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 MAY 19, 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, Village Treasurer, Amy Weiland

Residents in Attendance: Chris Epstein and Tom and Franziska Lys

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of April 21, 2026

The Village Board reviewed the Regular Meeting Minutes of April 21, 2026. It was moved by Trustee Towne and seconded by Trustee Smolic that the minutes of the Regular Meeting Minutes of April 21, 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 the James Anderson Company invoice would be reduced in the amount of $93.60. This village should not be charged for a proposal to be drafted. The Committee reviewed the invoices further and found them to be appropriate. As a result, the total bills amount for this month is $ 122,086.82.

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 April's Treasurer Report. Mr. LeFevre reported this month marks the end of the fiscal year. The fiscal year total revenue in interest is ending in the amount of $700,000. Expenditures continue to trend along with the budget. We will begin preparing for the audit fieldwork to commence next month.

It was moved by Trustee Armstrong and seconded by Trustee Maier that the Board acknowledge receipt of the April 30, 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. 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. Recommendation to Approve the Lowest Salt Bidder of Compass Minerals in the Amount of $94.30 a Ton

Trustee Maier stated a memo was received from the Village Administrator Florip. The lowest bidder this year is Compass Minerals. This year's tonnage cost has an increase of 8.5%. The Committee recommends this purchase be approved.

b. Update on the 2026 Tax Rebate Schedule

Trustee Maier commented this year's program will commence with the resident's letter being mailed out July 6th. In September, the Village Treasurer will hold a session at the hotel to support the resident's application submission. The final date to submit an application will be Friday, October 2nd. The website will be utilized to support the residents' inquiries of their application status. In addition, the rebate application will be modified this year after the Village Attorney has reviewed it.

c. Other Matters

2. Public Works Committee

a. Recommendation to Approve the Forest Builders Proposal for the Old School Road Ditch Restoration in the Amount Not to Exceed $12,000

Trustee Towne stated this project will be labor intensive. It will require the rip rap stones to be manually set along the ditch between St. Mary's and Little St. Mary's.

b. Update on Hey and Associates Plans for the Maintenance to the Northeasterly Drainage Located at MacLean Preserve at Oasis Park

Trustee Towne indicated a small area along Bradley Road and the culvert by the village trail is requiring some clearing. There is a foot and a quarterly of a fall between Bradely Road and the northeasterly culvert. Hey & Associates recommended a low-profile culvert to fix this area. Trustee Towne and Village Engineer Scott Anderson visited the site and determined cleaning the ditch should be done prior to any additional work. The culvert rocks will also be shifted to support the water flow. This will be a clean-up of the swale.

c. Recommendation to Approve the Forest Builders Proposal for the Annual Shoulder Maintenance in the Amount of $19,100

Trustee Towne stated several shoulder corners within the village require repairs. This proposal is being recommended to be approved.

d. Other Matters

3. Parks and Recreation Committee

a. Recommendation to Approve Two Proposals from Dunlap Tree Experts to Remove Fallen Trees in Oaka Hill Lane in the Amount of $1,500 and Whippoorwill Park in the Amount of $200

Trustee Clark stated fallen trees and branch removal will be completed by Dunlap. The Committee reviewed these two proposals and approved of them.

b. Update the Grading and Seeding at Old School Road and Riverside Parcel

Trustee Clark indicated Green Concepts has completed the Old School Road parcel with grading and laying the seed blankets. Riverside will be done later this week.

c. Recommendation to Approve the Davey Tree Experts Company Tree Trimming Training Agreement at Whippoorwill Park for June

Trustee Clark said last year the Board approved a training day of trimming trees at Whippoorwill Park. This agreement will be approved for any day in the month of June to allow Davey Tree Experts to have one day of training onsite.

d. Recommendation to Approve Chicagoland Paving Contractors Inc., as the Lowest Bidder for the Old School Road Trail Resurfacing Project in the Amount of $50,000

Trustee Clark stated the lowest bidder was received by Chicagoland Paving Contractors. A start date for this project has not been set yet.

e. Recommendation to Approve Dunlap Tree Experts to Remove Dead Trees at Two Village Parcels in the Amount of $3,000

Trustee Clark commented the village's lot located at the corner of Riverwoods Boulevard and Bradley Road will be cleaned by Dunlap. They will be removing any dead trees and clearing up the area.

f. Other Matters

Trustee Clark added Karl has informed her, he will have top soil for Whippoorwill Park later this month. Karl has a basement that is being dug up in Lake Forest which will be good for the park.

4. Public Safety

a. Other Matters

Trustee Towne commented the Oasis fence has been power washed. Village Administrator Florip indicated the fence cannot be treated with the fire-retardant material unless the wood is thoroughly dry. Trustee Towne added a few more trees have fallen at Deerpath Farm subdivision. The hotel has reported a few of their guests' cars have had their catalytic converter being stolen. Reports with Lake County Sheriff's Office have been recorded.

