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 APRIL 21, 2026, 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, Brian LeFevre

Residents in Attendance: Chris Epstein, Tom and Franziska Lys and Pam Fantus

C. APPROVAL OF THE MINUTES

1. Special Meeting Minutes of March 18, 2026

The Village Board reviewed the Special Meeting Minutes of March 18, 2026. It was moved by Trustee Smolic and seconded by Trustee Towne that the minutes of the Special Meeting Minutes of March 18, 2026, 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 one additional invoice was added for Rustic Fence in the amount of $280, deposit for the installation. The Committee reviewed the invoices further and found them to be appropriate. As a result, the total bills amount for this month is $ 102,738.33.

It was moved by Trustee Maier and seconded by Trustee Towne to approve payment of the bills.

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 March's Treasurer Report. Mr. LeFevre reported the bank account interest rate is lower than last year, at 3.98%. Revenues are steady from last year for the 11-month of the year. Expenditures are trending low.

It was moved by Trustee Maier and seconded by Trustee Armstrong that the Board acknowledge receipt of the March 18, 2026, 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 and Witten
Absent: None
Mayor Urlacher declared the motion carried.

F. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC

1. Citizens to be heard not listed elsewhere on this Agenda
   Resident, Tom Ly located at 23500 Nektosha Way, Mettawa spoke. He noted that his property has two Special Service Area collections. The SSA#10 is the collection to build a road. The SSA#11 is for the maintenance of the road. Mr. Lys would like to petition to halt SSA#11. In the past, Mr. Lys has been reimbursed on related expenses and was recently denied. When Nektosh Way road was built it was paved, to 12 feet as opposed to 20 feet. Mr. Lys indicated he will continue to maintain Nektosha Way but would like to stop contributing to the SSA. The Lys's are the only property owners that utilize this road. Mayor Urlacher replied this matter will be discussed further at a later time. The matter will be discussed with Village Attorney on how to move forward.

2. Written Communications of Citizens to be Read

G. PUBLIC HEARING

1. Proposed Village of Mettawa Budget for FY2026-2027
   Mayor Urlacher asked for a motion to open a public hearing regarding the Proposed Budget for the Village's Fiscal Year 2026-2027.

   The motion was moved by Trustee Maier and seconded by Trustee Witten to open the public hearing. The public hearing was opened at 7:06 pm.
   Upon a call of the roll, the following voted:
   Aye: Trustees Armstrong, Clark, Maier, Smolic, Towne and Witten
   Nay: None
   Absent: None
   Mayor Urlacher declared the motion carried.

Mayor Urlacher indicated a notice of the public hearing was published in the Daily Herald on March 27th and the budget has been available on the Village website since after the April 18th Board meeting.

Village Administrator Florip stated this budget is nearly the same as last year. A few adjustments include the reduction of revenue based on legislation in the reduction of Grocery Sales Taxes. In addition, Grainger revenue sharing has also changed by the payment schedule. This budget includes three capital projects. Trustee Maier stated the budget is conservative even with the reduction of the grocery sales tax. The budget being presented is balanced.

A motion was made to close the Mettawa Budget for FY2026-2027 public hearing at 7:09 pm. The motion was moved by Trustee Towne and seconded by Trustee Witten.
Upon a call of the roll, the following voted:
Aye: Trustees Armstrong, Clark, Maier, Smolic, Towne and Witten
Nay: None
Absent: None
Mayor Urlacher declared the motion carried.

2. Consideration of Establishing of Special Service Area Number Sixteen
Mayor Urlacher asked a motion to open the Consideration of Establishing a Special Service Area Sixteen public hearing.

The motion was made by Trustee Maier and seconded by Trustee Witten to open the public hearing. The hearing was opened at 7:10 pm.
Upon a call of the roll, the following voted:
Aye: Trustees Armstrong, Clark, Maier, Smolic, Towne and Witten
Nay: None
Absent: None
Mayor Urlacher declared the motion carried.

Mayor Urlacher stated a notice of the public hearing was published in the Daily Herald on April 3rd and the public hearing notification was posted on the village website.

