

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 18, 2025 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, Towne and Mayor Urlacher

Absent: Trustee Smolic

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; Representative from Sikich, Brian Levere

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of February 18, 2025

The Village Board reviewed the Regular Board meeting minutes of February 18, 2025. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes of the Regular Meeting Minutes of February 18, 2025 be approved and be placed on file.

Upon a call of the roll, the following voted:

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

Absent: Trustee Smolic

Mayor Urlacher declared the motion carried.

D. APPROVAL OF THE BILLS

Trustee Maier indicated the Committee reviewed and approved of the bills being presented for payment. The bill total for this month is \$98,304.11.

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:

Upon a call of the roll, the following voted:

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

Absent: Trustee Smolic

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

E. TREASURER'S REPORT

Sikich Representative, Brian LeFevre presented the February 28, 2025 Treasurer's Report. Mr. LeFevre indicated interest rates are at 4.5% resulting in \$600K income in the first ten-months of the fiscal year. The Sales Tax income continues to reflect an increase. Expenditures have no high numbers and the Village debt has been paid off.

It was moved by Trustee Maier and seconded by Trustee Pelech that the Board acknowledge receipt of the February 28, 2025 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 and Towne

Absent: Trustee Smolic

Mayor Urlacher declared the motion carried.

Residents in Attendance: Adriene Tindall, Julie Tindall, Jill Rohrer, Pam Fantus, Karen Carruthers, Matt Witten and Mark Meluso

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 Riverside Preserve Homeowners Association Turnover to Owners

Trustees Maier indicated a letter will be sent to Riverside Preserve property owners as all of the lots were sold in this subdivision and it is time to form a homeowner's association. In addition, the village will offer this subdivision support to consider planning for roads and future expenditures in their special service area. The subdivision has been experiencing a deficiency in funds over the last two years.

- b. Update on the Village's Draft Budget for FY2025-2026

Trustee Maier indicated the Committee reviewed the document. A few columns will be captured in next months spreadsheet.

- c. Other Matters

2. Public Works Committee

- a. Recommendation on Dunlap Lawn Service for the Right-of-Way Maintenance for 2025 in the Amount of \$55,100

Trustee Towne indicated this year's agreement increased due to additional parcels.

- b. Update on the Maintenance and Capital Improvement Items for FY2025-2026 Budget

Trustee Towne stated the Old School Road drainage project will be reduced to \$50,000. The MacLean Preserve will also be reduced.

- c. Other Matters

Mayor Urlacher added the Township of Libertyville has announced they will be repaving Little Melody Lane for the Libertyville residents. Martin O'Neal reached out to the Mayor to inform him of the upcoming project.

3. Parks and Recreation Committee

- a. Update on the ComEd 2025 Power Planting Program

Trustee Clark stated ComEd is offering a tree planting program. As a result, the village will be receiving 25 free trees of seven different varieties. The trees will be planted at the 15085 W Old School Road parcel.

- b. Update on the 2025 Plans for the Village Trails on the Old School Road and Bradley Road

Trustee Clark indicated she is currently exploring different material to enhance the trails durability.

- c. Recommendation of Pizzo and Associates, Ltd 3-Year Stewardship for Four Village Parcels in the Amount of \$170,400.00

Trustee Clark added the Committee reviewed this stewardship as it will be supporting five parcels for three years. The Committee approves of this proposal. Trustee Maier asked if this proposal was going to be paid as one payment. Trustee Clark replied no, it will be paid over the period of three years.

- d. Recommendation of Dunlap Lawn Service for the Parks Maintenance for 2025 in the Amount of \$18,360.00

Trustee Clark stated this proposal is being further discussed and will be brought back next month for approval.

- e. Update on the Maintenance and Capital Improvement Items for FY2025-2026 Budget

Trustee Clark indicated the Committee added some funding for the trail maintenance.

- f. Other Matters

4. Public Safety

a. Other Matters

Trustee Towne added the Lincolnshire traffic statistic report continues to reflect lower numbers. Trustee Towne reminded everyone to dial 911 first on all emergency matters.

