



VILLAGE OF FOX LAKE VILLAGE BOARD MEETING MINUTES

STATE OF ILLINOIS, }
Lake and McHenry Counties, } SS.

Village of Fox Lake

At the regular Board Meeting, held in said Village and County in the State of Illinois at 6:30 p.m. on January 23, 2018 meeting was called to order by Mayor Schmit. The following official business was transacted:

1. Call to Order

Roll Call

Present Mayor Schmit: Village Clerk Moore, Village Attorney Teegen; Trustees: Jensen, Stochl, Konwent, Marr and Koske.

Staff also in attendance: Anne Marrin, Laura Linehan, Jimmy Lee, Donovan Day, Kealan Noonan and Ryan Kelly.

2. Approval of Minutes

Trustee Konwent made a ***motion*** to approve the Village Board Meeting Minutes of January 9, 2018 as presented, seconded by Trustee Koske.

A roll call vote was taken as follows:

Trustee Jensen	Aye
Trustee Stochl	Aye
Trustee Konwent	Aye
Trustee Marr	Abstained
Trustee Koske	Aye
<i>Motion Carried</i>	

3. Approval of the Warrant

Trustee Koske made a ***motion*** to approve the Expenditures/Warrants/ Transfers for January 23, 2017 in the amount of \$818,916.69, Seconded by Trustee Konwent.

A roll call vote was taken as follows:

Trustee Jensen Aye

Trustee Stochl Aye

Trustee Konwent Aye

Trustee Marr Aye

Trustee Koske Aye

Motion Carried

4. Special Business (Appointments, Swearing In Ceremonies, Proclamations)

- A. *Trustee Konwent made a motion to approve the Mayor's Appointment of Danice Moore to Trustee, to fill a remaining unexpired term, Seconded by Trustee Stochl.*

A roll call vote was taken as follows:

Trustee Jensen Aye

Trustee Stochl Aye

Trustee Konwent Aye

Trustee Marr Aye

Trustee Koske Aye

Motion Carried

- B. Judge Jorge Ortiz swore in Danice Moore for the Trustee position.
C. Police Commissioner Mike Trinski swore in Shane Campion to Sergeant.
D. Police Commissioner Mike Trinski swore in Jonathan Cawley as a new Police Officer for the Village of Fox Lake.
E. Mayor Schmit and the Village Board dedicated Meade Court as Lee Oler Court in his honor and remembrance. Mayor Schmit gave some words in his honor and presented a copy of the honoree street sign to the family of Lee Oler.

5. Village President's Report

Mayor Schmit presented some potential parking improvements along Grand Ave to the Board. Mayor Schmit presented some concept plans for a parking lot at 18 E. Grand Ave.

6. Village Administrator's Report

Village Administrator Anne Marrin stated CMAP has put out a call for grants and funding for local pavement management. Administrator Marrin stated she is working with Public Works Director Kealan Noonan and some of the engineers on the grant. The grant is a pilot program opened to all engineering services for municipalities to initiate and update local pavement management programs. Administrator Marrin stated that the Village did a road evaluation about five plus years ago but the plan needs to be updated and the grant will help the Village update the plan for all of the residential roads.

Administrator further noted that Staff attended the para-transit market study for the Lake County region. Administrator Marrin stated that this a regional program that is being instituted to try and develop sustainable implementation plan to improve all the mobility around the County.

7. Village Attorney Report

Attorney Teegen stated that the parcels along the Village Hall were purchased on contract. Attorney Teegen further explained that the contract was paid off three years ago and the Village

had not received a deed at that time but Attorney Teegen tracked down the previous owners and is now in possession of the deed. Attorney Teegen stated that he will get the deed recorded.

8. Village Treasurer's Report

A. Administrator Marrin presented the Treasurer's report for December 2017.

9. Preliminary Audience Comments (on Agenda Items Only)

Local Restaurant Owners Mario Martinez from Dockers, Butch Conrad from Whistle Stop Café, Alejandro Torez from Dino's Den and Angel Diaz from Fox Lake Family Restaurant spoke to the Board regarding their concerns of the 9.5% tax imposed on local restaurants and bars in the downtown business districts.

10. Places for Eating Discussion.

Village Board members discussed their positions on lowering the Places for Eating Tax.

