

**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 FEBRUARY 16, 2021 BY ZOOM**

**A. CALL TO ORDER**

Mayor Urlacher called the meeting to order at 7:01 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 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. Trustee Brennan had a word change on page 6 and Trustee Pink had a word change on page 3. It was moved by Trustee Brennan and seconded by Trustee Pink that the minutes of the Regular Board meeting of January 19, 2021 be approved with the two modifications and they 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.

The Village Board meeting minutes were reviewed for the Special Village Board meeting. It was moved by Trustee Brennan and seconded by Trustee Pink that the minutes of the Special Village Board meeting of January 26, 2021 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 stated the Finance Committee has reviewed the invoices and deemed them to be appropriate for payment. As a result, the Committee approves the billing amount of \$88,799.33.

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

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 January 2021. It was moved by Trustee Maier and seconded by Trustee Brennan that the Board acknowledges receipt of the January 2021 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

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 Building Permit Invoices and Expenses

Trustee Maier indicated the Finance Committee discussed that the James Anderson Company monthly invoices were including some closed out projects and reflecting some mission creep occurrence. Trustee Maier asked Financial Consultant O'Mary to complete a three-month review of the JACO invoices and provide the findings to the Finance Committee, the Village Administrator and the Village Clerk. Trustee Maier and Trustee Towne will review if any mission creeping has occurred within the JACO's monthly invoices.

b. Update on the Village Budget for FY2021-2022

Trustee Maier added Village Administrator Irvin has provided a memo summarizing the two Committees' preliminary expenses for the upcoming fiscal year. Village Administrator Irvin added each Committee will discuss their itemized budget within their report. The final budget will be presented to the Board at the April public hearing meeting. Village Administrator Irvin added he is currently working on the revenue and expenditures ending April 30<sup>th</sup>. In addition, the FY2021-22 projected revenue and expenditures will be provided at next month's Board meeting.

c. Other Matters

**2. Public Works Committee**

a. Update on the Hey & Associates, Inc. Stormwater Management Study

Trustee Pink indicated that Hey & Associates, Inc. (H&A) has completed their data collection. On Monday, February 8<sup>th</sup>, H&A provided the website link to allow the residents to post any drainage issues. Trustee Pink added the H&A website includes a form to be completed with each posting. However, we have four residents who have not registered their email address with the Village so they will be mailed a form. The H&A website will remain open until February 28<sup>th</sup>. A Special Public Works meeting will be scheduled after H&A has reviewed all of the submitted survey results.

b. Update on Membership with JULIE

Trustee Pink indicated it is a state requirement for the Village to obtain a JULIE membership. We were waiting on USIC to provide an updated agreement and it looks like they finally sent it to the Village Administrator. As a result, the Committee will review those agreement details at their next meeting and present the results to the Board in March.

c. Update on Maintenance and Capital Improvement Items for FY2021-2022 Budget

Trustee Pink indicated the budget is based on historical expenses and estimates. The stormwater capital improvement is not listed since the study has not been completed. The budget can be amended later if needed. The Village Administrator is currently working on a five-year road maintenance plan schedule. Little Melody Lane resurfacing road project will be included in the FY2022-23 budget. The FY2021-22 budget is being presented today \$12,500 less from last fiscal year.

d. Other Matters

### **3. Parks and Recreation Committee**

a. Update on Building a Berm of the Village Lot Located on Route 60 and St. Mary's Road

Trustee Bohm asked the Village Engineer for an update on the berm. Village Engineer Scott Anderson indicated DiTomasso Excavating Ltd, owner is still interested in building the berm. Mr. DiTomasso indicated he is not interested in removing the trees. The Village Engineer will continue to hold conversations with Mr. DiTomasso regarding the Village's specifications.

b. Update on the Whippoorwill Park Maintenance Schedule

Trustee Bohm said a list of items have been identified to maintain Whippoorwill Park utilizing one company. James Anderson will be sending out bids for the park in March.

c. Update on the Development of a Five-Year Parks and Recreation Plan

Trustee Bohm said at the last Committee meeting, five Village properties were discussed referencing the WRD survey report from 2015. The Committee will continue to discuss five additional properties next month. Trustee Bohm indicated he will create a spreadsheet to prioritize the lots regarding their maintenance and cost estimates for seeding or buckthorn removal planning. The Grainger property will be added to the Parks and Recreation planning schedule upon acquiring the land.

d. Update on the Chicago Region Tree Initiative Request

Trustee Bohm indicated he received a request from Chicago Region Tree Initiative inquiring if the Village had an inventory of their trees to add our information into their database. Lake Forest Preserve is also participating in this project. The Committee's consensus was to not participate in this exercise at this time due to the unnecessary expense. Trustee Bohm will notify the company that the Village would not be participating in this project.

e. Recommendation to Approve the MacLean Preserve at Oasis Park Pollinator Garden Maintenance Contract with Forest Builders for \$3,700

Trustee Bohm said the proposal from Forest Builders includes some additional plants, mulch and weeding of the two butterfly gardens. The Committee is recommending to approve the maintenance proposal in the amount of \$3,700.

f. Update on the Hamilton Estates Property on Riverwoods Blvd Purchase Status

Trustee Bohm said the Village is interested in acquiring this land and a restoration plan will be established once we have taken ownership. The buckthorn has been cleared on the west side of the lot; however, nothing has been performed on the east side. Trustee Bohm stated he will be providing the Village Attorney some restoration plans for this property in order to include details in the interest letter for the homeowner's associations.

g. Update on Maintenance and Capital Improvements Items for FY2021-2022 Budget

Trustee Bohm stated the Committee's total budget will be reduced by \$9,000, due to the ComEd Grant pollinator to be received. Village Administrator Irvin added about 80% of Parks and Recreation budget captures approved contracts, about \$123,000 of the \$146,000 amount is approved funding.

h. Other Matters

**4. Public Safety**

a. Other Matters

Trustee Brennan said at the last Board meeting the sightings of numerous coyotes was a concern. Village Administrator Irvin provided Trustee Brennan a contact to the Scientific Wildlife Management (SWM). SWM provides a link to be posted onto the Village's website, which would allow residents to report sick/aggressive coyote sightings in the amount of \$600 per year. Upon SWM receiving the coyote notification they will determine if the coyotes condition requires it to be euthanized at the expense of \$500 for each. Trustee Brennan indicated she has not found a company who culls nor traps healthy coyotes.

