

**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 NOVEMBER 19, 2024 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, Pelech, Smolic, 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; Representative from James Anderson Company, Scott Anderson; Village Treasurer, Amy Weiland; Representative from Sikich, Laura Babula

Also: Pam Fantus, Walter Kotaba

**C. APPROVAL OF THE MINUTES**

1. Regular Meeting Minutes of October 15, 2024

The Village Board reviewed the Regular Board meeting minutes of October 15, 2024. It was moved by Trustee Towne and seconded by Trustee Maier that the minutes of the Regular Meeting Minutes of October 15, 2024 be approved and be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Pelech, Smolic and Towne

Nay: None

Mayor Urlacher declared the motion carried.

**D. APPROVAL OF THE BILLS**

Trustee Maier indicated this month includes the revenue sharing to the City of Lake Forest and a few building permit reimbursements. The Committee reviewed and approved of the bills being presented for payment. The bill total for this month is \$309,148.21.

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, Pelech, Smolic and Towne

Nay: None

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

**E. TREASURER’S REPORT**

Sikich Representative, Laura Babula presented the October 31, 2024 Treasurer’s Report. Ms. Babula indicated the sales revenue received was high this month in the amount of \$256K. On page 3, Expenditures continue to be on track resulting in a revenue above expenditures by \$169,139K for this month.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledge receipt of the October 31, 2024 Treasurer’s Report and it will be placed on file.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Pelech, Smolic 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. Finalize 2024 Tax Rebate Program Residents

Village Treasurer Weiland indicated 147 checks will be issued this year. The list included 159 eligible residents, 12 did not submit. Trustee Maier added next year’s tax rebate program will be web based to allow the residents to check the status of their submitted application. Village Treasurer Weiland added this year’s program was smooth.

- b. Recommendation to Approve an Ordinance for the Village Budget Amendment for FY2024-2025

Trustee Maier indicated the budget is being amended for 2024-2025 as the following Special Service Areas are being increased by 5%; # 3, Woodland Falls, #4 Oasis Sewer Maintenance, #5 Oasis Frontage Road, SSA#7 Riverside Preserve Improvements and SSA#9 Deerpath Farm.

- c. Recommendation to Approve a Resolution to Determine the Estimated Real Estate Tax Levy Amount for the 2024 Tax Year

Trustee Maier indicated the village has maintained the collection amount of \$135,000 for 27 years. The Committee recommends this resolution to be approved.

d. Other Matters

Trustee Smolic added in this month's bill to be paid, the Patriot Pavement invoice in the amount of \$53,000 for road patching is to be applied against the available Rebuild Illinois funding received. The fund amount was \$36,000.

e. Recommendation to Approve the 2024-2025 Insurance Policy with ICMRT (presented by MGA Insurers, Inc) in an Amount Not to Exceed \$17,301

Trustee Maier indicated this year the insurance has increased by \$894. The insurance renewal date is December 1<sup>st</sup>. The Village Attorney is currently reviewing the details of insurance coverage. As a result, changes made to the coverage may result in an additional payment which will be brought to the Board at a later month.

e. Appeal from Resident Walter Kotaba Tax Rebate Qualifications

Resident, Walter Kotaba located at 1 Kotaba Drive indicated he would like to make his appeal to the Board for his late submission of his tax rebate application. Mayor Urlacher indicated Mr. Kotaba attended the October Finance Committee meeting. Mr. Kotaba indicated he was in Poland for the summer. He experienced a leg injury and was unable to travel back to the states until the 8<sup>th</sup> of October. Mr. Kotaba indicated the Village Clerk sent communication but she did not indicate to act nor ask to send his application. Mr. Kotaba is willing to pay a penalty for his late submission but would like the Board to make an exception due to this injury. Village Treasurer Weiland replied to Mr. Kotaba that he did not reach out to her in the four months of any issues and that she would have worked to meet the deadline; however, it is his responsibility to reach out to her. Trustee Maier commented the Village has an ordinance that was set regulations that the Board is required to follow and the date was set for completion of October 4<sup>th</sup>. Mr. Kotaba acknowledged he received emails from the village. Village Clerk Gallo indicated the rebate due date for 2025 will be added to the website. This will allow residents who travel to be aware of the date in advance. The Board's consensus denied Mr. Kotaba's appeal for his late tax rebate application for the 2024 program.

f. Other Matters

**2. Public Works Committee**

a. Recommendation to Approve the Forest Builders Inc. Proposal for 15409 Old School Road Ditch Stabilization Termination Swale in the Amount of \$6,000

