

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 19, 2021 BY ZOOM

A. CALL TO ORDER

Mayor Urlacher called the meeting to order at 7:01 p.m.

The Village meetings are being conducted in accordance with the recently amended provisions of the Open Meetings Act and the Governor's Disaster Proclamation reissued and the Governor's Executive Orders which provides that meetings attended by more than 25 persons are not feasible, an in-person meeting is not practical nor prudent at this time. Therefore, the meeting is being conducted in a virtual conference format.

B. ROLL CALL

Upon a call of the roll, the following were:

Present: Trustees Bohm, Brennan, Maier, Pink, Towne and Mayor Urlacher

Absent: Trustee Sheldon

Mayor Urlacher declared a quorum present.

Also, on the Call: Village Administrator, Bob Irvin; Village Attorney, Jim Rhodes of Klein Thorpe & Jenkins, Ltd; Village Clerk, Sandy Gallo; Village Treasurer, Carol Armstrong; Representative from James Anderson Company, Scott Anderson; Financial Consultant, Dorothy O'Mary

C. APPROVAL OF THE MINUTES

The Village Board meeting minutes were reviewed. It was moved by Trustee Bohm and seconded by Trustee Brennan that the minutes of the Regular Board Meeting of December 15, 2020 be approved and be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink and Towne

Nay: None

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried.

D. APPROVAL OF THE BILLS

Trustee Maier stated the Finance Committee has reviewed the invoices and has approved them to be appropriate for payment. As a result, the Committee approves the billing amount of \$ 176,563.13.

It was moved by Trustee Maier and seconded by Trustee Brennan to approve payment of the bills.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink and Towne

Nay: None

Absent: Trustee Sheldon

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

E. TREASURER'S REPORT

Presentation of the Treasurer's Summary Report for the Month of December 2020. It was moved by Trustee Brennan and seconded by Trustee Towne that the Board acknowledges receipt of the December 2020 Treasurer's Summary Report and it be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink and Towne

Nay: None

Absent: Trustee Sheldon

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 Outstanding Tax Rebate Checks

Trustee Maier said we currently have three outstanding tax rebate checks. Village Treasurer Armstrong will reach out to those residents to determine if new checks need to be issued.

- b. Update on Addressing the Issues in the FY2019-20 Audit Management Letter

Trustee Maier stated each year the Village receives a listing of either weaknesses or deficiencies as a result of the audit. This year marks the lowest count of deficiencies received from the audit. One deficiency stated is the segregation of duties. This matter will continue to be listed on the management letter due to the limited staff members. The concern in segregation of duties becomes a higher concern when money is handled, but we do not have any cash transactions. The tax revenue received from the state is directly deposited into the Village's bank account. When these funds are required, a hard wire transfer within the Village's bank accounts is considered. However, in order to complete a fund, transfer two Trustees are necessary to validate the transaction within accounts.

Trustee Maier added local operating funds are first approved by the Finance Committee to

pay the bills, the Board than approves the invoice amount and finally the bank statements are reconciled. Trustee Maier added the interactive account groups for debt activity deficiency have been handled and it should be removed for the next audit. The property taxes received and deferred revenue requires a journal entry to be completed to reflect the payout. This matter has also been addressed. The second deficiency noted was the inconsistent classification which means the usage of correct subaccounts to ensure accounts agree to the financial statements. Trustee Maier indicated the trial balance will need to reflect charges in the correct accounts prior to the audit.

c. Recommendation to Approve and Agreement for Audit Services with Sikich LLP

Trustee Maier stated Sikich submitted a new agreement for the upcoming 3-years audits. A few items that are captured under Sikich's scope of services includes, the audit of the financial statements, the electronic submission of the Illinois Comptroller Annual Financial Report and the management letter to name a few. The Finance Committee reviewed the proposed agreement from Sikich and approved it. Trustee Bohm asked how many years has Sikich been performing the Village's audit. Village Administrator Irvin indicated the Village has received their services for the last six years. Trustee Maier added Sikich also utilizes a third party to review their audit procedures to ensure transparency and accuracy.

d. Other Matters

2. Public Works Committee

a. Update on the Hey & Associates, Inc. Stormwater Management Study

Trustee Pink indicated that she along with Village Administrator Irvin had a Zoom meeting with the principals of Hey & Associates, Inc. (H&A) who are working on the study. H&A are nearly done gathering data. Once completed, H&A's will create a website link to allow residents to report their drainage questions or issues. The link will be available late January or early February and it will be opened for 2-weeks. Trustee Pink mentioned if the Board wishes to extend the website links available period it can be extended. After the 2-week period, a Special Public Works meeting will be held mid-February to allow the residents to voice their concerns or ask any additional questions directly to H&A. Village Administrator Irvin added at the Committee meeting it was suggested to keep the website open for 3-weeks. We currently have identified 6 problematic areas in which H&A's have already begun studying. Village Administrator Irvin indicated the residents will be have another opportunity to address their issues at the Special Public Works meeting.

