Call to Order: Mayor McDonald called the meeting to at 7:00 p.m.


ROLL CALL VOTE WAS:
AYES: 6 (Harms, Nielsen, Barbato, O’Reilly, Cramond, Savell)
NAYS: 0
ABSENT: 0
ABSTAIN: 0
MOTION CARRIED

Public Comment: None

Minutes: It was moved by Trustee Harms and seconded by Trustee Savell to approve the amended April 17th, 2023 Village Board meeting minutes.

ROLL CALL VOTE WAS:
AYES: 6 (Harms, Nielsen, Barbato, O’Reilly, Cramond, Savell)
NAYS: 0
ABSENT: 0
ABSTAIN: 0
MOTION CARRIED

Finance: It was moved by Trustee Barbato and seconded by Trustee Harms to approve the Accounts Payable Report for May 1st, 2023 for $168,384.87

ROLL CALL VOTE WAS:
AYES: 6 (Harms, Nielsen, Barbato, O’Reilly, Cramond, Savell)
NAYS: 0
ABSENT: 0
ABSTAIN: 0
MOTION CARRIED

Old Business: Ordinance 2023-05-01: Adopting an Employee Handbook for FY2024

Each year, Village Staff undergoes a comprehensive review of the Village’s Employee Handbook and recommends updates as needed, which are then considered and adopted by the Village Board. The updates to the Employee Handbook are designed to keep the Village compliant with changing laws or to reflect actual personnel practices. The Village board conferred on a list of key revisions made to various sections of the Employee Handbook dated May 1, 2023.
It was moved by Trustee Nielsen and seconded by Trustee Harms to approve Ordinance 2023-05-01 regarding changes to the Employee Handbook for FY2024

ROLL CALL VOTE WAS:
AYES: 6 (Harms, Nielsen, Barbato, O’Reilly, Cramond, Savell)
NAYS: 0
ABSENT: 0
ABSTAIN: 0  
MOTION CARRIED

Salary Classification and Pay Plan for FY2024

The Village Board conferred on approving an updated Salary Classification and Pay Plan for FY2024 that reflects the personnel changes and annual budget the Village Board approved on April 3, 2023. Previously, the Village’s salary classification system and pay plan were made a part of the Employee Handbook. Village staff is recommending that the Pay Plan be taken out of the Handbook and made its own document and policy. During the detailed personnel review and recommendation process for the Fiscal Year 2024 budget, staff identified and recommended and received approval by the Village Board to amend the following positions within the official Pay Plan:

- Reclassification of Superintendent of Public Works Positions
- Reclassification of the Administrative Services Director
- Reclassification of Maintenance Worker III/Foreman
- Reclassification of Assistant to the Village Administrator
- Addition of a Part-Time Management Intern

The new part-time position was established to support the expanded special events, projects, and initiatives in the Administration and Finance Departments as well as provide additional capacity to Village communications. Village staff is no longer recommending a reclassification of the Administrative Services Director since staff is not currently recruiting the vacant position.

It was moved by Trustee Harms and seconded by Trustee Savell to approve a salary classification system and pay plan for FY2024

ROLL CALL VOTE WAS:
AYES: 6 (Harms, Nielsen, Barbato, O’Reilly, Cramond, Savell)
NAYS: 0
ABSENT: 0
ABSTAIN: 0  
MOTION CARRIED

Annual Salary Adjustments for Police Chief and Village Administrator
The Village Board conferred on annual salary adjustments for the Police Chief and Village Administrator for FY2024. In accordance with the employment agreements with these two employees, 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 Nielsen to approve Base Salary in the amount of $125,180 for the Police Chief and $149,100 for the Village Administrator Positions for FY2024
ROLL CALL VOTE WAS:
AYES: 6 (Harms, Nielsen, Barbato, O’Reilly, Cramond, Savell)
NAYS: 0
ABSENT: 0
ABSTAIN: 0
MOTION CARRIED

Mayor:
Lakes High School will have Prom Pictures taken at Lehmann Mansion May 6th 2:30-4:30 Prom; Miss Lake Villa applications are available online until June 1st and congratulations to Timothy O’Toole’s who will be celebrating its 5th year in operation in Lake Villa.

