

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 FEBRUARY 15, 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.

Mayor Urlacher asked the Village Clerk Gallo to update the residents regarding Tommy Howe's body having been found. The mayor asked everyone to keep the Howe family in their prayers during this period.

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 January 18, 2022. It was moved by Trustee Towne and seconded by Trustee Clark that the minutes of the regular Board meeting of January 18, 2022 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 \$144,939.64.

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:

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 January 2022.

Trustee Maier indicated the Village's revenue for the month was \$ 316,256.95. After all of the approved invoices are paid, the net revenue will be \$ 171,317.31.

It was moved by Trustee Maier and seconded by Trustee Bohm that the Board acknowledges receipt of the January 2022 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. Recommendation to Approve the Agreement with GovTemps USA for the Financial Consultant Pending Legal Review to Section 1.01

Trustee Maier indicated this agreement was not ready to present; therefore, it will not be discussed during the Finance Committee.

- b. Update on the James Anderson Company Agreement for 2022

Trustee Maier indicated the James Anderson agreement will be discussed and presented under the Public Works Committee portion by Trustee Pink.

- c. Update on the Village Budget for FY2022-2023

Village Administrator Florip indicated both Committees received their first draft of their fiscal budget to discuss each expense item and their amount. The Committees will review a second draft of their budget at their March meeting prior to presenting their final budget at the April Board meeting. This fiscal year, three projects are listed under capital items.

Parks and Recreation Committee has itemized a number of their smaller and contractual expenses under the line-item Open Space Maintenance. Trustee Bohm indicated he is proposing the purchase of two picnic tables, garbage bin and a stockade fence to be installed at Whippoorwill Park. The fence is to be installed along Route 60, to provide protection to young children and dogs from running out onto the main road.

d. Other Matters

2. Public Works Committee

- a. Recommendation for Approval of the Lucas Landscaping & Design Proposal for the Brush and Tree Removal at Riverside Preserves Subdivision in the Amount of \$3,475

Trustee Pink indicated Lucas Landscaping & Design was the lowest bidder. We also received bids from Dunlap Tree Experts in the amount of \$4,500 and Perfect Cut for \$5,200, but nothing was submitted from Canopy Tree. Trustee Pink said she along with the Committee would like to recommend the approval of Lucas Landscaping & Design proposal for this project.

Trustee Clark added during the Committee meeting, this project was discussed with James Anderson to limit the management to four hours of overseeing Lucas Landscaping & Design complete the work. Village Engineer Scott Anderson agreed with this statement.

- b. Recommendation for Approval of the Hey & Associates Inc., Field Study Proposal for the Old School and St. Marys Road Recent Construction in the Amount of \$4,000

Trustee Pink added the Committee is recommending the field study be approved and completed by Hey & Associates Inc.

- c. Recommendation for Approval of the Quality Saw & Seal Proposal for the Rumble Strip on Bradley Road in the Amount of \$1,975

Trustee Pink indicated the Committee is also recommending that Quality Saw & Seal complete the rumble strip in the amount of \$1,975. Trustee Bohm added the Committee looked into different option on how to separate the trail from the road to ensure the safety of walkers on the trail. The rumble strip was a great solution that did not impact snow removal nor required the trail to be moved in order to install a fence along the road. Trustee Bohm added the Committee also placed a limit on the hours in which James Anderson Company will be managing this project. Village Engineer Scott Anderson commented this project was approved for ten hours, given a traffic flagger will be required during the construction. Village Administrator Florip agreed with the ten hours approved by the Committee. Mayor Urlacher questioned the ten hours required for the project. Village

Engineer Scott Anderson remarked they will be cleaning-up, providing the traffic flagger and he would be marked the start and stop area. The Village Engineer remarked it is also challenging to determine the exact number of hours needed to complete this project. Trustee Clark asked for the traffic flaggers hourly rate for this project. Village Engineer Scott Anderson replied \$75-\$80 for the flagger, plus his two hours at his rates. Trustee Towne added once the rumble strip has been completed, the same area will require a white strip to be painted. Village Engineer Scott Anderson replied a new white line will not be needed as the rumble strip will be completed adjacent.

d. Update on Mettawa Lane and Little St. Marys Road Drainage Projects

Trustee Pink stated these two drainage projects have a symbiotic relationship. The Committee is considering having a Zoom call or an in-person meeting with the residents to provide project status. Trustee Pink added to-date the Village has completed four of the smaller drainage improvements suggested by Hey & Associates Inc., The completed projects include; corner of Bradley Road and Old School Road, corner of Mettawawoods Lane and Southwoods Lane, water topping over the road of Little St. Marys Road. The last project was clearing out the ditches that are across the Oasis Service Road and Bradley Road/Mettawa Lane area. Trustee Pink reminded the Board and residents on the call that the final drainage report from Hey & Associates Inc., with their recommendations could still be found on the village website.

e. Recommendation to Approve James Anderson Company Engineering Service Agreement for 2022

Trustee Pink stated the Committee is recommending the James Anderson agreement to remain as prior years with the only change of a 2% hourly rate increase. Trustee Pink added in 2020 and 2021 James Anderson applied a 4% increase to their hourly rates without Board approval. As a result, the Committee is only recommending 2% for 2022.

f. Update on the Maintenance and Capital Improvements Items for FY2022-2023

Trustee Pink stated the draft budget was discussed under the Finance portion of this meeting.

g. Other Matters

3. Parks and Recreation Committee

a. Recommendation for Approval of the Dunlap Lawn Service Proposal for Whippoorwill Park 2022 Maintenance in the Amount of \$15,805.