Resident, Chris Epstein located at 25185 Shagbark Road indicated they would like to gain access to Nektosha Way for their boat. Mr. Epstein indicated his current driveway is only in the front of his home. He would like to access the rear of his property through Nektosha Way. He would like to create a staging area to park his boat, as a result Nektosha Way would be the easiest way.

Village Attorney Rhodes stated establishing SSA#16 is the collection for Chris Epstein and Jordan McGee to contribute to the maintenance of Nektosha Way.

A motion was made to close the Consideration of Establishing of Special Service Area #16 public hearing. The motion was moved by Trustee Maier and seconded by Trustee Armstrong. The hearing was closed at 7:12 pm.
Upon a call of the roll, the following voted:
Aye: Trustees Armstrong, Clark, Maier, Smolic, Towne and Witten
Nay: None
Absent: None
Mayor Urlacher declared the motion carried.

Mr. Epstein did not have the waiver for the ordinance. The approval of this ordinance will continue to May's Board meeting.

H. COMMISSION AND COMMITTEE AND OTHER REPORTS

1. Finance Committee

a. Recommendation to Approve Klein, Thorpe, and Jenkins Ltd Hourly Fee Increase

Trustee Maier stated the Committee reviewed the proposal and approved of the fee increase.

b. Update on the FY2025-2026 Audit

Trustee Maier indicated a conference call was held with the Sikich Audit Team and Mettawa to discuss the audit schedule. No issues were identified and the audit is projected to be completed for September's Board meeting. The final audit will continue the same format from prior years, a written report will be provided along with an oral audio summary.

c. Recommendation to Approve Sikich LLP Accounting Services Statement of Work

Trustee Maier stated the Committee recommends the approval of Sikich's statement of work.

d. Update of the Tax Rebate Qualifications

Trustee Maier stated the village is looking at how the rebate checks will be written. A notice will be sent to the resident to correct their ownership reflection on Lake County Recording. Village Attorney Rhodes remarked the payment should be issued to the property owner exemption as recorded through Lake County. This is a state statue requirement not a village regulation. A communication will be sent to residents to allow them to amend their property names listed on their parcel. The Village Clerk and Village Attorney will draft a document to be sent to residents on how to take action. Trustee Maier remarked Lake County can be slow in processing the name changes. Village Attorney Rhodes remarked we will need to address each situation to better understand who will receive the check.

Resident, Tom Lys asked what will happen if he passes and the bank requires him to endorse the check. Village Attorney Rhodes replied a death certificate can be submitted to the Village Treasurer for the check to be issued to remaining owner.

e. Recommendations to Approve the Annual Budget for FY2026-2027

Trustee Maier indicated the Committee reviewed the proposed budget and found no errors. The Committee recommends the approval of the budget FY2026-2027.

f. Other Matters

2. Public Works Committee

a. Recommendation to Waive Bidding Requirements to Approve the Clark Mosquito Management Agreement for 2-Year, 2026 Cost is in the Amount of $31,605

Trustee Towne stated the Committee approved the two-year agreement.

b. Update on the Old School Road Ditch Restoration Plan

Trustee Towne indicated Village Engineer Scott will be viewing the bottom of the ditch to determine the level of erosion. A consideration for this ditch is riprap to support the area from eroding.

c. Update on the Maintenance to the Northeasterly Drainage Located at MacLean Preserve at Oasis Park

Trustee Towne stated the new swale is working well. A new area that is being studied is a culvert along Bradley Road, under the trail. This area is experiencing some silt run-off and the water is moving slow. A conference call was held with Hey & Associates, Inc. and they will be providing us a plan on how to tweak the culvert to better drain the standing water.

d. Update on the Shoulder Maintenance Plan Throughout the Village

Trustee Towne indicated James Anderson will be driving the village to determine the cost to repair the shoulders. This work will be scheduled for later in the summer.

e. Other Matters

3. Parks and Recreation Committee

a. Recommendation to Approve the Proposal from Green Concepts to Seed the Old School Road Parcel Westerly Side in the Amount of $2,685 and Riverside Parcel Grading in the Amount of $6,750