11. Motion to Recess to Committee of the Whole Meeting

*Trustee Marr made a **motion** to recess to the Committee of the Whole, seconded by Trustee Jensen. All were in favor. **Motion Carried.***

A. Strategic Planning Team Reports

1. Infrastructure

Ryan Kelly, Director of NRWRF stated that the Infrastructure Strategic Planning Team last met on January 3, 2017. Mr. Kelly gave an update of the projects in process and new business. They are as follows:

- There was some damage to the tower on Washington Street and the repair will require a specialized contractor that specializes in water towers. Maguire Steel will come on January 30, 2018 to assess the damage and provide more information.
- In regards to the water/wastewater system interconnect the Engineers continuing to gather the information for the Army Corp of Engineers individual permit. Additionally they are working on the pipeline detail.
- Staff interviewed the top three bidders for the HVAC contract. There were nine bids submitted and Staff reviewed the top three. Staff will have a recommendation by the end of the week.
- Baxter Healthcare is still online but they had to shut down on January 9, 2018 because of a leak in their new gravity sewer system. The leak has been repaired. Pending a pressure test that is to be conducted on January 10, 2018, it will back online.

Next Infrastructure Strategic Planning Team meeting will be held in the Village Hall Board Room on Wednesday, February 7, 2018 at 8:30 a.m.

2. Marketing

Assistant to the Village Administrator, Laura Linehan, stated that the Marketing Strategic Planning Team last met in October. Ms. Linehan gave an update of the projects in process and new business. They are as follows:

- The Recreation Department has reviewed and approved of the draft Sponsorship Guide. The Team is working on some final edits and Staff will then work on getting the Sponsorship Guide out to the local businesses.
- Brand Style Guide is complete. The Planning Team will be reviewing the guide at the January 26 meeting.
- The Fox Lake Farmers Market website is almost ready to launch. The Team is working on vendor application and rules. Additionally, Staff will be reaching out to local businesses to see if they would be interested in participating in the Farmers Market.
- Staff is in process of designing various flyers for upcoming Parks and Recreation events.

Next Marketing Strategic Planning Team meeting will be held in the Village Hall Board Room on January 26, 2018 at 10:00 a.m.

3. Communication/Public Outreach

Police Chief Jimmy Lee stated that the Communication/Public Outreach Strategic Planning Team last met on January 16, 2018. Chief Lee gave an update of the projects in process and new business. They are as follows:

- The Team reviewed their one year priorities and worked to establish their two year priorities.
- The Team is going to work on establishing a customer satisfaction survey not only for the Village but for the individual Village Departments.
- Year two goals will be presented at the next meeting and a progress report on next year's goals.
- Staff has stated the first website due date is February 9. Staff received support from the Planning Team for the purchase of Fox lake photos from an area photographer to ensure the website has high quality photos of the Village.
- The First Citizens' Police Academy is well on its way and was well attended and consisted of an overview of the Police Department and Municipal Government.

The next Communication/Public Outreach Strategic Planning Team meeting will be held in the Village Hall Board Room on February 20, 2018 at 2:00p.m.

4. Economic Development

Community Development Director Donovan Day stated that the Economic Development Strategic Planning Team last met on January 3, 2018. Director Day gave an update of the projects in process and new business. They are as follows:

- Fox Lake welcomed 20 new or expanded businesses in town.
- Parking Lot Design Guidelines will be on the agenda for the February 13, 2018 Village Board Meeting.
- The Culver's Grand Opening took place on Monday, January 15, 2018.
- Dunkin Donuts has broken down. The contractor has installed heating blankets to keep the ground from freezing in order to install the helical piers.
- Ray Chrysler Jeep Dodge Ram is close to having their building completed. The projected completion date for the project is in March.
- Perfect Paws Pet grooming will be opening at 5 E. Grand Avenue.
- Staff met with the Chamber on January 19th to begin organizing a "Welcome to Fox Lake" packet for new/potential businesses.
- Director Day attended the Lake County Municipal League's meeting on Tuesday, January 16, 2018 to discuss the Lake County Land Bank Feasibility Study that is being conducted by Teska Associates, Inc.
- Staff met with a sign company on January 19, 2018 to begin designing several options for gateway and wayfinding signage.

The next Economic Strategic Planning Team meeting will be held in the Village Hall Board Room on February 28, 2018 at 4:00p.m.