Staff Reports: Public Works supervisor Ryan Horton completed a week’s long Illinois Municipal Public Works Conference/Training in Effingham Illinois. This event will continue to be part of his training for the next three years. A possible temporary access road through Sherwood Park was mapped out. This would facilitate both Public Works and the Police Department with their 24hr efforts in running the village. Discussion will continue as to the feasibility.

The Police Department will be participating Special Olympics’ Cop on a Roof Top May 19th with the Lindenhurst Police Department for Special Olympics at the Dunkin Donuts at Sand Lake and Rt 45.

Inauguration of Newly Elected Officials: Trustees Nielsen, McCullom, Bartlett and Savell were sworn in by Village Clerk Konrad

Roll Call: Trustees Nielsen, Barbato, O’Reilly, Bartlett, Savell and McCullom were present with Mayor McDonald, Clerk Konrad Village Attorney Rebecca Alexopolus

New Business: Approval: Annual Appointment of Village Officials and Officers

Pursuant to Section 1-6A-2 of the Village Code, the Mayor shall appoint, with the consent and approval of the Village Board, officers of the Village at the first regular meeting of the Village Board in May of each year. A list includes both elected officials, appointed members of the Village’s Planning Commission/Zoning Board of Appeals, Police Commission, Police Pension Board, and annual Officer Appointments.

It was moved by Trustee O’Reilly and seconded by Trustee Savell to approve the Mayors appointments for Fiscal Year 2023-2024

ROLL CALL VOTE WAS:
AYES: 6 (Nielsen, Barbato, O’Reilly, Bartlett, Savell, McCullom)
NAYS: 0
ABSENT: 0
ABSTAIN: 0
MOTION CARRIED

Resolution 2023-05-01: Appointing Representatives to Solid Waste Agency of Lake County (SWALCO)
The Village of Lake Villa is a member of SWALCO, which is governed by a Board of Directors comprised of the member municipalities. Each member community is required to designate a representative and alternate(s) to serve a two-year term on the SWALCO Board of Directors. The representative(s) must be an elected official, such as a mayor or trustee, or an administrative official, such as a Village Administrator. This resolution designates the Village Administrator as the primary Director and the Superintendent Horton of Public Works as Alternate representative. These appointments are for the period of two-years.

It was moved by Trustee Savell and seconded by Trustee McCullom to approve Resolution 2023-05-01 Appointing Village of Lake Villa Representatives to the Solid Waste Agency of Lake County Board of Directors.

**ROLL CALL VOTE WAS:**
AYES: 6 (Nielsen, Barbato, O’Reilly, Bartlett, Savell, McCullom)
NAYS: 0
ABSENT: 0
ABSTAIN: 0
MOTION CARRIED

**Ordinance 2023-05-01: Vehicle Leases for Public Works Vehicles**

The Village Board adopted Ordinance 2022-12-02 and established a vehicle leasing program with Enterprise Fleet Management ("EFM") in 2022. The program authorizes the Village Administrator to execute vehicle orders for use by Public Works and the Police Department under the Enterprise Fleet Management program. For FY2023/2024, Public Works and EFM have identified two Public Works vehicles that have exceeded useful life and in need of replacement. These include service vehicles for water/sewer and a utility truck. The Ordinance 2023-05-01 includes two (2) vehicle order forms which include a Ford F-350 and a Ford F-350 Transit Cargo Van. Under the terms of the arrangement, the installation of needed aftermarket equipment is included in the lease payments for these vehicles and are coordinated by EFM. Upon delivery of the vehicles, the actual costs for aftermarket outfitting, and any proceeds from the sales of replaced vehicles will be credited to the Village. Based on the quotes, the Village Board is asked to authorize execution of these quotes in an amount not to exceed $153,237 or approximately $30,648 per year.

