

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 OCTOBER 19, 2021 VIA ZOOM

A. CALL TO ORDER

Mayor Urlacher called the meeting to order at 7:06 p.m.

We are conducting this meeting in accordance with the provisions of the Open Meetings Act, the Governor's Disaster Proclamation and Executive orders. I made the determination that an in-person meeting is not practical or prudent at this time because of the COVID-19 increasing cases. To ensure the safety of our Board members and our residents, Village meetings have been moved to Zoom.

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 Clerk, Sandy Gallo; Village Treasurer, Amy Weiland; Representative from James Anderson Company, Scott Anderson; Financial Consultant, Dorothy O'Mary

C. APPROVAL OF THE MINUTES

The Village Board reviewed the regular meeting minutes of September 21, 2021. It was moved by Trustee Towne and seconded by Trustee Bohm that the minutes of the regular Board meeting of September 21, 2021 be approved and 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.

D. APPROVAL OF THE BILLS

Trustee Maier stated the Committee reviewed the invoice listing and a few modifications were decided. The Hamilton Partners invoice in the amount of \$9,982.45 will be removed from the payment list until their costs are reconciled. An invoice for Perfect Cut in the amount of \$2,100 was added. As a result, the Committee approved the new amount of \$115,982.94.

It was moved by Trustee Maier and seconded by Trustee Bohm 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. TREASURER'S REPORT

Presentation of the Treasurer's Summary Report for the Month of September 2021. It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledges receipt of the September 2021 Treasurer's Summary Report 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

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

Trustee Bohm congratulated the Village Administrator Florip for completing the Chicago Marathon last week.

H. COMMISSION AND COMMITTEE AND OTHER REPORTS

1. Finance Committee

- a. Update on the 2021 Tax Rebate Program

Trustee Maier stated the tax rebate program submission period is closed. Village Treasurer Weiland reported 144 applications were approved for this year. An additional seven residents qualified but did not submit their application. Last year, we had 147 residents who received a tax rebate check. Trustee Maier said the final resident listing will be approved at the November Board meeting.

- b. Update on the Committee Expense Summary Report

Trustee Maier stated the first expense summary report was sent out to the Committee Chairman. The initial report reflected some coding issues which will be addressed for next month. The Committee has also decided to request James Anderson to itemize the section called Engineering Service amount for the next 90-days. Village Administrator Florip will communicate this request to James Anderson. Trustee Maier remarked to Village Engineer Scott Anderson that the Trustees will work with JACO to determine how the engineer service charges should be allocated to departments.

- c. Update on the Review of Standard Operation Procedures for Accounts Payable Check Requests

Trustee Maier indicated this agenda item has been tabled for the next meeting.

- d. Update on the Fixed Asset Policy

Trustee Maier indicated this agenda item has been tabled for the next meeting.

- e. Other Matters

2. Public Works Committee

- a. Update of the Stormwater Project at 15390 Little St. Marys Road

Trustee Pink stated Dave Kraft from Hey & Associates Inc., has completed all of the documentation required for this project. A meeting will be held with the residents whose property would be impacted during this project. This project is scheduled to go out to bid in January.

- b. Update of Forest Builders Maintenance on the Ditches

Trustee Pink stated the Committee's consensus was for the ditches to be completed next spring. Village Engineer Scott Anderson added his concern in working on the ditches so late in the fall season, would not allow ample time for the grass to grow which will worsen the areas conditions for next spring.

- c. Update on the Village's Right-of-Way Trees Trim and Removal List

Trustee Pink stated the Committee approved the listing of 24 trees to be removed. Four trees have been marked trim to determine if they will survive the winter. James Anderson has recommended this project be handled as a request for a proposal versus going out to bid. James Anderson had indicated this project should not exceed \$20,000 given a number of the trees listed are small. Trustee Pink indicated the contractors to receive this project will include: Perfect Cut, Dunlap Tree Experts, Lucas Landscaping and Design Co and Clark.

- d. Other Matters

Trustee Pink stated some residents are concerned about Lake County's drainage project on St. Marys Road and west Old School Road. Village Engineer Scott Anderson and Mr. Kraft both remarked to Trustee Pink in a conversation that the work on St. Marys Road will result in proper water flow.

Trustee Pink stated after 15390 Little St. Marys Road stormwater issues are completed, the next road drainage project will be at Mettawa Lane.

