

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 AUGUST 19, 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, Brian LeFevre; Village Treasurer Amy Weiland-Bobrow

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of July 15, 2025

The Village Board reviewed the Regular Board meeting minutes of July 15, 2025. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes of the Regular Meeting Minutes of July 15, 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. As a result, the total bills amount for this month is \$267,103.38

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, Brian Lefevre presented the July 31, 2025 Treasurer's Report. Mr. Lefevre indicated the village is three months into the fiscal year. The interest rates are running at 4.43%. Revenue is running a touch higher from last year. Expenditures are in order with the budget.

It was moved by Trustee Maier and seconded by Trustee Towne that the Board acknowledge receipt of the July 31, 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
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

Village Administrator Florip indicated the final audit has been drafted and received. The audit ran very smooth. Martha Trotter from Sikich Tax Audit Team will be providing an audit summary video for next month's meeting.

b. Update on the 2025 Tax Rebate Program

Village Treasurer Weiland stated she has received 76 applications, 3 are pending. Trustee Maier mentioned during the audit review it was discovered one resident received two tax rebates checks in error, this issue has been resolved. The resident issued the village a refund check. Trustee Maier stated during the Committee meeting it was discussed that Saturday, September 27th will be provided for the residents to submit their application in person at the hotel. The Saturday is being provided to ensure applications are received due to the postal office delay in processing mail.

c. Update of the First Quarter Revenue

Trustee Maier stated the quarter revenue is showing a reduction in permits of \$105K to \$30K from last year. The real estate revenue is a touch higher this year. We will continue to review the quarter performance.

d. Other Matters

2. Public Works Committee

a. Recommendation to Approve Pav-Tech Proposal for the Three Paving Areas in the Amount of \$1,480

Trustee Towne indicated two areas are by trails and the third is an apron of a resident. The apron is for resident Adam Lyons on Bradley Road.

b. Recommendation to Approve Forest Builders Inc, for Shoulder Maintenance at 15330 W Old School Road in the Amount Not to Exceed \$1,400

Trustee Towne stated Forest Builders will be doing landscaping at the east and west of the driveway at the recently installed retainer wall at 15330 W Old School Road.

c. Recommendation to Waive Competitive Bidding and Approve Milieu Design Snowplowing Contract for FY2025-2026 in the Amount of \$36,439.50

Trustee Towne commented Milieu Design increased their renewal by 2%. The Committee discussed the renewal and decided they would like to grant Milieu Design a second year of service, as they did well the first year.

d. Recommendation to Approve Hey & Associates Inc, New Design Plan and to Go Out to Bid for the MacLean Preserve at Oasis Park Stormwater Project

Trustee Towne stated permits have been issued by Stormwater Management and the village for this project. This project will consist of, drenching 2-4 feet of dirt with retention, 8-4 wide swatch area, following the creek from Bradley Road to the new culvert. This should prevent the ongoing flooding that has been experienced. Vegetation will be added afterwards.

e. Other Matters

3. Parks and Recreation Committee

a. Update on the Maintenance at Whippoorwill Park for the Picnic

Trustee Clark indicated she spoke with Chris Dunlap and Whippoorwill Park will be mowed prior to the event. The Village Engineer has already treated the weeds on the patio pavers.

b. Petersen Excavating Proposal for the Old School Road Trail Construction in the Amount of \$27,750

Trustee Clark stated during the Committee meeting the Petersen Excavating proposal of working on one mile of the Old School Road trail was discussed in details. This proposal included excavating, preparing the trail, cutting the shoulder to widen the trail to 8-feet.

Mayor Urlacher reported that the proposals received for the trail project are under budget by \$27,000. The current plan is to complete one mile of the trail using the new material, we will evaluate its performance compared to the previously installed material. The Village Attorney has reviewed and approved both proposals. Additionally, a comprehensive list of 27 residents who have emailed, called, or submitted complaints regarding the trails condition was compiled by the mayor. This list is available by request to the Village Clerk Gallo.

Trustee Towne stated during the Committee meeting, the recommendation was to improve the specification on the proposals. The proposals were not clear on how many inches of material was going to be removed or replaced, either 2 or 4 inches. The village should only have one contractor. Mayor Urlacher replied he met with Willie Petersen numerous times on the trail; and that it is impossible to predict one amount of excavation for the whole trail. This contractor has experience excavating and he will apply the necessary material as they see to ensure it is leveled. Trustee Towne stated that the village only needs to work with one project manager. Mayor Urlacher replied Willie Petersen will be the project manager. Trustee Maier remarked one proposal indicated they require 50% up front prior to commencing the job. Village Clerk Gallo replied the village has worked with this vendor, and they did not require a deposit for the project. However, I will confirm with the vendor about the deposit requirement.

c. Pav-Tech Proposal for the Old School Trail Material in the Amount Not to Exceed \$30,000

Trustee Clark added this proposal is saving the village from not having to stock pile the material in one location, as we would be required with Thelen company. The Pav-Tech will be handing the material delivery.

d. Committee Recommendation to Go Out to Bid for Combined Old School Road Trail Project

Trustee Clark stated during the Committee meeting it was recommended to combine the labor and material for the trail project to go out to bid.

e. Recommendation to Approve Forest Builders Inc, to Remove Dead Buckthorn at Old School Road and Weed Treatment at Whippoorwill Park in the Amount of \$1,575

Trustee Clark indicated the Committee is recommending this proposal be approved.

f. Update on the Village's Open Land History Document

Trustee Clark stated the village's land document has not been updated in about 10 years. This listing was updated with the recent village purchases and all the open space area. Each location lists the maintenance that has been completed onsite along with recommendation to be completed.

