

**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 OCTOBER 21, 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; Village Treasurer Amy Weiland-Bobrow

**C. APPROVAL OF THE MINUTES**

1. Regular Meeting Minutes of September 16, 2025

The Village Board reviewed the Regular Board meeting minutes of September 16, 2025. It was moved by Trustee Towne and seconded by Trustee Armstrong that the minutes of the Regular Meeting Minutes of September 16, 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 this month's invoices and found them to be proper. As a result, the total bills amount for this month is \$ 148,530.32.

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 September's report. Mr. Lefevre stated the village is currently receiving 4.25% interest rate on their funds. The first five months revenue is doing well compared to last year. The expenditures are comparable to last year's too.

It was moved by Trustee Maier and seconded by Trustee Towne that the Board acknowledge receipt of the September 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  
Cheryl Turek, daughter of the late Virginia Cavanaugh is located at 15423 W. Little St. Mary's Road. Mrs. Turek stated her mother is the owner of the home and she passed on August 8<sup>th</sup>. The tax rebate was completed but not signed prior to her death. Mr. Cavanaugh resides at the house. After the death of her mother, Mrs. Turek reached out to the village to determine how to submit the rebate application. Mayor Urlacher offered his condolences for her loss. The mayor added the Village Attorney will look further into this case to determine if any regulations were overlooked and determine how to handle your request. The Board will let her know their final decision.
2. Written Communications of Citizens to be Read

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

### **1. Finance Committee**

- a. Update on the 2025 Tax Rebate Program

Trustee Maier stated one additional applicant is in question for the Village Attorney to approve, and that is resident Heytow. The applicant is in an irrevocable trust.

Village Treasurer Weiland added the tax rebate period is close. The final count includes 166 applicants that were approved and 14 that qualified but did not submit. Village Treasurer's Saturday hours at the hotel supported the residents another opportunity to submit their applications, 10 residents stopped by. Village Treasurer Weiland stated this year was the smoothest program yet to report. Trustee Smolic added this year's amount increase to \$850,000, is the same percentage of additional qualifying residents.

- b. Recommendation to Approve the American Legal Publishing Proposal to Update the Code of Ordinance in Supplement-10 in the Amount Not to Exceed \$4,100

Trustee Maier added this supplement update requirement is essential to our code. The Committee approved of this proposal.

c. Update on the Special Services Areas Balance for 2025

Trustee Maier stated the Committee reviewed the SSAs and no amount change was recommended for 2025. The Committee also understands Riverside Preserve is considering utilizing a HOA.

d. Update on the Lake Forest Oasis Business Audit

Trustee Maier stated the Village Administrator provided a report of the Oasis Businesses. The businesses have been validated with the Oasis manager. Village Administrator Florip added there are currently two vacancies - Dunkin Donuts and Starbucks prior locations that the property manager is looking to fill.

e. Update on the Illinois Department of Revenue Personal Property Replacement Taxes and Grocery Sales

Village Administrator Florip provided a memo to the Board. The memo compared Mettawa against other Lake County municipalities collection amount for property taxes. Mettawa increase was minimal compared to the surrounding municipalities. In addition, 51% of the surrounding municipalities have submitted to collect Grocery Sales Tax. Village Administrator Florip stated both of these markers reflects Mettawa's sound financial placement.

f. Other Matters

**2. Public Works Committee**

a. Update on the MacLean Preserve at Oasis Park Stormwater Project

Trustee Towne indicated Veteran's Vac has completed the swale at the park. The Village is currently waiting on Hey & Associates to review the grading and provide the as-built plans. The ditches are not filling with the last few heavy rain, which is an indicator of the water draining properly. The north-south swale at the Oasis will require clearing next year. Trustee Towne said there is a discrepancy of the excess dirt which was caused from the bid specification not being clearly stated. The piles of dirt are to be graded no higher than 1-foot into 1,000-foot square area. The black dirt will be seeded by the recommendation of Hey & Associates. Trustee Clark added the excess dirt was to be used on the grading at the swale and the rest would be removed from the site. Trustee Clark stated Pizzo & Associates will need to restore the native plants due to the additional black dirt. Village Administrator Florip added this location will be restored to its original state per the requirements of Stormwater Management Council.