Resident, Deb Pelech (15565 W Old School Road) stated the current waterflow is sent into the Des Plain River. Mrs. Pelech indicated she along with her surrounding neighbors are concerned that Lake County's current project will direct higher levels of water in their direction. Another concern Mrs. Pelech stated with the new construction it would cause the water flow to be at higher levels causing the road to be washed out. Trustee Pink added the west side of Old School Road is one of the two areas the Village will be taking action to clear the ditches next spring. Village Engineer Scott Anderson added the maintenance work being done to the ditches will not increase the water capacity it will only improve the flow. In order to increase the capacity, the ditches would need to be widened. Mrs. Pelech asked if the Village had any recourse on Lake County's Road improvement impacting Mettawa residents. Mayor Urlacher indicated he spoke with the Pelech's and heard their concerns. The Mayor asked Public Works to determine the process on how the Village would address the aftermath of these improvements if after six months the work was not successful. Trustee Pink remarked she has requested Mr. Kraft to visit this corner and evaluate the improvement drainage. Village Engineer Scott Anderson stated Lake County is following the Stormwater Management Commission ordinance for this project as the Village would in any project. This project cannot increase the rate of water run-off into a downstream area. Trustee Clark asked that during Mr. Kraft's visit that he also visit the northwest corner of St. Marys Road/Old School Road new culvert. The newly installed culvert is two-feet from the original culvert.

3. Parks and Recreation Committee

- a. Update on James Anderson Submittal for the Trail Safety along Bradley Road and the Oasis Service Road, North Corner

Trustee Bohm indicated James Anderson provided the Committee a sketch of the trail movement at the corner of Bradley Road and the Oasis service road being shifted easterly. The Committee made one change to the submitted sketch in the area between the road and the trail to incorporate a 2 ½ foot rumble strip instead of a gravel shoulder. Village Engineer Scott Anderson will work on obtaining proposals for the next Committee meeting.

- b. Update on the Stewardship of the Hamilton Estates Property on Riverwoods Blvd

Trustee Bohm indicated the Committee has agreed that in order to restore this property the Village would need to own the land first. Village Administrator Florip and Village Attorney Rhodes are currently working on a final offer for the HOA to provide Hamilton Estates property owners reassurance the transfer of this land will not devalue their homes.

- c. Recommendation to Approve a New Map Marking Mettawa's and Lake County Forest Preserve Trails Intersections

Trustee Bohm indicated the Committee approved the new trail map reflecting the connections between the Mettawa with the Lake County trails. Once the map has been approved it will be posted on the Village website. Trustee Clark added the map will have one additional change depicting the correct location of the Stevenson property. Trustee Bohm confirmed this property location would be corrected.

- d. Update the Final Amount of the Dunlap Lawn Service Invoice for the Whippoorwill Park Maintenance

Trustee Bohm indicated the Dunlap invoice reflected all of the work completed for the Village picnic and the extension of the stone path to the trail. Trustee Bohm said this invoice was reviewed by the Finance Committee too. Dunlap has a few services left to perform at Whippoorwill for this year, one being the final mowing including the leaves. The fall fertilizer service was cancelled due to the grass looking well.

- e. Recommendation to Approve the Dunlap Tree Experts Proposal for the Removal of a Dead Tree at 701 Riverwoods Road

Trustee Bohm stated a low branch from the big oak tree at 701 Riverwoods Road Village property broke-off. As a result, Dunlap will be removing the broken branch, cutting back another smaller tree and stacking the wood in a brush pile for the smaller mammals in the area. The Committee approved this Dunlap proposal.

- f. Update on the Whippoorwill Park Preserve Stewardship Contract for 2022-2024

Trustee Bohm mentioned the Whippoorwill Park stewardship contract expires this year. As a result, Trustee Clark and myself will be meeting and requesting proposals from ILM and Pizzo & Associates, Inc. for a new three-year stewardship contract.

- g. Update on the Final Report from David Johannesen for the Whippoorwill Park Pollinator Gardens

Trustee Bohm indicated David Johannesen will be providing the Committee next month the final report for the pollinator gardens.

Trustee Armstrong asked if the fence along the Oasis service drive was going to be removed. Trustee Bohm replied the only request asked of these residents was to clear the vegetation off of the fence. Trustee Bohm said he will revisit this location to ensure the fence is not on the Village trail.

