

## CALL TO ORDER

The 3314th Regular Meeting of the Board of Trustees of the Village of Mundelein was held on January 27, 2025 at 300 Plaza Circle, Mundelein. Mayor Pro Tem Wilson called the meeting to order at 7:00 PM.

## ATTENDANCE

Deputy Clerk Monroe took the roll call. It indicated as follows:

### Board Attendance

PRESENT: Trustees Juarez, Lambert, Meier, Ross, Schwenk, Mayor Pro Tem Wilson

ABSENT: Mayor Lentz, Clerk Walsh

### Village Attendance

PRESENT: Attorney Cahill, Village Administrator Guenther, Assistant Village Administrator Monroe, Finance Director Miller, Fire Chief Lark, Police Chief Seeley, Building Department Director Sellas, Community Development Director Orenchuk, Public Works and Engineering Director Boeche

ABSENT: None

## PLEDGE OF ALLEGIANCE

Mayor Pro Tem Wilson led the Pledge of Allegiance.

## MINUTES APPROVAL

**Motion to approve the Board of Trustees Regular meeting minutes from January 13, 2025.**

|                  |                                                                                        |
|------------------|----------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                               |
| <b>MOVER:</b>    | Trustee Daniel Juarez                                                                  |
| <b>SECONDER:</b> | Trustee Kara Lambert                                                                   |
| <b>AYES:</b>     | Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich Schwenk, Tim Wilson |
| <b>NAYS:</b>     | None                                                                                   |
| <b>ABSTAIN:</b>  | None                                                                                   |

## PUBLIC COMMENTARY

None.

## PRESENTATIONS / AWARDS

## **Presentation of new CERT Team Members**

Fire Chief Lark presented the following CERT information, including introducing the new members:

### **Summary of 2024**

Total of 1842 volunteer hours

32 members contributed to the above hours

7 members volunteered over 100 hours

6 new members from a joint class with Fremont CERT & Round Lake Beach CERT (Oct 2024)

2 members certified as CERT train the trainers, bringing the team total to 6

### **Significant activities:**

February Tornado support

Supplies support for residents

Translation support for 10 days at the American Red Cross Shelter

Ambassadors at the Multi-Agency Resource Center (MARC)

Blood drive support (5 drives)

Community Days support

First aid ten

Traffic support - 5k race, fireworks, parade

Chicago Grit Bike Race - first aid support

Mundelein Police Dept support

Traffic support - Memorial Day and Homecoming parade

Cops and Bobbers

National Night Out

### **Other**

Active shooter role players

CPR / FA / AED classes for members

Tighthead beer fest first aid support

Mundelein Fire Dept Open House

Countryside Fire Dept Open House

Traffic support

Family Emergency Preparedness Community Outreach - English and Spanish Sessions

Latino Police Academy Presentation

Mano y mano

Membership volunteering at Feed My Starving Children

### **Plans for 2025**

Updated Vision and Mission Statements and Team Leadership structure (organization has been active for greater than 17 years and needed a refresh)

Actively engaging in Shelter related training to help support any future community disaster sheltering needs due to resources of partner agencies like Am Red Cross being stretched thin

Currently conducting a CERT basic training class. Community can use the knowledge for their own families and workplaces and/or have the opportunity to join the team - current class has 19 participants with an almost even split between English and Spanish speaking participants

**New Members since 2022 or transfer Members from other CERT teams:**

Christine Seidner, Veronica Huerta, Bruce Burch, Matilde Mendoza, Ana Carrillo, Jose Mata, Matthew Deifel, Nadine Mihaljevic, Sandra Escobar, Armando Ortiz, Lilia Mendoza, and Susan Ramsey

**Presentation Of Audited Financial Reports for Fiscal Year 2023 by Lauterbach & Amen, LLC**

Jamie Wilke of Lauterbach & Amen made a presentation of the 2023 audit. Ms. Wilke had good things to say about the fiscal health of the Village.

Ms. Wilke thanked Finance Director Miller and Assistant Finance Director Limperatos for all their hard work. The Village received the cleanest opinion for that fiscal year--no exceptions.

Trustee Schwenk thanked Ms. Miller and Mr. Limperatos for their great work, this is outstanding news for the Village.

