

**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 JULY 16, 2024 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 Armstrong, Clark, Maier, Pelech, Smolic, 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; Representative from James Anderson Company, Scott Anderson; Sikich Representative, Brian LeFevre; Village Treasurer, Amy Weiland

Also: Liz Leonard, Pam Fantus, Phil Palmer

**C. APPROVAL OF THE MINUTES**

1. Regular Meeting Minutes of June 18, 2024

The Village Board reviewed the Regular Board meeting minutes of June 18, 2024. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes of the Regular Board meeting of June 18, 2024 be approved and be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Pelech, Smolic and Towne

Nay: None

Mayor Urlacher declared the motion carried.

**D. APPROVAL OF THE BILLS**

Trustee Maier indicated the Committee reviewed and approved of the bills being presented for payment. Trustee Smolic added \$181K of this month's invoices amount is the land acquisition payment through Wintrust. The bill total for this month is \$360,378.04.

It was moved by Trustee Maier and seconded by Trustee Smolic 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 Armstrong, Clark, Maier, Pelech, Smolic and Towne

Nay: None

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

**E. TREASURER’S REPORT**

Sikich Representative, Brian LeFevre presented the June 30, 2024 Treasurer’s Report. Mr. LeFevre indicated the village is two months into the fiscal year. The revenue is tracking consistent to last year’s month too. The interest rates continue to stay strong at 5.41%.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledge receipt of the June 30, 2024 Treasurer’s Report and it will be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Pelech, Smolic 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 the FY2023-2024 Audit

Trustee Maier stated the audit is moving along. The field work will be starting next week.

- b. Update on the 2024 Tax Rebate Program

Trustee Maier indicated the tax rebate applications were mailed out. Submissions will soon be received. Village Treasurer Weiland indicated 160 residents qualify this year for a rebate. There are 18 new qualifying residents.

- c. Other Matters

**2. Public Works Committee**

- a. Update on the Culvert Replacement at 707 Bradley Road

Trustee Smolic stated this project will commence once the resident has granted permission to the village work on their easement. Village Attorney Rhodes indicated their document was received and the resident will need to sign the village document as the final step.

b. Recommendation for Additional Funding to Draft Plans for the Old School Road Drainage Ditch in the Amount Not to Exceed \$6,000

Trustee Smolic indicated this project received approval for \$15K. However, the final design plans had to be modified around the residents' driveways or current landscaping. As a result, the Committee is requesting an additional \$6K to complete the plans.

c. Update of the Rehabilitation Plan on Little Melody Lane Ditch

Trustee Smolic stated a Village ditch area is impacting an unincorporated Lake County resident. The ditch overflows during heavy rainfall. Village Engineer Scott Anderson added this unincorporated resident called Lake County last fall requesting the ditch be regraded. The unincorporated resident has her fence and some brush on the village right-of-way. The Committee has determined if the unincorporated resident does not agree to clearing the area, then this ditch will not be addressed. The Village Engineer will drive to area to confirm the ditch requires regrading. The ditch will be addressed if it is deemed to be a safety issue with the overflow onto the road, the fence and brush will be removed.

Mayor Urlacher asked if the Township has been asked to contribute to this expense. Village Engineer Scott Anderson replied the area is the village's right-of-way. Mayor Urlacher indicated if the ditch is flooding this can present a hazard to drivers on the road residents or non-residents. The unincorporated resident should not be asked if this presents to be a hazard with the narrowness of the road. Village Attorney Rhodes asked if the fence was contributing to the issue. Village Engineer Scott Anderson replied yes, as the location of the fence is where the ditch can be expanded. Trustee Smolic said the matter at hand will be further discussed at Committee.

d. Update on the Village's Ditch Area in Front of Parcel 696 N. Bradley Road

Trustee Smolic indicated this property is an unincorporated resident but the ditch is owned by the village. This ditch area experiences high velocity of water which is eroding the shoulder area along Bradley Road. To ensure the road is not compromised long term, the land around the ditch area will be regraded to support the water levels.

e. Update of the Village's Culvert and Ditch Maintenance Listing

Trustee Smolic indicated the culverts areas along Old School Road and Bradley Road are currently being regraded.

f. Recommendation to Approve Patriot Pavement Maintenance to Perform Crack Sealing on Village Roads in the Amount Not to Exceed \$60,000

Trustee Smolic stated Patriot provided an estimate to seal the village roads in the amount of \$47K. The Committed budgeted \$70K for this project. As a result, the Committee would like to recommend \$60K be approved to ensure all roads are coated properly. Trustee Smolic added the village roads are capital assets that need to be maintained. When crack sealing is performed, road beds are preserved which result in a savings long-term when you preventing the roads top layers from having to be removed when resurfacing is being performed.

