

**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 20, 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, Smolic, 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; Representative from Sikich, Laura Babula

**C. APPROVAL OF THE MINUTES**

1. Regular Meeting Minutes of April 15, 2025

The Village Board reviewed the Regular Board meeting minutes of April 15, 2025. It was moved by Trustee Clark and seconded by Trustee Maier that the minutes of the Regular Meeting Minutes of April 15, 2025 be approved and be placed on file.

Upon a call of the roll, the following voted:

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

Absent: Trustee Pelech

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. This month's bills include the Lake County Collector for village parcels that will be refunded. The bill total for this month is \$316,669.69.

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, Smolic and Towne

Absent: Trustee Pelech

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

**E. ADJOURNMENT SINE DIE**

It was moved by Trustee Armstrong and seconded by Trustee Maier to adjourn this meeting.

Upon a call of the roll, the following voted:

Present: Trustees Armstrong, Clark, Maier, Smolic and Towne

Absent: Trustee Pelech

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:04 pm.

**F. INAUGURATION OF NEWLY ELECTED VILLAGE OFFICIALS**

Trustees Armstrong, Maier, Witten, Mayor Urlacher were sworn in by the Village Clerk.

**G. CALL OF ORDER**

Mayor Urlacher called the meeting to order at 7:07 p.m.

**H. ROLL CALL**

Mayor Urlacher called the meeting to order at 7:07 p.m.

Upon a call of the roll:

Present: Trustees Armstrong, Clark, Maier, Smolic, Towne, Witten and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

**I. TREASURER'S REPORT**

Sikich Representative, Laura Babula presented the April 30, 2025 Treasurer's Report. Ms. Babula indicated April ended with Cash on Deposit reflecting \$16 million. The expenses for the end of fiscal year will be reflected next month.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledge receipt of the April 30, 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, Smolic, Towne, Witten

Absent: None

Mayor Urlacher declared the motion carried.

**J. PUBLIC HEARING**

**K. 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

## **L. COMMISSION AND COMMITTEE AND OTHER REPORTS**

### **1. Finance Committee**

- a. Update on the Residents that are Ineligible for the Tax Rebate Program

Trustee Maier indicated there is one resident that is ineligible for the tax rebate program. The Village Administrator is handling the communication with the resident.

- b. Update on the 2025 Tax Rebate Program and Schedule

Village Treasurer Weiland stated on July 1<sup>st</sup> the notice will be mailed out to the residents letting them know the tax rebate program will commence.

- c. Other Matters

### **2. Public Works Committee**

- a. Recommendation to Approve the Seawall Unlimited Proposal for a Steel Wall at 15330 Old School Road in the Amount of \$10,500

Trustee Towne indicated this retainer wall will be built to support the shoulder on the east and west of the MacLean driveway. The Committee approves of the proposal. Trustee Clark asked if a date has been set for the job to commence. Trustee Towne replied no, but they are ready to start the job.

- b. Update on the Annual Shoulder Maintenance

Trustee Towne added the shoulders are currently looking well. He has asked the Village Engineer to look at them later in the season.

- c. Update on the Culverts and Ditch Maintenance Schedule

Trustee Towne stated maintenance has been performed on the culverts that James Anderson included on their inventory listing from 2023. The Village Engineer will continue to monitor the culverts and ditches during the rainy season to ensure no issues arise.

- d. Other Matters

### **3. Parks and Recreation Committee**

- a. Recommendation to Approve the Petersen Excavating Proposal for the Parking Pad at Riverside in the Amount Not to Exceed \$24,000

Trustee Clark stated the Village's Riverside parcel does not have any direct access nor parking; this parking pad will resolve this issue. Once the parking pad has been completed a No

Trespassing or Only Authorized Vehicles Parking sign will be installed, to avoid loiterers. The approval amount is above the proposal to include an additional load of debris and soil just in case.

b. Recommendation to Approve the Dunlap Tree Experts Proposal for a Tree Removal at Riverside in the Amount of \$500

Trustee Clark indicated Dunlap will be removing a horizontal tree that is unsightly and near the project area for \$500.

c. Recommendation to Approve the Haraden Farm and Stables, Inc Agreement Renewal

Trustee Clark added this agreement is for the village parcel at 24880 and 24881 for an additional 3-years of mowing.

d. Recommendation to Approval the Haraden Farm and Stables, Inc License Agreement for 701 Riverwoods Road Parcel

Trustee Clark stated this agreement is for the hay field. The Committee will be allowed to change the crop that is being planted if the weather conditions are not favorable without needing to amend the agreement.

e. Other Matters

Trustee Clark indicated the trail material is still being considered. Trustee Clark met with the Mayor onsite and discussed with the contractor testing a section of trail with the new material. Mayor Urlacher added the goal is to compare the new material to the current to see if it can withstand the traffic of our residents. The trail material would resemble that of Lake County Forest Preserve.

