

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 AUGUST 20, 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, Towne and Mayor Urlacher

Absent: Trustee Smolic

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, Erica Vanslow

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of July 16, 2024

The Village Board reviewed the Regular Board meeting minutes of July 16, 2024. It was moved by Trustee Towne and seconded by Trustee Clark that the minutes of the Regular Board meeting of July 16, 2024 be approved and be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Smolic

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. The bill total for this month is \$214,015.32.

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:

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Smolic

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

E. TREASURER’S REPORT

Sikich Representative, Brian LeFevre presented the July 31, 2024 Treasurer’s Report. Mr. LeFevre indicated the month’s report reflects one-third into the fiscal year. Expenses are trending comparable to last year’s expenditure, outside of the land payments with Wintrust.

It was moved by Trustee Maier and seconded by Trustee Towne that the Board acknowledge receipt of the July 31, 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 and Towne

Nay: None

Absent: Trustee Smolic

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 auditors have completed their field work. The audit is moving along and their presentation will be made at the September meeting.

- b. Update on the 2024 Tax Rebate Program

Village Treasurer Weiland indicated of the 159 qualifying residents for a rebate, 51 have submitted. Currently, one resident has submitted that does not qualify.

- c. Update on the Transactional Process for Building Permit Revenue

Trustee Maier indicated permit revenue amounts were collected correctly within the last few years. However, this collected amount remained in a liability account.

d. Update on Building Permits Amounts Transferred into Revenue

Trustee Maier indicated during the audit the collected revenue amount has been determined to be an expense amount and not a liability. As a result, a journal entry was done to reclass the amount into the right accounts. The adjustment amount is due to the agreement change with James Anderson Company no longer receiving a portion of the permit revenue collected. The journal entry has no impact on cash.

e. Other Matters

2. Public Works Committee

a. Other Matters

Mayor Urlacher indicated Public Works did not hold their August committee meeting.

3. Parks and Recreation Committee

a. Other Matters

Mayor Urlacher indicated Parks and Recreation did not hold their August committee meeting.

4. Public Safety

a. Other Matters

Trustee Towne indicated the village continues to have no activity to report. With the three-law enforcement department driving throughout the village, the speeding within the village continues to be maintained with low counts. Trustee Towne added Libertyville Police Department reported recently five teens stealing cars, ransacked them and dropped-them off. Residents should continue to be vigilant by locking their home doors and cars to protect themselves from intruders.

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. Recommendation to Approve an Additional \$20K for Culvert and Ditch Repairs

Mayor Urlacher stated Public Works Chairman requested an additional \$20K to be approved to complete the culvert repairs to complete this project.

b. Discuss the Illinois Department of Transportation Permit Request for Pavement Repairs

Mayor Urlacher stated the Orion Engineers that consultant with IDOT will be performing pavement patching throughout their system. To complete this work, some ramps will be temporarily closed and will require a detour through Mettawa. As part of the routine permit process, a municipality must sign-off on their request. At this time no dates have been scheduled for the work to be done. However, we will receive notice prior to commencing the work. The Village Clerk will also share the construction dates with the residents and Mettawa Public Safety.

c. Village Picnic

Mayor Urlacher reminded everyone the picnic is this Saturday, August 24th from 11:00-2:00 pm.

d. Village Website

Mayor Urlacher stated the website is scheduled to go live this Friday, August 23rd. The Village Clerk has sent out an email with the website link and has asked the trustees to please view the information and provide her any feedback.

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 Clark asked if the St. Basil Church' will be required to remove their signs off the village easements. St. Basil's representatives have removed the signs from the village's right-of-way. Village Clerk Gallo indicated the Church members asked for permission from property owners to place their signs on the individual parcel. The renters indicated, yes. The signs are being addressed for their size according to the ordinance. Lake County has granted St. Basil permission to place their signs on their easement.

h. Village Administrator's Report

Village Administrator Florip reminded everyone to attend the picnic on Saturday and thanked them in advance for providing their support in setting-up.

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 for Forest Builders Inc, to Continue to Perform Maintenance on the Village Culverts and Ditches for an Additional Amount of \$20,000
- b. Approval of the Illinois Department of Transportation Permit Request for Pavement Repairs

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

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Smolic

Mayor Urlacher declared the motion carried.

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

Nay: None

Absent: Trustee Smolic

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 Pelech. With no further business to conduct, the meeting was adjourned by Ayes.

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

Nay: None

Absent: Trustee Smolic

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:16 p.m.

Sandy Gallo, Village Clerk