Trustee Maier asked if the material being used was going to be dustless. Trustee Smolic confirmed yes.

g. Recommendation to Go Out to Bid for the Snow Plowing Agreement 2024-2025

Trustee Smolic stated the prior year's snow specifications are being used for 2024-2025 snow plowing bidding.

h. Other Matters

**3. Parks and Recreation Committee**

a. Update on Whippoorwill Park Requirements for the Picnic

Trustee Clark indicated she has spoken to Chris Dunlap and confirmed when he will be mowing the park prior to the picnic.

b. Recommendation to Approve Dunlap Tree Experts Proposal for the Riverside Parcel Fence and Debris Removal in the Amount of \$10,622

Trustee Clark stated this Dunlap proposal will clear-up some of Lake County's buckthorn on the northside of the Riverside parcel. The removal of three types of fences covered with brush and clearing of additional brush. The two stone pillars along St. Marys Road will be cleared and exposed from brush too. Trustee Clark added David Johannesen from Forest Builders also teaches at College of Lake County. David Johannesen has asked he could bring two or three students onto the Riverside parcel to study the terrain.

c. Other Matters

Mayor Urlacher indicated both Public Works and Parks and Recreation Committees have cancelled their August meetings. Should any matters arise or need to be addressed, they can be discussed under the Mayors' Report during the Board meeting in August.

#### **4. Public Safety**

##### **a. Other Matters**

Trustee Towne indicated Village Administrator Florip extracted the traffic signal data from Old School Road. The numbers mirror last years counts. With the presences of Lincolnshire, the count of speeders has not increased. Trustee Towne added a transformer blew out and created a large power outage around 4:00 am on July 14<sup>th</sup>. Due to the early hour, not many residents were impacted as the issue was quickly resolved. Trustee Towne added he reported to the Village Clerk a resident who lit up large fireworks on July 5<sup>th</sup>. The village ordinance prohibits these types of fireworks to be used. Trustee Towne stated the Village Attorney has been also been made aware of this violation and the village code will be reviewed and clarified to avoid this issue ongoing.

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

##### **a. Other Matters**

Mayor Urlacher indicated the ZPA has no matters at this time.

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

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

##### **a. Bob Haraden First Amended Agreement**

Mayor Urlacher stated Bob Haraden reached out to the village asking if the approved license agreement could be amended per the ISA requirement. The Farm Service Agency requested the license agreement be held with Haraden Farms and Stables, Inc not Robert Haraden. The Village Clerk provided this information to the Trustees and the consensus was obtained for the amendment.

##### **b. Aero Sport RC Club License Agreement**

Mayor Urlacher stated the current license agreement expires on October 31, 2024. The agreement held Aero Sport RC Club allowed them to stay for the additional year until an alternative space to run their club was obtained. As a result, the Board will need to determine if they would like to renew or not renew their agreement for additional terms. The consensus from the Board was to not renew for an additional term. Village Attorney Rhodes added the letter notification will indicate their agreement will be coming to an end. Mayor Urlacher will sign the letter and it will be mailed to Aero Sport RC Club this week.

Trustee Smolic asked if the parcel could now be farmed. Mayor Urlacher replied, yes. Trustee Clark added no trespassing signs will also be placed at this location too.

c. Update on Petitioner Signature for Ordinance No 895

Mayor Urlacher indicated last month the Board approved the Block's Ordinance for a special use for a guest house located at 15101 Old School Road. The petitioner was unable to sign the ordinance within the seven-day condition required by the ordinance. The petitioner had a family health matter. Mayor Urlacher asked the Board to approve a waiver of the time requirement that was set on the ordinance.

d. Village Newsletter

Mayor Urlacher indicated the first quarterly Newsletter is being drafted and it will be sent out later this month.

e. Building Report

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

f. Monthly Traffic Enforcement Statistics

Mayor Urlacher thanked the Village of Lincolnshire for the submitted monthly breakdown for traffic enforcement.

g. Other Matters

Trustee Armstrong indicated 15 residents showed up for the shredding event. The low turnout may have been due to the extreme temperature experienced on Saturday. However, those residents that did attend really enjoyed the event the village hosted. Trustee Armstrong added for the next event the village could bundle the event with recycling electronics too.

h. Village Administrator's Report

Village Administrator Florip indicated Lake County Municipal League has their golf outing in a few weeks. Village Administrator Florip added the field audit will start next week.

## 2. UNFINISHED BUSINESS

Mayor Urlacher added the following two items will remain tabled and are not part of the Consent Agenda approvals.

- 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 Additional Funding to Draft Plans for the Old School Road Drainage Ditch in the Amount Not to Exceed \$6,000
- b. Approval of Patriot Pavement Maintenance to Perform Crack Sealing on Village Roads in the Amount Not to Exceed \$60,000
- c. Approval of Dunlap Tree Experts Proposal for the Riverside Parcel Fence and Debris Removal in the Amount of \$10,622
- d. Approval of the First Amendment License Agreement with Robert Harden and Haraden Farms and Stables, Inc
- e. Approval of Recommendation Not to Renew Aero Sport RC Club License Agreement
- f. Waiver of the Requirement that the Petitioner Sign Ordinance No. 895 Granting a Special Use Permit for a Guest House for the Property Commonly Known As 15101 Old School Road, Within Seven Days of the Date of Approval

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

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Pelech, Smolic and Towne

Nay: None

Mayor Urlacher declared the motion carried.

A motion was made by Trustee Maier and seconded by Trustee Armstrong to approve the following agenda items under the omnibus vote.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Pelech, Smolic 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**

The motion was made by Trustee Armstrong and seconded by Trustee Smolic. With no further business to conduct, the meeting was adjourned by Ayes.

Aye: Trustees Armstrong, Clark, Maier, Pelech, Smolic and Towne

Nay: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:40 p.m.

Sandy Gallo, Village Clerk