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 JULY 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 Maier, Smolic, Towne, Witten and Mayor Urlacher
Absent: Trustees Armstrong and Clark
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: Stephan and Cynthia Blandin and Pam Fantus

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of June 16, 2026

The Village Board reviewed the Regular Meeting Minutes of June 16, 2026. It was moved by Trustee Towne and seconded by Trustee Maier that the minutes of the Regular Meeting Minutes of June 16, 2026, be approved and be placed on file.

Upon a call of the roll, the following voted:
Aye: Trustees Maier, Smolic, Towne and Witten
Absent: Trustees Armstrong and Clark
Mayor Urlacher declared the motion carried.

D. APPROVAL OF THE BILLS

Trustee Maier indicated the Committee reviewed the invoices and found them to be appropriate. As a result, the total bills amount for this month is $ 217,291.99.

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 Maier, Smolic, Towne and Witten
Absent: Trustees Armstrong and Clark
Mayor Urlacher declared the motion carried and the bills will be paid.

E. TREASURER'S REPORT

Sikich Representative Laura Babula presented June's Treasurer Report. Ms. Babula reported June reflected the cash balance increase from $19.7M to $19.8M this month. The village is currently under budget for expenditures. Total income for the month is $172,000.00.

It was moved by Trustee Maier and seconded by Trustee Towne that the Board acknowledge receipt of the June 30, 2026, Treasurer's Report and it will be placed on file.

Upon a call of the roll, the following voted:
Aye: Trustees Maier, Smolic, Towne and Witten
Absent: Trustees Armstrong and Clark
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

Resident, Stephan Blandin is a property owner in Riverside Preserve. Mr. Blandin indicated he would like to inform the Mayor and Board of Trustees of a potentially hazardous issue at Riverside Preserve subdivision. This concern has already been brought to the attention of Village Administrator Florip and Village Attorney Rhodes. Mr. Blandin's indicated the concern is located at Lot 9. He stated that the open construction could create a potentially hazardous situation for young individuals who like to migrate to construction sites. He stated that if an individual were to climb onto the second floor, that person could get injured. Mr. Blandin stated he would like to also address an environmental matter that is occurring at this location. A conference call has been scheduled to review the village's code requirements on environmental matters in order to pursue a permit that would allow him to rectify this matter. Mr. Blandin added all documents have been submitted to the village per the code. Mr. Blandin has a contact that can complete the engineering portion of evaluating the grading, drainage work that does not require any additional engineering approval for his final report in order to obtain a permit. Mr. Blandin stated he would like to ensure the Board members were aware of the potential hazard and why the demolition permit is necessary sooner than later. He would like the Board to know of this issue to help expediate the permit to ensure no one gets hurt at Lot 9.

2. Written Communications of Citizens to be Read

H. COMMISSION AND COMMITTEE AND OTHER REPORTS

1. Finance Committee

a. Update on the FY2025-2026 Audit

Trustee Maier stated all the Board members should have read and returned their fraud questionnaire to the Sikich auditors by now. Since the auditors have access to Sikich's accounting team files they have been able to expediate their field work with no delay. Once the field work is completed, Trustee Maier will complete the Collateral Letter from the bank and submit the Management's Discussion and Analysis document for FY2026.

b. Update on the 2026 Tax Rebate Program

Trustee Maier commented 24 applications have been received thus far. The website will be updated this Friday for residents to see their application status standings.

c. Other Matters

2. Public Works Committee

a. Update on the Village Shoulder Maintenance

Trustee Towne stated the shoulder work is underway. Village Engineer Scott Anderson added a few shoulder areas will be treated with herbicide a second time as the weeds reappeared.

b. Update on the Old School Road Ditch Restoration

Trustee Towne added this project will be completed at the end of August as the ditch area will need to be dry.

c. Update on the Swale Maintenance at MacLean Preserve at Oasis Park

Trustee Towne stated the swale maintenance will also be completed by the end of August.

d. Recommendation to Approve the Amended Dunlap Lawn Service Right-of-Way Agreement to now include Nektosh Way in the Amount of $4,500

Trustee Towne stated the Committee reviewed this amount and approved of the change. Nektosh Way will now be part of the village's right-of-way mowing monthly schedule.

e. Recommendation to Go Out to Bid for the Snowplowing Service for 2026-2027

Trustee Towne indicated the bid specification has been reviewed by Village Attorney Rhodes. As a result, it will be done in the month of August.

f. Other Matters

Trustee Towne added a number of trees and power lines were impacted with the recent strong storms. In addition, the Committee meeting on August 12th is being cancelled.

