

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 MARCH 16, 2021 BY ZOOM

A. CALL TO ORDER

Mayor Urlacher called the meeting to order at 7:00 p.m.

We are conducting this meeting of the Mayor and Board of Trustees in accordance with the recently amended provisions of the Open Meetings Act, the Governor's Disaster Proclamation and the Governor's Executive Orders. Based upon the Disaster Proclamation and the Executive Orders and the location and size of the Village's meeting facilities, it has been determined that in-person meetings are not practical nor prudent at this time. Therefore, this meeting is being conducted in a virtual conference format.

B. ROLL CALL

Upon a call of the roll, the following were:

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

Absent: Trustee Brennan

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 reviewed the meeting minutes. It was moved by Trustee Bohm and seconded by Trustee Pink that the minutes of the Regular Board meeting of February 16, 2021 be approved and be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Brennan

Mayor Urlacher declared the motion carried.

D. APPROVAL OF THE BILLS

Trustee Maier stated the Finance Committee has reviewed the invoices and deemed them to be appropriate for payment. Trustee Maier stated two ComEd invoices are being added to the total one in the amount of \$212.07 and the second for \$114.92. As a result, the Committee approves the billing amount of \$140,515.49.

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 Bohm, Maier, Pink, Sheldon and Towne

Nay: None

Absent: Trustee Brennan

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 February 2021. It was moved by Trustee Maier and seconded by Trustee Towne that the Board acknowledges receipt of the February 2021 Treasurer's Summary Report and it be placed on file.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Brennan

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

Resident, John Bradley (351 Little Melody Lane) asked if the financial reports could be posted or provided within the email communication for the Finance Committee meeting. The reports could indicate draft until the meeting is held and finalized. Trustee Maier replied the financial statements will always be reported one month in arrears. The report is not considered the final reporting until it is reviewed by the Trustees and approved by the Village Board. Mr. Bradley asked if a draft balance sheet or the income statement could be provided to the residents. Trustee Sheldon asked if Finance meeting should be held on a different day to the Board meeting to see the results of expenses.

2. Written Communications of Citizens to be Read

H. COMMISSION AND COMMITTEE AND OTHER REPORTS

1. Finance Committee

a. Update on Engineering & Building Permit Invoices and Expenses

Trustee Maier indicated the Finance Committee held a very positive discussion about tracking expenses on James Anderson Engineering invoices. Further reporting will be available at the next meeting.

b. Recommendation to Approve the Proposed Draft Village Budget for FY2021-2022

Village Administrator Irvin added the Village has been greatly impacted by the reduction of the hotel sales tax. However, the sales taxes in the current fiscal year are only 2% lower from last year. Even though the Oasis Business Center reflects a decrease in their sales taxes due to the current pandemic, the small decrease in revenue still has the Village in a strong financial status. The revenue for the hotel sales taxes was listed at \$600K for the last fiscal year, the amount for FY21-22 will be \$200K. Not many changes are occurring in the upcoming fiscal budget. The expenses in the General Fund changes will include, pending litigations will increase legal expenses, engineering expenses will increase due to the stormwater management being studied and a decrease in police and security is anticipated due to the reduced number of reported incidents in the Village. A large portion of the budget is the tax sharing program. Revenue is made up of hotel sales tax at 30%, Oasis sales tax sharing with Lake Forest is 50% and property tax rebate of \$600K. A new item on the budget includes the purchase of Grainger's 114 acres in the amount of \$685K over the next 3-years. The cost will be paid with sales taxes revenue received from Grainger. SSA#13 will be closed out in the current. The surplus funds of \$7K will be dispersed among the property owners. Due to the Village's assets and road being in good shape, no capital projects have been budgeted. Village Administrator Irvin commented the Village will also be adding an additional \$1M to their reserves. Trustee Maier stated the current property tax sharing has been set at \$600K but this amount can be changed. Trustee Bohm proposed the tax rebate to be increased to \$750K due to the Village's surplus funds available after the Grainger's purchase. Trustee Sheldon asked what revenues has been received from Brunswick's headquarters being in the Village. Village Administrator Irvin replied no sales taxes were collected. Trustee Maier added Brunswick and Vyaire have their corporate headquarters in the Village, no sales are being conducted.