Trustee Clark stated the Old School Road area is between the Block property and the village's lot. This seeding will clean-up the area. At Riverside, they will be grading and seeding to clean the lot

further more by the pillars. Two other bids were received from Forest Builders and Peterson Excavating; Green Concepts was the lowest bidder.

b. Recommendation to Approve the Proposal from Green Concepts to Continue the Flagstones at MacLean Preserve at Oasis Park Bench Path in the Amount of $1,154

Trustee Clark indicated this proposal is to continue the flagstones around the planting areas and the bench.

c. Other Matters

Trustee Clark said she is still working on obtaining Oak trees treatments for Whippoorwill Park.

4. Public Safety

a. Other Matters

Trustee Towne commented the IDOT cleared around the wooden fence area by the tollway. They will notify the village when they are ready to spray the wooden fence with fire retardant.

Mettawa Public Safety has a new replacement and his name is Peter Kitas. Mr. Kitas has prior experience in working for public safety.

5. Zoning, Planning and Appeals Commission Report

a. Other Matters

Mayor Urlacher noted that the May ZPA meeting has been cancelled, as there are no cases to be heard.

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

1. Mayor's Report

a. Quarterly Newsletter

Mayor Urlacher stated the quarterly newsletter is in the works. It will be sent out at the end of April.

b. Discuss the Establishment of Special Service Area 16

Mayor Urlacher stated the approval of this ordinance will be continued for May's meeting.

c. Reappointment of Zoning, Planning and Appeals Commission

Mayor Urlacher stated he would like to obtain a consensus to reappoint Commissioners Gooris, Palmer, and Pelech for a three-year term.

The motion was made to reappoint Commissioners Gooris, Palmer and Pelech. The motion was moved by Trustee Maier and seconded by Trustee Witten.

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.

d. New Howe Security Member

Mayor Urlacher remarked if you haven't met Peter Kitas be sure to stop him and introduce yourself.

e. Building Permits Report

Mayor Urlacher thanked Village Engineer Scott Anderson for the monthly building report which we accept, and it would be placed on file. Trustee Towne stated the report is looking smaller.

f. Lincolnshire 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

h. Village Administrator's Report

Village Administrator Florip thanked everyone for filing their Statement of Economic Interests. She also thanked everyone for their support in working through the budget.

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 Klein, Thorpe, and Jenkins, Ltd Hourly Fee Increase
b. Approval of Sikich LLP Accounting Services Statement of Work
c. Approval of an Ordinance Adopting the Annual Budget for FY2026-2027
d. Approval to Waive Competitive Bidding for Clark Mosquito Management Agreement for 2-years, 2026 Cost in the Amount of $31,605
e. Approval of the Proposal from Green Concepts to Seed the Old School Road Parcel Westerly Side in the Amount $2,685 and Riverside Parcel Grading in the Amount of $6,750
f. Approval of the Proposal from Green Concepts to Continue the Flagstones at MacLean Preserve at Oasis Park Bench Path in the Amount of $1,154

A motion was made by Trustee Maier and seconded by Trustee Witten to approve the consent agenda items a-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.

A motion was made by Trustee Witten and seconded by Trustee Maier to approve items a-f the omnibus vote.
Upon a call of the roll, the following voted:
Aye: Trustees Armstrong, Clark, Maier, Smolic, Towne and Witten
Nay: None
Absent: None
Mayor Urlacher declared the motion carried.

g. Approval of an Ordinance Establishing Special Service Area Number Sixteen of the Village of Mettawa, Lake County, Illinois, and the Imposition of a Tax at a Rate Sufficient to Pay the Cost of Providing Special Services in and for Such Area

This item will be continued for the May meeting. The motion was made by Trustee Maier and seconded by Trustee Armstong.

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

a. Review of Executive Session Meeting Minutes
b. Land Acquisition

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 Maier 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 7:38 p.m.

Sandy Gallo, Village Clerk