with budget planning for the last three months. Village Administrator Florip added she has also been working in getting the Sikich accounting team on board.

2. UNFINISHED BUSINESS

Mayor Urlacher indicated the following two agenda items will remain tabled for this meeting. No further communication has been received from St. Basil's on the following two matters. Trustee Towne asked if the following two unfinished business items have a time limitation. Village Attorney Rhodes replied no.

- 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 of the Ordinance Adopting the Annual Budget for FY2022-2023
- b. Approval for Forest Builders, Inc. to Clean Out the Village's Ditches in the Amount Not to Exceed \$10,000

- c. Approval for Forest Builders, Inc. to Complete Pothole Patching in the Amount Not to Exceed \$2,000
- d. Approval for Forest Builders, Inc. to Complete the Annual Trail Maintenance in the Amount Not to Exceed \$15,000
- e. Approval of the Poul's Nursery Watering Contract for the MacLean Preserve at Oasis Park, for Each Visit in the Amount of \$2,400
- f. Approval of the Chicago Records Management Contract for Records Storage Agreement
- g. Approval of Settlement Agreement Between Barry MacLean and the Village of Mettawa
- h. Approval for the Redesign of the Village Website Not to Exceed \$10,000

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

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

Trustee Towne asked that the property owners Noonan and Palmer on Old School Road ditch be a priority to be repaired. In addition, an improvement of the drainage through MacLean Preserve east culvert along the Oasis Service drive requires some cleaning too. Trustee Pink confirmed both of the matters were discussed at the Committee and will be handled. Mayor Urlacher asked that Noonan and Palmer be notified prior to clearing out their ditches as they too are clearing buckthorn.

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

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried.

4. NEW BUSINESS

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 Maier and seconded by Trustee Armstrong that the meeting be adjourned.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Nay: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:57 p.m.

Sandy Gallo, Village Clerk