

**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 DECEMBER 21, 2021 VIA ZOOM**

**A. CALL TO ORDER**

Mayor Urlacher called the meeting to order at 7:00 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 Administrator, Mandi Florip; Village Clerk, Sandy Gallo; Village Treasurer, Amy Weiland; Representative from James Anderson Company, Scott Anderson

**C. APPROVAL OF THE MINUTES**

The Village Board reviewed the regular meeting minutes of November 16, 2021. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes of the regular Board meeting of November 16, 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 invoices and deemed them to be appropriate. As a result, the Committee approved the bills to be paid in the amount of \$167,388.87.

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 November 2021. It was moved by Trustee Maier and seconded by Trustee Pink that the Board acknowledges receipt of the November 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. Sheriff Annual Report Presentation by Sergeant Briggs

Mayor Urlacher received a consensus from the Board members to have Sergeant Briggs present prior to the Committee reports.

Sergeant Briggs represented the Lake County Sheriff's Department. He reported that the Sheriff's Office worked with the County Board to obtain updated equipment in order to expediate investigations and detective field work for the citizens of Lake County. Village Administrator Florip received Mettawa's summary report for this year's activity. The sheriff's office received 1,805 service calls in 2020. In 2021, 1,795 calls were filed. In 2020, the number of accidents reported were lower due to the lockdown. In 2021, the number of accidents filed were 94 as opposed to 75 from the prior year. The full report for Mettawa's activity can be obtained from the Village Administrator. Trustee Pink stated she was taken back on the carjacking in Green Oaks. Sergeant Briggs replied he was not aware of these incidents and cautioned on how the media was reporting this issue. Trustee Clark indicated that Mettawa usually experiences higher counts of ruse burglaries during the spring. Trustee Clark asked if the number of these incidents are expected to be reduced with the upcoming winter months. Sergeant Briggs replied residents should be aware of which contractors they hired or the Village approved for projects. Awareness of which servicers have been granted the work is the key.

## **H. COMMISSION AND COMMITTEE AND OTHER REPORTS**

**1. Finance Committee**

- a. Update on the Committee Expense Report

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

- b. Recommendation for Approval of an Ordinance Authorizing the Levy and Collection of Taxes for the Corporate and Municipal Purposes of the Village of Mettawa for the Year 2021

Trustee Maier indicated no increases are being proposed for the SSA levy collections. The corporate levy of \$135,000 will remain unchanged.

- c. Termination of the Accounting and Financial Services Agreement

Trustee Maier indicated on December 1<sup>st</sup> a letter of termination was provided to Dorothy O'Mary indicating her contract was not going to be renewed. The Village will be taking a different direction in this service. The Village will be utilizing an individual who has municipal experience. This individual was a Director of Finance in Waukegan. The new financial consultant agreement will be presented for the January Board meeting. Dorothy O'Mary graciously completed the November financial statements for this month's meetings and is working to ensure a smooth transition.

Trustee Towne asked who is replacing Dorothy O'Mary. Mayor Urlacher replied he along with Village Administrator Florip and Trustee Maier interviewed an individual. The individual will work during the interim until Trustee Maier makes a recommendation for an appointment to the Board. Trustee Maier said the individual has strong municipal financial experience.

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

Trustee Maier indicated this agenda item has been tabled during the transition of the Village's Financial Consultant.

- e. Update on the Fixed Asset Policy

Trustee Maier indicated this agenda item has been tabled during the transition of the Village's Financial Consultant.

- f. Other Matters

**2. Public Works Committee**

a. Other Matters

Mayor Urlacher indicated the Committee cancelled their December Public Works meeting due to no immediate issues needing to be discussed.

**3. Parks and Recreation Committee**

a. Other Matters

Mayor Urlacher indicated the Committee cancelled their December Parks and Recreation meeting due to no immediate issues needing to be discussed.