Trustee Towne asked if the study should be delayed until the spring rains to watch what can develop in the later months. Trustee Pink replied the residents who have reported their

drainage issues have been experiencing these problems for some time. Trustee Pink said H&A can address any matters as they surface.

- b. Recommend to Approve the Agreement with Dunlap Lawn Service for the Right-of-Way Maintenance Program for 2021

Trustee Pink indicated the Committee is recommending the approval of Dunlap Lawn Service for the 2021 ROW maintenance. This agreement was quoted at 2020 price rate of \$ 38,825. Dunlap has also agreed to service the St. Mary's Road and Route 60 corner lot. Village Administrator Irvin remarked Dunlap's agreement pricing will mark the third year at the same amount.

- c. Update on Membership with JULIE

Trustee Pink stated the Village is required by the state to acquire a JULIE membership. Village Administrator Irvin added there will be three essential expenses when obtaining this membership. The initial cost will include to update the mapping for the electric lines on Riverwoods Blvd. The mapping will also include some updating of the underground stormwater sewers along Riverwoods Blvd that James Anderson has been maintaining. JULIE's 2021 cost is estimated at \$1.02 per ticket. In 2019, the Village had 500 reported tickets. The larger expense will be obtaining a utility company to do the locating for the Village. Currently USIC is being approached if they could be hired to complete the locating. Village Administrator Irvin said he is aiming to provide the various agreements for the February Committee meeting. The estimated cost for the utility locating and the membership will be provided within the agreements.

- d. Other Matters

3. Parks and Recreation Committee

- a. Recommendation to Pursue the Purchase of the Hamilton Estates Conservation Property on Riverwoods Blvd.

Trustee Bohm said the Village currently maintains the trail along this property. The Village started the restoration of this area and would like to restore the whole property instead. The Committee has discussed various options, one that was considered was to be stewards to this property but we are unable to spend public funds on private property. After further discussion with the Village Attorney and Village Administrator, the Committee has decided to recommend to the Board to pursue the purchasing of this property from the homeowner's associations. Trustee Bohm remarked Hamilton Estates no longer needs to obtain this lot to have open space requirements for their lot size. Village Administrator Irvin stated this lot does not impact their lot coverage requirements for their home sites. Trustee Bohm

recommends that a letter be drafted to be presented to the two homeowner's associations explaining the Village's interest of purchasing the property for a nominal amount.

b. Update on Building a Berm on the Village Lot Located on Route 60 and St. Mary's Road

Trustee Bohm asked Village Engineer Scott Anderson if he received any communications from Mr. DiTomasso regarding his interest in building the berm. Village Engineer Scott Anderson replied yes, Mr. DiTomasso is slightly interested in completing this project. An additional conversation will be held in order to further discuss the Village's requirements. Trustee Bohm stated he and Village Engineer Scott Anderson will aim to finalize these details with Mr. DiTomasso for the next Board meeting.

c. Update on Whippoorwill Park Maintenance Schedule

Trustee Bohm said last year this park had various contractors who performed the necessary services. This year Trustee Bohm will be creating a list of maintenance items and hopefully have one landscaping company to complete all of the services.

d. Update on the Development of a Five-Year Parks and Recreation Plan

Trustee Bohm stated at next month's Committee meeting, discussions will begin on what should be completed on each Village property. The goal is to discuss what needs to be done and consider the long-term maintenance expense for these properties. Trustee Bohm said five properties will be on the agenda including the 701 Riverwoods Blvd and the homesite lot. The end result, is to have plans for the Board to review.

e. Update on MacLean Preserve Restoration

Trustee Bohm said a good restoration was performed last year at the MacLean Preserve at Oasis Park. Pizzo & Associates were able to perform a prescribed burn and amend the soil, followed by seeding part of the park. Trustee Bohm said he looks forward to seeing the results in the spring.

f. Recommendation to Participate in the Plant Trees for Communities Program

Trustee Bohm stated in December the Chicago Regional sent out an email regarding their tree initiative for communities to plant a tree. Trustee Bohm indicated the Committee is recommending to the Board to participate in the plant trees for communities' program. A tag will be placed on each tree that is planted to support this project.

g. Other Matters

4. Public Safety

a. Other Matters

Trustee Brennan said the month of December had no issues to report. Trustee Bohm mentioned when Mettawa Safety Patrol member Rick drove to a resident's house while completing a house check, he encountered a number of coyotes.

Resident, Dr. Fantus (14253 W. Riteway Road) indicated that the coyotes are becoming a nuisance around the Village. Dr. Fantus asked what actions can the Village take to eliminate coyotes. Trustee Brennan said she will follow-up with Lake County to inquire if they do any culling of the coyotes to reduce their counts within Mettawa. Trustee Pink asked about trapping the coyotes. Trustee Bohm replied if some animals are trapped and removed, others will follow along. Trustee Bohm asked the Village Clerk to publicize to the residents about the coyote's behavior during this mating season and to practice caution while being outdoors. Village Administrator Irvin mentioned some surrounding municipalities trap and euthanize the coyotes, to address the large counts in their Village. Village Administrator Irvin added coyotes are not handled by Lake County. Village Administrator Irvin said he will provide the company's name and information to Trustee Brennan who can gather further details of their service.