**PUBLIC HEARINGS**

**Liquor Control Commission - Liquor Violation**

**Motion to recess into Public Hearing for a Liquor Violation for Ramen Chicago Mundelein.**

Recess into Liquor Commission Meeting at 7:14 PM.

|                  |                                                                    |
|------------------|--------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                           |
| <b>MOVER:</b>    | Trustee Daniel Juarez                                              |
| <b>SECONDER:</b> | Trustee Jenny Berman Ross                                          |
| <b>AYES:</b>     | Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich |

|                 |                     |
|-----------------|---------------------|
|                 | Schwenk, Tim Wilson |
| <b>NAYS:</b>    | None                |
| <b>ABSTAIN:</b> | None                |

### **Motion to reconvene the Village Board Meeting.**

Regular Board Meeting reconvened at 7:19 PM.

|                  |                                                                                        |
|------------------|----------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                               |
| <b>MOVER:</b>    | Trustee Robin Meier                                                                    |
| <b>SECONDER:</b> | Trustee Jenny Berman Ross                                                              |
| <b>AYES:</b>     | Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich Schwenk, Tim Wilson |
| <b>NAYS:</b>     | None                                                                                   |
| <b>ABSTAIN:</b>  | None                                                                                   |

Deputy Clerk Monroe took the roll call. It indicated as follows:

### **Board Attendance**

PRESENT: Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Mayor Pro Tem Wilson

ABSENT: Mayor Lentz, Clerk Walsh

### **Village Attendance**

PRESENT: Attorney Cahill, Village Administrator Guenther, Assistant Village Administrator Monroe, Finance Director Miller, Fire Chief Lark, Police Chief Seeley, Building Department Director Sellas, Community Development Director Orenchuk, Public Works and Engineering Director Boeche

ABSENT: None

## **MAYOR'S REPORT**

**MEETING CALL - Committee of the Whole - State of the Village Meeting on Monday, February 10, 2025 at 6:00 PM at the Village Hall - 300 Plaza Circle, Mundelein.**

### **CBRE Third Amendment to Property Management Agreement**

**Motion** to adopt Resolution Approving a Third Amendment to a Property Management Agreement with CBRE, Inc. regarding Village-Owned Property at 165 North Archer Avenue, Mundelein, Illinois.

|                  |                                                                    |
|------------------|--------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                           |
| <b>MOVER:</b>    | Trustee Erich Schwenk                                              |
| <b>SECONDER:</b> | Trustee Kara Lambert                                               |
| <b>AYES:</b>     | Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich |

|                 |                     |
|-----------------|---------------------|
|                 | Schwenk, Tim Wilson |
| <b>NAYS:</b>    | None                |
| <b>ABSTAIN:</b> | None                |

## TRUSTEE REPORTS

### Community and Economic Development Committee (Wilson, Schwenk, Meier)

#### PZC-15-2024 - 760-780 South Midlothian Road - Variation - Outdoor Contractor Storage Yard and Office in the R-1 District

**Motion** to authorize Staff to draft an Ordinance denying a use variation to Table 20.28-1 of Section 20.28.020 to permit an Outdoor Contractor Storage Yard and Office in the R-1 Single-Family Residential zoning district at 760-780 South Midlothian Road, Mundelein, Illinois.

|                  |                                                                                        |
|------------------|----------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                               |
| <b>MOVER:</b>    | Trustee Erich Schwenk                                                                  |
| <b>SECONDER:</b> | Trustee Daniel Juarez                                                                  |
| <b>AYES:</b>     | Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich Schwenk, Tim Wilson |
| <b>NAYS:</b>     | None                                                                                   |
| <b>ABSTAIN:</b>  | None                                                                                   |

James Babowice, attorney for the Petitioner (Gonzalez), spoke about the zoning issue. Trustee Meier asked if the property's annexation occurred close to the same time as the sale of the property. Mr. Babowice, replied yes. Ms. Meier then asked isn't this sort of thing required to be disclosed at closing? Mr. Babowice agreed that yes but maybe the level of naivete shown by the petitioner prevented this from being clearly understood. Trustee Schwenk asked again if they had a real estate attorney or any attorney present at closing, the answer was yes; Community Development Director Orenchuk was asked if she had any comments. She pointed out that the Board packet has the lengthy conversations that were held between the Village and the Petitioner and also that a bilingual staff member was present at the closing providing translation. Also the documents that were signed at the recorder of deeds office stated that this was a single family home to be used as a single family home.

