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 SEPTEMBER 15, 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, Maier, Smolic, Towne, Witten and Mayor Urlacher
Absent: Trustees 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, Martha Trotter

Residents in Attendance: Pam Fantus

C. APPROVAL OF THE MINUTES

1. Regular Meeting Minutes of August 18, 2026

The Village Board reviewed the Regular Meeting Minutes of August 18, 2026. It was moved by Trustee Towne and seconded by Trustee Smolic that the minutes of the Regular Meeting Minutes of August 18, 2026, be approved and be placed on file.

Upon a call of the roll, the following voted:
Aye: Trustees Armstrong, Maier, Smolic, Towne and Witten
Absent: Trustee 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 $124,781.65.

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

E. TREASURER'S REPORT

Trustee Maier presented August's Treasurer Report. The Village's Road and Maintenance account is down for last month. The reported month's revenue amount is $478,793.00. The expenses continue to trend lower than budgeted for August.

It was moved by Trustee Maier and seconded by Trustee Towne that the Board acknowledge receipt of the August 31, 2026, Treasurer's Report and it will be placed on file.

Upon a call of the roll, the following voted:
Aye: Trustees Armstrong, Maier, Smolic. Towne and Witten
Absent: Trustee 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
2. Written Communications of Citizens to be Read

H. COMMISSION AND COMMITTEE AND OTHER REPORTS

1. Finance Committee

a. Presentation o the FY2025-2026 Annual Financial Report

Sikich Audit Representative, Martha Trotter presented the Annual Financial Report. Mrs. Trotter indicated the audit ending April 30, 2026, has been completed. The audit resulted in a clean, unmodified audit based on the testing that was completed. The auditors did not find any material weaknesses nor were there any audit adjustments made.

b. Update on the 2026 Tax Rebate Program

Trustee Maier reported 93 applications have been received, 23 will require trust documents to be sent to the Village Treasurer. Trustee Maier remarked residents will be required to submit their trust documents in order to receive their rebate check. Checks will be held at the office until the full submission is complete.

c. Update on the 10-Year Cash Flow Estimates

Trustee Maier stated Trustee Smolic updated the 10-Year cash flow spreadsheet with the FY2025-2026 revenue amounts. The revenue estimation does include the Grocery Sales Tax deficit that commenced January 1, 2026. This forecast continues to highlight the village's financial stability.

d. Other Matters

2. Public Works Committee

a. Update on the Old School Road Ditch Restoration

Trustee Towne indicated this project will not be able to be completed this year due to the heavy rains. In order to set the boulders, the ditch will need to be dry.

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

Trustee Towne stated the swale work will be completed next month.

c. Recommendation to Approve Forest Builders Inc., as the Lowest Bidder Snowplowing Services for FY2026-2027 with the Village Attorney's Revisions in the Amount of $43,000

Trustee Towne stated Forest Builders was the sole bidder for the Village's snowplowing service. Trustee Towne added he would like to see the contract continue after the first year, as Forest Builders has demonstrated an understanding of the Village's snow removal needs.

d. Discuss the Village's Right-of-Way Trees to be Trimmed and Removed

Trustee Towne indicated he along with Trustee Smolic will drive around the village to determine which right-of-way trees will need to be removed.

e. Other Matters

3. Parks and Recreation Committee

a. Update of the Old School Road Trail Grading Repair

Trustee Witten stated a section of the Old School Road trail is requiring additional grading. The Committee will bring proposed for the next months meeting.

b. Recommendation to Approve Dunlap Lawn Service Proposal to Remove Concrete and Tree Stumps at Riverside in the Amount of $1,300

Trustee Witten stated Riverside has a number of large chunks of concrete slabs within the berm. The Committee discussed this proposal and approve of this material removal.

c. Update on the Village's Open Space Trees to be Trimmed and Removed

Trustee Witten stated the Committee is currenting looking at the inventory listing to determine which trees need to be trimmed or removed for the winter.

d. Other Matters

4. Public Safety

a. Other Matters

Trustee Towne stated a Hilton Garden Inn patriot had their catalytic converter stolen during their visit. In addition, the gas station on Route 176 in Green Oaks was robbed.

5. Zoning, Planning and Appeals Commission Report

a. Other Matters

Mayor Urlacher noted that the October 6th ZPA meeting has been cancelled.

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

1. Mayor's Report

a. Discuss the Draft Strategic Plan

Mayor Urlacher indicated everyone received a copy of the proposed Strategic Plan. This has been updated to reflect the changes made to our new Comprehensive Plan. Please provide the Village Clerk any edits you have to the plan.

b. 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.

c. 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.

d. Other Matters

Mayor Urlacher indicated the picnic status will be confirmed tomorrow. The weather has not been ideal for our annual event.

e. Village Administrator's Report

Village Administrator Florip stated thank you to all who participate in the audit. An election seminary will be held on September 24th at noon, please let 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 FY2025-2026 Annual Financial Report
b. Approval of Forest Builders Inc, as the Lowest Bidder for Snowplowing Servies for FY2026-2027 with the Village Attorney's Revisions in the Amount of $43,000
c. Approval of Dunlap Lawn Service Proposal to Remove Concrete and Tree Stumps at Riverside in the Amount of $1,300

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

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

J. EXECUTIVE SESSION

At 7:23 p.m., it was moved by Trustee Towne seconded by Trustee Armstrong to adjourn the meeting to Executive Session to discuss land acquisition, potential litigation and meeting minutes.

Upon a call of the roll, the following were:
Present: Trustees Armstrong, Maier, Smolic, Towne, Witten
Absent: Trustee Clark
Mayor Urlacher declared the motion carried.

K. CALL TO RECONVENE

At 7:42 p.m., Mayor Urlacher reconvened the public portion of the meeting.

L. ROLL CALL

Upon a call of the roll, the following were:
Present: Trustees Armstrong, Maier, Smolic, Towne, Witten
Absent: Trustee Clark
Mayor Urlacher declared a quorum present.

Also, present: Village Administrator, Mandi Florip; Village Clerk, Sandy Gallo and Village Attorney Jim Rhodes of Klein Thorpe and Jenkins

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

Aye: Trustees, Armstrong, Maier, Smolic, Towne and Witten
Absent: Trustee Clark
Mayor Urlacher declared the motion carried and the meeting adjourned at 7:43 p.m.

Sandy Gallo, Village Clerk