5. Zoning, Planning and Appeals Commission Report

a. Ordinance Denying an Application for a Rear Yard Variation -Case No 25-V-1.

Mayor Urlacher indicated the Zoning, Planning and Appeals Commission met on March 4th to discuss this case. The ZPA made a recommendation to the Board to deny the applicant the request for their variance. The Finding of Facts Report from the ZPA has been provided to the Board. Trustee Clark asked if the property owner will have a period of when the tree house will need to be removed. Village Attorney Rhodes replied an ordinance is only the denial of the request. However, a letter can be written to include a timeframe of when the structure will need to be removed. The applicant will be provided 60 days to remove the structure

a. Ordinance Approving a Plat of Subdivision for the Price Consolidation

Mayor Urlacher indicated the Zoning, Planning and Appeals Commission also heard this case on the 4th of March. The ZPA made a recommendation to the Board to approve the lot consolidation.

I. BUSINESS FROM THE BOARD:

1. Mayor's Report

a. Lake Forest Beach Passes and Recreational Programs

Mayor Urlacher stated City of Lake Forest is offering the resident another year of Lake Forest Beach parking permits. The cost remains at \$85.00 per household. The sale of the permits will begin on April 1st. Residents can also take advantage of the recreational programs in Lake Forest at resident pricing. The application information will be sent out in Friday's email.

b. St. Basil Serbian Orthodox Church Event

Mayor Urlacher stated on Saturday, May 17th St. Basil will be holding an outdoor festival from 3:00-10:00 pm. They have requested a one-day liquor license.

c. First Amendment of Scanning Agreement

Mayor Urlacher stated the Commissioners have received a memo from Village Administrator about this amendment. The Village first entered into a contract with Chicago Records Management

in April of 2022. As a result, the agreement is set to expire. We are contracting with them to scan all the documents and store them online.

d. Adoption of the Village Zoning Map for 2025

Mayor Urlacher indicated the zoning map is being updated to include the changes from R1 to open spaces that the Board recently approved.

e. Appointment of Committee Member

Mayor Urlacher stated he would like to realign the Public Works Committee. As a result, he would like to appoint Trustee Towne as Chairman. A consensus was taken of having Trustee Towne as the new Chairman.

f. Building Report

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

g. Monthly Traffic Enforcement Statistic

Mayor Urlacher thanked the Village of Lincolnshire for the submitted monthly breakdown for traffic enforcement and we place it on file.

h. Other Matters

i. Village Administrator's Report

Village Administrator Florip reminded the Board members of their Economic Statements that are due May 1st. Lake County Municipal League is holding a newly elected official training on Tuesday, April 29th. Please see Village Administrator for details.

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.

Mayor Urlacher stated c. Approval of Dunlap Lawn Service for the Right-of-Way Maintenance for 2025 in the Amount of \$18,360 is not being approved this month

The following were approved under the consent agenda.

a. Approval of Dunlap Lawn Service for the Right-of-Way Maintenance for 2025 in the Amount of \$55,100.00

b. Approval of Pizzo & Associates, LTD 3-Year Stewardship for Four-Year Village Parcels in the Amount of \$170,400.00

d. Approval of an Ordinance Denying an Application for a Rear Yard Setback Variation for the Property Commonly Known as 14655 Westwood Lane, Mettawa

e. Approval of Ordinance Approving a Plat of Subdivision for the Consolidation of Lots 1 and 2 in Jean S. Schulze Subdivision

f. Approval of the First Amendment to Records Storage Management Agreement

g. Approval an Ordinance Authorizing Adoption and Publication of the Official Zoning Map of the Village of Mettawa

A motion was made by Trustee Maier and seconded by Trustee Pelech to approve the consent agenda.

Upon a call of the roll, the following voted:

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

Nay: None

Abstain: Trustee Smolic

Mayor Urlacher declared the motion carried.

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

Upon a call of the roll, the following voted:

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

Nay: None

Abstain: Trustee Smolic

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 Towne and seconded by Trustee Armstrong. With no further business to conduct, the meeting was adjourned by Ayes.

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

Absent: Trustee Smolic

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:20 p.m.

Sandy Gallo, Village Clerk