b. Other Matters

**3. Parks and Recreation Committee**

a. Update on the Village Trail Project

Trustee Clark indicated some issues were experienced with the contractor that were originally approved. As a result, this project will be revisited next spring and go out to bid.

b. Update on Pizzo & Associates Inc, Stewardship Maintenance on the Village Parcels

Trustee Clark reported she has been working with Pizzo on the final year maintenance and seeding to be completed at the village's various parcels. The village currently has extra funding to be utilized at any location. Pizzo will be clearing the weeds around Barry's bench flowerbeds and adding some additional seeds to the Old School Road parcel.

c. Update on the Village's Open Space Tree Inventory Listing

Trustee Clark added each of the village's parcels have received a complete tree inventory listing. Currently, the village has 363 trees in their inventory. The benefit of these listings is to know the tree species at each location for treatment. This will also reduce time when determining which trees need to be removed during the winter tree removal project. This year, only 5 trees will be removed and a few others will be trimmed.

d. Other Matters

**4. Public Safety**

a. Presentation by Village of Lincolnshire – Commander Jamie Watson

Commander Jamie Watson thanked the village for their invitation to this year's picnic. Commander Watson submitted the annual report for the Board to review. The report reflected the counts of incidents reduction as drivers have become aware of Lincolnshire's presence in Mettawa. Mayor Urlacher thanked the Commander for his service and for keeping the village safe.

Trustee Maier indicated that in the morning he has seen large trucks going southbound on Bradley Road. Trustee Maier asked that these trailers be pulled-over making them aware of the Village's tonnage limitation on the smaller roads. Commander Watson added he will be retiring from Lincolnshire but his replacement will be announced shortly.

b. Other Matters

Trustee Towne advise residents against utilizing any seal coating contractors that have not researched or vetted to do the service. Any contractor that visits you unannounced may not be providing you the correct product that you are being charged.

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

a. Other Matters

Mayor Urlacher stated no other matters to report.

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

**1. Mayor's Report**

a. Discuss the Annual Village Insurance Renewal

Mayor Urlacher reported the annual insurance renewal is due with an increase amount of \$635 from last year for the same coverage.

b. Building Report

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

c. 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.

d. Other Matters

Mayor Urlacher stated the Village will be sending out a broad communication using Finalsite on Wednesday, November 5<sup>th</sup>. Finalsite recently underwent several software upgrades and experienced some issues during the upgrade. To ensure that our communication system is working properly and that all residents will receive a test message.

Trustee Clark stated a FOIA request was received from resident Bob Price regarding the use of Davey Tree Experts. She noted that the relationship in utilizing Davey Tree Experts was established prior to her by Trustee Denis Bohm. In the last two years, when contractors bided for a village project, Davey Tree Experts was not always considered as the lowest bidder. The watering of the new trees was overwhelming for Trustee Armstrong and her. As a result, Davey was hired. The tree injections were priced out by Trustee Bohm. Various contractors were asked to provide their bid for the parks winter tree projects and the Committee approved the lowest bidder. Trustee Clark added this FOIA was taken as a personal attack on her integrity.

e. Village Administrator's Report

Village Administrator Florip said Lake County is hosting an emergency preparedness seminar on November 5<sup>th</sup>. See Mandi if you would like to attend. Veto session will be occurring next week.

## **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 for American Legal Publishing to Update the Code of Ordinance in Supplement-10 in the Amount Not to Exceed \$4,100

A motion was made by Trustee Towne and seconded by Trustee Maier 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.

## **J. EXECUTIVE SESSION**

At 7:38 p.m., it was moved by Trustee Maier seconded by Trustee Tim to adjourn the meeting to Executive Session to discuss land acquisition and meeting minutes.

Upon a call of the roll, the following were:

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

Absent: None

Mayor Urlacher declared the motion carried.

## **K. CALL TO RECONVENE**

At 7:44 p.m., Mayor Urlacher reconvened the public portion of the meeting.

**L. 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.

Also, present: Village Administrator, Mandi Florip; Village Clerk, Sandy Gallo and Village Attorney Jim Rhodes of Klein Thorpe and Jenkins

**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 7:45 p.m.

Sandy Gallo, Village Clerk