

**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 NOVEMBER 18, 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; Sikich Representative Laura Babula

Residents in Attendance: Chris Epstein, Jordan McGee, Pam Fantus

**C. APPROVAL OF THE MINUTES**

1. Regular Meeting Minutes of October 21, 2025

The Village Board reviewed the Regular Board meeting minutes of October 21, 2025. It was moved by Trustee Towne and seconded by Trustee Smolic that the minutes of the Regular Meeting Minutes of October 21, 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 \$ 276,445.39

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 October's report. Ms. Babula stated the closing funds balance for October is in the amount of \$18.6 million. Revenue continues to trend upwardly mainly from the Sales Tax-Other. Expenditures reflect lower than budgeted this month. As a result, the net revenue of \$193K is reflected.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledge receipt of the October 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. Finalize the 2025 Tax Rebate Program

Trustee Maier stated 159 checks will be printed this year for the tax rebate program. They will be printed on Wednesday and mailed by Friday the 21<sup>st</sup>.

- b. Update on the Village Engineer's Historical Payment Structure

Trustee Maier added the Committee discussed the James Anderson Company Engineering and B&F Inspection expenses from 2021 to 2025. The main expenditure relates to issuing permits. Discussed the reduction of monthly retainer for the 2026 year.

- c. Update of the FY2025-2026 Budget versus Expenses Review Mid-Year

Trustee Maier stated trending revenue sharing is higher. Expenses are lower from budget.

- d. Recommendation to Approve the 2025-2026 Insurance Policy with ICMRT (presented by MGA Insurers, Inc) in the Amount Not to Exceed \$17,936

Trustee Maier stated the village insurance policy was reviewed in November. This month we are approving the payment for the upcoming year.

- e. Recommendation to Approve a Resolution to Determine the Amount of the Tax Levy for 2025 Tax Year

Trustee Maier indicated this resolution amount of \$135,000 has gone unchanged for 28 years.

- f. Other Matters

## **2. Public Works Committee**

- a. Recommendation to Approve the Village Engineers to Review 10 Private Inlets and Outlets in the Amount Not to Exceed \$2,000

Trustee Towne indicated the Village Engineer has been asked to visit all the private inlets and outfalls and report their condition. The last study was completed in 2013. A few years ago, Deerpath Farms Subdivision experienced related water issues that resulted in a resident's basement flooding. As a result, the village is being proactive and viewing these locations to ensure the upstream of the water is flowing properly. Trustee Towne added if a problem is discovered during the inspection the associated SSA members will be asked to address the matter.

- b. Update of the Committee's FY2025-2026 Budget Review Mid-Year

Trustee Towne stated the Committees is well under budget thus far. The biggest project savings can be found at the MacLean Preserve at Oasis Park swale. The original budget was \$200,000 and the final cost was \$77,700.00. The shoulders and trails will be addressed next year.

- c. Other Matters

Trustee Towne indicated the Committee has cancelled their December 10<sup>th</sup> meeting. Should an urgent matter arise, the meeting will be held.

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

- a. Recommendation to approve Dunlap Tree Experts Proposal for the Village's Park Tree Removal and Trimming Project in the Amount of \$2,675

Trustee Clark indicated this year's winter tree removal scale is very minimal. A few trees need pruning while fewer trees need to be removed.

- b. Update on a New Open Fence at Whippoorwill Park

Trustee Clark reported for next year Trustee Witten will be obtaining some fence proposals to place a new wooden fence at Whippoorwill Park along Route 60. We currently have two metal poles with a chain link across.

- c. Recommendation to Approve Green Concepts Inc. to Move Boulders to MacLean Preserve at Oasis Park in the Amount of \$1,425

Trustee Clark stated Green Concepts Inc. will be moving several boulders from Riverside to be placed around Barry's bench area. They will clear the weeds around the bench too.

- d. Update of the Committee's FY2025-2026 Budget Review Mid-Year

Trustee Clark added the Committee is well under budget too. The Committee will go out to bid to address the village trails early spring. A large savings in this year's budget, can be found with the state requirement for trail signs no longer being required. The budget for this project was set at \$50,000.

- e. Other Matters

Trustee Clark stated the Committee also cancelled the December 10<sup>th</sup> scheduled meeting.

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

- a. Presentation by Howe Security – Tony Raymond and Don Strenger

Tony thanked the Board and Commissioner Towne for their daily support while on the job. Tony indicated he is happy to report a low number of incidents within the village. This is in result of resident's support in securing their homes and cars. In addition, the presence and partnership between Mettawa Public Safety, Village of Lincolnshire and the Lake County Sheriff's Office, have creating a safe guard. Mettawa Public Safety goal is observing patterns and report them to the proper personnel to avoid issues. This has created a proactive reaction in some situations.

Resident, Jordan McGee asked if the Mettawa Public Safety carried weapons. Tony replied no, they are not law enforcement yet security. Their main mission is to be a deterrence and report to law enforcement any urgent matters.

- b. Other Matters

Trustee Towne commented as Tony reported the utilization of Mettawa Public Safety team and the two law enforcements, all of their presences has resulted in low counts of incidents to report. Trustee Towne added to continue to be vigilant with the security around your home. Reminder to call 911 first when you see suspicious cars or people.

