

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 SEPTEMBER 20, 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 Maier, Pink, Towne and Mayor Urlacher

Absent: Trustees Armstrong, Bohm and Clark

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, Village Treasure, Amy Weiland

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of August 16, 2022

The Village Board reviewed the regular meeting minutes of August 16, 2022. Trustee Pink had a change on page 1. The dollar amount should reflect \$699.30. It was moved by Trustee Towne and seconded by Trustee Maier that the minutes of the regular Board meeting of August 16, 2022 be approved with the edit and be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Maier, Pink, Towne and Mayor Urlacher

Nay: None

Absent: Trustees Armstrong, Bohm and Clark

Mayor Urlacher declared the motion carried.

2. Committee of the Whole Meeting Minutes of August 13, 2022

The Village Board reviewed the Committee of the Whole meeting minutes of August 13, 2022. It was moved by Trustee Towne and seconded by Trustee Maier that the minutes of the Committee of the Whole meeting of August 13, 2022 be approved and be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Maier, Pink, Towne and Mayor Urlacher

Nay: None

Absent: Trustees Armstrong, Bohm and Clark

Mayor Urlacher declared the motion carried.

D. APPROVAL OF THE BILLS

Trustee Maier stated a Forest Builders trail maintenance invoice was received in the amount of \$15,600. This invoice payment will only reflect \$15,000 per Committee approved amount. Trustee Maier added the James Anderson Company monthly invoice was reduced in the amount of \$6,144.15 for a 2021 project. This amount will be further investigated by the Village Clerk Gallo prior to submitting payment.

The Committee has reviewed and approved the bills to be paid in the amount of \$135,926.99.

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:

Upon a call of the roll, the following voted:

Aye: Trustees Maier, Pink, Towne and Mayor Urlacher

Nay: None

Absent: Trustees Armstrong, Bohm and Clark

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

E. FINANCIAL INTERIM REPORTING

The Interim Profit and Loss Report for the month of August 2022 was presented.

It was moved by Trustee Maier and seconded by Trustee Towne that the Board acknowledges receipt of the August 2022 Interim Profit and Loss Report and it be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Maier, Pink, Towne and Mayor Urlacher

Nay: None

Absent: Trustees Armstrong, Bohm and Clark

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 AND OTHER REPORTS

1. Finance Committee

- a. Update on the Request from Howe Security for a Contractual Increase

Trustee Maier stated the committee received a request from Howe Security for a pay increase. The hourly increase is equal to a \$1.00 or 3%. Trustee Maier indicated the committee is in favor of the increase. The contractual increase will be voted by the Board at the November meeting.

b. Update on the FY2021-2022 Audit

Trustee Maier stated the Board has been receiving Interim Profit and Loss Reports the last few months, as the Sikich accounting group is currenting providing support for the audit. Trustee Maier indicated the village is on target for completing their audit process in October. Trustee Maier stated the village is currently working on the punch list sent by the auditors. Village Clerk Gallo added most of the items on the audit list have been submitted.

c. Update on the 2022 Tax Rebate Program

Village Treasurer Weiland indicated 139 potential applicants will qualify for the rebate. Village Treasurer Weiland has approved 115 and 24 applications are pending completion. The Village Treasurer is diligently working with the 24 residents to comply with the requirements. The residents who have not submitted their application but qualify will be contacted via email. Mayor Urlacher reminded the residents they have until October 1st to submit their applications.

d. Update on the Ineligible Residents for Tax Rebate Program

Trustee Maier stated the two residents who currently do not qualify due to an outstanding balance owed to the village will be receiving a reminder letter of their ineligibility. The letter will indicate the steps that can be taken to resolve their open balance or attend the October 18th Finance Committee meeting to present their case. Trustee Maier stated one of the ineligible residents will need additional time to resolve their matter. The Finance Committee discussed escrowing the resident's amount until the third party has confirmed compliance of the violation. Mayor Urlacher stated he agreed with the committee's consideration to ensure the matter is handled and rectified. Trustee Towne added this resident does not have an open balance, yet an open permit with Stormwater Management Commission.

e. Other Matters

2. Public Works Committee

a. Update on the Ditch and Shoulder Maintenance

Trustee Pink indicated the shoulder maintenance has been completed. Trustee Pink added the committee has not obtained bids for this work in the last few years. As a result, the shoulder maintenance will go out to bid next year.

b. Recommendation to Approve the Forest Builders Culverts Proposal for 15130 Little St. Marys Road and 15185 Old School Road

Trustee Pink commented these two culverts are not draining properly and they are impacting the surrounding neighbor's drainage. The committee reviewed and discussed the two proposals. The 15130 Little St. Marys Road proposal was received in the amount of \$9,500 and 15185 Old School Road totaled \$10,400. Trustee Pink asked Village Engineer Scott Anderson when he anticipated working on the two culverts. Village Engineer Scott Anderson replied he can start as early as next week.

