

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 NOVEMBER 16, 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 the 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 October 19, 2021. Trustee Clark requested a word edit on page 8. It was moved by Trustee Towne and seconded by Trustee Clark that the minutes of the regular Board meeting of October 19, 2021 be approved with the edit 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 invoices and deemed them to be appropriate. As a result, the Committee approved the new amount of \$995,049.61. This month includes the \$750,000 tax rebate ordinance payment that was approved by the Board in June.

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. TREASURER'S REPORT

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

Public Safety

- a. Howe Security Presentation

Mayor Urlacher received a consensus from the Board members to have Mettawa Safety Patrol presentation prior to the other Committee reports.

Rick Eckensthaler representative of the Mettawa Safety Patrol indicated that prior to this year, the highest number of incidents reported was 271. As for 2021 through today, 321 incident reports have been filed. Mettawa Safety Patrol's top priority is to patrol for suspicious vehicles and people on Village roads and private property. They continue to stay visible to discourage speeding and reckless driving. Mettawa Safety Patrol's usual calls continue to include fallen trees, loose dogs, disabled vehicles, traffic issues and neighbor complaints to name a few. With the recent two burglaries within the Village, the residents need to continue to be vigilant to lock their cars and home doors. Mr. Eckensthaler indicated even with alarm notification systems and installed video cameras; burglaries still occur. Given the Village is currently exploring having additional support from Lake County Sheriff's office, this will help reduce the reoccurring cases. Mr. Eckensthaler reminded the residents they should dial 911 prior to calling Mettawa Public Safety. House watch is available for all residents when traveling for the upcoming holidays.

Trustee Pink commented Mettawa Safety Patrol is doing a phenomenal job but reminded residents to dial 911 to report an emergency. Mr. Eckensthaler confirmed the police should be called first.

Trustee Armstrong asked if the burglary occurrences were a result of Mettawa Safety Patrol's set and known work schedule. Mr. Eckensthaler remarked they are flexible and are willing to change their hours.

Resident, Dr. Fantus (14253 Riteway Road) thanked Mettawa Safety Patrol for their support during an event on his driveway.

Amy Weiland (14805 W Old School Road) asked if the large groups that are forming on corners in other Villages could be removed. Mr. Eckensthaler replied he has asked these groupings to move when they impede on traffic.

H. COMMISSION AND COMMITTEE AND OTHER REPORTS

1. Finance Committee

a. Update on the Committee Expense Report

Trustee Maier stated a department code for legal has been created. The expense report format is still being enhanced to provide a summary page for the Chairman's monthly expenses.

b. Recommendation to Approve the Resolution to Determine the Amount of the Tax Levy for 2021 Tax Year

Trustee Maier stated no SSA levy amounts are being increased for next year. The corporate levy of \$135,000 will remain unchanged for the 26th year.

c. Recommendation to Approve the 2021-2022 Insurance Policy with ICMRT (presented by MGA Insurers, Inc.) in an Amount Not to Exceed \$13,709

Trustee Maier indicated the insurance policy increase is directly correlated to the cyber security insurance requirement. The Committee approves this policy increase for next year. The Village's insurance amount has increased by \$1,900 in the last three years, which can be considered an insignificant amount.

d. Update on the Review of Standard Operating Procedures for Accounts Payable and Check Requests

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

e. Update on the Fixed Asset Policy

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

f. Other Matters

2. Public Works Committee

- a. Recommendation to Approve the Lucas Landscaping and Design Proposal for the Right-of-Way Tree Removal Project in the Amount of \$6,750

Trustee Pink stated the Village received three bids for the right-of-way tree removal project. The proposal's price ranges started at \$16,995 to \$6,750. Trustee Pink indicated the lowest bidder has worked in the Village and the Village Engineer Scott Anderson confirmed the landscapers work was acceptable and approved of them. The Committee recommends the approval of Lucas Landscaping's bid received for the right-of-way project.

- b. Update on the Village's Right-of-Way Maintenance Program for 2022

Trustee Pink stated the Committee is recommending Dunlap Lawn Service for next year's right-of-way mowing program. Re-signing Dunlap Lawn Service will be a savings for the Village in two manners. Firstly, the Village will not need to go out to bid and secondly, Dunlap has agreed to continue to bill 2022 services utilizing the 2021 pricing.

