

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 21, 2023 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, Pink, Towne and Mayor Urlacher

Absent: Trustee Pelech

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; Village Treasure, Amy Weiland; Representative of Sikich, Brian LeFevre

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of February 21, 2023

The Village Board reviewed the Regular Board meeting minutes of February 21, 2023. It was moved by Trustee Towne and seconded by Trustee Pink that the minutes of the Regular Board meeting of February 21, 2023 be approved, with the edit and be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Pink and Towne

Nay: None

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

D. APPROVAL OF THE BILLS

Trustee Maier indicated the Committee has reviewed and approved of the bills being presented for payment. The bill total for this month is \$81,403.43.

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, Pink and Towne

Nay: None

Absent: Trustee Pelech

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

E. TREASURER'S REPORT

Sikich Representative, Brian LeFevre presented the February 28, 2023 Treasurer's Report. Mr. LeFevre stated the February highlights include the hotel sales taxes continue to be very strong compared to last year. Expenditures are running lower than budget.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledge receipt of February 28, 2023 Treasurer's Report and they will be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Pink and Towne

Nay: None

Absent: Trustee Pelech

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 James Anderson Company Agreement for 2023

Trustee Maier stated the new engineering agreement includes a 10% increase for 2023. Trustee Maier added the hourly increase is not out-of-line from other firms. The permits fees remain unchanged. The one addition to this agreement is listed under the letter E, which indicates the village will retain the village documents.

- b. Recommendation to an Ordinance Amending Ordinance 871 of the Village of Mettawa, Lake County Illinois

Trustee Maier indicated this amendment is to include SSA#10 within the exhibit page. No amount changes are occurring. This amendment is only for the Lake County records.

- c. Update on Expenditures Alignment to Committees

Village Clerk Gallo added this year's goal is to align the committee expenses to their budget which will allow Sikich to produce reports accordingly.

d. Update on the Village Budget for FY2023-2024

Village Administrator Florip added the Committees reviewed their expenses one more time prior to the final approve to be done in April. The Parks and Recreational Committee had a \$3K increase allocated for trail sign replacements. This Committee has also budgeted the removal of buckthorn from other village parcels. The Public Works Committee has increased their capital amount to include the road resurfacing on Little Melody Lane and Little St. Marys Road. This Committee will also be exploring some culvert replacements. Trustee Maier added the final budget will be approved during the public hearing next month.

e. Other Matters

2. Public Works Committee

a. Update on the Forest Builders, Inc. Cleaning Out the Village's Ditches

Trustee Pink stated Village Engineer Scott Anderson and herself will be driving the village to assess the ditches and which areas require cleaning.

b. Recommendation to Approve the James Anderson Company 2023 Agreement

Trustee Pink asked the Board if they had any questions regarding the 2023 engineering agreement. The Committee recommends approval of the presented agreement.

c. Update on the Maintenance and Capital Improvement Items for FY2023-2024 Budget

Trustee Pink stated she had no further comments as Village Administrator Florip has already provided her committee update under the Finance report.

d. Other Matters

Mayor Urlacher asked Trustee Pink to look at the culvert that is located at the southeast of Old School Road by the Serbian Church and the Rojas property, as it is not draining properly. The mayor asked that this culvert be viewed during their drive through the village.

3. Parks and Recreation Committee

a. Recommendation to Approve the Davey Tree Expert Proposal for Whippoorwill Park Tree Treatment in the Amount Not to Exceed \$6,142

Trustee Clark stated last year this treatment was performed at Whippoorwill Park after the tree inventory. The tree treatment is being recommended by the committee to support the trees health.

b. Recommendation to Approve the Dunlap Lawn Service Proposal for Whippoorwill Park Maintenance in the Amount Not to Exceed \$16,780

Trustee Clark indicated the Whippoorwill Park maintenance schedule has one change from last year's work list and that is the cleaning of the pollinator gardens was removed. The gardens are being maintained by Pizzo & Associates Inc. The committee approves of the proposed schedule.

c. Recommendation to Approve the Signarama Proposal to Replace Whippoorwill Park Trail Sign in the Amount of \$815

Trustee Clark added the trail sign at the corner of Bradley Road and Riverwoods Blvd is being replaced. The integrity of the bottom of the post was diminished by a few animals. The committee approves of the sign replacement proposal.

e. Recommendation to Approve David Eubanks Proposal for the Buckthorn Removal on the Village Lot 27570 Oak Hill Lane in the Amount of \$10,704