Resident, Jess Ray (350 Little Melody Lane) asked why is the tax rebate being increased due to the closing of the Grainger property, if no revenue will be received for about 6 years. Trustee Maier said the sales tax received from the land acquisition with Grainger will be applied to pay-off the loan amount. Mayor Urlacher responded the Village has been fiscally responsible during the pandemic and are able to complete the Grainger land purchase. Mayor Urlacher added the Village's financial strength allows us to increase the tax rebate amount for our residents. Trustee Towne asked if he could discuss his tax rebate idea during the Finance budget discussion. Trustee Maier said yes.

c. Other Matters

2. Public Works Committee

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

Trustee Pink remarked Hey and Associates(H&A) received 30 issues from the residents. H&A is reviewing the reports and drafting their recommendations. H&A will be providing the Committee a report by April 2nd for the Special Public Works meeting. The H&A final report will be posted on the Village website. Village Administrator Irvin added the Special Public Works meeting will be held on April 8th at 6:00 pm to allow H&A to present their findings and recommendation. On Friday, April 2nd the preliminary reports will be posted on the Village website.

b. Recommendation to Approve the Membership Agreement with JULIE, Inc.

Trustee Pink stated the Committee is recommending that the Board approve the agreement with JULIE. The annual fee for this membership will be \$500.

c. Recommendation to Approve the Agreement with Blood Hound for Utility Location Services

Trustee Pink stated the Committee recommends the approval of the Blood Hound agreement. Blood Hound will locate the electric lines on Riverwoods Blvd for a one-time expense of \$1,750.

d. Recommendation to Approve the Agreement with USIC for Facility Locating and Marking Services

Trustee Pink indicated the Committee recommends to the Board the approval of the USIC agreement. The estimated annual cost to locate the utilities is estimated at \$8,280.

e. Recommendation to Adopt the Lake County Watershed Development Ordinance

Trustee Pink recommends that the Village adopt the Lake County watershed ordinance. This ordinance is revised every 5-years and each municipality is required to adopt the changes.

f. Update on the Sanitary Sewer Maintenance in the Oasis Business Center

Village Administrator Irvin stated the Oasis Business Center is predominately occupied by Impact Networking. An SSA was established 20-years ago for any sanitary and lift station repairs. A long force main at the business center is requiring some maintenance to be performed. The Village maintains the lift station. Further details on the required

maintenance will be provided at a later meeting. The Village will not incur any expenses for this sewer maintenance due to the SSA that has been established.

- g. Recommendation to Approve the Maintenance and Capital Improvement Items for FY2021-2022 Budget

Trustee Pink said this item will be discussed later in the meeting.

- h. Other Matters

3. Parks and Recreation Committee

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

Trustee Bohm said the Committee is waiting to hear from DiTomasso Excavating. Mr. DiTomasso's concern is the size of the berm and the limited number of truckloads it would require to complete the fill.

- b. Update on the Hamilton Estate Property on Riverwoods Blvd Purchase Status

Trustee Bohm said a letter is being drafted to present the two homeowners associations regarding the land purchase. Village Attorney Rhodes stated he has drafted the letter and is working on finalizing the wording with the Village Administrator.

- c. Update on the Landscaping Around the Dedicated Barry MacLean Bench

Trustee Bohm said some additional landscaping around the bench is being considered. Trustee Bohm added he is looking to obtain a planting proposal for the next Committee meeting.

- d. Update on Adding Benches Along the Trails

Trustee Bohm stated he had received a few requests from residents asking if benches could be placed along the trail. The Committee decided not to pursue this request due to the limiting placement of the benches.

- e. Update on Adding Picnic Tables and Waste Containers at Whippoorwill Park

Trustee Bohm said he wanted to place picnic tables and waste containers at the park. This matter will be further discussed at the Committee level.

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

Trustee Bohm said the Committee is reviewing the open lands recommendations from WRD survey completed in 2015. The Committee will add Grainger's 114 acres onto the Village's land listing upon completing the purchase.

g. Update on Maintenance and Capital Improvements Items for FY2021-2022 Budget

Trustee Bohm stated the Committee approves the proposed budget.

h. Other Matters

4. Public Safety

a. Other Matters

Village Administrator Irvin said the Lake County's Sheriff contract period is June 1st through May 31st. The Village's reported incidents continue to reflect low counts. As a result, the lower incidents should result in a reduction of the renewal contractual agreement.

5. Zoning, Planning and Appeals Commission Report

Mayor Urlacher said the Village has received requests from both zoning application representatives' attorneys inquiring if their cases be heard at the April Board meeting. However, earlier today the Village Attorney received another request from St. Basil's Church requesting that their hearing be moved to the May meeting instead. St. Basil's is working on some modifications to their application.