It was moved by Trustee McCollum and seconded by Trustee Savell to approve Ordinance 2023-05-01 approving the Vehicle Leasing Program for the 2022-2023 Fiscal Year

**ROLL CALL VOTE WAS:**
AYES: 6 (Nielsen, Barbato, O’Reilly, Bartlett, Savell, McCullom)
NAYS: 0
ABSENT: 0
ABSTAIN: 0
MOTION CARRIED
Award of Bid: Northern Interceptor Manhole Rehabilitation Project

The Village owns and maintains two sanitary collection mains that convey sanitary sewage to a northern and southern interceptor main located along Petite Lake Road and Monaville Road that connect to the Lake County interceptor on Route 59. As part of the FY2024 capital improvement program, funding is allocated to rehabilitate approximately 20 manholes located along the northern interceptor route in the Village. The scope of work will include inspecting the manholes, concrete patching, lining manhole structures and rehabilitation due to corrosive gasses. Overtime, this corrosion can lead to structure failure of the manhole structures and possible collapse.

In early March the Village placed this project out to bid, and two bids were received from:

- Archon Construction Co., Inc
- Emergia Inc.,

Village staff recommends that the bid be awarded to Archon Construction Co., Inc., in an amount not to exceed $84,813 which includes the contract amount plus an approximate 10% contingency for unanticipated expenses relative to the project. If awarded, the project would commence in June 2023 and be completed by October 15, 2023.

It was moved by Trustee O’Reilly and seconded Trustee Nielsen to award the bid for the Northern Interceptor Manhole Rehabilitation Project to Archon Construction Co., Inc. and authorize the Mayor to execute an agreement in the amount not to exceed $84,813

ROLL CALL VOTE WAS:
AYES: 6 (Nielsen, Barbato, O’Reilly, Bartlett, Savell, McCullom)
NAYS: 0
ABSENT: 0
ABSTAIN: 0
MOTION CARRIED

Ordinance 2023-05-02: Amending the Number of Class C and Class G Liquor Licenses

The Village Board conferred on Ordinance 2023-05-02, amending the Village Code relative to license numbers and their allocation for Fiscal Year 2023/2024. Pursuant to Village Code, the Village Board specified the total number of licenses of a specific classification which shall be issued in any license year. The Village was notified that Lake Villa Restaurant, a current Class C and Class G license holder, would not be renewing their licenses. The attached Ordinance 2023-05-02, authorizes the removal of these licenses reducing the Village’s license allocations to two (2) Class C licenses, and five (5) Class G licenses.

It was moved by Trustee O’Reilly and seconded by Trustee Barbato to approve Ordinance 2023-05-02 Amending the Number of Class C and Class G Liquor Licenses

ROLL CALL VOTE WAS:
AYES: 6 (Nielsen, Barbato, O’Reilly, Bartlett, Savell, McCullom)
NAYS: 0
ABSENT: 0
ABSTAIN: 0
MOTION CARRIED

Approval: Annual Financial Audit Services Agreement with Eder, Casella & Company
The Village has received financial auditing services from Eder, Casella & Company since 2017. As a professional service, auditing services are not required to be solicited by bid. However, the Village periodically solicits proposals for auditing services to ensure it is receiving the level of services and pricing to meet the Village’s needs. Eder, Casella & Company has provided a high level of service over the past few years, especially in the past couple years during the administrative transition in Village Hall. Additionally, the firm has been instrumental in assisting the Village, along with its financial management services firm Lauterbach & Amen, in seeking ways to streamline and consolidate the budget to help reduce auditing services and costs. In addition, Eder, Casella & Company’s familiarity with the Village’s accounting systems and financial records are an added efficiency. Village staff is recommending the Village Board approve an Agreement with Eder, Casella & Company to provide auditing services for the year ended April 30, 2023.

It was moved by Trustee Savell and seconded by Trustee McCollum to approve an Agreement with Eder, Casella & Company for annual financial auditing services and authorize the Mayor to execute an agreement in the amount not to exceed $31,750.

ROLL CALL VOTE WAS:
AYES: 6 (Nielsen, Barbato, O’Reilly, Bartlett, Savell, McCullom)
NAYS: 0
ABSENT: 0
ABSTAIN: 0
MOTION CARRIED

Adjournment: It was moved by Trustee Nielsen and seconded by Trustee Savell to adjourn at 8:12pm.

APPROVED BY ME THIS 16th May, 2023

JAMES MCDONALD, MAYOR

MARY KONRAD, CLERK