3. Parks and Recreation Committee

a. Update on the Maintenance at the Southern Corner Lot at Riverwoods Boulevard and Bradley Road

Trustee Witten remarked Dunlap Lawn Service has completed the clearing of this corner lot.

b. Update on the Dunlap Tree Experts Fallen Tree Removal at Whippoorwill Park and Oak Hill Lane

Trustee Witten commented the tree removal for these two lots has been completed.

c. Update on the Old School Road Trail Resurfacing Project with Chicagoland Paving Company

Trustee Witten stated Chicagoland Paving Company have completed the resurfacing of the trail. The trail looks great. The new material will be studied to determine how it handles strong rainfalls. Trustee Towne confirmed the trail looked great.

Trustee Smolic asked if the Chicagoland Paving Company had repaired the area by the railroad tracks. Village Engineer Scott Anderson replied we are still waiting on them to repair the run-off area.

d. Recommendation to Approve Green Concepts Proposal to Finish Grading and Clean Up at Whippoorwill Park for the Picnic in the Amount of $1,603.00

Trustee Witten stated Green Concepts will be repairing Whippoorwill Park dirt area this week.

e. Recommendation to Approve Forest Builders Inc, Proposal to Apply Herbicide to the Patio Area at Whippoorwill Park in the Amount of $500

Trustee Witten stated this treatment will be completed at Whippoorwill Park patio area. The pavers are currently filled with weeds. This treatment will be done in early August.

f. Recommendation to Approve Forest Builders Inc, Proposal for Annual Trail Maintenance in the Amount of $11,600.00

Trustee Witten stated the Committee discussed this proposal and approved of the work to be completed. Forest Builders will treat the weeds and add additional material in areas where it is necessary to level them out.

g. Other Matters

Trustee Witten added this Committee will also be cancelling their August 12th meeting.

Resident Pam Fantus asked when the trail along Bradley Road will be repaired as it was very uneven to ride a bike. Trustee Witten remarked the short-term plan is to spread additional material and grade it for this year. The long-term goal is to redo the trail after studying the new material that was utilized on the trail along Old School Road.

4. Public Safety

a. Other Matters

Trustee Towne commented there was a firework incident that occurred over the 4th of July weekend. The young resident received a warning letter from the village stating the violation that occurred. On July 6th, a motorcycle accident resulted in a death at the corner of Route 60 and St. Mary's Road. The fence treatment along the Oasis Park for fire-retardant has been completed. Two panels along this fence still need to be inserted by IDOT.

5. Zoning, Planning and Appeals Commission Report

a. Other Matters

Mayor Urlacher noted that the August 4th 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. Discuss the Howe Security Hourly Increase

Mayor Urlacher stated based on the Board's comments at the June meeting, the Howe agreement has been amended for today. Howe Security members will only work on holidays per the request of the Village.

b. Quarterly Newsletter

Mayor Urlacher added the quarterly newsletter is currently being drafted. The newsletter will be sent out at the end of the month. The new trail will be featured this quarter.

c. Discuss the Updated Zoning Map

Mayor Urlacher stated the zoning map has been updated to remove two parcels that were captured in the Riverside Preserve subdivision in a previse version. They were incorrectly recorded.

d. 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.

e. 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.

f. Other Matters

g. Village Administrator's Report

Village Administrator Florip stated a few of the Trustees will be receiving a call from Linda Philips to complete the newsletter articles. The audit is moving along. The picnic is coming up next month.

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 Amended Dunlap Lawn Service Right-of-Way Agreement to now Include Nektosh Way in the Amount of $4,500.00
b. Approval to Go Out to Bid for the Snow Plowing Service for 2026-2027
c. Approval of Green Concepts Proposal to Finish Grading and Clean Up at Whippoorwill Park for the Picnic in the Amount of $1,603.00
d. Approval of Forest Builders Inc, Proposal to Apply Herbicide to the Patio Area at Whippoorwill Park in the Amount of $500.00
e. Approval of Forest Builders Inc, Proposal for the Annual Trail Maintenance in the Amount of $11,600.00
f. Approval of the Howe Security Agreement for an Hourly Rate Increase
g. Approval of an Ordinance Authorizing Adoption and Publication of the Official Zoning Map of the Village of Mettawa

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

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

J. EXECUTIVE SESSION

No Executive Session was held.

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 Towne and seconded by Trustee Smolic with no further business to conduct, the meeting was adjourned by Ayes.

Aye: Trustees Maier, Smolic, Towne and Witten
Absent: Trustees Armstrong and Clark
Mayor Urlacher declared the motion carried and the meeting adjourned at 7:19 p.m.

Sandy Gallo, Village Clerk