

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 MAY 17, 2022 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, 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

1. Regular Meeting Minutes of March 15, 2022

The Village Board reviewed the regular meeting minutes of March 15, 2022. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes of the regular Board meeting of March 15, 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.

2. Regular Meeting Minutes of April 19, 2022

The Village Board reviewed the regular meeting minutes of April 19, 2022. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes of the regular Board meeting of April 19, 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 this month's bills include the payout of hotel tax sharing to Whitelodging in the amount of \$100,224.72. The Committee has reviewed approved the bills to be paid in the amount of \$191,046.06.

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 Interim Profit and Loss Statement for the Month of April 2022.

Trustee Maier indicated this should be the last month of an interim reporting. Please reference the interim report for greater details.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledges receipt of the April 2022 Interim 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 Sikich LLP Accounting Services

Trustee Maier indicated Sikich accounting service personnel have received the bank statements as of April 2022. They have begun to reconcile the bank accounts accordingly. In addition, a preliminary audit meeting was held with Sikich audit team. Trustee Maier added he will be sending out some additional documents to Sikich audit team to meet their requirements.

- b. Update on the 2022 Tax Rebate Program and Schedule

Trustee Maier indicated the tax rebate program has no changes to report for this year.

c. Update on the Amendment to the Tax Rebate Ordinance Regarding Resident Permits

Trustee Maier stated the Board received a copy of the proposed tax rebate ordinance changes. On page 4, within the section Additional Eligibility Requirements. One change to the ordinance can be found in the statement that includes, all residents with an outstanding permit balance will need to make payment of their amount by November 1st to qualify for a rebate. Within Letter D, number 1, any outstanding balances on issued stop work orders will also need to be paid. With any of these recent changes, residents will still have the opportunity to state their case on why the village should consider waiving the requirements of these subsections with good cause shown. Trustee Maier added this statement allows any residents to attend the Finance Committee meeting and make their case of why they qualify for the tax rebate even though they do not adhere to the qualifications. Trustee Maier stated within the same Section D, number 2 has been added. The change indicated residents who have permits of a period of two or more years from certificate issuance, will need to be closed. Trustee Maier adding certificate of issuance is being added to the ordinance to clarify when the two-year period begins for the resident. Village Attorney Rhodes indicated with these provisions stated it does allow residents to make their case of good cause to qualify for the tax rebate. Residents will need to present their extenuating circumstance for the Board to approve them for a rebate.

d. Other Matters

Trustee Maier indicated the Committee discussed setting a limitation on how long once the tax rebate checks are issued, will a resident grace period be to deposit their check. Trustee Maier added he will discuss two village matters with Lake Forest Bank and Trust. Firstly, it will be the amount charged when the Village makes a stop payment request. Secondly, determining a set number of days from when a check can no longer be deposited. The Village Treasurer will call the resident to remind them to deposit their check or indicate they lost/misplaced their check. After the final notice, their check will be sent to Illinois Treasurer Cash Dash website. The resident will need to take action through the state to obtain their check. The state's requirement is to receive any unclaimed property reporting by May 1st.

2. Public Works Committee

a. Recommendation to Approve Forest Builders for Shoulder Maintenance in the Amount Not to Exceed \$12,000

Trustee Pink stated the Committee would like to recommend that Forest Builders be approved to completed the annual shoulder maintenance.

b. Recommendation to Approve the Clarke Environmental Mosquito Agreement for 2022

Trustee Pink added the Committee has approved the agreement received from Clarke Environmental for the 2022 treatments. The cost for this year is slightly higher at \$27,901 as 2021 was \$26,830. Mayor Urlacher confirmed residents can still request their properties to be treated outside of their driveway. Trustee Pink confirmed they can have their property treated. The Village offers the free service of having only their driveway treated. Mayor Urlacher indicated the Clarke resident listing should be updated as a number of homes have new residents from last year. Trustee Bohm asked when will Clarke Environmental start this year's treatments. Village Clerk Gallo indicated early June.

c. Update on the Projects to Complete Using Rebuilding of Illinois Competitive Public Infrastructure Grant Program Funds

Trustee Pink added the Village has been granted funds from the Illinois Competitive Public Infrastructure program in the amount of \$ 6,800 and the Committees will need to determine how to utilize this amount.

d. Other Matters

Trustee Pink mentioned Chief Richard Carani will be retiring from the Libertyville Fire Department. Mayor Urlacher directed the Village Clerk to purchase a gift card and a thank you card to be sent on behalf of Mettawa in June. Village Attorney Rhodes indicated this gift card is an acceptable idea to be presented after his retirement.

