

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 SEPTEMBER 16, 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 August 19, 2025

The Village Board reviewed the Regular Board meeting minutes of August 19, 2025. It was moved by Trustee Towne and seconded by Trustee Maier that the minutes of the Regular Meeting Minutes of August 19, 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 this month's bills includes payment to Caliber Collision in the amount of \$860. A resident sustained some minor car damage at the picnic. Since the cost of the repair fell below the village's \$1,000 insurance deductible, it was decided to make direct payment to the body shop. As a result, the total bills amount for this month is \$427,486.95

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:

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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

Trustee Maier reported the August 31, 2025 Treasurer's Report. Trustee Maier stated this month's revenue is in the amount of \$46,000. The revenue is running higher than the budget. The program expenses are reflecting lower in the public service area due to the timing of invoices not having been received.

It was moved by Trustee Towne and seconded by Trustee Witten that the Board acknowledge receipt of the August 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. Presentation of the FY2024-2025 Annual Financial Report

Sikich Audit Representative, Martha Trotter presented the Annual Financial Report. The audit is being reported as clean and unmodified for the Fiscal Year 2024-2025. The auditors reported no concerning matters nor deficiencies during the audit. As a result, no material adjustments were completed.

- b. Update on Two Resident Applications

Trustee Maier reported a resident passed in August. The Village Attorney reviewed the daughter's submitted application against the Trustee and found the applicant did not qualify. The Village Treasurer will report to the daughter the Committee's decision. Trustee Maier added the Committee decided ongoing when a rebate application is in question of qualification the case will be discussed with the Village Attorney for determination.

- c. Update on the 2025 Tax Rebate Program

Village Treasurer, Amy Weiland-Bobrow stated there are 175 eligible residents for the rebate program. Of those, 114 applications have been approved, leaving 61 outstanding. To support

residents who have not submitted their application. The Village Treasurer will be available on Saturday, September 27th between 10:00-12:00 pm at the Hilton Garden Inn. Along with the Village Treasurer, a notary will be onsite to notarize applications. Residents are encouraged to resubmit if their application has not been received.

d. Other Matters

2. Public Works Committee

a. Update on the Paving Projects with Pav-Tech Corporation

Trustee Towne indicated Pav-Tech Corporation will commence the three approved paving projects this week.

b. Recommendation to Approve the Lowest Bidder Veterans Vac Services Subject to Preconstruction Meeting for the New Design Plans from Hey & Associates Inc. for the MacLean Preserve at Oasis Park Swale Grading Project in the Amount of \$77,700.00

Trustee Towne stated the Committee reviewed the bids received and approved the lowest bidder, Veterans Vac Services. Village Engineer Scott Anderson added the contractor has a good understanding of the project and will be able to start in two-weeks.

c. Update on the Village's Right-of-Way Tree Removal Project

Trustee Towne commented the Committee discussed the trees in the village. At this time, there are no right-of-way trees that require removal. Riverside Preserve subdivision has received communication of three dead trees from Trustee Towne. However, these three trees will be removed under their HOA funding.

d. Other Matters

Resident, Richard Fantus at 14253 W Riteway Road inquired what type of construction was being done at MacLean Preserve at Oasis Park. Trustee Towne replied swale drainage from Bradley Road to the new culvert that was completed at the Bollhoffer's property. The swale will also serve as a retention area to support fast flowing water.

3. Parks and Recreation Committee

a. Update on the Old School Trail Construction

Trustee Clark indicated the weather has been a limiting factor to commence work on the trails. The contractors anticipate starting September 22nd. Trustee Clark added while Pav-Tech Inc is completing the three smaller paving projects, they will be asked to add an apron to the parking pad at the Riverside parcel.

b. Update on the Village's Park Tree Removal Project

Trustee Clark reported that the Village’s tree inventory listing has been reviewed to assess which trees should be removed for the winter program. It was determined no tree removal is required this year, however tree trimming will be required at Oak Hill Road and Whippoorwill Park. Trustee Clark noted two new Spruce trees will be planted mid-October to replace the dead trees at Old School Road.

c. Other Matters

Trustee Clark added on Tuesday she will meet with Pizzo & Associates at Whippoorwill Park to discuss the vegetation around Barry’s bench. Trustee Clark will be asking Chris Dunlap to mow along the bench to clear some of the overgrowth.

