

**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 JANUARY 18, 2022 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 December 21, 2021. It was moved by Trustee Towne and seconded by Trustee Clark that the minutes of the regular Board meeting of December 21, 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 \$125,144.36.

Trustee Clark mentioned she would like to discuss the Forest Builders snow removal contract. Mayor Urlacher indicated this discussion will be held under the Public Works Committee report.

It was moved by Trustee Maier and seconded by Trustee Bohm 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. FINANCIAL INTERIM REPORTING**

Presentation of the Invoices and Profit and Loss Statement for the Month of December 2021. It was moved by Trustee Maier and seconded by Trustee Towne that the Board acknowledges receipt of the December 2021 Invoices and Profit and Loss Statement 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

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

**1. Finance Committee**

- a. Update on the Outstanding Tax Rebate Checks

Village Treasurer Amy Weiland indicated she sent out three emails to the residents who had not deposited their tax rebate check. As of today, only one check remains outstanding. Trustee Maier added if the resident is not able to locate the check, a new check can be issued.

- b. Other Matters

Trustee Maier indicated last month we had an individual who was slotted to fill the Financial Consultant's role but since has accepted another role. The Village will begin interviewing candidates to fill this role for the upcoming month.

**2. Public Works Committee**

- a. Update on the Lucas Landscaping Right-of-Way Trees Removal Project

Trustee Pink stated the trees tagged for this project have been cut. The logs will be picked-up and the stumps will to be ground, weather permitting. Village Engineer Scott Anderson agreed that the landscaping company is waiting for the weather to improve to complete the project.

b. Recommendation for Approval of the Dunlap Lawn Service Proposal for the Village's Right-of Way Maintenance Program for 2022 in the Amount of \$39,825

Trustee Pink stated Chris Dunlap has agreed to provide the right-of-way maintenance program at the same price from 2021. Trustee Pink commented the Village has the ability to go out to bid for this service, however the Committee has been very content with their service level and pricing for 2022. The Committee is recommending Dunlap Lawn Service be approved for the right-of-way maintenance.

Trustee Bohm remarked the Committee is aware of inflation costs and recognize Chris Dunlap maintaining his 2022 pricing at the amount as 2021, was also a consideration for the proposal approval.

c. Update on the Hey & Associates Inc., for Mettawa Lane Drainage Project

Village Administrator Florip indicated Dave Kraft from Hey & Associates attended the January Committee meeting to provide an update. Mr. Kraft has stated the Mettawa Lane drainage will not be addressed until the MacLean Preserve at Oasis Park improvements are considered. Mr. Kraft indicated their recommendations to the Oasis can be found in their final study report supplied to the Village. Village Administrator Florip added grants are available to provide financial assistance for the Oasis drainage improvement that can be submitted in the October grant cycle. However, the cost for the enhancement is costly and no grant is a certainty. The Committee will be discussing this park's drainage project at the next Committee meeting as the fiscal year budget is at hand.

Trustee Pink added the Committee is actively working to address the drainage areas that Hey & Associated identified in their study.

d. Update on the St. Marys and Old School Road Drainage

Village Administrator Florip stated this project has not been completed by Lake County. Several of the surrounding residents have voiced their concern of the additional water the recent construction would flow onto their property. Mr. Kraft was submitted a proposal for a third-party field study to be completed on St. Marys Road recent improvements. Mr. Kraft indicated the study would include reviewing Lake County's submitted plans and visiting the site to confirm construction was constructed according to the plans. The proposal will be discussed at the February Committee meeting prior to making the recommendation to the Board. The field study is a great means to address the residents' concerns and validate the new construction will not adversely impact the surrounding residents. Mr. Kraft also indicated having a field study completed at this time will provide the Village an opportunity to address any issues with Lake County as they complete the construction this year. Once the field study

is complete, a special meeting will be scheduled to allow residents to hear the study's findings and address any other matters.

e. Update on the Village's Requirement for Engineering Services

Village Administrator Florip remarked James Anderson and Forest Builders supplied both Committees a listing of services they perform for the Village. The list was requested to align their services accordingly with the Committees budget.

f. Other Matters

Trustee Clark indicated the Village has held a 10-year contract with Forest Builders for the snow removal program. The current contract is due to expire in April 2022. Trustee Clark asked if the Village will be going out to bid for this service. Trustee Pink remarked this service will be furthered discussed with the engineering services contract.