Trustee Clark stated she received three proposals for the clearing of the buckthorn on Oak Hill Lane. David Eubanks was received as the lowest bidder and is considered an environmentally friendly contractor. David Eubanks will be contacting the fire department when they are ready to burn onsite. They will also apply a herbicide after the buckthorn has been removed. The crew will drop any leaning tree for safety reasons. The buckthorn will be manually cleared and utilizing large machinery within the lot. This project is anticipated to take 5-6 days.

e. Recommendation to Approve Davey Tree Expert Proposal for Eight Eastern Red Cedar Trees in the Amount of \$4,800

Trustee Clark indicated Davey Tree Expert will perform a tree inventory at Oak Hill Lane once all the buckthorn has been cleared. The inventory expense was approved last month. After both projects have been completed, eight eastern red cedars trees will be planted. The placement of the trees will be determined after all buckthorn has been removed.

f. Update on the Maintenance and Capital Improvement Items for FY2023-2024 Budget

Trustee Clark stated she anticipates some additional cleaning may be required once the berm is constructed at the corner of St. Marys Road and Route 60. Trustee Clark added the contractor has received a 90-day reminder of his completion date of June 1st.

g. Other Matters

Trustee Clark added a bench is being purchased in memorial of Trustee Denis Bohm. The bench will be placed at Whippoorwill Park by the pollinator gardens. Trustee Clark will call Roberta Bohm to determine when to hold the memorial.

4. Public Safety

a. Status and Activity Report

Trustee Armstrong indicated Mettawa Public Safety has indicated February has been an uneventful month. Mayor Urlacher added he has seen the Lake County Sheriff vehicles parked often along St. Marys Road.

5. Zoning, Planning and Appeals Commission Report

a. Other Matter

Mayor Urlacher stated the ZPA will be holding a public hearing on April 11th at 7:00 pm to review the text amendments. Camiros will be in attendance for this meeting.

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Lake Forest Beach Parking Passes

Mayor Urlacher stated the Lake Forest beach parking passes will be sold starting Monday, April 3rd. Passes will be sold one per household for \$85. The application and instructional page will be provided in the weekly communication to the residents along with it being posted on the Village website.

b. Village Picnic Date

Mayor Urlacher added the village picnic will be held on Saturday, August 19th. The event will be held at Whippoorwill Park from 11:00-2:00 pm.

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 announced that after the May Board meeting, a retirement party will be held for Trustee Pink and Chairman Krusinski. The mayor reminded everyone that April 4th is Election Day.

e. Village Administrator's Report

Village Administrator Florip reminded the Board members that their Statement of Economics will need to be filed by May 1st. Once the newly elected members are sworn in, they will need to attend the Lake County New Official training on May 18th in Round Lake Beach.

2. UNFINISHED BUSINESS

Mayor Urlacher added the following two items will remain tabled and are not part of the Consent Agenda approvals. The mayor added no communication has been received from the church.

- 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 the following items. The mayor asked if there were any items listed that a Trustee does not wish to approve under the Consent Agenda

New Business letters c and g will be excluded from the Consent Agenda approval.

- a. Approval of an Ordinance Amending Ordinance 871 of the Village of Mettawa, Lake County Illinois
- b. Approval of the James Anderson Company 2023 Agreement
- d. Approval of Dunlap Lawn Service Proposal for Whippoorwill Park Maintenance in the Amount Not to Exceed \$16,780
- e. Approval of Signarama Proposal to Replace Whippoorwill Park Trail Sign in the Amount of \$815
- f. Approval of David Eubanks Proposal for the Buckthorn Removal on the Village Lot 27570 N Oak Hill Lane in the Amount of \$10,704

A motion was made by Trustee Maier and seconded by Trustee Towne to approve the following agenda items by the consent agenda.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Pink and Towne

Nay: None

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

A motion was made by Trustee Maier and seconded by Trustee Towne to approve the following agenda items by the omnibus vote.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Pink and Towne

Nay: None

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried.

4. New Business

c. Approval of Davey Tree Expert Proposal for Whippoorwill Park Tree Treatment in the Amount Not to Exceed \$6,142

A motion was made by Trustee Towne and seconded by Trustee Maier to approve the following item.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Pink and Towne

Nay: None

Absent: Trustee Pelech

Abstain: Trustee Clark

Mayor Urlacher declared the motion carried.

g. Approval of Davey Tree Expert Proposal for Eight Cedar Trees in the Amount of \$4,800

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

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Pink and Towne

Nay: None

Absent: Trustee Pelech

Abstain: Trustee Clark

Mayor Urlacher declared the motion carried.

J. EXECUTIVE SESSION

The Board did not go into 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 Towne and seconded by Trustee Armstrong. With no further business to conduct, the meeting was adjourned by Ayes.

Aye: Trustees Armstrong, Clark, Maier, Pink and Towne

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:24 p.m.

Sandy Gallo, Village Clerk