**4. Public Safety**

a. Other Matters

Trustee Armstrong stated the traffic calming signs have been installed. The Board received a summary report along with the details of each traffic sign for the time span of 3-weeks. Trustee Armstrong indicated the traffic sign's data will be provided every 3 months for a more fitting sample. Please reference the report to better understand the speed patterns. Village Administrator Florip added the data will be provided quarterly to have a larger sample size of information. Trustee Maier asked if the signs can state a word to drivers going faster than 60mph. Trustee Armstrong responded when a driver is over 30mph the lights do flash red. Trustee Bohm asked if the data is reflected the time of day. Village Administrator Florip indicated the graphs did reflect a block period of when the speeding occurred.

Resident, Dr. Fantus (at 14253 W Riteway Road) indicated the percentage of cars speeding is high enough not to require a 9-month lag to draw a conclusion. Mayor Urlacher said the Village is not waiting, we are only going to collect the data every quarter. Pam Fantus remarked the traffic calming signs are not enough to reduce speeders, law enforcement is also required. Trustee Towne indicated the two surrounding municipality's traffic calming signs have a feature of flashing police color lights when a driver is over the speed limit. Trustee Towne inquired if the two new signs also have this feature. Trustee Armstrong replied she will talk to Joe Siepka and look into this feature.

Dr. Fantus stated the St. Marys Road construction have resulted in steep gutters and swales. Mayor Urlacher remarked Lake County has created many concerns for our residents as an outcome of their construction. The Village will be addressing all of the resident issues with Lake County as the spring time begins to approach. The Village will monitor the outcome of Lake County's construction improvements. Trustee Pink asked if the pile of dirt on the west side of Old School and St. Marys Road is going to be reduced. Mayor Urlacher replied

some of the pile has already been spread along the road. Mayor Urlacher asked the Village Clerk to follow-up that the dirt pile is indeed reduced.

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

Mayor Urlacher indicated there is nothing to report for this Commission.

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

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

##### **a. 2021 Second Review of the Executive Session Minutes**

Mayor Urlacher said it is required by state law that the Village review their Executive Session Minutes two times each year for a possible release. At this time, no minutes will be released

##### **b. Holiday Office Closing Schedule**

Mayor Urlacher added the Village office will be closed starting Friday, December 24<sup>th</sup> through January 2<sup>nd</sup>. The office will reopen on Monday, January 3<sup>rd</sup>. During this week, voicemail and emails will be reviewed sporadically by the Village Administrator and Village Clerk.

##### **c. Endorsement of Community Solar Program Letter**

Mayor Urlacher stated at the July's Board meeting the Village Board voted to grant the Village Administration the ability to endorse the community solar subscription program for residents within the Village limits. The next step for this program is to approve the endorsement letter. The letter authorizes MC2 Energy services LLC to provide in writing the Village endorses the community solar program. This letter does not obligate the Village to take any additional steps and we may revoke this program at any time. A sample of the letter has been provided to all of the Board members.

##### **d. Building Report**

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

##### **e. Other Matters**

##### **f. Village Administrator's Report**

Village Administrator Florip remarked due to the increasing COVID cases, the City of Chicago announced that vaccine proof will be required to utilize specific facilities. The

Village Administrator Florip will continue to monitor what the Governor implements as a state mandate on the vaccine requirements as Costco and the hotels eating areas would be impacted. Trustee Clark remarked at the initial months of COVID, Costco closed their eating area within the store. Trustee Clark asked if Costco could close their eating area instead of checking vaccine cards. Village Administrator Florip indicated that is something they could consider. The Lake Forest Oasis will also need to remove their chairs to reduce the option of eating within their facility.

## **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

## **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 an Ordinance Authorizing the Levy and Collection of Taxes for the Corporate and Municipal Purposes of the Village of Mettawa for the Year 2021
- b. Approval of the Termination of the Accounting and Financial Services Agreement with Dorothy O'Mary
- c. Approval of a Resolution Approving the Release of Certain Executive Session Minutes of the President and Board of Trustee of the Village of Mettawa

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 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**

**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 7:45 p.m.

Sandy Gallo, Village Clerk