

**Lake in the Hills Sanitary District  
Board of Trustees Public Hearing & Regular Meeting Minutes  
May 15, 2025**

**Public Hearing – Budget and Appropriations for Fiscal Year May 1, 2025 through April 30, 2026**

**Roll Call:**

The public hearing was called to order by President Reed at 7:00pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Jessica Reed, Trustee Matt Irsay and Trustee Robert Reining. Also present at the Sanitary District offices were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, District Engineer Bob Doeringsfeld of Applied Technologies and District Attorney Melissa Wolf of Storino Ramello & Durkin. District Treasurer/Clerk Karen Thompson attended via Zoom.

**Pledge of Allegiance**

**Public Comments:**

None.

**The Budget and Appropriations for Fiscal Year May 1, 2025 through April 30, 2026 was presented:**

District Manager stated that the only thing she changed from the draft copy of the budget was the line for total expenses on the General Corporate Fund. The draft had \$900,000.00, and it should've been \$912,000.00.

**Adjourn Public Hearing:**

There being no further business to bring before the Board, Trustee Irsay made a motion to adjourn the public hearing. This motion was seconded by President Reed. The motion passed after a verbal vote. All Board members who were present voted aye.

The public hearing was adjourned at 7:02pm

**Roll Call:**

The regular meeting was called to order by President Jessica Reed at 7:02pm at the Sanitary District offices located at 515 Plum Street. Roll call was answered by President Jessica Reed, Trustee Matt Irsay and Trustee Robert Reining. Also in attendance at the Sanitary District offices were District Manager Tamara Mueller, Assistant District Manager Mike Nelson, District Engineer Bob Doeringsfeld of Applied Technologies and District Attorney Melissa Wolf of Storino, Ramello & Durkin. District Treasurer/Clerk Karen Thompson attended via Zoom.

**Approval of Minutes:**

Motion was made by Trustee Reining, seconded by Trustee Irsay, to approve the minutes of the Regular Board Meeting of April 17, 2025 as presented. On a roll call vote, President Reed and Trustees Irsay and Reining voted aye.

**Public Comments:**

None.

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**Consent Agenda:**

- A. Approval of Ordinance No. 430, An Ordinance for the Combined Budget and Appropriations for Fiscal Year May 1, 2025 through April 30, 2026.
- B. Award of the 2025 Lake in the Hills Sanitary District Sewer Lining to National Power Rodding in the amount of \$305,100.00.
- C. Approval of Task Order No. 25-02 to Applied Technologies in the amount of \$25,760 for the 2025 Sanitary District Sewer Lining Construction Engineering and Inspection.
- D. Approval of writing off uncollectible residential accounts per staff's recommendation.

Motion was made by Trustee Irsay, seconded by Trustee Reining to approve the Consent Agenda. On a roll call vote, President Reed and Trustees Irsay and Reining voted aye to approve the Consent Agenda as presented (Items A-D).

**Specific Agenda:**

- A. Correction of compensation of certain District employees (Dierdre Murphy, Kyle Caccamo).

District Manager provided an explanation regarding the need for a correction to the original compensation recommendation report that was presented in April. For Dierdre, the far right hand column titled "Proposed Total Compensation" had an incorrect number. For Kyle, the column titled "Current Hourly Rate" was incorrect, which made the column titled "Proposed Hourly Rate" incorrect.

Motion was made by Trustee Irsay, seconded by Trustee Reining to approve Item A on the Specific Agenda. On a roll call vote, President Reed and Trustees Irsay and Reining voted aye to approve the Consent Agenda as presented and accept the corrections to the compensation recommendation report for 2025-2026 (Item A).

**Treasurer's Report:**

District Treasurer presented final written copies of the April 2025 Treasurer's reports and verbally provided additional detail. She stated that the Budget Amendments from Ordinance No. 429 that were approved last month have been integrated into the April Treasurer's reports. She further reminded the Board that the District's fiscal year ended on April 30<sup>th</sup>.

As we have done in the past, we made an additional funding of our pension obligation payment to IMRF in April. This is a proactive attempt to help keep our rate low and ensure that the pension is funded at a higher rate.

