

James McDonald, Mayor  
Mary Konrad, Clerk  
Stacy Michael, Treasurer



Trustees:  
Allena Barbato  
Jake Cramond  
Karen Harms  
Jeff Nielsen  
Tom O'Reilly  
Doug Savell

**VILLAGE BOARD MEETING**

**VILLAGE OF LAKE VILLA**

**January 9, 2023**

**7:00 pm**

**COMMITTEE OF THE WHOLE**

**AGENDA**

1. Call to Order & Roll Call
2. Pledge of Allegiance
3. **Discussion Items:**
  - a. Village Employee Timesheet/Payroll & Scheduling Software
    - Stacy Michael, Treasurer
    - Rochelle Tisinai, Police Chief
  - b. FY2023/2024 Village Budget & Fund Structure Review
    - Michael Strong, Village Administrator
    - Stacy Michael, Treasurer
  - c. Proposed Utility Bill Changes for 2023
    - Stacy Michael, Treasurer
  - d. Modified Shipping Containers as Accessory Structures
    - Michael Strong, Village Administrator
4. Public Comment
5. Executive Session
6. Adjournment

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**DATE:** January 5, 2023  
**TO:** Village Board of Trustees  
**FROM:** Michael Strong  
Village Administrator  
**RE:** Agenda Transmittal

**Discussion Items:**

**a. Village Employee Timesheet/Payroll & Scheduling Software**

Staff Contact(s): Stacy Michael, Treasurer  
Rochelle Tisinai, Police Chief

Village Staff is scheduled to review a presentation outlining current employee scheduling, timesheet entry and payroll processes. Over the past several months, Village Staff has been investigating alternative solutions to address various internal challenges that have been encountered with existing systems and will review some potential options during the Village Board meeting on January 9.

Village Staff will be seeking direction from the Village Board and a general consensus on next steps as it relates to these processes and opportunities to integrate them with the Village's existing enterprise resource planning (ERP) software client, BS&A.

**b. FY2023/2024 Village Budget & Fund Structure Review**

Staff Contact(s): Stacy Michael, Treasurer  
Michael Strong, Village Administrator

This discussion item is related to the Village's recent Audit report that was presented by Eder Casella & Co, and Village Staff discussions with the Board concerning opportunities to streamline the budget structure for FY2023/2024. Specifically, Village Staff will be presenting opportunities for fund consolidation and process that aim to streamline the budgeting process and reduce the need and volume of interfund transfers.

The Village's financial services firm, Lauterbach & Amen will join the discussion with the Village Board and help outline a recommended process as we prepare for the FY2023/2024 budget cycle.

Village Staff will be seeking direction from the Village Board and a general consensus on fund consolidation opportunities that would be required to be brought back to the Village Board for official action at a future meeting date.

**c. Proposed Utility Bill Changes for 2023**

Staff Contact(s): Stacy Michael, Treasurer

Village Staff will review proposed changes to the Village's bi-monthly Utility Bill in order to promote greater transparency on the charges that are included in the bill. Village Staff is recommending that the utility bill include an itemized list of the associated fees that are assessed during each billing cycle. These fees include the following (2023 rates are included):

- **Water Rate** – \$9.69 per 1,000 gallons used with a 3,000 gallons minimum usage per month
- **Sewer Rate** – \$7.54 per 1,000 gallons used with a 1500 gallons minimum usage per month
- **Vehicle** – \$3.00 per household per month.
- **Ex Flow Charge (Ex Flo Chg)** – \$1.50 per household per month. This charge funds the Northwest Sewer district to help improve sanitary lagoons to reduce sewer overflows.
- **Refuse & Recycling** – 96T cart is \$22.62 per month; 64T cart is \$19.24 per month.
- **Road Resurfacing (RR)** – \$0.75 per month per house hold. This fee helps fund the road resurfacing fund.
- **Solid Waste Agency of Lake County (SWALCO)** – \$0.11 per month per household or rental unit.

As in years past, the only fee that is scheduled to be adjusted with the January billing cycle is the Refuse and Recycling fee which is set by the Village's solid waste agreement with Waste Management. The remaining fees are assessed on this bill pursuant to Village Code authority.

#### **d. Modified Shipping Containers as Accessory Structures**

Staff Contact(s): Michael Strong, Village Administrator

Village Staff is seeking direction from the Village Board on whether or not the use of storage containers should be allowed as an accessory structure. These inexpensive containers can offer an affordable solution for various projects; however, Village Staff is interested in protecting the aesthetics and character of the community through the use and promotion of high quality building materials and good design. Therefore, Village Staff is seeking feedback from the Village Board on whether to allow storage containers or personal storage facilities either on a temporary or permanent basis.

Currently the Municipal Code and Zoning Code do not contemplate this use currently. Therefore, Village Staff is seeking Village Board concurrence on the following general discussion questions:

- Should the Village consider a text amendment to allow cargo or storage containers as an accessory structure?
- If so, should they be allowed as a temporary or permanent use?
- Should they be allowed generally through the Village, or?
  - Downtown Central Business District
  - Residential
  - Commercial
  - Industrial
- If they were to be allowed in a particular zoning district, what restrictions or allowances would be suggested?
  - Particular time of year?
  - Particular area on the property?
  - Meet all building and zoning codes?
  - Other conditions?