3. Parks and Recreation Committee

a. Recommendation to Approve Davey Tree Experts Company to Complete an Inventory on the Trees at Whippoorwill Park in the Amount Not to Exceed \$1,250

Trustee Bohm stated the Davey Tree Experts Company will tag all the trees and provide an inventory listing that will include the species. They will also make recommendation on treatments for the trees to be handled later. The current proposal is only for the tree inventory to be performed.

b. Update on the Village's Open Space Properties Five-Year Plan

Trustee Bohm stated the Board has been provided an expenditure listing per year, per location on committed stewardships and agreements amounts for Whippoorwill Park and MacLean Preserve at Oasis Park. This year's annual committed expenditures will be \$81,305. This amount has been planned in the budget.

- c. Recommendation to Approve the Robert Haraden Hay Lease for 701 Riverwoods Road Not to Exceed a Ten Percent Increase

Trustee Bohm stated the annual hay mowing proposal is being presented tonight. Trustee Towne indicated he spoke to Mr. Haraden and he confirmed his interest in mowing the field. Village Clerk Gallo will follow-up with Mr. Haraden to determine his price point for this year's mowing agreement.

- d. Update on the Watering Option at Whippoorwill Park

Trustee Bohm indicated there are pollinator gardens at Whippoorwill Park. As a result, research is being considered to reconnect into the water main at this location. This water connection would avoid moving the water meter back and forth in order to water the gardens or trees.

- e. Update on Additional Plantings at Whippoorwill Park

Trustee Bohm stated along the northside of the patio area, some additional plantings are being considered. The additional plantings were included in the budget.

- f. Recommendation to Officially Name the Village Lot on 14140 W IL Rte 60 to Whippoorwill Park

Trustee Bohm indicated the Committee would like to officially rename the village lot 14140 W. IL Rte 60 as Whippoorwill Park.

- g. Recommendation to Purchase Park Signs for Whippoorwill Park and MacLean Preserve at Oasis Park Not to Exceed \$2,000

Trustee Bohm stated the Committee would like to place two signs at Whippoorwill Park. The two signs would be placed along the trail coming into the park from Deerpath Farm's trail and on the northside of the trail by Riverwoods Blvd. In addition, two new signs will be purchased for Oasis Park indicating the renamed park of MacLean Preserve at Oasis Park.

- h. Other Matters

4. Public Safety

- a. Other Matters

Trustee Armstrong stated April has been a quite month in Mettawa until last week. A resident's located on Emma Lane was vandalized. The resident called the Lake County Sheriff and filed a report. No one was harmed. The Sheriff had no leads on the matter.

Trustee Armstrong received a phone call indicating an injured coyote was walking around on the west side of Old School Road. Trustee Armstrong called the Lake County Preserve to report the coyote. Mayor Urlacher asked the Village Clerk to include in the Friday communication to the residents, a quick reminder of the coyotes in the area.

5. Zoning, Planning and Appeals Commission Report

Mayor Urlacher indicated there are no new matters to report from the Commission.