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Update on the Stormwater Management Commission Adjudications Process for 14210 Old School Road

Mayor Urlacher indicated the berm project at 14210 Old School Road received a unanimous vote from the Board to enter into the intergovernmental agreement with SMC to address the completion of this berm.

b. Update on the Purchase of W.W. Grainger, Inc Properties

Mayor Urlacher said he has been working on annexing and purchasing Grainger's property for the last 6 years. Grainger's headquarters was annexed in 2018 and the Village has already received an annual sales tax amount of \$1 M. This land purchase will continue to

protect the Village's open space and reduce commercial development. The Village will receive 114 acres of open space, we have secured a \$2M loan with an interest rate not to exceed 1.7%. The loan will be paid off in 3-years with the sales tax received from Grainger. A total of \$5.8M will be paid for the land. About 100 is located on the east and westside of Riverwoods Road just north of Everett Road and the remaining 14 acres are located on the southwest corner of Route 60 and Riverwoods Road. A letter and a map will be sent to the residents to help them understand their locations.

Trustee Towne asked if the payment schedule can be outlined to help understand when the Village will begin to receive their sales tax dollars. Village Attorney Rhodes replied the sales tax is being generated by Grainger. Due to the sales taxes amount the municipality has already received; this amount will be applied against the purchase price and an amendment to the economic incentive agreement has been drafted. The loan is a general obligation loan and it is tax exempt. The incentive agreement states once the loan is paid off, Grainger will receive funds for a period, afterwards sales taxes will be shared 50/50. Village Administrator Irvin stated the sales taxes received will be used to pay off the debt and fees. Once the loan is paid off, \$6.8M will be received by Grainger with an estimated 6-year plan for them to reach this goal. After Grainger has received their amount, a 50/50 shared sales tax agreement will commence for 20 years. Village Administrator Irvin said Grainger will be receiving \$5.8M. The payment will consist of sales tax that have been accumulated since 2018, the Village's reserves and the loan obtained. Trustee Towne asked if the title report has been received. Village Attorney Rhodes confirmed, he will provide a copy of the document. Trustee Towne asked if a phase I and phase II study were completed on the property and if the open land could be staked to display the boundaries. Trustee Towne asked if a phase I study was ordered. Village Attorney Rhodes will look into this study.

Mr. Ray congratulated the Mayor and Board for annexing Grainger back into the Village. Mr. Ray asked how long before the Village receives incremental revenue from the contract after the \$6.8 has been paid off. Village Administrator Irvin replied it will take 9-years for the payback of the loan and to get the 100% of sales tax to Grainger. On the 10th year, the 50/50 shared sales taxes will apply. Mr. Ray asked if the Village is prohibited from raising the sales tax rate on Grainger. Village Administrator Irvin stated if the Village adopts a home rule sales tax, they too will share the rate increase. Mr. Ray asked about the logics utilizing the economic incentive agreement. Mayor Urlacher stated the Board continues to protect open space and the surrounding land; therefore, this purchase was to prevent commercial development. All of the Board members agreed in August of 2018 to maintain this land as open space and we will continue to keep this land as approved. No commercial development has been approved nor is it being planned. Trustee Towne said the Village is strengthening Grainger commercial sales. Trustee Sheldon said at one time the land was zoned for single-family homes.

Resident, Wendie Clark (15409 W Old School Road) congratulated the Board's accomplishment on the land purchase. Mrs. Clark addressed her disturbance of a recent

letter received that the Village was going to turn the rural residential to homes with commercial buildings.

c. Lake Forest Beach Parking Permits

Mayor Urlacher said the Lake Forest beach parking permits will be available to purchase starting Monday April 5th. The cost for a permit will be \$85, one per household. The 2021 application and guidelines to obtain a permit will be posted on the Village website.

d. Building Report

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

e. Other Matters

f. Village Administrator's Report

Village Administrator Irvin stated IDOT is scheduled late April, early May to commence work at Riverwoods Road and Route 60 with some minor road repairs. IDOT is currently studying the intersection of Riverwoods Blvd and Route 60 west to determine if the road will require to be resurfaced. Further information will be provided in April of their project dates. Another project that IDOT has confirmed is located on St. Mary's Road from Route 60 to 176 will be resurfaced. They will be paving bike friendly shoulders during this repair.