h. Other Matters

4. Public Safety

a. Other Matters

Trustee Armstrong stated on Labor Day a ground wasp nest was treated after a wasp stung a resident's horse while riding on Old School trail by the railroad tracks. Trustee Armstrong mentioned Mettawa Public Safety encounter an accident since the two parties showed signs of aggression the Lake County Sheriff was called to the scene. An issue of visibility was experienced at Riverside Preserve subdivision. Alexandria Drive is an s-curve road which also has tall vegetation growing on the side, blocking a driver's view from oncoming cars. Trustee Armstrong has addressed this issue with the HOA. Trustee Armstrong asked if Alexandria Drive was a private or public road. Village Engineer Scott Anderson replied it is a public road. Mayor Urlacher responded this road is not maintained by the Village. Trustee Armstrong said a meeting was held to discuss the traffic calming signs. Village Administrator Florip has already downloaded the software onto her Village phone to extract the data once the signs are placed. After the traffic signs are delivered to James Anderson office, Joe Siepka the Village's IT and Village Engineer Scott Anderson will determine a date for Joe to stop by and work on the signs. In addition, the frequency of retrieving the data still needs to be determined. One sign will be placed on Bradley Road between Riverwoods Road and Forest Haven entrance. The second sign will be placed on Old School Road about 150 feet from the Rupp's home located at 14310 W. Old School Road. Trustee Armstrong will be speaking with the Rupp's regarding the Village's plans with the traffic calming signs. Village Engineer Jamie Anderson will be marking these two locations in order to place a call to JULIE.

5. Zoning, Planning and Appeals Commission Report

Mayor Urlacher indicated the Commission conducted a public hearing on October 5th to hear two cases. The first case was for 101 Indian Ridge Road. This resident requested a variance to his rear yard setback, in order to return the property to the original 50-foot versus the current requirement of 75-feet. The Commission recommended approval of the application subject to the following two conditions. The first was the buckthorn in the applicant's rear yard be removed and replaced with trees to act as a screen to the rear neighboring lot and an agreement that the new construction of a large garage not be used for living quarters into perpetuity. The second case heard involved a request for approval of a minor subdivision. The related lots 18, 26, and 27 in the Alfred Mac Arthur's subdivision were to be consolidated into two lots. The ZPA Chairman signed the Plat of Subdivision and recommended its approval, subject to eight revisions to the Plat of Survey, which the applicant has since made. Mayor Urlacher asked if any Trustees or any resident on the call had questions regarding these two cases, none were asked.

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Discuss Municipal Data Storage Planning

Mayor Urlacher said the Village needs to consider having their documents scanned and placed in an iCloud storage. The Village is not running out of storage; however, we are considering the various locations we house documents. We currently utilized the James Anderson office, Tindall Residency and a storage unit at LifeStorage. Creating an iCloud storage will provide a safety net and availability of the documents to everyone. Mayor Urlacher suggested Impact Networking as the storage planning vendor, in efforts to support our local businesses. Village Administrator Florip will keep the Board posted as information becomes available for either the November or December meeting. All of the Trustees were in consensus to move forward in exploring a data storage for the Village documents. Mayor Urlacher indicated this process will not be inexpensive nor will it be done overnight.

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

d. Village Administrator's Report

Village Administrator Florip mentioned next month the Board will be presented with the renewal insurance policy due on December 1st. This year's policy increased by \$1,261. The increase is mostly due to the higher cyber coverage required by municipalities. ICRMT handled cyber liability in prior years on their own, however, now they are utilizing a firm who specializes in this service. The cyber firm is called Beazley. ICRMT aimed to offset the increased policy price by reducing our rate by \$800. Trustee Towne remarked its very important to have cyber coverage. Trustee Maier added all companies with an internet footprint are required to carry cyber insurance and cyber terrorism for liability reasons. Trustee Bohm asked if a consultant should review our operating procedures to determine any Village vulnerabilities for further protection. Village Administrator Florip replied the process to qualify for cyber insurance required an extensive document to be completed in which Trustee Maier and SSG Consultant Evan Depue contributed information. System security measures have been implemented per Beazley's requirement such as Multifactor Authentication. Mayor Urlacher agreed only Mettawa email address should be utilized for all Village matters.

2. UNFINISHED BUSINESS

Mayor Urlacher indicated the following two agenda items will remain on the table.

- 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

Mayor Urlacher said he along with Trustee Maier have held two conference calls with St. Basil regarding their case. Progress has been made but no final plans have been determined. Village Attorney Rhodes is provided a full report after each discussion.

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.

The following items were established for the consent agenda:

- a. Approval of the New Map Marking Mettawa's and Lake County Forest Preserve Trails Intersections
- b. Approval of the Dunlap Tree Experts for the Removal of a Dead Tree at 701 Riverwoods Road
- c. Approval of an Ordinance Approving a Plat of Subdivision for the Consolidation of Lots 18, 26 and 27 in Alfred Mac Arthur's Subdivision into Two Lots
- d. Approval of an Ordinance Granting a Variation to Section 15.1204(D) of the Village of Mettawa Zoning Ordinance for the Property Commonly Known as 101 Indian Ridge Road

It was moved by Trustee Maier and seconded by Trustee Bohm to place the items on 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.

A motion was made by Trustee Bohm and seconded by Trustee Maier 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

Mayor Urlacher said the Village Board will not be going into Executive Session tonight.

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 Bohm and seconded by Trustee Clark 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