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

- a. Approval of an Ordinance Adopting the Village of Mettawa Comprehensive Plan 202 Update

Mayor Urlacher reported the Board and the ZPA Commission worked on the Comprehensive Plan over the last year. Several residents were also involved in this process. The updated plan has been

available for viewing on our website. In October, the ZPA held a public hearing and the updated plan was approved. There were several workshops that were held to review this document.

Representative of Teska Associates, Lee Brown was in attendance. Mr. Brown thanked the Village Board. He stressed that the community was the author of this update.

b. Other Matters

Mayor Urlacher added the ZPA will be holding a public hearing on December 2<sup>nd</sup> to discuss the applicant located at 15130 W Little St Mary's Road.

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

**1. Mayor's Report**

a. Village Meeting Schedule for 2026

Mayor Urlacher indicated the 2026 meeting schedule was provided by the Village Clerk. The Zoning, Planning, and Appeals Commission will continue to meet the first Tuesday of the month, except when there is a conflicting holiday. The Public Works Committee will continue at 6:00 p.m. and the Parks and Recreation Committee immediately afterwards on the second Wednesday of the month. The Finance Committee will continue at 6:00 p.m. and Village Board at 7:00 p.m. on the third Tuesday of the month.

b. Agreement with Hilton Garden Inn for 2026 Meeting Rooms Usage

Mayor Urlacher added the Hilton Garden Inn has increased all room rental rates by \$25 for 2026. The Maple is now \$325 and Cottonwood is \$425.

c. Discuss the Davey Tree Experts Company Trimming Training Agreement at Whippoorwill Park

Mayor Urlacher indicated Davey Tree Experts have asked if they could hold a training at Whippoorwill Park again this year. The Board has the agreement that the Village Attorney has drafted which would allow them to hold a training at Whippoorwill Park. It will be held on November 22<sup>nd</sup>. Mayor Urlacher asked the Village Clerk to send out a communication regarding this training.

d. Recommendation to Approve an Amendment to the Agreement with Mandi Florip for Administrator Services

Mayor Urlacher stated this approval is for Mandi's agreement for an additional extension of 3-years. Thank you, Mandi, for a phenomenal job.

e. Recommendation to Approve an Amendment to the Agreement with Sandy Gallo LLC for Administrative and Village Clerk Services

Mayor Urlacher indicated this agreement is an amendment to allow Sandy an extended contract for another 3-years. Thank you for your dedication and commitment.

f. Ratification of JULIE's NDA Regarding Participation in the Positive Response System Building Report

Mayor Urlacher stated the Board packet includes a memo from the Village Administrator regarding JULIE changing the way it stores information. In the past, their tickets system was between the vendors and municipalities that use JULIE's services. They required that a nondisclosure agreement be signed by the Village. The Village Administrator Florip signed it on behalf of the Village to ensure we met their deadline; The Board will now ratify the contract.

g. Building Report

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

h. 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.

i. Holiday Office Closing Schedule

Mayor Urlacher stated in keeping with past practice, the Village office will be closed during the Thanksgiving and Christmas holidays. This year the office will be closed on November 27th and 28<sup>th</sup> for Thanksgiving. For Christmas, the office will be closed starting Monday, December 22nd through January 1st, reopening on Friday, January 2nd. During these times, the Village Clerk and Village Administrator will check and respond to emails and other correspondence as needed.

j. Other Matters

k. Village Administrator's Report

Village Administrator Florip reminded everyone the LCML dinner will be held on December 3<sup>rd</sup>. Let her know if you need a ticket. The emergency readiness seminar was held to prepare for weather and cyber security conditions. The Village Clerk has been testing our communication system too. The Village had our first snow removal and a few comments were received.

## **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 2025-2026 Insurance Policy with ICMRT (presented by MGA Insurers, Inc) in an Amount Not to Exceed \$17,936
- b. Approval of a Resolution to Determine the Amount of the Tax Levy for 2025 Tax Year
- c. Approval of the Village Engineers to Review 10 Private Inlets and Outlets in the Amount Not to Exceed \$2,000
- d. Approval of Dunlap Tree Experts Proposal for the Village's Park Tree Removal and Trimming Project in the Amount of \$2,675
- e. Approval of Green Concepts Inc, to Move Boulders to MacLean Preserve at Oasis Park in the Amount of \$1,425
- f. Approval of an Ordinance Adopting the Village of Mettawa Comprehensive Plan 2025 Update
- g. Approval of the Resolution Setting Forth the Regular Meetings of the President and Board of Trustees and All Subsidiary Bodies of the Village of Mettawa for 2026
- h. Approval of a Resolution Authorizing the Village President and Village Clerk to Execute Contract with Hilton Garden Inn to Provide for Meeting Room Space for Regular Meetings of the Village Board and All Village Committees and Commissions During 2026
- i. Approval the Davey Tree Experts Agreement for the Use of Whippoorwill Park

- j. Approval of an Amendment to the Agreement with Mandi Florip for Administrator Services
- k. Approval of an Amendment to the Agreement with Sandy Gallo LLC for Administrative and Village Clerk Services
- l. Approval of the Ratification of JULIE’s NDA Regarding Participation in the Positive Response System Building Report

A motion was made by Trustee Witten 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 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 7:26 p.m.

Sandy Gallo, Village Clerk