

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 MAY 21, 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

Also: Liz Leonard

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of April 16, 2024

The Village Board reviewed the Regular Board meeting minutes of April 16, 2024. It was moved by Trustee Towne and seconded by Trustee Smolic that the minutes of the Regular Board meeting of April 16, 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. This month's bills include the real estate tax payments for the village's land acquisitions. The village received a credit in last year's tax payment during closing.

The bill total for this month is \$136,655.53

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

Absent: None

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

E. TREASURER’S REPORT

Trustee Maier presented the April 30, 2024 Treasurer’s Report. The village currently reflects a cash balance of \$15M. The village’s revenue is above the budgeted amount. The village’s assets are higher from last year due to its recent land acquisitions.

It was moved by Trustee Maier and seconded by Trustee Pelech that the Board acknowledge receipt of the April 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

Absent: 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 Village’s Salt Inventory

Trustee Maier stated that Village Administrator Florip provided a memo for the current count of the village salt. The lowest bidder to provide Lake County municipalities salt, is Morton Salt. They will charge \$82.81 per ton ordered. The village currently has 48.36 tons on hand. Additional salt can be ordered as needed during the season. The Village has an agreement with Lake Forest Public Works to store the salt through 2024-2025 year.

b. Recommendation to Approve American Legal Proposal to Update the Code of Ordinances in Supplement-9 in the Amount Not to Exceed \$7,000

Trustee Maier indicated American Legal updates the village’s code of ordinances online. We recently approved nine ordinances that need to be codified into the code. The Committee recommends approval of this proposal.

c. Other Matters

2. Public Works Committee

a. Recommendation to Approve Forest Builders, Inc to Complete Culvert Maintenance in the Amount of \$20,000

Trustee Smolic stated the Committee budgeted \$90K for culvert repairs. Forest Builders will begin assessing which culverts and ditches require immediate repair. Trustee Smolic will be called to join Forest Builders onsite to confirm the culvert and ditch work to be completed under this approved amount.

b. Update on the Culvert Replacement at 707 Bradley Road

Trustee Smolic indicated he held a meeting with Matt Witten, Roy Bollhoffer and Village Engineer Scott Anderson at 707 Bradley Road. The work to be performed at this culvert was discussed with both residents. A brush removal proposal will be obtained for next month’s meeting. In addition, an approval for temporary easement access will be obtained from the property owners. The village will be repaving only the area in which the culvert was replaced.

c. Recommendation to Approve Forest Builders, Inc Proposal to Complete the Annual Shoulder Maintenance in the Amount Not to Exceed \$19,200

Trustee Smolic stated the annual shoulder maintenance will be completed along with treatment of the weeds.

d. Recommendation to Waive Bidding Requirements and Approve Clarke Environmental Mosquito Management Program for 2024-2025, 2024 Amount is \$30,390

Trustee Smolic stated the Committee approves of the two-year proposal. Trustee Clark asked if residents will still have the option to refrain from having their driveways treated. Mayor Urlacher replied yes. Village Clerk Gallo added Clarke Environmental utilize their prior year resident listing which indicates which residents that have opted for the shut-off in front of their home and driveway.

e. Recommendation to Approve Forest Builders, Inc Proposal to Complete the Pothole Maintenance in the Amount of \$2,540

Trustee Smolic stated the Committee has discussed this proposal and approves of the work. Mayor Urlacher asked Village Engineer to identify the roads that had potholes to be repaired. Village Engineer Scott Anderson replied the major potholes can be seen along the Service Drive by the Oasis.

f. Other Matters

3. Parks and Recreation Committee

a. Recommendation to Approve Forest Builders, Inc Proposal to Remove the Stockade Fence at Riverside in the Amount of \$1,500

Trustee Clark indicated the stockade fence along Alexandra Drive located on the village's Riverside parcel is being removed. With the fence removed, the village will have the option to access this parcel through Alexandra Drive. This proposal will complete the clearing of this parcel.

b. Recommendation to Approve Forest Builders, Inc. Proposal to Burn the Brush Pile at Mettawa Savanna in the Amount of \$2,200

Trustee Clark stated once the fence is removed from Riverside it will be burned along with the brush pile in Mettawa Savanna. The Committee approves of this proposal.

c. Update on the Riverside Parcel

Trustee Clark stated she spoke with the contractor and asked him to remove the silt fence. This work will complete the contract at Riverside, prior to the July 22, 2024 bond expiration date.

d. Recommendation to Approve Forest Builders, Inc Proposal for the Annual Trail Maintenance in the Amount Not to Exceed \$18,580

Trustee Clark indicated the annual trail maintenance is being completed with three additional loads of material. This will allow Forest Builders to fill the washout areas along the trail.

e. Recommendation to Approve Forest Builders, Inc Proposal to Replace the Culvert at Whippoorwill Park in the Amount of \$11,900

Trustee Clark added a culvert needs to be replaced at Whippoorwill Park along the driveway. The new culvert will transfer the water to the manhole on the south side of the driveway. This will improve the water drainage and eliminate the sitting water at this parcel. Village Engineer Scott Anderson indicated this work will be completed prior to the picnic. Trustee Clark added Clean Cut contractor was delivering mulch when his truck got stuck and tore up the grass. The land restoration from the truck damage will be completed after the new culvert is installed.

f. Recommendation to Approve the Davey Tree Experts Proposal for Two Seasons of Tree Plantings at MacLean Preserve at Oasis Park in the Amount of \$10,825

Trustee Clark stated bushes were planted at MacLean Preserve that are not doing well at this location. One bush is being relocated to Whippoorwill Park. As a result, new trees will replace this bush and fill in the bench area. In addition, Davey Tree Experts have made recommendation of which trees will thrive in this parcel.