She also highlighted some of the receipts and expenses on each of the reports.

Motion was made by Trustee Reining and seconded by Trustee Irsay to approve the April 2025 Treasurer's reports as presented. On a roll call vote, President Reed and Trustees Irsay and Reining voted aye.

**Approval of Bills:**

District Treasurer presented a list of bills for approval. She highlighted some of the bills that we see less frequently, as well as those for higher dollar amounts. She further added that we have some bills from new vendors including Polydyne for our polymer and Legend Exteriors who will be doing some work on the storage building. Additionally, we received

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the invoice from the McHenry Division of Transportation for 95% of the District's portion due for the Randall Road project. This invoice is for \$72,412.80.

Motion was made by Trustee Irsay and seconded by Trustee Reining to approve the List of Bills as presented. The total approved for payment is \$308,868.04 of which \$52,088.39 is from the Governmental Funds, \$162,591.55 is from the Operations and Maintenance Funds, \$94,188.10 is from the Construction Funds, and \$0.00 is from the Bond and Interest Funds.

The motion passed after a roll call vote; President Reed and Trustees Irsay and Reining voted aye to approve the list of bills as presented.

**Manager's Report:**

District Manager presented a written copy of the April 2025 Manager's report and verbally provided some additional detail.

She highlighted the following items:

- There was one sewer call in April. It was not a District issue.
- A new person has been hired for the front office and will start on May 19<sup>th</sup>. This person will replace Kadie, who will step into Jerilyn's role when Jerilyn retires on June 30<sup>th</sup>. The District Manager is planning to give Kadie a raise for the additional responsibilities she will take on.
- District Manager attended the Village of Lake in the Hills steering committee meeting. She will share the report with the Board once she receives it.
- Fiber optic installation has been taking place in Lake in the Hills. James has spent a lot of time locating and inspecting to make sure that there has not been damage to our lines.

Motion was made by Trustee Irsay, seconded by Trustee Reining to approve the April 2025 Manager's report as presented. On a roll call vote, President Reed and Trustees Irsay and Reining voted aye.

**Engineer's Report:**

District Engineer Bob Doeringsfeld provided a written report and a verbal summary of the projects that they are working on.

These projects are as follows:

1. McHenry County Division of Transportation (MCDOT) Randall Road Project – The invoice for the District's costs was approved in the list of bills presented by the District Treasurer. This invoice was lower than what he had previously predicted.
2. District Sanitary Sewer Lining CEI –The lining project was bid on May 6<sup>th</sup> and was awarded to National Power Rodding on tonight's Agenda. The total bid cost is \$305,100.00.
3. ComEd – Process Energy will have an on-site meeting on May 20, 2025 to discuss proposed blower controls.

**Attorney's Report:**

None.

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**Unfinished Business:**

None.

**New Business:**

District Manager sought input regarding the fact that each quarterly billing cycle there are bills generated with small amounts still owed, such as 20 cents. The front office is hoping to save money by not sending these invoices and just adjusting the amount out. Input has also been sought from our third party bill rendering company. They indicated that if we wanted to make a programming change for this, it would be expensive as their rate starts at \$350 per hour. Some additional discussion took place.

With stamp prices increasing again in July, the District Treasurer proposed that we stop mailing the monthly Trustee paystubs. Instead, they can sign up for QuickBooks Workforce where they can view their paystubs online. If they are okay with that, she can send them an invitation link to sign up for QuickBooks Workforce. She will send them each an email to confirm their wishes before sending the link.

**Adjournment:**

There being no further business to bring before the Board, Trustee Irsay made a motion to adjourn the meeting. Trustee Reining seconded. The motion passed after a verbal vote. All Board Members who were present voted aye.

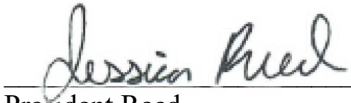
The meeting was adjourned at 7:54pm.

Respectfully submitted,

**KT**

Karen Thompson,  
District Clerk

APPROVED this 19th day of June, 2025.



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President Reed