

**VILLAGE OF LAKE VILLA  
VILLAGE BOARD  
REGULAR MEETING  
April 15<sup>th</sup>, 2024**

***Call to Order:*** Mayor McDonald called the meeting to order at 7:01 pm.

***Present:*** Mayor McDonald, Village Clerk Konrad, Trustees: Nielsen, Barbato, O'Reilly, Bartlett, Savell and McCollum, Chief of Police Rochelle Tisinai, Village Administrator Mike Strong, Assistant to the Village Administrator Jake Litz, Village Attorney Rebecca Alexopolus, Public Works Supervisors Ryan Horton and Jim Bowles.

**ROLL CALL VOTE WAS:**

**AYES: 6 (Nielsen, Barbato, O'Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 0**

**ABSTAIN: 0**

**MOTION CARRIED**

***Public Comment:*** The tenant at 216 Rt 83 requested direction from the board regarding permissible uses for the suite. They were deferred to the websites links for this information. The Village Administrator offer to send the tenant links directly.

It was moved by Trustee Nielsen and seconded by Trustee O'Reilly to approve the April 1<sup>st</sup>, 2024 Village Board Meeting Minutes.

**ROLL CALL VOTE WAS:**

**AYES: 6 (Nielsen, Barbato, O'Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 0**

**ABSTAIN: 0**

**MOTION CARRIED**

***Finance:*** It was by Trustee Savell and seconded by Trustee McCollum to approve the Accounts Payable Report for April 15<sup>th</sup>, 2024 in the amount of \$494,112.71.

**ROLL CALL VOTE WAS:**

**AYES: 6 (Nielsen, Barbato, O'Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 0**

**ABSTAIN: 0**

**MOTION CARRIED**

***Staff Reports:*** Public Works reports the Grand Avenue Project is progressing with 2-way traffic opening by the beginning of May, weather permitting. Lehmann Mansion has events booked through December and some through 2025.

The Chief of Police announced the Police Departments new records system will go live April 16<sup>th</sup>.

The Assistant to the Village Manager Jake reported on the refuse collection transition between Waste Management and LRS. Refunds for Waste Management stickers are available through the Village Hall. LRS will require all items intended for collection will require a sticker outside of the LRS container.

The Village Administrator reported in the follow up meetings with residents on Burnett Avenue. The Village has moved to the 2<sup>nd</sup> phase of a CMAP Grant and has submitted Grant applications for a Grasslake pedestrian crosswalk. There will be a Planning Commission Zoning Board meeting Thursday April 18<sup>th</sup>, 2024 at the Village Hall which will include 65 Grand Avenue (Swig and Serve) and 701 Tower.

***New Business:* Approval: A Resolution for Improvements under the Illinois Highway Code (2024 MFT Project)**

The Village Board conferred on a Resolution to authorize Motor Fuel Tax (“MFT”) funds for the 2024 Road Resurfacing program in the Village. Under the Illinois Highway Code, MFT expenditures must be authorized by the Village Board through a Resolution. Attached for review and consideration is an Engineering Agreement with the Village Engineer, Baxter & Woodman, along with an IDOT Resolution for Improvement under the Illinois Highway Code (BLR 09110), authorizing the appropriation sum of \$572,000 of MFT funding to be applied toward engineering and construction of the Village’s 2024 MFT Resurfacing Project.

It was moved by Trustee Nielsen and seconded by Trustee Savell to approve resolution Authorize the Appropriation of MFT Funds for the Village’s 2024 MFT Resurfacing Project

**ROLL CALL VOTE WAS:**

**AYES: 6 (Nielsen, Barbato, O’Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 0**

**ABSTAIN: 0**

**MOTION CARRIED**

**Approval: Contract for Mowing Services**

The Village Board conferred on the responses to the Request for Proposal (RFP) as presented by Village Staff for mowing services. The Village’s current contract is set to expire at the end of April. Three bids were received; responses were from Milieu Landscaping, Langton Group, and Apex Landscaping.

It was moved by Trustee Savell and seconded Trustee Barbato by to approve a contract with Milieu Landscaping for Mowing Services.

**ROLL CALL VOTE WAS:**

**AYES: 6 (Nielsen, Barbato, O’Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 0**

**ABSTAIN: 0**

**MOTION CARRIED**

**Approval: Salary Classification and Pay Plan for FY2025**

The Village Board conferred on approving an updated Salary Classification and Pay Plan for FY2025 that reflects a 3% increase across the board. During the personnel review and recommendation process for the Fiscal Year 2024/25 budget, staff identified and recommended and received approval by the Village Board to amend the following positions within the official Pay Plan:

- Reclassification of Records Supervisor

It was moved by Trustee Barbato and seconded by Trustee Savell to approve a salary classification system and Pay Plan for FY2025.

**ROLL CALL VOTE WAS:**

**AYES: 6 (Nielsen, Barbato, O'Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 0**

**ABSTAIN: 0**

**MOTION CARRIED**

**Discussion: Annual Salary Adjustments for Police Chief and Village Administrator effective May 1, 2024**

The Village Board conferred on annual salary adjustments for the Police Chief and Village Administrator for FY2025. In accordance with the employment agreements, the Mayor conducted an annual review of Police Chief Tisinai's performance and Village Administrator Strong's performance during the previous fiscal year and determined that an adjustment to their base salaries is appropriate.