5. Zoning, Planning and Appeals Commission Report

a. Other Matters

Mayor Urlacher noted that the June 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. Mayor's Annual Report

Mayor Urlacher read through the listing of accomplishments for the fiscal year. This new fiscal year marks the Mayor's 13 years of service. The Mayor thanked all of the members who volunteer their time to serve in their positions. A copy of the annual accomplishments can be obtained through the Village Clerk.

b. Continuation of Establishing of Special Service Area Number Sixteen

Mayor Urlacher stated last month this ordinance was discussed and will be continued this month. Mr. Epstein is in attendance and has signed his waiver form. He is also here to answer any Board members questions. The Trustees had no additional comments.

c. Discuss the Ezee Fiber Internet in the Village

Village Attorney Rhodes stated in accordance with state statue a number of providers pursue municipalities to install their fiber optic connect high speed internet and telecommunication services within the village's right-of-way's. Ezee Fiber is one of them. The Village Attorney has developed a Master License Agreement for these types of providers to give them ability to lay their cable. However, Ezee Fiber will also need to secure the residents easements permission to install the lines along the private property. Trustee Smolic asked if Ezee is only installing the infrastructure or will they also be the provider. Village Attorney Rhodes replied they will be completing both services. Trustee Smolic asked if they be running the fiber all the way up the driveway to the resident's homes. Village Attorney replied yes, once the property owner enters into an agreement to utilize Ezee Fiber. Trustee Maier added copper is usually used to connect to the home. The current Comcast agreement is not in conflict with this. Trustee Towne mentioned the village should consider entering into an agreement to provide their service to all the residents. Mayor Urlacher replied today's approval is the initial stage, from which the provider will commence installation in 2027. We can consider this service at a later time. Village Attorney Rhodes added I would have to research if a municipality is allowed to provide all the residents one provider, as this type of service is offered by many other service providers.

Mr. Lys asked if the fiber connecting will be bored. Mayor Urlacher replied yes and the landscaping would be restored to their original state too when installation occurs.

d. Approval of Finalsite Agreement Renewal

Mayor Urlacher remarked this month marks our annual agreement up for renewal. This year the amount is $2,099.

e. Approval the Resolution for Construction of State Highways

Mayor Urlacher stated this is a resolution that is approved each year that allows the state to work on state highways within our Village.

f. Amend the Mettawa Code of Ordinances, Chapter 7, Offenses and Miscellaneous Regulates, Article IX, Administrative Adjudication System

Mayor Urlacher commented in 2025 the Illinois legislature passed a law allowing adjudicators to order the correction of ordinance violations. This amendment provides the authority to the Village's adjudicator to enforce the Village code violations. Village Attorney Rhodes added the additional authority grants the adjudicators to direct an order to that the violation be completed in a set time.

g. 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.

h. 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.

i. Other Matters

Mayor Urlacher reported the village office will be closed on Monday, May 25th in observation of the holiday.

j. Village Administrator's Report

Village Administrator Florip said that the state's legislative session is scheduled to end on May 31st. There should be no delay, as the budget must be passed by May 31st. The next week will show some additional bills moving through the house.

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.

Trustee Towne asked that the special service area ordinance be removed from the Consent Agenda.

a. Approval of the Lowest Salt Bidder of Compass Minerals in the Amount of $94.30 a Ton

b. Approval of the Forest Builders Proposal for the Old School Road Ditch Restoration in the Amount Not to Exceed $12,000
c. Approval of the Forest Builders Proposal for the Annual Shoulder Maintenance in the Amount of $19,100
d. Approval of the Two Proposals from Dunlap Tree Experts to Remove Fallen Trees in Oak Hill Lane in the amount of $1,500 and Whippoorwill Park in the Amount of $200
f. Approval of Chicago Paving Contractors Inc as the Lowest Bidder for the Old School Road Trail Resurfacing Project in the Amount of $ 50,000
g. Approval of Dunlap Tree Experts to Remove Dead Trees at Two Village Parcels in the Amount of $3,000
h. Approval of Finalsite Agreement Renewal for 2026 in the Amount of $ 2,099
i. Approval of the Resolution for Construction of State Highways
j. Approval of Ordinance Amending the Mettawa Code of Ordinances, Chapter 7, Offenses and Miscellaneous Regulates, Article IX, Administrative Adjudication System

A motion was made by Trustee Smolic and seconded by Trustee Towne to approve the consent agenda items a-d and f-j.

Upon a call of the roll, the following voted:
Aye: Trustees Armstrong, Clark, Maier, Smolic, Towne and Witten
Nay: None
Abstain: None
Mayor Urlacher declared the motion carried.

A motion was made by Trustee Maier and seconded by Trustee Towne to approve items a-d and f-j the omnibus vote.

Upon a call of the roll, the following voted:
Aye: Trustees Armstrong, Clark, Maier, Smolic, Towne and Witten
Nay: None
Abstain: None
Mayor Urlacher declared the motion carried.

e. Approval of the Davey Tree Experts Company Tree Trimming Training Agreement at Whippoorwill Park for June

A motion was made by Trustee Maier and seconded by Trustee Armstrong to approve agenda item e.

Upon a call of the roll, the following voted:
Aye: Trustees Armstrong, Maier, Smolic, Towne and Witten
Nay: None
Abstain: Trustee Clark
Mayor Urlacher declared the motion carried.

k. 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

Trustee Towne indicated within Exhibit A of the map, Nektosha Way goes to Shagbark Lane to the Lys property. There is only a 33-foot road area, under the lease agreement the road needs to be built under the Village's standards. The east side of Nektosha Way can not be done due to the right-of-way. Trustee Towne added if the village could obtain an easement, the road could be widened for future development. Village Attorney indicated this change cannot be done tonight but a modification can be addressed afterwards.

A motion was made by Trustee Armstrong and seconded by Trustee Maier to approve agenda item k.
Upon a call of the roll, the following voted:
Aye: Trustees Armstrong, Clark, Maier, Smolic, Towne and Witten
Nay: None
Abstain: 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 Maier 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 7:35 p.m.

Sandy Gallo, Village Clerk