

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 SEPTEMBER 17, 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: Phil Palmer, Pam Fantus, Liz Leonard

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of August 20, 2024

The Village Board reviewed the Regular Board meeting minutes of August 20, 2024. It was moved by Trustee Towne and seconded by Trustee Smolic that the minutes of the Regular Meeting Minutes of August 20, 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

Absent: 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. The bill total for this month is \$192,317.21.

It was moved by Trustee Maier and seconded by Trustee Armstrong 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 August 31, 2024 Treasurer’s Report. Mr. LeFevre indicated interest rates are running the same at 5.410%, we await to see the impact the Federal Reserve will have on rates with their actions. Expenditures are on target with budget.

It was moved by Trustee Maier and seconded by Trustee Towne that the Board acknowledge receipt of the August 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, 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. Presentation of the FY2023-2024 Annual Financial Report

Martha Trotter represented Sikich as the Lead Principal for the Audit Team. Mrs. Trotter presented the Board the Annual Financial Report and Board Communication Report ending the April 30, 2024. The audit is being reported as a clean unmodified opinion for the financial statements ending April 30, 2024. This outcome is the highest level of assurance which can be provided based on Sikich’s procedures that were performed. No items were identified as deficiencies.

- b. Update on the 2024 Tax Rebate Program

Village Treasurer Weiland indicated she has received 107 rebate applications. Currently, 50 additional residents qualify that have not submitted. Two residents have submitted but do not qualify. The Village is waiting for Mr. Price to pay his violation balance in order to qualify.

- c. Update on the Special Service Areas Amounts Modifications

Trustee Maier indicated within the audit report the Special Service Areas activity can be seen. As a result, SSA#7 will need to be increased by 5% due to its continuous expenditures. A meeting

will be need to be held with the developer as the expenditures are exceeding the collection of funds for this SSA. The Village Administrator will be scheduling a meeting with the developer.

d. Other Matters

Trustee Maier indicated the Village Attorney has informed us payment to Grainger can commence January of 2025. The payment will be done by wire transfer. The Village's Northern Trust Bank account of an estimated \$1.6M will be closed and transferred into the Illinois Funds account. The Illinois Funds account would also receive a better interest rate. Northern Trust activity of Lake County tax deposits and ComEd electric payments will need to transferred to the Lake Forest Bank account.

Resident, Liz Leonard asked if the Village is required to pay real estate taxes on parcels it purchases. Trustee Smolic indicated when the parcel is classified as open space district it is not taxed.

2. Public Works Committee

a. Update on the Culvert Replacement at 707 Bradley Road

Trustee Smolic indicated the temporary easement was recorded with Lake County records office last week. As a result, the project will commence this week.

b. Update on Design Plan for the Old School Drainage Ditch

Trustee Smolic stated he has spoken to every member on the Board and walked through the plans with them to explain the design. The next step is to receive the bid document from the Village Engineer so we can go out to bid. Recently, the design plan was modified to include the resident requests. If the bids are received over the budgeted amount, the project will be delayed a year until a new budget is considered. The plan is also including a 30-45 days completion plan to capture more bidders. This should also provide better pricing.

Trustee Pelech indicated the Village Engineer was approved for this project at \$21K. Trustee Pelech asked if anyone knew what has been spent thus far on the design plan for this ditch. Village Administrator Florip indicated the current expenditure is \$20,200.

c. Update the Rehabilitation Plan on Little Melody Lane Ditch

Trustee Smolic indicated we are currently waiting to hear from a non-resident regarding this issue. The Village Clerk Gallo sent Ann Mueller a letter to connect with the Village Engineer Jamie Anderson to hear further details.

d. Update on Culvert and Ditch Repairs Within the Village

Trustee Smolic stated Forest Builders continues to work on the culverts and ditches within the village. Village Engineer Scott Anderson added the culvert located at Westwoods is next to be repaired.