- c. Update on the Hey & Associates Inc., Proposal for the Mettawa Lane Drainage Project

Trustee Pink indicated the stormwater issue reported on Mettawa Lane is the most difficult drainage project to address given the impact the MacLean Preserve at Oasis Park has at this location. Dave Kraft from Hey & Associates Inc., has indicated there are a few different options on how to address this location. The Committee approved and directed Hey & Associates to draft the different options to address the concerns the residents reported on Mettawa Lane. No culvert expansion will be performed at this time. After Hey & Associates presents their resolution to the Committee, the project will go out to bid in January.

- d. Update on the Lake County St. Marys Road Improvements

Trustee Pink said the road construction has not been completed and we will need to wait and see. As a result, the Village is not able to conclude if any improvements completed by Lake County are impacting the surrounding residents. Both the Village Engineer and Mr. Kraft from Hey & Associates Inc., have indicated Lake County by law is unable to increase the water drainage due to its improvements.

- e. Update on the Public Works Committee Responsibilities

Trustee Pink indicated she along with Trustee Bohm are creating a manual to determine which Committee will handle what task within the Village. This manual will be a guide for future Committee Chairman.

f. Other Matters

Trustee Pink indicated the December Public Works Committee meeting has been cancelled but recognizes if an urgent matter arises, a meeting will be called to order.

3. Parks and Recreation Committee

a. Update on the Trail Safety Project along Bradley Road and Oasis Service Road, North Corner

Trustee Bohm indicated a rumble strip is being considered on the edge of Bradley Road and the trail by the service drive. Village Engineer Scott Anderson is working to obtain a proposal for the January Committee meeting.

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

Trustee Bohm indicated the Village Attorney and the Village Administrator Florip will provide an update on this stewardship when it becomes available.

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

Trustee Bohm indicated the current stewardship contract with ILM will expire December of 2021. Renewal contracts will be obtained from ILM and Pizzo & Associates Inc. Trustee Clark will be discussing the opportunity of entering into a new stewardship with Pizzo & Associates. Trustee Bohm added the proposals will be discussed at the January Committee meeting.

d. Update on Forest Builders Final Report for All Pollinator Gardens

Trustee Bohm indicated David Johansson has provided the Committee the final Whippoorwill Park and MacLean Preserve at Oasis Park pollinator gardens reports. The two reports included recommendations for next year. Trustee Bohm indicated the Committee will be going out to bid early next year for the maintenance of these gardens.

e. Update on the Parks and Recreation Committee Responsibilities

Trustee Bohm stated the Parks and Recreation Committee is also working on their responsibility listing. Trustee Bohm added he is also working on a list of annual contractors and all of the events that occur for the Committee. The goal is to create an Operations Manual to help support and provide information for the next Committee Chairman.

f. Other Matters

Trustee Bohm added that the Parks and Recreation Committee has also cancelled their December meeting date.

4. Public Safety

a. Other Matters

Trustee Armstrong stated the traffic calming signs have been delivered. Village Engineer Scott Anderson and Joe Siepka will be meeting to set-up the two signals

Resident, Dr. Fantus said he experienced some tailgating from the employees coming out of AbbVie on Riverwoods Blvd. Dr. Fantus suggested that the Village send a communication to AbbVie regarding the no right turn out of their parking lot. Mayor Urlacher indicated a reminder will be sent to the AbbVie facility indicating the set limitation their employees have off of Riverwoods Blvd.

5. Zoning, Planning and Appeals Commission Report

Mayor Urlacher indicated there was no report for this Commission.