Trustee Smolic indicated this month includes the last four ditches that require maintenance in the village. The Committee recommends approval of this proposal.

b. Recommendation to Approve the Forest Builders Inc. Proposal for 301 Little Melody Lane Ditch Maintenance in the Amount of \$14,500

Trustee Smolic stated this ditch maintenance is in the right-of-way of a non-resident on Little Melody Lane. The maintenance will prevent this resident's parcel from flooding due to its current water pattern of the Village's ditch. The Committee approves of this proposal.

c. Recommendation to Approve the Dunlap tree Experts Proposal to Clear Trees and Brush at 301 Little Melody Lane in the Amount of \$2,000

Trustee Smolic indicated the tree removal and brush clearance is required to complete the ditch maintenance at this location.

d. Recommendation to Approve the Forest Builders Inc., for Payment of Completed Ditch Maintenance at Westwood Lane in the Amount of \$7,000

Trustee Smolic stated this ditch maintenance was completed. The Committee approves payment of this work.

e. Recommendation to Approve the Forest Builders Inc., Proposal for 894 Mettawa Lane Culvert Replacement and Ditch Regrading in the Amount of \$9,800

Trustee Smolic added this culvert replacement and ditch regrading will complete this year's work.

f. Update on the Watermain and Hydrant Extension Throughout the Village

Trustee Smolic stated he along with the Mayor have discussed exploring the cost of placing hydrants throughout the village. Trustee Smolic indicated the objective is to place hydrants through the village. Trustee Smolic stated the village may consider regaining other watermain's from residents which were already established. As a result, the Public Works Committee will meet with Gewalt Hamilton to further discuss watermains that have occurred in prior years. Trustee Pelech asked Trustee Maier if a financial project of this magnitude needs to be discussed with the residents. Trustee Maier replied no, the Village Board can approve this project. This project would not impact the residents' taxes. Trustee Maier stated the village would never take on any debt that would limit the village's cash flow. Trustee Smolic commented after all major capital projects are completed, the village will still have \$17M in their account. Investing in a watermain and providing hydrants throughout is a support to our residents. Trustee Towne added the mains would be dedicated to Lake County. Mayor Urlacher commented this project is being considered as a result of the recent fire on St. Marys Road. The south end of the village does not have hydrants. As a result, this caused the fire to be extinguished using three fire trucks which had to get go back to refill for more water. The village has only done two additional watermain connection in the last ten years. Further updates will be provided at a later month.

g. Update on the Lowest Bidder for the Old School Drainage Ditch

Trustee Smolic stated these bids will be opened on Monday, December 16<sup>th</sup>.

h. Update on the Lowest Bidder for the Village Right-of-Way Trees Removal Project

Trustee Smolic stated these bids will be opened on Monday, December 16<sup>th</sup>.

i. Update on the Committee's Mid-Year Budget

Trustee Smolic stated the expenditures are on track with the budget for the first six-months of the fiscal year.

j. Other Matters

Trustee Smolic indicated the Public Works Committee will not be holding their scheduled December meeting.

**3. Parks and Recreation Committee**

a. Update on the Hydroseeding at 15085 W Old School Road

Trustee Clark indicated this parcel is not being hydroseeded. Instead, it will have native grass planted from Pizzo and Associates. Pizzo and Associates are monitoring the weather as they need the weather to be consistent to set the seeds to germinate.

b. Recommendation to Approve Davey Tree Experts Company Proposal for the Village's Park Trees Removal Project in the Amount of \$20,800

Trustee Clark indicated the Committee received three bidders for the park tree removal project. As a result, of completing tree inventories on the village's parcels compiling a tree removal listing was quick. The Committee recommends the lowest bidder of Davey Tree Experts Company to be approved.

c. Recommendation to Approve Davey Tree Experts Company Proposal for Anti-Desiccant Treatment for the Eleven Spruce Trees at 15085 W Old School Road in the Amount of \$375

Trustee Clark stated the Committee is recommending the anti-desiccant treatment instead of burlap wrapping the eleven spruce trees at 15085 W Old School Road. The spray is a wax that seals the trees moisture and protects them from salt and weather. The Committee is recommending this treatment.

d. Recommendation to Approve Dunlap Tree Experts Proposal for Riverside Removal of Dead Trees, Buckthorn and Clearing of Debris in the Amount of \$9,700

Trustee Clark stated this proposal will be the final clean-up for the Riverside parcel. This proposal includes three fences to be removed, dead trees to be cut down and buckthorn removal.

e. Update on the Committee's Mid-Year Budget

Trustee Clark stated the Committee also reviewed their expenditures and we are under budget.

f. Other Matters

Trustee Clark commented Parks and Recreation will not be holding their scheduled December meeting.