Trustee Bohm indicated an itemized listing of what services were completed in 2021 and 2022 expenses are listed in the proposal. The Committee is recommending Dunlap Lawn Service to perform the maintenance at Whippoorwill Park. This year's program highest expense is the larger quantity of mulch needed for the park; as prior years might have been underestimated. Trustee Bohm added he along with Trustee Clark will be Dunlap's main contact for this maintenance program.

b. Update on the Pollinator Gardens Maintenance Schedule

Trustee Bohm indicated the Village has five pollinator gardens. Two gardens can be found at Whippoorwill Park, two at MacLean Preserve along the trail and one has been set along Barry MacLean's bench. The Committee will be reaching out to contractors requesting a proposal for a three-year stewardship for the gardens ongoing maintenance. Specifications on type of maintenance is needed for the gardens was determined. Four contractors will be sent the request for proposal documentation for an opportunity to submit.

c. Update on the Maintenance and Capital Improvement Items for FY2022-2023

Trustee Bohm indicated the Committee budget was discussed under the Finance Committee report.

d. Other Matters

4. Public Safety

a. Other Matters

Trustee Armstrong indicated she followed-up with Elan City regarding the traffic calming display signs not exhibiting the speed during frigid days. Elan City confirmed the display may be operating a touch slower but the signs are operating and collecting data. Trustee Armstrong indicated data will be downloaded early March and the collection of data will be provided for the March meeting.

Trustee Armstrong said she had the opportunity to drive around with Mettawa Safety Patrol to experience some of their daily activities. Trustee Armstrong asked if she could continue to drive around with Mettawa Safety Patrol or if she was required to receive Board approval for this action. Village Attorney Rhodes stated he will follow-up with Trustee Armstrong to determine if she can continue to drive with Mettawa Safety Patrol. Trustee Bohm asked if the village received any type of reporting from the surrounding suburbs on any issues they are experiencing in order to determine how to handle our extra patrol car. Mayor Urlacher responded that the Village Administrator Florip is in communication with the North Shore Task Force on the occurrences and issues reported in Lake County. Mayor

Urlacher added he along with Village Administrator Florip met with Lincolnshire Police Department to discuss safety matters. A number of suburbs within Lake County are also experiencing ruse and attempted burglaries, we are not alone. Village Administrator Florip added videos and pictures are being sent to the North Shore Task Force when residents capture vehicle or license plates during an occurrence. The mayor added security zoom calls are held bi-weekly to continue to support the residents and address the incidents that are occurring. Mettawa Public Safety participates in the call.

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. Recommendation to Approve an Hourly Rate Increase with Klein, Thorpe and Jenkins for Legal Services

Mayor Urlacher recommended to the Board the \$5.00 hourly rate increase for legal services, litigation and appeals be approved. Klein, Thorpe and Jenkins other services provided will remain at the 2020 rate for each category.

- b. Discuss the Village Administrator Florip Six-Month Review

Mayor Urlacher indicated this month marks the six-month review for Mandi Florip and she has done a phenomenal job supporting the village. The mayor recommends that the Board renew her August contract with an extended period.

- c. Building Report

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

- d. Other Matters

Mayor Urlacher indicated with the COVID cases count experiencing a great reduction, he would like to return meetings to the hotel. The mask mandate is anticipated to be lifted on February 28th for indoors. The mayor asked for a consensus from the Board if they would approve of returning to in-person meetings. The consensus was 5-0, in favor of restarting meetings at the hotel. Attendees will have the options to wear their masks. Trustee Pink asked if the Committee meetings would also be returning to in-person. The mayor replied yes, all village meetings for March.

- e. Village Administrator's Report

Village Administrator Florip indicated all of the elected officials on the Village Board have been certified with Lake County. All Board members will need to complete their Statement of Economic Interest by May 1st.

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 Board's consensus was to remove Item A as part of Consent Agenda.

- a. Approval of GovTemps USA Agreement for the Financial Consultant Pending Legal Review to Section 1.01

The following items were established for the consent agenda:

- b. Approval of Lucas Landscaping & Design Proposal for the Brush and Tree Removal at Riverside Preserve Subdivision in the Amount of \$3,475
- c. Approval of the Hey & Associates Inc., Field Study Proposal for Old School and St. Marys Road Recent Construction in the Amount of \$4,000
- d. Approval of Quality Saw & Seal Proposal for the Rumble Strip on Bradley Road in the Amount of \$1,975
- e. Approval of James Anderson Company Engineering Service Agreement for 2022 Pending Legal Review
- f. Approval of Dunlap Lawn Service Proposal for Whippoorwill Park 2022 Maintenance in the amount of \$15,805

g. Approval of an Hourly Rate Increase with Klein, Thorpe and Jenkins for Legal Services

It was moved by Trustee Maier and seconded by Trustee Pink 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 Maier and seconded by Trustee Armstrong 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

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 Bohm and seconded by Trustee Pink 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 7:55 p.m.

Sandy Gallo, Village Clerk