Resident, Debra Pelech (15565 W. Old School Road) said she was not in favor for culling coyotes. Mayor Urlacher replied the Board needs to determine if they would like to purchase this membership for a year in order to post SWM's link on the Village website. The SWM link will provide residents a means to report sick coyotes within the Village. If any reporting occurs through the link, the cost would be allocated to the Village.

Trustee Brennan added SWM also included pictures for the residents to identify the coyote's health. Trustee Sheldon asked if the link should be included in the *Newsletter* to inquire from the residents the number of sightings prior to subscribing. Trustee Sheldon added Deerpath Farm had also hired a hunter to remove coyotes and it was not as expensive. Trustee Brennan added the residents should contact SWM if they see a sick coyote. Village Attorney Rhodes added the SWM link is intended to be connected with the Village, to provide residents information will also require clarity on how expenses will be handled. Trustee Towne asked if there was any additional information about SWM's

services. Trustee Brennan said the only way to contact SWM is through email. Trustee Towne commented Lake County Animal Control can also handle sick coyotes. Village Administrator Irvin said he will follow-up with Lake County to determine if they have an animal control services for coyotes.

Mayor Urlacher asked for a consensus from the Board members to determine if they would like to purchase the membership or direct residents to report any sick coyotes to SWM. The consensus was for the Village Clerk to communicate for the next four weeks to the residents that any sick coyote sightings can be submitted directly to the Scientific Wildlife Management website.

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

- a. Discussion Regarding the Findings of Fact and Recommendation the Zoning, Planning and Appeals Commission for Docket 20-V-S-1: 14175 W. Old School Road, Mettawa, Illinois- Application for a variation to Section 15.120 (C) Minimum Side Yard and Section 15.1204 (F) Maximum Lot Coverage.

Mayor Urlacher indicated all of the Trustees received an email this morning from Maria Rojas and her Attorney Dan Shapiro asking that their matter be moved to the March Board meeting.

A motion was made to table the discussion regarding the Findings of Fact and Recommendation from the Zoning, Planning and Appeals Commission for Docket 20-V-S-1: 14175 W. Old School Road, Mettawa, Illinois for the application for a variation to Section 15.120 (C) minimum side yard and Section 15.1204 (F) maximum lot coverage. The motion was made by Trustee Brennan and seconded by Trustee Bohm.

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.

## **I. BUSINESS FROM THE BOARD:**

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

- a. Update on the SMC Adjudication Process for 14210 Old School Road

Mayor Urlacher indicated the berm project at 14210 Old School Road has been in the works for about four years. SMC began to handle this berm project in order to bring it to completion. The Village's stormwater management recertification was made with the condition upon the resolution of this project to work with SMC. Unfortunately, SMC was

not able to resolve the completion of the berm through its adjudication process and this matter was moved the Lake County State Attorney's Office. In order to proceed, SMC has requested that the Village formally transfer jurisdiction over to them. Mayor Urlacher would like to get a consensus from the Board to transfer the jurisdiction to SMC in order for this matter to be resolved. A formal approval would be placed at the next Board meeting, if the transfer is not considered the Village will need to utilize their own financial resources for resolution. Village Administrator Irvin added SMC placed a condition of noncompliance on the site since August 2018, but this project goes back further. The Board's consensus was to transfer the jurisdiction to SMC. Mayor Urlacher stated the formal process will be made in the March or April Board meeting.

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

Mayor Urlacher mentioned Illinois has moved into Phase 4. As a result, the Hilton Garden Inn has reopened their meeting rooms. Mayor Urlacher addressed his concern about limiting the attendance numbers and moving back into the hotel conference room while remaining six feet apart. The hotel conference rooms are not large enough to include the Board and residents. Mayor Urlacher added the Village meetings will remain via Zoom until further notice or unless he receives communication from the Trustees to return to the hotel.

Resident, Dr. Fantus (14253 W. Riteway Road) stated he agreed to not return the Village meetings at the hotel until the vaccine has been provided to a larger number of residents.

d. Village Administrator's Report

Village Administrator Irvin stated the real estate sales in the Village have been very positive. In 2020, 12 homes were sold, one commercial building and one commercial lot. In 2019, we had four home sales, one was a commercial building. This year three real estate transactions have already been processed. The transactions include two residential lots and one commercial lot sold.

**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.

**3. UNFINISHED BUSINESS**

**4. NEW BUSINESS**

- a. Approval of the MacLean Preserve at Oasis Park Pollinator Garden Maintenance Contract with Forest Builders for \$3,700

It was moved by Trustee Brennan and seconded by Trustee Bohm to approve the MacLean Preserve at Oasis Park pollinator garden maintenance contract with Forest Builders for \$3,700.

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.

**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 Bohm 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

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:45 p.m.

Sandy Gallo, Village Clerk