Mayor Urlacher asked the Village Engineer Scott Anderson how much of the asphalt on the Old School Road culvert was going to be removed. Village Engineer Scott Anderson replied he will be reviewing the area to ensure the proposal included all of the asphalt starting from the resident's driveway to the main road.

c. Recommendation to Approve the Hey & Associates, Inc. Design Work for the MacLean Preserve at Oasis Park in the Amount \$56,500

Village Administrator Florip indicated the design work proposal has been received in the amount of \$56,500. This proposal includes the design, engineering work along with meetings to be held with residents and the Board. This proposal will be paid utilizing American Rescue Plan Act (ARPA) funds as the village has already received over \$73,000. Village Administrator Florip added she along with Dave Kraft from Hey & Associates, Inc.(H&A) met with the tollway about the MacLean Preserve at Oasis Park drainage project. The tollway reviewed the H&A's design plan and they agreed with the proposed work. However, the tollway has indicated they will not contribute to this project as they will not benefit from the outcome. The tollway stated they would assist the village in obtaining any necessary permits for the drainage work.

d. Update on the Hey & Associates Representative and Resident Visits on their Property

Village Administrator Florip added the resident onsite visits with Hey & Associates, Inc. (H&A) went well. A SurveyMonkey.com link was emailed to all of the impacted residents along Bradley Road. The four residents that confirmed an onsite visit included; Holly Hirsh and Roy Bollhoffer, Matt and Kourtney Witten, John Maier and Carol Armstrong. The visits included walking the property and logging the residents' concerns.

e. Recommendation to Approve Forest Builder as the Lowest Bidder for the Snow Plowing Contract FY2022-2023

Village Administrator Florip stated the snow plowing contract went out to seven contractors. However, only two bids were received. Forest Builders was recorded as the lowest bidder. This contract was only packaged for one year so this service will go out to bid next year.

f. Other Matters

3. Parks and Recreation Committee

Village Administrator Florip provided the Committee report for Trustee Bohm.

a. Update on the Trail Signs

Village Administrator Florip added the four purchased park signs for Whippoorwill Park and MacLean Preserve at Oasis Park have been installed. In addition, Trustee Clark and her grandchildren restored two trail signs with fresh paint.

b. Recommendation on the Forest Builders Whippoorwill Park Water Connection

Village Administrator Florip stated this agenda item is only an update not a recommendation. The Committee received a proposal for \$12,000 which does not include the estimated \$5,000 tapping fees. Village Administrator Florip added she along with Village Engineer Scott Anderson will be exploring if Lake County could wave the tapping fees as this property most likely has already paid this fee. Trustee Towne added he would recommend locking the hydrant at this location.

c. Update on the Commemorative Program at Whippoorwill Park

Village Administrator Florip stated the Committee received a request from resident, Adrienne Tindall to plant a commemorative tree at one of the village's parks. The Committee discussed this matter and determined requests would be handled on a case-by-case bases and no commemorative program would be created.

d. Other Matters

Trustee Towne indicated the horse crossing sign and pole on the south side of Always Faithful Stables has been stolen. The north bound sign looks bent as though they struggled to remove this pole too. Mayor Urlacher asked Village Engineer Scott Anderson to order replacement signs for the horse crossing.

Resident, Pam Fantus (14253 Riteway Road) commented that the trail entrance on Old School Road required some additional buckthorn removal to reduce horse riders' horses being

spooked from cyclists or runners exiting the trail. Mayor Urlacher commented Village Engineer Jamie Anderson is addressing this area with Chris Dunlap.

4. Public Safety

a. Other Matters

Mayor Urlacher provided the Public Safety Report for Trustee Armstrong.

Mayor Urlacher indicated Mettawa Public Safety has reported no issues for this month. The mayor added Rick and Antonio did a phenomenal job directing residents to park at Whippoorwill Park during the village picnic.

During the Taste of Serbia celebration, the mayor received communications from several residents indicating the attendees of this event were trespassing onto their property. Mayor Urlacher commented the village did reach out to Michael Kosanovich from the church to address this matter. Mayor Urlacher stated the village will handle this event differently by confirming the time in which their event will be ending. Mrs. Fantus added she also experienced one of her trespassing signs having been removed from her property. Mrs. Fantus added St. Basil should also consider hiring Lake County Sheriff to help control their event.

5. Zoning, Planning and Appeals Commission Report

Mayor Urlacher added the Zoning, Planning and Appeals will be hold a meeting on September 13th as a public hearing.

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Follow-up From the Village Picnic

Mayor Urlacher stated the village picnic went well. The weather was ideal for parking onsite and encouraged families to attend. The food trucks worked out well. The mayor indicated he would like to increase the budget to include a second child entertainer for next year as more families are attending the event.

b. Building Report

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

c. Other Matters

f. Village Administrator's Report

Village Administrator Florip indicated the village received their installment payment from the American Rescue Plan Act funding program. Village Administrator Florip added the sales tax revenue amounts will reflect a large decrease in October as the grocery stores suspension on taxes amounts are not being filed correctly.

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.

- 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 Forest Builders Culverts Proposed for 15130 Little St. Marys Road and 15185 Old School Road
- b. Approval of the Hey & Associates, Inc. Design Work for the MacLean Preserve at Oasis Park in the Amount \$56,500
- c. Approval of the Forest Builders as the Lowest Bidder for the Snow Plowing Contract FY2022-2023

A motion was made by Trustee Maier and seconded by Trustee Pink to approve the following agenda item by the consent agenda.

Upon a call of the roll, the following voted:

Aye: Trustees Maier, Pink, Towne and Mayor Urlacher

Nay: None

Absent: Trustees Armstrong, Bohm, and Clark

Mayor Urlacher declared the motion carried.

A motion was made by Trustee Towne and seconded by Trustee Maier to approve the following agenda item by the omnibus vote.

Upon a call of the roll, the following voted:

Aye: Trustees Maier, Pink, Towne and Mayor Urlacher

Nay: None

Absent: Trustees Armstrong, Bohm and Clark

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, the meeting was adjourned by Ayes.

Upon a call of the roll, the following voted:

Aye: Trustees Maier, Pink, Towne and Mayor Urlacher

Nay: None

Absent: Trustees Armstrong, Bohm and Clark

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:32 p.m.

Sandy Gallo, Village Clerk