Resident, Pam Fantus asked if the Committee had budget to apply to the trails. Trustee Clark commented her budget had funding for the trails. Mrs. Fantus asked if she can see the plans for the trails. Village Clerk Gallo added trails are handled earlier in the yearly maintenance.

Resident, Pam Fantus mentioned Lake Forest is considering a cell tower. The question is would Mettawa, consider Mettawa Savanna or 24881 Riverwoods for a cell tower to provide better reception for the residents. Trustee Smolic replied the village is not considering this option.

**4. Public Safety**

a. Presentation by Tony Raymond, Mettawa Public Safety Patrol

Tony Raymond provided the Board members with their annual patrol statistical information. They completed 610 house checks this year. The second largest activity is documenting suspicious vehicles. Tony asked if any residents plan to have large vehicles unloading which will create a traffic impact, to call Mettawa Public Safety Patrol to support traffic control.

b. Other Matters

Trustee Towne reported given the winter coming around, please check on your neighbors.

**5. Zoning, Planning and Appeals Commission Report**

a. Approval of an Ordinance Amending the Village of Mettawa Zoning Map to Rezone Certain Properties Currently Designated as R-1 Single Family Residential District to OS Open Space District (25960 N. St. Marys Road, 24880 N. Riverwoods Road, 24881 N. Riverwoods Road, 300 Riverwoods Road, 15085 W Old School Road, in Mettawa Illinois)

Mayor Urlacher stated on October 1<sup>st</sup> the Zoning, Planning and Appeals Commission held a public hearing. They made a recommendation to amend the Mettawa zoning map to rezone five parcels from R-1 Single Family Residential District to Open Space District.

**I. BUSINESS FROM THE BOARD:**

**1. Mayor's Report**

a. Discuss the Building Code Changes

Mayor Urlacher stated everyone has received a redline document of all the building code changes. Village Attorney Rhodes remarked Trustee Towne's comments concerned the different types of aluminum siding. Village Attorney Rhodes added the ordinance can be approved as indicated and the different types of aluminum siding can be amended later. Trustee Smolic stated the setbacks listed will need to be removed as they do not agree with the village's zoning code. Village Attorney Rhodes agreed. These building code changes must be adopted by January 1<sup>st</sup> to be compliant with the law.

b. Discuss the Village's Comprehensive Plan for 2025

Mayor Urlacher indicated the comprehensive plan was last completed in 2016 and it is due to be updated. Teska has provided us a quote in the amount of \$19,500 to complete the plan next year. If approved tonight, Teska will begin their process in February of 2025. Village Attorney Rhodes added this plan will review the rezoned parcels, the village's plans, and hold community meetings to discuss the village's goals.

c. Village Meeting Schedule for 2025

Mayor Urlacher indicated you have received the full schedule from the Village Clerk for 2025. The meeting times will not change from last year.

d. Agreement with Hilton Garden Inn for 2025 Meeting Rooms Usage

Mayor Urlacher stated the Hilton Garden Inn room cost will increase next year by \$50 per meeting.

e. Discuss an Amendment to the Agreement with Sandy Gallo LLC for Administrative and Village Clerk Services

Mayor Urlacher stated he recommends the following increase for Sandy Gallo after having been in the village for eight years. She continues to support the Board through various transitions.

f. Discuss the Davey Tree Experts Company Tree Trimming Agreement at Whippoorwill Park

Mayor Urlacher indicated Davey Tree Experts Company have asked if they could hold a training day at Whippoorwill Park. An agreement has been drafted by the Village Attorney which will allow the training to occur. Trustee Clark added this training will allow new employees valuable training for only one day, Friday, November 20<sup>th</sup>.

g. Discuss the Purchase of Filing Cabinets for Scanned Documents

Mayor Urlacher stated the Village has digitized its files for the last two years. We are nearing completion and in need to purchase fire safe cabinets to store the documents. The Village Administrator Florip was able to find four used cabinets with delivery in the amount of \$4,382.81.

h. Holiday Office Closing Schedule

Mayor Urlacher noted the office will be closed for Thanksgiving on November 28<sup>th</sup> and 29<sup>th</sup>. In addition, for Christmas it will be closed starting Monday, December 23<sup>rd</sup> through January 2<sup>nd</sup>. The Village Clerk and Village Administrator will check and respond to emails and other correspondence as needed.

i. Building Report

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

j. Monthly Traffic Enforcement Statistic

Mayor Urlacher thanked the Village of Lincolnshire for the submitted monthly breakdown for traffic enforcement

k. Other Matters

l. Village Administrator's Report

Village Administrator Florip indicated the sales tax revenue is higher due to Costco. In addition, on December 4<sup>th</sup> is the annual dinner for the Municipal League.