4. Public Safety

a. Other Matters

Trustee Towne stated some false alarms are occurring as it has been reported by Lake County Sheriff's department. Trustee Towne called the Sheriff's Office regarding a homeless gentleman

living in his car at the Oasis Park parking lot. The Sheriff's escorted the gentlemen off the premises.

5. Zoning, Planning and Appeals Commission Report

a. Recommendation to Approve an Ordinance Granting an Amendment to the Special Use Permit for a Planned Unit Development and Approval of an Amended Planned Unit Development Final Development Plan for the Property Commonly Known as 100 Grainger Parkway, Mettawa Illinois

The ZPA heard a case on August 5th. The ZPA made a recommendation to the Board to grant an amendment to the special use permit for a planned unit development and approve an amended planned unit development with the final development plans for the Grainger Property at 100 Grainger Parkway.

b. Other Matters

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

1. Mayor's Report

a. Waste Management Contract

The Mayor took a consensus on how many years the Board would like to renew its contract with LakeShore Recycling System. Village Administrator Florip has provided a memo with the years and cost per year. The consensus was to renew the contract for 5-years for the best price point. The contract will be approved at the September Board meeting.

b. Amending Liquor Hours Sales Ordinance

Mayor Urlacher stated at the August meeting we had a resident voice her concern over the Village's liquor ordinance not being in line with Costco's operating hours. The village also received feedback from Costco expressing the same concern. This ordinance will align with their hours of service to allow customers the ability to purchase liquor when shopping. Their new hours of operation are 9am-8pm Monday thru Friday, 9am-7pm Saturday and 9am-6pm on Sundays.

c. Update on the Comprehensive Plan

Mayor Urlacher indicated the Village Clerk has provided an electronic copy of the draft Comprehensive Plan and asked for any feedback to be sent to her by Monday, August 25th. The Village Clerk will compile feedback and send it to Teska Associates. The ZPA will hold a public hearing on Tuesday, October 7th to discuss the final draft of the Comprehensive Plan. The finalized plan will then be recommended to the Village Board at their October Board meeting for approval.

d. Village Picnic- 65 Year Celebration

Mayor Urlacher stated the village picnic is this Saturday, August 23rd from 11am - 2pm. There will be food trucks, kids' activities, ponies' rides, and an ice cream truck. This year marks Mettawa's 65th anniversary. We will have a commemorative gift for each resident to take with them from the picnic. The Village Clerk, Village Administrator and Linda Gartner Phillips worked on the historical timeline to be provided at the picnic as well.

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

Mayor Urlacher reminded everyone that the office will be closed the Monday of Labor Day weekend.

Village Clerk Gallo added the iPads are anticipated to be delivered for September's meeting.

h. Village Administrator's Report

Village Administrator Florip stated thank you in advance for helping set-up for the picnic. Lincolnshire Police Department's new contract includes a 15-hour increase per week. Village Administrator Florip added the grocery sales tax will be eliminated at the end of the year and ILM is compiling a listing of municipalities ruling on the new tax.

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 Pav-Tech Proposal for the Three Paving Areas in the Amount of \$1,480
- b. Approval of Forest Builders Inc, for Shoulder Maintenance at 15330 W Old School Road in the Amount Not to Exceed \$1,400
- c. Approval of Waiving Competitive Bidding and Approve Milieu Design Snowplowing Contract for FY2025-2026 in the Amount of \$ 36,439.50
- d. Approval of Hey & Associates Inc, New Design Plan and to Go Out to Bid for the MacLean Preserve at Oasis Park Stormwater Project
- h. Approval of Forest Builders Inc, to Remove Dead Buckthorn at Old School Road and Weed Treatment at Whippoorwill Park in the Amount of \$1,575
- i. Approval of an Ordinance Granting an Amendment to the Special Use Permit for a Planned Unit Development and Approval of an Amended Planned Unit Development Final Development Plan for the Property Commonly Known as 100 Grainger Parkway, Mettawa Illinois
- j. Approval of an Ordinance Amending Chapter 18, Alcoholic Beverages, Article IV, Regulation of Sales, Section 18.402, Closing Hours; Sunday Closing Be It Ordained by the President and Board of Trustees of the Village of Mettawa, Illinois in the Exercise of the Village's Home Rule Authority

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 Towne and seconded by Trustee Armstrong 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

g. Approval to Go Out to Bid for Combined Old School Road Trail Project

A motion was made by Trustee Witten and seconded by Trustee Maier to approve letter g.

Upon a call of the roll, the following voted:

Aye: Trustee Towne

Nay: Trustees Armstrong, Clark, Maier, Smolic, and Witten

Mayor Urlacher declared the motion failed.

e. Approval of Petersen Excavating Proposal for the Old School Road Trail Construction in the Amount of \$27,750

A motion was made by Trustee Maier and seconded by Trustee Armstrong to approve letter e.

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 carries.

f. Approval of Waiving Competitive Bidding and Approve Pav-Tech for the Old School Trail Material in the Amount Not to Exceed \$30,000

A motion was made by Trustee Armstrong and seconded by Trustee Towne to approve letter f.

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 Smolic and seconded by Trustee Armstrong 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 7:43 p.m.

Sandy Gallo, Village Clerk