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Mayor's Annual Report

Mayor Urlacher remarked he is on his ninth year as Mayor. The Mayor thanked the Board for their support and read a listing of accomplishments for FY2021-2022. To name a few accomplishments they would include; the tax rebate for a second year in a roll was approved in the amount of \$750,000, the village property tax continues at the same amount for the 24th consecutive year, the audit is reported and closed by Sikich LLP with a clean report and the village continues to hold a very strong financial position. The full list of accomplishments can be obtained from the Village Clerk.

b. Sheriff's Special Traffic Detail

Mayor Urlacher said he recommends the approval of Lake County Sheriff special detail contract for a 3-week period to address the high speeding cars occurring on Bradley Road and Old School Road. The mayor has already received feedback from residents that the Lake County Sheriff presence is higher after a number of tickets having been issued.

c. Blackboard Connect Agreement for 2022

Mayor Urlacher stated the Blackboard Connect renewal agreement is being presented tonight at the same cost of 2021. The village benefits from this emergency communication venue, as it is very easy for our Safety Commissioners to utilize when necessary.

d. LakeShore Recycling Systems Waste Management

Mayor Urlacher indicated on May 6, 2022 Lakes Disposal sold their company to LakeShore Recycling Systems Waste Management. Several municipalities already use LakeShore

Recycling Systems and we believe that they will provide the appropriate service level to our residents. The assignment agreement that is being approved tonight includes a cancellation clause to withdraw from this agreement for any reason within the first 6-months. This clause will allow the village to monitor their service level. Village Attorney Rhodes indicated the revised agreement provided today, included some citations changes and an update to Section 6 a new termination provisions as it is part of the trial period.

e. Cyber Coverage

Mayor Urlacher said cybercrime continues to be a prevalent issue. As a result, with our current insurance coverage with Beazley, they have requested that the village resubmit their application for 2023. This resubmission will not result in any insurance change nor cost increase.

f. Barry's Bench Dedication Date of June 2nd at 6:00 pm

Mayor Urlacher indicated a date has been selected to honor the prior Mayor Barry MacLean. The dedication will be held at the MacLean Preserve at Oasis Park. Please join us if you are available.

g. Picnic Food Trucks

Mayor Urlacher indicated the picnic is scheduled for Saturday, August 20th. Please provide food truck ideas to the Village Clerk in order to make reservations.

h. Building Report

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

i. Other Matters

Mayor Urlacher indicated 22 beach parking passes have been purchased to date, please be sure to submit your application as we only have 50 passes reserved for Mettawa.

j. Village Administrator's Report

Village Administrator Florip indicated LakeShore Recycling has already done a pick-up and no issues were reported by residents. Village Administrator Florip reported Lake County remains the mostly highly vaccinated area.

2. UNFINISHED BUSINESS

Mayor Urlacher indicated the following two agenda items will remain tabled for this meeting. No further communication has been received from St. Basil's on the following two matters.

- 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.

Mayor Urlacher indicated letter c will be removed from the items listed for approval as Trustee Clark will abstain for this approval. It will be voted on separately.

- a. Approval of the Forest Builders Shoulder Maintenance in the Amount Not to Exceed \$12,0000
- b. Approval of the Clarke Environmental Mosquito Agreement for 2022
- d. Approval of the Robert Haraden Hay Lease for 701 Riverwoods Road Not to Exceed a Ten Percent Increase
- e. Approval to Officially Name the Village Lot on 14140 W IL Rte 60 to Whippoorwill Park
- f. Approval to Purchase Park Signs for Whippoorwill Park and MacLean Preserve at Oasis Park Not to Exceed \$2,000
- g. Approval of the Sheriff Special Traffic Detail Agreement for Summer 2022
- h. Approval of the BlackBoard Connect Agreement for 2022
- i. Approval of the Cyber Coverage from Beazley
- j. Approval of the Agreement for Consent Assignment of Refuse Disposal Contract Pending Legal Review

A motion was made by Trustee Bohm and seconded by Trustee Pink to approve the agenda items by 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 Pink 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.

- c. Approval of the Davey Tree Expert Company to Complete an Inventory of the Trees at Whippoorwill Park in the Amount Not to Exceed \$1,250

It was moved by Trustee Maier and seconded by Trustee Bohm to approve the Davey Tree Expert Company to complete an inventory of the trees at Whippoorwill Park in the amount not to exceed \$1,250.

Upon a call of the roll, the following voted:

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

Abstain: Trustee Clark

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 Armstrong and seconded by Trustee Bohm 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 7:53 p.m.

Minutes of the Regular Meeting- May 17, 2022
Mayor and Board of Trustees
Village of Mettawa

Sandy Gallo, Village Clerk