5. Zoning, Planning and Appeals Commission Report

a. Update on the January 5th Meeting

Mayor Urlacher stated the Zoning, Planning and Appeals Commission held the continuous public hearings for the St. Basil's Church zoning text amendment and their special use application and the Rojas zoning variation application on January 5th. The ZPA concluded the public hearings and reached their final recommendations on these two cases. The ZPA's final recommendations and reports will be provided for the next Board meeting.

Dr. Fantus said today's Zoom call was not properly being represented by residents in Mettawa. Dr. Fantus said he had great concerns with the proposed text amendment being recommended by the ZPA and the lack of input of the entire Village. Dr. Fantus mentioned he along with Dr. Mary Maish (14080 W Old School Road) were recorded as objectors on St. Basil's Church application. Dr. Fantus added the text amendment proposed will impact the entire Village as a future place of assembly. Dr. Fantus requested a Committee of the Whole meeting to be held prior to the Board taking any action on the St. Basil's Church recommendation. Village Attorney Rhodes remarked the ZPA will be creating their reports to be presented to the Board in February. The Board will then determine how they wish to proceed on these applications. Mayor Urlacher replied if the Board determines after receiving the ZPA report a Committee of the Whole meeting is necessary to allow residents

another opportunity to provide feedback, then it can be scheduled. Dr. Fantus commented due to COVID-19 he is unable to communicate to those residents who live on the opposite side of the Village about this zoning matter. Dr. Fantus asked if the Village could assist by emailing his petition out to the residents. Village Attorney Rhodes remarked the Village cannot support a resident by emailing his petition out. The number of residents objecting this case is not the issue. Village Attorney Rhodes added the issue is whether or not the text amendment is properly being handled based upon the testimony that was given at the public hearing. The Board will make their decision based upon the criteria received. Dr. Fantus asked if could receive residents' emails to contact them directly. Mayor Urlacher replied no resident information can be provided.

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 stated the Village Clerk will be reaching out to the Board members to schedule an executive session next week.

c. Village Administrator's Report

Village Administrator Irvin stated the January Newsletter is currently in the works and it will be sent out by the end of the month. This quarter's newsletter will include the Hey & Associates, Inc. stormwater study and mention on how the residents will be provided a link to allow them an opportunity to provide their feedback.

2. 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.

Trustee Towne asked that Item E be discussed in Executive Session as that is where acquisitions of properties should be discussed and not at the Board meeting.

The following items were established for the consent agenda;

- a. Approval of an Ordinance Amending Chapter 2 of the Mettawa Code of Ordinances Regarding Order of Business; Adoption of Robert's Rule of Order, Revised and Standing Committees of the Board of Trustees
- b. Approval of Dunlap Lawn Service for the Right-of-Way Maintenance Program for 2021
- c. Approval of the Agreement for Audit Services with Sikich LLP
- d. Approval of Participation in the Plant Trees for Communities Program

It was moved by Trustee Brennan and seconded by Trustee Maier to approve the consent agenda items.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink and Towne

Nay: None

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

- e. Recommendation to Pursue the Purchase of the Hamilton Estates Conservation Property on Riverwoods Blvd.

Trustee Towne asked Village Attorney Rhodes if any discussion relating to an acquisition of a property requires it to be held in executive session. Village Attorney Rhodes said there is an exemption which allows municipalities to discuss acquisitions in executive session, it is not a mandate. The exemption is for the purchase of real property by a local government. Trustee Maier asked about the protocol to pursue the property can be held at the Board meeting, the legal acquisition would be held in executive session. Trustee Brennan remarked the land acquisition discussion does not have to be held in executive session. Village Attorney Rhodes said the agenda item is only to pursue the Hamilton Estates not to purchase the property. The agenda item is not an offer to purchase the property.

A motion was made to add to the New Business item, that any further discussion to be held in Executive Session. The motion was moved by Trustee Towne. The motion failed.

It was moved by Trustee Brennan and seconded by Trustee Bohm to pursue the purchase of the Hamilton Estate Conservation Property on Riverwoods Blvd.

Trustee Towne commented in Trustee Bohm's report, he indicated that they were going to meet with the two homeowner's associations. Trustee Towne cautioned Trustee Bohm not to speak of any legal terms. Trustee Bohm remarked the meeting is only to determine

whether or not the two associations are interested in the land transfer. Mayor Urlacher commented this transaction will be held appropriately.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink and Towne

Absent: Trustee Sheldon

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

With no further business to conduct, it was moved by Trustee Brennan and seconded by Trustee Bohm that the meeting be adjourned.

Upon a call of the roll, the following voted:

Aye: Trustees Bohm, Brennan, Maier, Pink and Towne

Absent: Trustee Sheldon

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:00 p.m.

Sandy Gallo, Village Clerk