**2. UNFINISHED BUSINESS**

Mayor Urlacher added the following two items will remain tabled and are not part of the Consent Agenda approvals.

- 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.

Agenda Items; **i,j,q** will be removed from the Consent Agenda

- a. Approval of an Ordinance Authorizing Certain Amendments to the Fiscal Year 2024-2025 (May 1, 2024 through April 30, 2025) Village of Mettawa Budget
- b. Approval of a Resolution Determining the Estimated Village of Mettawa Real Estate Property Tax Levy for the 2024 Tax Year
- c. Approval of the 2024-2025 Insurance Policy with ICMRT (presented by MGA Insurers, INC) in an Amount Not to Exceed \$17,301
- d. Approval of Forest Builders Inc. Proposal for 15409 Old School Road Ditch Stabilization Termination Swale in the Amount of \$6,000
- e. Approval of Forest Builders Inc. Proposal for 301 Little Melody Lane Ditch Maintenance in the Amount of \$14,500
- f. Approval of Dunlap Tree Experts Proposal to Clear Trees and Brush at 301 Little Melody Lane Ditch Area in the Amount of \$2,000
- g. Approval of Forest Builders Inc. for Payment of Completed Ditch Maintenance at Westwood Land in the Amount of \$7,000
- h. Approval of Forest Builders Inc. Proposal for 894 Mettawa Lane Culvert Replacement and Ditch Regrading in the Amount of \$9,800
- k. Approval of Dunlap Tree Experts Proposal for Riverside Removal of Dead Trees, Buckthorn, and Clearing of Debris in the Amount of \$9,700
- l. Approval of the Ordinance Amending the Code of Ordinances of the Village of Mettawa, Chapter 9 Building Code
- m. Approval of Teska Associates Comprehensive Plan in the Amount of \$19,500
- n. Approval of the Resolution Setting Forth the Regular Meetings of the President and Board of Trustees and All Subsidiary Bodies of the Village of Mettawa for 2025
- o. Approval of a Resolution Authorizing the Village President and Village Clerk to Execute

Contract with Hilton Garden Inn to Provide for Meeting Room Space for Regular Meetings of the Village Board and All Village Committees and Commissions During 2025

- p. Approval of the Amendment to the Agreement with Sandy Gallo LLC for Administrative and Village Clerk Services
- r. Approval of Office Furniture Warehouse Proposal for Filing Cabinets for Scanned Documents in the Amount of \$4,382.81

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

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Pelech, Smolic 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 following consent agenda items under the omnibus vote.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Clark, Maier, Pelech, Smolic and Towne

Nay: None

Mayor Urlacher declared the motion carried.

- i. Approval of the Davey Tree Experts Company for the Village's Park Tree Removal Project in the Amount of \$20,800

A motion was made by Trustee Maier and seconded by Trustee Armstrong to approve agenda item i.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Pelech, Smolic and Towne

Abstain: Trustee Clark

Mayor Urlacher declared the motion carried.

- j. Approval of Davey Tree Experts Company for Anti-Desiccant Treatment for the Eleven Spruce Trees at the 15085 W Old School Road in the Amount of \$375

A motion was made by Trustee Maier and seconded by Trustee Smolic to approve agenda item j.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Pelech, Smolic and Towne

Abstain: Trustee Clark

Mayor Urlacher declared the motion carried.

q. Approval of the Agreement with Davey Tree Experts Company for the use of Whippoorwill Park

A motion was made by Trustee Armstrong and seconded by Trustee Maier to approve agenda item q.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Maier, Pelech, Smolic and Towne

Abstain: Trustee Clark

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**

The motion was made by Trustee Armstrong and seconded by Trustee Smolic. With no further business to conduct, the meeting was adjourned by Ayes.

Aye: Trustees Armstrong, Clark, Maier, Pelech, Smolic and Towne

Nay: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 8:08 p.m.

Sandy Gallo, Village Clerk