Dr. Fantus asked if the new trail material would be the same product as the Forest Preserve trails. Mayor Urlacher replied yes. The trail along Old School Road will be completed this year with the same material. The trail along Bradley Road to Whippoorwill Park will be treated for weeds and cleared by Forest Builders.

4. Public Safety

a. Other Matters

Trustee Towne stated September continues to be a quiet month with no reported issues. A quick reminder to the residents to lock their doors and leave a few lights on in the house when they are out to deter ruse behavior. Trustee Towne mentioned the Taste of Serbia event was a success. They managed their crowds and parking well. This year was the first time St. Basil charged \$5 for parking. The Village had one reported trespassing issue during their event.

5. Zoning, Planning and Appeals Commission Report

a. Zoning, Planning and Appeals Commission of the Village of Mettawa will Conduct a Public Hearing under Case No. 25-CP-1 at 7:00 pm on October 7, 2025, Regarding the Proposed 2025 Comprehensive Plan.

Mayor Urlacher stated residents received a postcard notifying them of the public hearing. The postcard also included where the Comprehensive Plan could be found on the village website.

b. Other Matters

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

1. Mayor’s Report

a. Approve the LakeShore Recycle System 5-Year Contract

Mayor Urlacher reported a 5-year contract was included in the Board packet. In addition, this contract includes a bin exchange program for those residents that still have Lakes Disposal bins.

b. Discuss Building Berms

Mayor Urlacher opened up the discussion whether berm height restrictions should be in the village code. Mayor Urlacher stated he wanted to discuss the concerns raised by Mr. Block's surrounding residents regarding the construction of his berm. Other village residents have built berms. Resident Koffel previously built a berm and there were issues but they have been resolved. Resident Block provided his as-built plans to obtain a permit. The ordinance for berms is a 3-1 slope. Mayor Urlacher expressed his concern over placing a height limitation on berms, noting the village is already perceived as highly restrictive. Trustee Smolic responded, stating that his understanding was that any berm over two feet required a permit, which provided protection for neighboring properties. Trustee Smolic stated the village could consider a 6-foot height limit, with anything above this number requiring review by the ZPA. Village Attorney Rhodes replied the ZPA has no authority over berm construction. The matter is primarily an engineering and stormwater drainage issue. Village Attorney Rhodes spoke to various town on how they handle berms being built and they indicated it is a stormwater issue not a village matter. Trustee Smolic remarked other municipalities have smaller parcels and they are unable to build a 6-foot berm. Trustee Towne added Corporate Way has a berm, and it is great for sound barriers. Other residents, such as Barry MacLean and Tom Heinz also built berms, both of which were done well and look great. Trustee Towne stated the village code has enough checks and balances to prevent these issues. The Village Treasurer stated the village has other limitations in structures, so why not on berms. Trustee Clark stated her concern lies around when a berm is built too close to the lot line as it could create drainage issues for the budding property. Village Engineer Scott Anderson replied a berm can not be build at the property line. The toe of the berm must be built on the builders' property. A new berm is unable to flow additional water after it has been built. The post construction runoff rate must match the preconstruction rate. Village Engineer Scott Anderson remarked Stormwater Management Commission has very strict regulations regarding berms to prevent drainage issues to adjacent properties.

c. Building Report

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

d. 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.

e. Other Matters

Mayor Urlacher reported the annual picnic went well and thank you for all those that contributed to the success of the event.

f. Village Administrator’s Report

Village Administrator Florip said thank you to all who supported the audit to make it run smoothly. Next month, the ZPA will be holding their public hearing on October 7th to discuss the finalized Comprehensive Plan. ILM Conferences will be held this weekend, and if anything impacts Mettawa she will bring back this information.

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 FY2024-2025 Annual Financial Report
- b. Approval of the Lowest Bidder Veterans Vac Services Subject to Preconstruction Meeting for the New Design Plans from Hey & Associates, Inc for the MacLean Preserve at Oasis Park Swale Grading Project in the Amount of \$77,770.00
- c. Approval of the LakeShore Recycle System 5-year Contract

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.

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 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