**3. Parks and Recreation Committee**

a. Update on the Trail Safety Project along Bradley Road and the Oasis Service Road North Corner

Trustee Bohm stated the Village Engineer received one proposal for the rumble strip to be placed on Bradley Road. Village Engineer Scott Anderson indicated he will aim to obtain a second proposal for the February Committee meeting. Trustee Bohm indicated the Committee is aiming to make a recommendation to the Board next month.

b. Recommendation for Approval of the Whippoorwill Park Preserve Stewardship with Pizzo & Associates, Ltd. in the Amount of \$34,725 for 2022-2024

Trustee Clark stated she obtained proposals from ILM and Pizzo and Associates for a 3-year renewal stewardship at Whippoorwill Park. The ILM proposal included additional seeding, which the Committee agreed this service work was not necessary. The Committee has been very pleased with Pizzo's service levels at MacLean Preserve at Oasis Parks. As a result, the Committee is recommending to the Board the approval of the Pizzo and Associates Ltd., proposal.

c. Update on the Committee Calendar and Operations Manual

Trustee Bohm said the Committee has defined responsibilities, the calendar for 2022 and created a table of contents for the operations manual to be provided to future Chairman.

d. Update on the Village's Requirement for Engineering Services

Trustee Bohm stated this Committee also reviewed the list from James Anderson and Forest Builders for the services performed for Parks and Recreation.

e. Other Matters

Resident, Dr. Fantus (14253 W. Riteway Road) asked if the Village had an ordinance against residents clearing the apron of their driveway and onto the trailheads. The pile of snow is blocking residents from accessing the trail. Mayor Urlacher replied residents hire contractors to clear their driveway and those contractors are not aware of their actions. Mayor Urlacher added the Village will need to consider adding to the snow plowing contract, clearing trailheads too. Trustee Bohm asked if a communication could be sent to the residents about clearing the passage. Village Attorney Rhodes indicated the Village ordinances does not include residents being held responsible to clear trailheads after plowing their driveway. Mayor Urlacher indicated the trailheads will be cleared in the next few days.

Dr. Fantus indicated the shoulder on Old School Road was removed when the road was plowed. Mayor Urlacher responded land restoration will be completed in April after the winter season.

**4. Public Safety**

a. Other Matters

Trustee Armstrong indicated Mettawa Public Safety completed 56 house checks for the month of December. Mettawa Public Safety can also be notified if packages are delivered when residents are not home and they would like the package to be moved to a secured location. Trustee Armstrong emphasized when suspicious vehicles are seen within the Village to please call Mettawa Public Safety or 911 for after-hours to make a report. Residents should be aware if a utility company is at your door, do not open the door nor permit them to enter your house if you did not schedule their visit. Residents are urged to ask the person at your door to verify themselves for your safety. Lake County Sheriff department has been contracted for additional hours to provide additional safety for our residents.

Trustee Armstrong said she received feedback that one of the traffic calming signs was not working. It has been tested and it is functioning. Trustee Bohm commented the Old School Road speed sign did not register his speed until he was very close. Trustee Armstrong said she will email Joe Siepka to confirm the signs operate in frigid weather.

Dr. Fantus added his issue with the blocked trailhead is to avoid walking on the street due to the speeding cars. Village Administrator Florip indicated a large increase of speeding tickets have been issued. The traffic signs have resulted in some reduction of speeders, however, law enforcement is the key to detour the drivers.

Resident, Amy Weiland (14805 W Old School Road) indicated the speed signs are not sufficient unless the law enforcement vehicles are made visible to the drivers.

Dr. Fantus asked why is Lake County Sheriff sitting at the St. Basil's Church for twenty minutes. Dr. Fantus added they can take their breaks at a stop sign and create visibility to the drivers. Mayor Urlacher replied a meeting is scheduled later this week to further discuss safety issues and options on how to address security.

**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. Building Report

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

b. Other Matters

Mayor Urlacher emphasized to residents to call 911 to make a report when a suspicious vehicle or person is seen in the Village. Residents need to help each other and watch each other's homes or make a connection with their neighbors to question when any suspicious activity is seen.

c. Village Administrator's Report

Village Administrator Florip stated a bill is moving through the Senate that will result in an increase to municipalities revenue. If approved, the additional revenue will be made effective in July of 2022.

Village Clerk Gallo added the quarterly Newsletter is also being developed and will be released by the end of the month.

**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 the Dunlap Lawn Service Proposal for the Village's Right-of-Way Maintenance Program for 2022 in the Amount of \$39,825

b. Approval of the Whippoorwill Park Preserve Stewardship with Pizzo & Associates, Ltd. in the Amount of \$34,725 for 2022-2024

It was moved by Trustee Towne and seconded by Trustee Clark 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 Towne and seconded by Trustee Maier 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**

At 7:48 p.m., it was moved by Trustee Armstrong seconded by Trustee Bohm to adjourn the meeting to the Executive Session to discuss land acquisition.

Upon a call of the roll, the following were:

Present: Trustees Armstrong, Bohm, Clark, Maier, Pink and Towne

Absent: None

Mayor Urlacher declared the motion carried.

**K. CALL TO RECONVENE**

At 8:12 p.m., Mayor Urlacher reconvened the public portion of the meeting.

**L. 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.

Also, present: Village Administrator, Mandi Florip; Village Clerk, Sandy Gallo and Village Attorney Jim Rhodes of Klein Thorpe and Jenkins

**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 Armstrong and seconded by Trustee Towne 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 8:13 p.m.

Sandy Gallo, Village Clerk