

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 DECEMBER 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 and Mayor Urlacher

Absent: Trustee Witten

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

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of November 18, 2025

The Village Board reviewed the Regular Board meeting minutes of November 18, 2025. It was moved by Trustee Smolic and seconded by Trustee Clark that the minutes of the Regular Meeting Minutes of November 18, 2025 be approved and be placed on file.

Upon a call of the roll, the following voted:

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

Absent: Trustee Witten

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. This month's payment includes a sales tax sharing with W.W. Grainger in the amount of \$306,402.91. This payment will be completed via wire transfer. Trustee Towne asked if the sales tax shared payment was a result of the full amount collected. Trustee Maier replied yes.

As a result, the total bills amount for this month is \$ 420,700.61.

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 and Towne

Absent: Trustee Witten

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

E. TREASURER’S REPORT

Sikich Representative Laura Babula presented the November’s report. Ms. Babula stated the revenue collected for November is \$537,648 and the expenses were \$299,424 resulting in gains in the amount of \$238,224. Trustee Maier added this month’s report incorrectly reflected the closing balances in the village’s bank accounts. The correct amount is \$18,340,838. This report will be updated prior to posting it on the website.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledge receipt of the November 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 and Towne

Absent: Trustee Witten

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. Review and Recommendation of the James Anderson Company Agreement for 2026

Trustee Maier stated the Committee discussed the agreement. The 2026 agreement will continue with hourly rate projects and a monthly amount reduced to \$17,000.

- b. Recommendation to Approve an Ordinance Authorizing the Levy and Collection of Taxes for the Corporate and Municipal Purposes of the Village of Mettawa, Lake County Illinois for the Tax Year 2025

Trustee Maier added this ordinance is a required approval for the collection of taxes for 2025. No Special Service Areas are being increased this year. In addition, this year marks the 28th consecutive year of the village not increasing their municipal levy. It will continue in the amount of \$135,000.00

- c. Other Matters

2. Public Works Committee

a. Other Matters

Trustee Towne indicated Milieu Design did not respond well on the first village snow. He tried calling them and no one was available to speak. Trustee Towne asked that the snowplow truck continue to use their flashing light to ensure other drivers see them. Trustee Maier asked that the snowplow trucks aim away from the driveways when plowing Twin Drive. Village Administrator Florip said she will follow-up with Milieu Design.

Trustee Towne reported the Committee did not hold a meeting for the month of December.

3. Parks and Recreation Committee

a. Other Matters

Trustee Clark reported the Committee did not hold a meeting for the month of December.

4. Public Safety

a. Other Matters

Trustee Towne commented the patrol outcome for this month went well and there were no cases to report. The Lincolnshire traffic enforcement report indicated the number of cars speeding has increased.

5. Zoning, Planning and Appeals Commission Report

a. Approval of an Ordinance Granting a Special Use Permit for a Guest House and an Accessory Structure (Guest House and Garage) Having a Gross Interior Square Footage Greater than 2,000 Square Feet for the Property Commonly Known as 15130 W. Little St. Mary's Road, Mettawa

Mayor Urlacher reported on Tuesday, December 2nd the ZPA met to discuss the applicant's request at 15130 W. Little St. Mary's Road. The Commission made their recommendation for the applicant to be approved.

b. Other Matters

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

1. Mayor's Report

a. Discuss the Treatment of Wildlife

Mayor Urlacher indicated the Village has received several calls about wildlife. Village Administrator Florip spoke with Illinois Department of Natural Resources and they have resources on their website for residents. Residents have called the village to remove dead animals. Mayor

Urlacher remarked no other municipality has a wildlife removal program. All animals on a resident's property are the homeowner's responsibility. Trustee Towne added some residents have called Mettawa Public Patrol for assistance too. If the nuisance is on Village property, the Village will use the specialists that are licensed through IDNR for removal. In the Board packet, Village Administrator Florip provided a memo outlining the various options. Trustee Towne commented that when a dead animal is in the center of a private road, the village should consider removing it. The Mayor replied we will need to address each case as they occur.

b. Amendment to the Building Code Chapter 9

Mayor Urlacher stated in 2024 the Board passed Ordinance 900, which adopted by reference the various International and Illinois Building Codes. Recently, Illinois adopted amendments to the 2024 Illinois Energy Conservation Code. This ordinance adopts these amendments into the Village's Energy Conservation Code.

c. 2025 Second Review of Executive Session Minutes

Mayor Urlacher indicated by state law, the Village must review its executive session minutes two times each year for possible release. It is recommended that no executive session minutes be released at this time. Voting in favor of the resolution under new business means no minutes will be released, despite the title of the resolution.

d. Building Report

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

e. 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.

f. Other Matters

g. Village Administrator's Report

Village Administrator Florip reminded everyone that the Lake County Municipal League Legislative breakfast will be held Saturday, January 17th. Please her know if you would like to attend.

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 James Anderson Company Agreement for 2026
- b. Approval of an Ordinance Authorizing the Levy and Collection of Taxes for the Corporate and Municipal Purposes of the Village of Mettawa, Lake County Illinois, for the Tax Year 2025
- c. Approval of an Ordinance Granting a Special Use Permit for a Guest House and an Accessory Structure (Guest House and Garage) Having a Gross Interior Square Footage Greater than 2,000 Square Feet for the Property Commonly Known as 15130 W. Little St. Mary's Road, Mettawa
- d. Approval of an Ordinance Amending the Code of Ordinances of the Village of Mettawa, Chapter 9, Building Code, Article XVII, Energy Conservation Code, Section 9.1701, Adoption of Energy Conservation Code
- e. Approval of a Resolution Approving the Release of Certain Executive Session Minutes of the President and Board of Trustees of the Village of Mettawa, Illinois

A motion was made by Trustee Towne and seconded by Trustee Smolic to approve the consent agenda.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Witten

Mayor Urlacher declared the motion carried.

A motion was made by Trustee Maier and seconded by Trustee Smolic to approve the omnibus vote.

Upon a call of the roll, the following voted:

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

Nay: None

Absent: Trustee Witten

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 Towne with no further business to conduct, the meeting was adjourned by Ayes.

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

Absent: Trustee Witten

Mayor Urlacher declared the motion carried and the meeting adjourned at 7:16 p.m.

Sandy Gallo, Village Clerk