#### PZC-19-2024 - 1126 Magnolia Road - Variation - Accessory Structure Exceeds Allowable Maximum Square Footage

**Motion** to authorize Staff to draft an Ordinance granting a variation from Section 20.52.050(A)(9) to allow a pergola that exceeds the maximum allowed square footage of 144 square feet, in the R-1 Single-Family Residential zoning district at 1126 Magnolia Road.

|                  |                                                                                        |
|------------------|----------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                               |
| <b>MOVER:</b>    | Trustee Erich Schwenk                                                                  |
| <b>SECONDER:</b> | Trustee Jenny Berman Ross                                                              |
| <b>AYES:</b>     | Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich Schwenk, Tim Wilson |
| <b>NAYS:</b>     | None                                                                                   |
| <b>ABSTAIN:</b>  | None                                                                                   |

Trustee Juarez stated that the Planning and Zoning staff does a good job of basing their decisions off of the facts and the neighbors input.

#### **PZC-20-2024 - 1464 South Butterfield Road - Variation - Motor Vehicle Service and Repair (Minor) Use Standards**

**Motion** to authorize staff to draft an ordinance granting a variation to Section 20.48.040(AA) increasing the maximum time vehicles can be stored on-site from 72 hours to 15 days at 1464 South Butterfield Road.

|                  |                                                                                        |
|------------------|----------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                               |
| <b>MOVER:</b>    | Trustee Erich Schwenk                                                                  |
| <b>SECONDER:</b> | Trustee Daniel Juarez                                                                  |
| <b>AYES:</b>     | Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich Schwenk, Tim Wilson |
| <b>NAYS:</b>     | None                                                                                   |
| <b>ABSTAIN:</b>  | None                                                                                   |

#### **Public Works Committee (Ross, Meier, Lambert)**

#### **GIS Consortium Membership**

**Motion** to authorize the Director of Public Works and Engineering to sign the annual service provider contract with the Village's GIS Consortium Service Provider, Municipal GIS Partners, Inc.

|                  |                                                                                        |
|------------------|----------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                               |
| <b>MOVER:</b>    | Trustee Jenny Berman Ross                                                              |
| <b>SECONDER:</b> | Trustee Daniel Juarez                                                                  |
| <b>AYES:</b>     | Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich Schwenk, Tim Wilson |
| <b>NAYS:</b>     | None                                                                                   |
| <b>ABSTAIN:</b>  | None                                                                                   |

#### **Finance Committee (Schwenk, Juarez, Ross)**

#### **Fiscal Year 2023 Audited Financial Reports**

**Motion** to accept the Fiscal Year 2023 Audited Financial Reports as presented by Lauterbach & Amen, LLP.

**RESULT:** Passed [Yes 6, No 0, Abstained 0]  
**MOVER:** Trustee Erich Schwenk  
**SECONDER:** Trustee Daniel Juarez  
**AYES:** Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich Schwenk, Tim Wilson  
**NAYS:** None  
**ABSTAIN:** None

#### **Governing Body**

**Motion** to approve the payment of bills, as indicated in the Governing Body Report for the period between January 14, 2025 and ending January 27, 2025 in the amount of \$1,466,223.15.

**RESULT:** Passed [Yes 6, No 0, Abstained 0]  
**MOVER:** Trustee Erich Schwenk  
**SECONDER:** Trustee Jenny Berman Ross  
**AYES:** Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich Schwenk, Tim Wilson  
**NAYS:** None  
**ABSTAIN:** None

#### **Governing Body - AT&T**

**Motion** to approve the payment of bills, as indicated on the report dated 01/27/2025.

| <b>DATE</b> | <b>VENDOR</b>      | <b>AMOUNT</b> |
|-------------|--------------------|---------------|
| 01/27/2025  | AT&T LONG DISTANCE | \$2,242.05    |
| 01/27/2025  | AT&T               | \$1,763.87    |
| 01/27/2025  | AT&T               | \$646.13      |