Trustee Smolic asked Village Administrator Florip if she had received any feedback from Hey & Associates on the funding for the MacLean Preserve at Oasis Park stormwater plan. Village Administrator Florip indicated, no. Trustee Smolic indicated the Committee will need to revisit this stormwater plan next year if and when we confirm the funding will not be granted as anticipated.

e. Update of the Village's Right-of-Way Tree Removal Project.

Trustee Smolic added the Committee will be assessing dead trees along the right-of-way to be removed as a winter project.

f. Recommendation to Approve Clarke Environmental Mosquito Treatment in the Amount of \$9,000

Trustee Smolic stated the village has fulfilled the annual contract. Each month the Illinois Department of Public Health provides the West Nile Virus report. As a result, they are still showing high numbers of mosquitos. The Committee is recommending to approve two additional treatments should September or October result as wet months. Trustee Smolic added this additional treatments will be approved by the Committee not by Clarke Environmental.

g. Discuss the Snow Plowing Bidding Results for 2024-2025

Trustee Smolic indicated we received two bids for the snow plowing. The lowest bidder was previously hired in 2018 for landscaping. The Committee will be working closely with this contractor during the winter season to ensure the streets are cleared appropriately.

h. Other Matters

Resident, Pam Fantus indicated the straw covering that was placed when the ditch was repaired appears not to be bio-degradable. Village Engineer Scott Anderson indicated they are but it has been a dry season.

3. Parks and Recreation Committee

a. Discuss New Turtle Signs Along the East Side of Old School Road

Trustee Clark said the current turtle signs are often blown away or stolen. The Committee is considering a more permanent signs for the next season.

b. Update Hydroseeding for 15085 Old School Road Parcel

Trustee Clark indicated she recently received two proposals to hydroseed for this parcel on all three sides. The Committee will discuss this matter in October and bring back their recommendation.

c. Update of the Village's Parks Tree Removal Project

Trustee Clark stated she walked the village's four park parcels and discussed some tree trimming and dead tree removal with two Davey Tree Expert representatives. The tree inventory listings were referred as the condition of the trees were captured. The plan is to obtain three tree removal proposals for the winter project. Trustee Pelech provided Trustee Clark some preservation articles to keep dead trees for natural habitats. Trustee Clark confirmed some dead trees were left behind at the Oak Hill Lane parcel when it was cleared last year.

d. Recommendation to Approve an Additional Amount of \$3,000 for Forest Builder to Remove Mulch and Herbicide at 15085 W Old School Road Property

Trustee Clark indicated the approved proposal included the removal of the material from the site. As the project began, the Village Engineer Scott Anderson advised Trustee Clark that it would be more cost effective to burn onsite. The parcel had a larger quantity of material onsite to have been cleared and burned which resulted in the additional amount.

Trustee Pelech asked the Village Attorney when a proposal has been approved not to exceed an amount, can we add in the contract no additional work can be completed without contacting the Village. Village Attorney Rhodes indicated that statement is already in the contracts. Village Engineer Scott Anderson remarked the estimation on the loads of material onsite was erroneously made. Trustee Smolic indicated going forward if an approved plan has a change in the scope of the project, that project should stop immediately. The Committee will need to regroup to further discuss the goal and the financial impact. Trustee Pelech asked what is the threshold of a project that needs to go out to bid. Mayor Urlacher replied anything over \$25K.

e. Recommendation to Approve Spruce Tree Direction Proposal for Additional Spruce Trees at Oak Hill Lane and 15085 Old School Road in the Amount of \$7,155

Trustee Clark stated Spruce Tree Direct will be planting seven trees at the Oak Hill Lane parcel and two trees at 15085 Old School Road.

