

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 JULY 15, 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, Witten 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; Representative from Sikich, Laura Babula; Village Treasurer Amy Weiland-Bobrow

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of June 17, 2025

The Village Board reviewed the Regular Board meeting minutes of June 17, 2025. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes of the Regular Meeting Minutes of June 17, 2025 be approved and be placed on file.

Upon a call of the roll, the following voted:

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

Absent: None

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. Trustee Maier indicated this month included the first payment made to W.W. Grainger per the economic agreement in the amount of \$558,462.46. As a result, the total bills amount for this month is \$742,549.74.

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, Smolic, Towne and Witten

Absent: None

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

E. TREASURER’S REPORT

Sikich Representative, Laura Babula presented the June 30, 2025 Treasurer’s Report. Ms. Babula indicated the Village’s cash balance on hand is \$17.3 million. Expenses are running lower than budgeted for this month. Overall, this was a good month.

It was moved by Trustee Maier and seconded by Trustee Towne that the Board acknowledge receipt of the June 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.

F. PUBLIC HEARING

G. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC

1. Citizens to be heard not listed elsewhere on this Agenda

Resident Kathy Rand, residing at 400 Riverwoods Road, reported an issue she experienced while shopping at Costco on Saturday at 9:00 a.m. Mrs. Rand attempted to purchase two bottles of wine but was informed that, due to the current liquor ordinance, alcohol sales are not permitted before 10:00 a.m. Mrs. Rand read out loud the alcohol ordinance of the limiting hours and several other matters that were captured as well. Village Attorney Rhodes stated the language within the ordinance sales of alcohol is to prohibit any type of gentleman’s club. Mayor Urlacher stated Costco changed their service hours, therefore we should consider updating the ordinance accordingly too. Village Attorney Rhodes replied the ordinance can be amended to reflect Costco’s new hours of operation.

Resident Pam Fantus, residing at 14253 W. Riteway Road, expressed appreciation for the recent mailing of the fireworks letter and a copy of the ordinance to residents. She stated that the communication effectively addressed prior issues, noting that no surrounding residents violated the ordinance this year. Mayor Urlacher added that, in his 12 years this was the first holiday in which he did not receive any complaints or communications regarding residents lighting prohibited fireworks.

2. Written Communications of Citizens to be Read

H. COMMISSION AND COMMITTEE AND OTHER REPORTS

1. Finance Committee

a. Update on the FY2024-2025 Audit

Trustee Maier indicated the audit is moving along. The Sikich Audit Team will begin their field work next week. The trial balance will also be provided next week. Village Administrator Florip added to the Trustees, if they have not submitted their Fraud Risk Assessment letter please do so as it is a requirement to complete the audit.

b. Update on the 2025 Tax Rebate Program

Village Treasurer Weiland stated she has received 29 applications thus far. Chairman Maier added the website will be updated with the status of the received applications on August 1st.

c. Other Matters

Chairman Maier stated on Monday he was made aware of a resident having received two tax rebate checks, in error. The initial check that was issued in November had a Stop Payment processed. However, the online system did not inform the village that the check had cleared in December. As a result, a new check was issued in March and deposited. The auditors found the duplicate payment during their review. Copies of the two checks were obtained from the bank. The resident will be receiving a letter of the overpayment and a request to issue the village a refund. In addition, a new procedure is being implemented for residents requesting a new check. A resident affidavit will need to be signed confirming no village check has been deposited.

2. Public Works Committee

a. Other Matters

Trustee Towne indicated the Committee did not hold their July meeting. However, several matters will be discussed for the August meeting.

3. Parks and Recreation Committee

a. Other Matters

Trustee Clark added the Committee also did not hold their July meeting. Trustee Clark stated permanent turtle signs will be installed. Riverside parking pad has been completed. Trustee Clark remarked she has been working with the Village Clerk on updating the village's parcel document. This document will be presented at next month's meeting. In addition, more information on the new trail project will be provided in August.

4. Public Safety

a. Other Matters

Trustee Towne stated it is ruse burglary season. Please be sure to identify who is at your door before opening. Lincolnshire's reduced traffic numbers are reflecting their presence in the village.

5. Zoning, Planning and Appeals Commission Report

a. Other Matters

The ZPA will be holding a public hearing on Tuesday, August 5th at 7pm to hear W.W. Grainger's case for a solar panel installation in their parking facility.

I. BUSINESS FROM THE BOARD FOR DISCUSSION, CONSIDERATION AND, IF SO DETERMINED, ACTION UPON:

1. Mayor's Report

a. Discuss iPad Purchase for Board Members

Village Clerk Gallo stated the Village will be purchasing 10 iPads. This would eliminate paper and ink ongoing expenditures. Trustee Maier remarked this purchase will also save Mettawa Public Safety time. The iPads will belong to the village. Village Clerk Gallo remarked ZPA members will continue to receive paper copies. Village Attorney Rhodes confirmed the benefit of the iPads will be the documents can be indexed via PDF and access to the zoning code during a meeting.

b. Discuss Forest Builders Annual Trail Maintenance Proposal

Mayor Urlacher stated Forest Builders submitted an annual trail maintenance proposal. This includes material, labor and equipment to grade, spread, and compact the trail and herbicide treatments in the amount is \$5,000. The Old School Road trail was removed from the proposal as new material is being set. The Old School Road trail information will be presented at the August meeting. Mayor Urlacher added the new trail material will be a tested for the year to determine if it is worth redoing other trails.

c. 911 Modification Plan of Lake County

Mayor Urlacher indicated Joint Emergency Telephone System Board of Lake County (JETSB of Lake County) was established on October 9, 2024, to better support 911 communications and emergency dispatching throughout Lake County. Recently, the State has modified some document requirements as part of that plan submission and specifically asked that each Village and City that is a member of the Lake County ETSB sign a Memorandum of Understanding (MOU) to acknowledge the transition.

d. Newsletter

The quarter Newsletter is currently underway and it will be sent out on the last Friday of this month.

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 reminded everyone of the upcoming picnic on August 23rd.

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 to Purchase iPads for the Board Members

b. Approval of the Forest Builders Proposal for the Annual Trail Maintenance in the Amount of \$5,000

c. Approval of the MOU for the 911 Modification Plan for the Joint Emergency Telephone System Board of Lake County

A motion was made by Trustee Maier and seconded by Trustee Witten 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 Witten 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

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, Smolic, Towne and Witten

Absent: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:22 p.m.

Sandy Gallo, Village Clerk