It was moved by Trustee Barbato and seconded by Trustee Savell to approve base salary in the amount of \$130,187 for the Police Chief and \$155,064 for the Village Administrator Positions for FY2025.

**ROLL CALL VOTE WAS:**

**AYES: 6 (Nielsen, Barbato, O'Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 0**

**ABSTAIN: 0**

**MOTION CARRIED**

**Ordinance 2024-04-02: An Ordinance of the Village of Lake Villa Consenting to the Admission to the Central Lake County Joint Action Water Agency of an Additional Member, the Village of Lake Zurich, pursuant to an Admission Agreement**

The Central Lake County Joint Action Water constructed their own Lake Michigan treatment facilities and delivery system. CLCJAWA's Members pool their resources to cooperatively work together. The CLCJAWA Board of Directors has approved the Lake Zurich Admissions Agreement and is requesting the Village of Lake Villa's consent as required in the CLCJAWA Water Agency Agreement.

It was by Trustee McCollum and seconded by Trustee Barbato to approve Ordinance 2024-04-02 an Ordinance of consenting to the admission to CLCJAWA (Central Lake County Joint Action Water Agency) as an additional member, the Village of Lake Zurich, pursuant to an Admission Agreement.

**ROLL CALL VOTE WAS:**

**AYES: 6 (Nielsen, Barbato, O'Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 0**

**ABSTAIN: 0**

**MOTION CARRIED**

**Ordinance 2024-04-03: An Ordinance Providing for and Authorizing the Transfer of Funds of the Village from the Existing "General Fund" Account, "Water & Sewer" Account, "Mansion" Account, and "Metra" Account to a "Liability Insurance Fund" Account for the Benefit of the Village.**

The Village Board conferred on Ordinance 2024-04-03 authorizing the transfer of certain budgeted assets and liabilities to a centralized Liability Insurance Fund. As introduced during the Committee of the Whole meeting in January 2024, Staff has been working with the Village's Auditor and Village Attorney to re-consolidate funds that are allocated for general casualty insurance purposes into a new fund. The Ordinance authorizes both the creation of the Insurance Fund, and transfer of assets for this purpose.

It was moved by Trustee Nielsen and seconded by Trustee Savell to Approve Ordinance 2024-04-03 Authorizing the transferring of assets and liabilities of certain funds into a Liability Insurance Fund

**ROLL CALL VOTE WAS:**

**AYES: 6 (Nielsen, Barbato, O'Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 0**

**ABSTAIN: 0**

**MOTION CARRIED**

**Professional Services Agreement with Lauterbach and Amen for Financial Management and Accounting Services for FY2024/2025**

The Village Board conferred on authorizing the execution of a professional services agreement with Lauterbach and Amen for Financial Management and Accounting Services. After Staff distributed a RFP (Request for Proposal) for professional financial management and accounting services, the Village received two (2) responsive proposals; Lauterbach & Amen and Sikich, LLC. Each respondent was interviewed. After review of qualifications, the Village Staff panel was able to reach a consensus on a preferred firm that best qualified to meet the requirements for our Finance Department. Recommending Lauterbach & Amen be awarded a professional services contract for these services.

As part of Lauterbach and Amens proposal, they will provide in-person staffing within the Finance Department for the term of the Agreement. Lastly, while Lauterbach and Amen currently provide financial management services for the Village at an annualized cost of just under \$70,000, this agreement will continue the same level of services, but at a lower annualized cost of \$62,520 for FY2024/25.

It was moved by Trustee Nielsen and seconded by Trustee Savell to approval of a Professional Services Agreement with Lauterbach & Amen for Professional Financial Management and Accounting Services and Authorization for the Village Administrator and/or Mayor to execute an agreement with the Firm.

**ROLL CALL VOTE WAS:**

**AYES: 6 (Nielsen, Barbato, O'Reilly, Bartlett, Savell, McCollum)**

**NAYS: 0**

**ABSENT: 0**

**ABSTAIN: 0**

**MOTION CARRIED**

**Discussion & Approval: Comprehensive Annual Budget for Fiscal Year 2024/2025**

The Village Board is scheduled to review and discuss the draft Comprehensive Annual Budget for Fiscal Year 2024/25.

It was moved by Trustee Savell and seconded by Trustee Barbato to Approve the FY2025 Fiscal Year Operating and Capital Budget.

ROLL CALL VOTE WAS:

AYES: 6 (Nielsen, Barbato, O'Reilly, Bartlett, Savell, McCollum)

NAYS: 0

ABSENT: 0

ABSTAIN: 0

MOTION CARRIED

*Adjournment:* It was moved by Trustee Nielsen and seconded by Trustee Savell to adjourn at 8:41pm

APPROVED BY ME THIS 8 May, 2024

  
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JAMES MCDONALD, MAYOR

  
\_\_\_\_\_  
MARY KONRAD, CLERK