Village Administrator Irvin said after 41-year career in local government he will be retiring at the May Village Board meeting. Mayor Urlacher thanked Bob for all his dedicated years of work during his 8-year service with the Village. Each Village Board member thanked Bob for all his years of service, greatly appreciated work and support he has provided Mettawa.

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.

The Board's consensus was to not include Item A and I as part of Consent Agenda.

The following items were established for the consent agenda:

b. Approval of the Membership Agreement with JULIE, Inc.

c. Approval of the Agreement with Blood Hound for Utility Location Services

- d. Approval of the Agreement with USIC for Facility Locating and Marking Services
- e. Approval of the Adoption of the Lake County Watershed Development Ordinance
- f. Approval of the Intergovernmental Agreement between the Village of Mettawa and the Lake County Stormwater Management Commission
- g. Approval of a Resolution Authorizing a First Amendment to the Economic Incentive Agreement with W.W. Grainger, Inc.
- h. Approval of a Resolution Authorizing a First Amendment to the Real Estate Sales Agreement for Various Parcels of Vacant Land in Lake County, Illinois, Between W.W. Grainger, Inc., an Illinois Corporation, Seller, and the Village of Mettawa, Purchaser

It was moved by Trustee Pink and seconded by Trustee Towne to approve the consent agenda.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Brennan

Mayor Urlacher declared the motion carried for the consent agenda.

A motion was made by Trustee Towne and seconded by Trustee Maier to approve the consent agenda letter items b. through h. through an omnibus vote.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Brennan

Mayor Urlacher declared the motion carried.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

- a. Approval of Proposed Draft Village Budget for FY 2021-2022

It was moved by Trustee Towne and seconded by Trustee Maier to approve the proposed draft village budget for FY2021-2022.

A motion was made by Trustee Bohm and seconded by Trustee Pink to increase the tax rebate program in the amount from \$600K to \$750K.

A motion was made by Trustee Maier and seconded by Trustee Bohm to approve the amended budget and reflect the tax rebate program in the amount of \$750K.

Trustee Towne indicated the federal government is allocating funds to all municipalities based on their population. Trustee Towne stated rather than increase the tax rebate a COVID stimulus check should be issued to provide support for utilities and other household costs. Mayor Urlacher commented he explored the issuance of a COVID support check for the residents 8-months ago during the peak period of the pandemic. The tax rebate is provided due to the surplus funds', as a result a stimulus check needs to be connected and validated from where the dispersed funds are being utilized. Trustee Maier added given the limitation of issuing a COVID check, he supports the tax rebate check amount increase. Mayor Urlacher said the increase within the tax rebate allows us to support our residents. Trustee Towne said the stimulus check is the same amount for all the residents. Mayor Urlacher said this matter was explored by Village Attorney and Village Administrator and no opportunity was found to issue checks. Village Administrator Irvin added the stimulus package is \$70,000 to be received one check this year for \$35,000 and the remaining balance next year, the amount was based on population. The Village is unable to share money based on state statutes limitations and the Fiscal Responsibility Act we adhere to.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Brennan

Mayor Urlacher declared the motion carried.

A motion was made by Trustee Bohm and seconded by Trustee Pink to approve the new amended Village budget for FY21-22.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Brennan

Mayor Urlacher declared the motion carried.

i. Approval of an Ordinance Providing for the Issuance of Not to Exceed \$2,000,000 General Obligation Promissory Notes, Series 2021, of the Village of Mettawa, Lake County, Illinois, for the Purpose of Purchasing Land for the Village and Authorizing the Sale of Said Notes to the Purchaser

It was moved by Trustee Maier and seconded by Trustee Pink to approve the ordinance providing the issuance of not to exceed \$2,000,000 general obligation promissory notes, series 2021, of the Village of Mettawa, Lake County Illinois, for the purpose of purchasing land for the village and authorizing the sale of said notes to the purchaser.

Upon a call of the roll, the following voted:
Aye: Trustees Bohm, Maier, Pink, Sheldon and Towne
Nay: None
Absent: Trustee Brennan
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 Bohm and seconded by Trustee Pink that the meeting be adjourned.

Upon a call of the roll, the following voted:
Aye: Trustees Bohm, Maier, Pink, Sheldon and Towne
Absent: Trustee Brennan
Mayor Urlacher declared the motion carried and the meeting adjourned at 8:45 p.m.

Sandy Gallo, Village Clerk