Resident, Pam Fantus asked when will MacLean Preserve at Oasis Preserve be mowed around Barry's bench. Trustee Clark said she will follow up with Nick from Pizzo & Associates Inc on when they anticipate mowing the parcel.

#### **4. Public Safety**

a. Presentation by Village Lincolnshire- Commander Jamie Watson. Commander Watson stated they are seeing a reduction in cars speed and not stopping at the STOP signs. The Board had no additional questions for the Commander.

b. Other Matters

Trustee Towne added with the continuous presence of Lake County Sherriff and the Village of Lincolnshire cars in the village, he had nothing to report. Trustee Towne reminded the residents to dial 911 when you see a conspicuous cars or people in the neighborhood.

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

a. Public Hearing on June 3<sup>rd</sup>

The Applicant is seeking a variation from our Zoning Ordinance, to allow for an increased floor area of a detached accessory structure on the properties located at 15141 and 15055 W. Little St. Mary's Road. The ZPA will hear this case on June 3<sup>rd</sup>.

**M. BUSINESS FROM THE BOARD:**

**1. Mayor's Report**

a. Mayor's Annual Report

Mayor Urlacher reported the various accomplishments the Board has accomplished over the year. The full report can be obtained from the Village Clerk by emailing her.

b. Fireworks Ordinance

Mayor Urlacher stated during 4th of July last year the Village received several complaints about fireworks. The Village's ordinance is difficult to enforce, as a result the Village Attorney drafted an ordinance that is easier to understand and enforce. The Board received a memo in their packets from the Attorney addressing this ordinance. Village Clerk Gallo asked if the Board wanted the ordinance to be mailed to the residents. The consensus was to mail a copy of ordinance.

c. Finals site Agreement

Mayor Urlacher indicated Finals site previously known as BlackBoard Connect renewal period is this month. The village uses this communication tool for emergencies. The cost last year was \$1,836 this year it is \$2,057. He recommended approval of this agreement.

d. Appointment of the Committees

Mayor Urlacher indicated he will need two consensuses. The first consensus is for the Committees and second will be ZPA. The Committees realigned for this year, and will be as following: For the Parks and Recreation Committee, Chairman Clark with Members Trustee Towne and Trustee Witten. For the Public Works Committee, Chairman Towne with Members Trustee Armstrong and Trustee Smolic. For the Finance Committee, Chairman Maier with Members Trustee Smolic and Trustee Armstrong. And finally, Trustee Towne will serve on the Public Safety Commission. The Board approved of the following appointments.

The second consensus was for a four-year term reappointment for Commissioners Carruthers, Meluso, and Pickell, appointment of Commissioner Pelech, and appointment of Chairman Fantus to serve as Chairman. The Board approved of the following appointments.

Mayor Urlacher Thanked Liz for your many years of service to the ZPA.

e. Building Report

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

f. 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.

g. Other Matters

h. Village Administrator's Report

Village Administrator Florip stated the audit is going well. The Board members will be receiving a letter from the auditors, please be sure to complete and return the letter. A new HOA was formed at Riverside Preserve with a 5-member board. The Governor revised the budget which includes the same local governmental funding as last year.

**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.

a. Approval of the Seawall Unlimited Proposal for a Steel Wall at 15330 Old School Road in the Amount of \$10,500

b. Approval of the Petersen Excavating Proposal for the Parking Pad at Riverside in the Amount Not to Exceed \$24,000

- c. Approval of the Dunlap Tree Experts Proposal for a Tree Removal at Riverside in the Amount of \$500
- d. Approval of the Haraden Farm and Stables, Inc Agreement Renewal
- e. Approval of the Haraden Farm and Stables, Inc License Agreement for the 701 Riverwoods Road Parcel
- f. Approval of the Finalsite Agreement in the Amount of \$2,057
- g. Approval of an Ordinance Amending the Provisions of the Mettawa Code of Ordinances, Chapter 7, Article X and Chapter 2, Article X, with Respect to Fireworks
- h. Approval of the Resolution to File Rebuild Illinois Funding

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

Upon a call of the roll, the following voted:

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

Nay: None

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, Smolic, Towne and Witten

Nay: None

Mayor Urlacher declared the motion carried

**N. EXECUTIVE SESSION**

**O. CALL TO RECONVENE**

**P. ROLL CALL**

**Q. MATTERS REQUIRING ACTION ARISING AS A RESULT OF THE EXECUTIVE SESSION**

**R. ITEMS TO BE REFERRED**

**S. FOR INFORMATION ONLY**

**T. 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, Smolic, Towne and Witten

Absent: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:36 p.m.

Sandy Gallo, Village Clerk