g. Recommendation to Approve the Davey Tree Experts Proposal for the Tree Plantings at 15085 W. Old School Road in the Amount of \$6,210

Trustee Clark stated six different maples will be planted at this parcel. The trees will have water bags installed to support them during the summer. The Committee approves of the following tree plantings.

h. Recommendation to Approve Spruce Trees Direct Proposal for Nine Norway Spruces at 15085 W. Old School Road in the Amount of \$7,200

Trustee Clark added nine spruce trees will be planted at the village parcel on Little St. Marys Road. These trees will be planted in cluster and they will be planted next week.

i. Other Matters

4. Public Safety

a. Other Matters

Trustee Towne indicated it has been quiet around the village, no issues to report. Trustee Towne indicated he has completed the meetings with the DEC and Libertyville Fire Protection District and the final report was submitted to meet the statutory requirement. Trustee Smolic added a resident reported their pony was attacked by two coyotes. Some research was done and IDNR has license nuisance catchers to be hired if needed for future cases.

5. Zoning, Planning and Appeals Commission Report

Mayor Urlacher indicated a public hearing is scheduled for June 4th at 7:00 pm to discuss resident Block's zoning application. The resident is requesting a special use permit for his agriculture barn be a guest house.

a. Other Matters

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Mayor's Annual Report

Mayor Urlacher acknowledged his 11th year of service. As a result, he thanked his members for their support and making a difference for the residents. Mayor Urlacher provided his annual report of all the projects that have occurred in the last 12 months. A copy of the Mayor's annual report can be obtained through the Village Clerk.

b. Finalsight Agreement

Mayor Urlacher recommends approval for the annual fee for Finalsight. Finalsight was once called BlackBoard Connect. This software allows the village immediate communication with the residents in an emergency.

c. Discuss Additional Communication to Residents

Mayor Urlacher added Trustee Pelech made a request that residents should be reminded through a mailing of the village meetings. As a result, an additional page will be included in the Tax Rebate program mailing which will include village meeting dates to invite residents to participate or attend meetings. This is another level of transparency the Board provides to communicate to the residents. A consensus was taken and confirmed of the additional communication to be sent.

d. Shredding Event

Mayor Urlacher indicated a resident polling was taken and 40 residents replied they were interested in a shredding event. The village has scheduled this event to be held on Saturday, June 29th from 1:30-4:30 pm. The Paper Tiger truck will be parked at the northeast corner of the Hilton Garden Inn parking lot. This event is free to residents.

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 asked if the village renewed the Lake County Sheriff's office contract. Mayor Urlacher replied, the village did not need to re-enter into a new contract as their service will be provided at no cost ongoing.

h. Village Administrator's Report

Village Administration Florip attended the First Responder Expo event and visited the Lincolnshire Police Department exhibit. Lincolnshire conveyed their pleasure of working with Mettawa. Village Administrator Florip indicated Legislation ends their session this Friday.

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.

Items j and k will be removed from the Consent Agenda list as Trustee Clark will recuse herself from voting on these items.

- a. Approval of the American Legal Proposal to Update the Code of Ordinances in the Supplement-9 in the Amount Not to Exceed \$7,000
- b. Approval of Forest Builders, Inc Proposal to Complete Culvert Maintenance in the Amount of \$20,000
- c. Approval of Forest Builders, Inc Proposal to Complete the Annual Shoulder Maintenance in the Amount Not to Exceed \$19,200
- d. Approval to Waive Bidding Requirements for the Clarke Environmental Mosquito Management Program for 2024-2025, 2024 Amount is \$30,390
- e. Approval of Forest Builders, Inc Proposal to Complete the Pothole Maintenance in the Amount of \$2,540
- f. Approval of Forest Builders, Inc Proposal to Remove the Stockade Fence at Riverside in the Amount of \$1,500
- g. Approval of Forest Builders, Inc Proposal to Burn the Brush Pile at Mettawa Savanna in the Amount of \$2,200

- h. Approval of Forest Builders, Inc Proposal for the Annual Trail Maintenance in the Amount Not to Exceed \$18,580
- i. Approval of Forest Builders, Inc Proposal to Replace the Culvert at Whippoorwill Park in the Amount of \$11,900
- l. Approval of Spruce Tree Direct Proposal for Nine Norway Spruces at 15085 W Old School Road in the Amount of \$7,200
- m. Approval of the Finalsite Agreement for FY2024-2025 in the Amount of \$1,836

A motion was made by Trustee Maier and seconded by Trustee Armstrong to approve the following consent agenda a-i and l-m items.

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.

A motion was made by Trustee Maier and seconded by Trustee Pelech to approve the following agenda items a-i and l-m items under the omnibus vote.

Upon a call of the roll, the following voted:

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

Abstain: None

Nay: None

Mayor Urlacher declared the motion carried.

A motion was made by Trustee Maier and seconded by Trustee Armstrong to approve the agenda item j.

- j. Approval of Davey Tree Experts Proposal for Two Seasons of Tree Plantings at MacLean Preserve at Oasis Park in the Amount of \$10,825

Upon a call of the roll, the following voted:

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

Abstain: Trustee Clark

Nay: None

Mayor Urlacher declared the motion carried.

A motion was made by Trustee Maier and seconded by Trustee Armstrong to approve the agenda item k.

- k. Approval of Davey Tree Experts Proposal for Tree Plantings at 15085 W Old School Road in the Amount of \$6,210

Upon a call of the roll, the following voted:

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

Abstain: Trustee Clark

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 Pelech. 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 7:39 p.m.

Sandy Gallo, Village Clerk