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Recommendation for Additional Lake County Sheriff Patrol During the Holidays

Mayor Urlacher stated that due to the recent attempted break-ins and the upcoming holidays, a recommendation is being made to receive special detail support from Lake County Sheriff's office. The sheriff's schedule will not be publicized. A copy of the additional support agreement from Lake County has been provided in your Board packet. Trustee Pink stated the Village will only be able to start to address Mettawa Safety Patrol's concerns, the speeding that is occurring and deter break-ins, with the presence of the sheriff on the road. Mayor Urlacher asked the Trustees to call him if they have any questions regarding the sheriff's agreement.

b. Discuss the Resident Fine Relief

Mayor Urlacher stated a fine relief resolution with a memo for resident Michael Brady's was provided in the Board packet. The Mayor recommends the Board's approval on the settlement. The resident is also in agreement with the settlement. Trustee Bohm asked if the following resolution cleared his balance owed to the Village. Mayor Urlacher replied no, Mr. Brady is aware of what he needs to complete in order to receive his final permit and

pay his balance. Trustees Maier and Towne indicated the settlement is fair for the resident and the Village.

c. Recommendation to Approve One Time Compensation for Village Clerk

Mayor Urlacher stated he would like to make a recommendation for a one-time payment in the amount of \$3,000 to Village Clerk Gallo for her support during the absence of the Village Administrator. The Mayor added Sandy Gallo's contract will be discussed in December 2022, as her contract is over in January of 2023. Trustee Pink asked the Board to consider the Village Clerk's performance during next year's review period.

d. Village Meeting Schedule for 2022

Mayor Urlacher stated the Village meeting schedule has been provided. The meeting dates and time schedule will continue the same patterns of prior years. The Finance and the Village Board meetings will continue the same start time of 6:00 and 7:00 pm as 2021 meetings have been held.

e. Agreement with Hilton Garden Inn for 2022 Meeting Room Usage

Mayor Urlacher stated the Hilton Garden Inn is offering the same room rates for our 2022 meetings.

f. Holiday Office Closing Schedule

Mayor Urlacher added the Village office will be closed on Thursday, November 25th and Friday, November 26th in observance of the holiday.

Mayor Urlacher added the Village office will also be closed starting Friday, December 24th through December 31st. The office will reopen on Monday, January 3rd. The Village Clerk and Village Administrator will sporadically check emails and voicemail during this period.

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

i. Village Administrator's Report

Village Administrator Florip indicated the Mayor and Board members received her bi-weekly report. Village Administrator Florip indicated the Village is moving forward with implementing the community solar program the Board approved earlier this year. The request has been submitted to Commonwealth Edison for resident addresses. Next month,

the Board will receive a sample of the endorsement letter stating their support and validating the program for residents to participate if they desire.

2. UNFINISHED BUSINESS

Mayor Urlacher indicated the following two agenda items will remain tabled for this meeting.

- 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 added he along with Trustee Maier continue to have conversations with St. Basil's Church.

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 a Resolution to Determine the Amount of the Tax Levy for 2021 Tax Year
- b. Approval of the 2021-2022 Insurance Policy with ICMRT (Presented by MGA Insurers, Inc) in an Amount Not to Exceed \$13,709
- c. Approval of the Lucas Landscaping and Design Proposal for the Right-of-Way Tree Removal Project in the Amount of \$6,750
- d. Approval of the Lake County Sheriff's Office Special Detail Agreement in the Amount Not to Exceed \$16,800
- e. Approval of the Settlement Agreement Between Michael Brady and the Village of Mettawa
- f. Approval of a Resolution Authorizing and Approving a One Time Compensation Bonus for Village Clerk, Sandy Gallo
- g. Approval of a Resolution Setting Forth the Regular Meetings of the President and Board of Trustees and All Subsidiary Bodies of the Village of Mettawa for 2022

h. Approval of a Resolution Authorizing the Village President and the Village Clerk to Execute a Contract with Hilton Garden Inn to Provide for Meeting Room Space for Regular Meetings of the Village Board and All Village Committees and Commissions During 2022

It was moved by Trustee Maier and seconded by Trustee Armstrong 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 Maier and seconded by Trustee Towne 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

At 8:00 p.m., it was moved by Trustee Maier seconded by Trustee Armstrong to adjourn the meeting to the Executive Session to discuss land acquisition and possible litigation.

Upon a call of the roll, the following were:

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

Absent: None

Mayor Urlacher declared the motion carried.

K. CALL TO RECONVENE

At 8:32 p.m., Mayor Urlacher reconvened the public portion of the meeting.

L. 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.

Also, present: Village Administrator, Mandi Florip; Village Clerk, Sandy Gallo and Village Attorney Jim Rhodes of Klein Thorpe and Jenkins

- 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 8:33 p.m.

Sandy Gallo, Village Clerk