**RESULT:** Passed [Yes 5, No 0, Abstained 1]  
**MOVER:** Trustee Erich Schwenk  
**SECONDER:** Trustee Daniel Juarez  
**AYES:** Daniel Juarez, Kara Lambert, Jenny Berman Ross, Erich Schwenk, Tim Wilson  
**NAYS:** None  
**ABSTAIN:** Robin Meier

#### **Public Safety Committee (Lambert, Wilson, Juarez)**

Fire Chief Lark stated the next Blood Drive is February 15--"Have a Heart, Give a Pint". Police Chief Seeley reminded everyone Sunday February 23 is the Polar Plunge--still time to sign up/donate. We have 4 new officers so residents may notice 2-man squad cars around, which is part of the training program.

Mayor Pro Temp Wilson made a statement regarding the immigration issue. Staff has laid out the rules regarding the roles of law enforcement. Police Chief Seeley added there is a lot of misinformation going around but our number 1 priority is our residents. We are about safety of all residents and promoting partnerships. Mayor Pro Tem Wilson reiterated that we are a caring community.

**Building Committee (Juarez, Ross, Wilson)**

None

**Transportation & Infrastructure Committee (Meier, Lambert, Schwenk)**

None

**Other Reports**

None

**SCHEDULED BUSINESS**

**Omnibus Vote Items**

**Executive Session Meeting Minute Approval - November 25, 2024**

**Motion** to approve the Executive Session Meeting Minutes for the November 25, 2024 meeting.

|                  |                                                                                        |
|------------------|----------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                               |
| <b>MOVER:</b>    | Trustee Erich Schwenk                                                                  |
| <b>SECONDER:</b> | Trustee Kara Lambert                                                                   |
| <b>AYES:</b>     | Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich Schwenk, Tim Wilson |
| <b>NAYS:</b>     | None                                                                                   |
| <b>ABSTAIN:</b>  | None                                                                                   |

**BS&A Software Implementation**

**Motion** to approve purchase order number 25-00017 in the amount of \$58,850.00 to BS&A Software for implementation charges.

|                  |                                                                                        |
|------------------|----------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                               |
| <b>MOVER:</b>    | Trustee Erich Schwenk                                                                  |
| <b>SECONDER:</b> | Trustee Kara Lambert                                                                   |
| <b>AYES:</b>     | Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich Schwenk, Tim Wilson |



**NAYS:** None

**ABSTAIN:** None

**IRMA-December 2024 Deductible**

**Motion** to approve purchase order number 25-00009 in the amount of \$57,835.75 to IRMA for the December 2024 Deductible.

**RESULT:** **Passed [Yes 6, No 0, Abstained 0]**

**MOVER:** Trustee Erich Schwenk

**SECONDER:** Trustee Kara Lambert

**AYES:** Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich Schwenk, Tim Wilson

**NAYS:** None

**ABSTAIN:** None

**VILLAGE STAFF REPORTS**

**Village Administrator**

None

**Village Attorney**

None

**Village Clerk**

None

**EXECUTIVE SESSION**

**Motion to recess into Executive Session to discuss pending litigation pursuant to 5 ILCS 120, Section 2(c)(11), land acquisition or sale of property pursuant to 5 ILCS 120, Section 2(c)(5), personnel pursuant to 5 ILCS 120, Section 2(c)(1), and minutes pursuant to 5 ILCS 120, Section 2(c)(21).**

**Motion to reconvene Village Board Meeting**

**Attendance**

## Action from Executive Session

### OTHER BUSINESS

None

### ADJOURNMENT

#### Motion to Adjourn the Regular Board Meeting

|                  |                                                                                        |
|------------------|----------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                               |
| <b>MOVER:</b>    | Trustee Kara Lambert                                                                   |
| <b>SECONDER:</b> | Trustee Erich Schwenk                                                                  |
| <b>AYES:</b>     | Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich Schwenk, Tim Wilson |
| <b>NAYS:</b>     | None                                                                                   |
| <b>ABSTAIN:</b>  | None                                                                                   |

The regular Board Meeting adjourned at 7:40 PM.

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Village Clerk