Trustee Towne asked if Spruce Tree Direct provided a year guarantee on the trees they plant. Trustee Clark confirmed, yes. She has already seen trees replaced without her placing a request.

f. Recommendation to Approve Pizzo & Associates Ltd. Prescribed Burn at Whippoorwill Preserve in the Amount of \$5,175

Trustee Clark indicated Pizzo will be performing a prescribed burn at the corner lot of Route 60 and Riverwoods Blvd. They will have 6-8 members onsite managing the burn. Village Clerk Gallo will not only communicate with the residents but with the surrounding businesses about the burn. Trustee Towne asked if the small oak trees would be protected prior to the burn. Trustee Clark replied they wet the ground around the trees, prior to burning the area. They will protect the smaller trees.

g. Update on the Pizzo & Associates Ltd. Landscape Service Agreement

Trustee Clark added she will be meeting with Nick Pizzo to discuss the renewal of the landscape service agreement for the village's parcels with the terms of extending it another 3-years.

h. Other Matters

Resident, Pam Fantus stated areas along the trails have loose gravel and overgrown grassy areas that require some trimming. Village Engineer Scott Anderson indicated he will follow-up on the grassy areas needing to be trimmed.

4. Public Safety

a. Other Matters

Trustee Towne indicated August is another quiet month. Howe Security will be announcing Rick's replacement person soon. The Lincolnshire Police Department continues to make themselves very visible. Trustee Towne remarked ruse phone callers' scammers are occurring. Trustee Pelech confirmed she received a scam call too.

Mayor Urlacher reported the Taste of Serbia occurred over Labor Day weekend. The Mayor reached out to several surrounding residents. They had no issues to report of the event. Trustee Smolic indicated he did have an incident to report from attendees of Taste of Serbia. Three young adults were walking around a developing lot off Little St. Marys Road. The Lake County Sheriff was called and the three young adults were asked to leave, no damage was done.

5. Zoning, Planning and Appeals Commission Report

a. Public Hearing is Scheduled for October 1st at 7:00 pm

Mayor Urlacher stated the village will be holding a public hearing for a zoning map amendment to change five parcels from R-1 single family zoning district to open space district.

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Committee Recommendation for Davey Tree Experts Proposal for the Oak Hill Lane Tree Treatments in the Amount of \$7,180

Mayor Urlacher indicated the Committee was unable to make their recommendation as they did not have a quorum to vote. The Committee did provide a consensus to approve of the treatment.

b. Discuss the Building Code Approval

Mayor Urlacher stated the village has adopted the 2012 International Building Codes. The village will now need to enact on the new editions for one- and two-family dwellings, electric code, fire code. This building code will need to be updated by January 1, 2025. As a result, the following proposal is being recommended for approval in the amount of \$7,500.

c. Building Report

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

d. Monthly Traffic Enforcement Statistics

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

e. Other Matters

f. Village Administrator's Report

Village Administrator Florip indicated Lake County Municipal League is holding a cyber security Zoom meeting for all municipalities on October 23rd.

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.

Item e will be removed from the Consent Agenda.

- a. Approval of the FY2023-2024 Annual Financial Report

- b. Approval of Clarke Environmental Mosquito Treatment in the Amount of \$9,000
- c. Approval of Spruce Tree Direct Proposal for Additional Spruce Trees at Oak Hill Lane and 15085 Old School Road in the Amount of \$7,155
- d. Approval of Pizzo & Associates Ltd. Prescribed Burn at Whippoorwill Preserve in the Amount of \$5,175
- f. Approval of B&F Construction Code Proposal to Update the Building Code in the Amount of \$7,500

A motion was made by Trustee Smolic and seconded by Trustee Pelech 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 Towne 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.

- e. Approval of Davey Tree Experts Proposal for the Oak Hill Lane Tree Treatments in the Amount of \$7,180

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, Maier, Pelech, Smolic and Towne

Abstain: Trustee Clark

Mayor Urlacher declared the motion carried.

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

Upon a call of the roll, the following voted:

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

Abstain: Trustee Clark

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 7:58 p.m.

Sandy Gallo, Village Clerk