5. Recreation

Assistant to the Village Administrator, Laura Linehan, stated that the Recreation Strategic Planning Team last met on January 18, 2018. Ms. Linehan gave an update of the projects in process and new business. They are as follows:

- Team analyzed year one priorities and picked year two priorities.
- The Planning Team has set a motion for the establishment of a Lakefront Strategic Plan Working Group. The purpose of the staff and elected official group is to focus on creating a Strategic Plan for Lakefront Park.
- The Planning Team approved the Sponsorship Guide.
- The Planning Team discussed charging a \$2.00 fee per child for non-residents. The Planning Team decided the \$2.00 fee for non-residents was a fair amount, and would also assist staff in determining how many event participants are from outside of Fox Lake.
- Farmers Market website is almost completed.
- Bloody Mary Fest has sold 171 tickets. Staff has met with several liquor license holders and they will continue to meet the rest of the local liquor license establishments.
- Staff has received numerous donations from local businesses for the Polar Plunge.
- Staff met with Special Olympics staff last week to discuss a few details. Additionally, Staff is assisting in getting celebrity judges and other items.

The next Recreation Planning Team meeting will be held in the Village Hall Board Room on February 15, 2018 at 10:00a.m.

6. Technology

Police Chief Jimmy Lee stated that the Technology Strategic Planning Team last met on November 15, 2017. Chief Lee gave an update of the projects in process and new business. They are as follows:

- Staff is in process of beginning the installation of the Cloudbased PBX phone system. This will start with a more in-depth review of individual lines. Anticipated project timeline is around 45-60 days.
- Staff is in process of building a mock system to show potential use. Staff will be sharing the results with the Department Head Team and Planning Team once they have the mock environment built.

The next Economic Strategic Planning Team meeting will be held in the Village Hall Board Room on February 20, 2018 at 3:00p.m.

12. **New Business**

- A. **Fire and Police Commission Annual Report**
- B. **Zacharias Networking Agreement**
- C. **Acquisition of properties-Sayton Road Improvement Project**
- D. **Ordinance 2018-03, an Ordinance amending the Annual Budget.**
- E. **Ordinance 2018-04, an Ordinance directing the disposal of surplus property by various means.**
- F. **Ordinance 2018-5, an Ordinance amending various portions of Section 1-4-3-1 of the Village Code detailing Miscellaneous Fees and Fines.**
- G. **Ordinance 2018-06, and Ordinance amending Section 6-1-4 of the Village Code related to Building Permit Fees.**
- H. **Lift Station Repairs-Newcastle Electric, Inc.**
- I. **Master Engineering Services Agreement with Baxter & Woodman, Inc.**
- J. **Lakefront Park Strategic Plan Working Group**
- K. **Raffle License Fox Lake Chamber of Commerce on February 4, 2018**
- L. **Raffle License Fox Lake Lions Club on March 21, 2018**
- M. **Raffle License Fox Lake Rotary Club on April 14, 2018**
- N. **Raffle License Fox Lake Rotary on January 27, 2018.**

13. **Old Business**

There was none.

14. **Motion to Adjourn from Committee of the Whole and reconvene Village Board Meeting**

*Trustee Konwent made a **motion** to adjourn from Committee of the Whole and reconvene Village Board Meeting, seconded by Trustee Koske. All were in favor. **Motion carried.***

Trustee Marr made a ***motion*** to waive the bid process for the Lift Station Electrical Repair Project, seconded by Trustee Jensen.

A roll call vote was taken as follows:

Trustee Moore	Aye
Trustee Jensen	Aye
Trustee Stochl	Aye
Trustee Konwent	Aye
Trustee Marr	Aye
Trustee Koske	Aye
<i>Motion Carried</i>	

15. Items to be Removed from Consent Agenda

16. Consent Agenda

All items listed on the Consent Agenda are considered to be routine by the Village Board and will be enacted by one motion. There will be no separate discussion of these items unless a Trustee so requests, in which event the item will be removed from the general order of business and considered under the Approval of Exceptions.

A. Resolutions

1. **Resolution 2018-R-04, a Resolution approving the acquisition of various properties required in order to construct the Sayton Road Improvement Project.**
2. **Resolution 2018-R-05, a Resolution approving the proposal of Newcastle Electric, Inc. for Lift Station Repairs.**
3. **Resolution 2018-R-06, a Resolution approving a Master Engineering Services Agreement and two work orders with Baxter & Woodman, Inc.**

B. Ordinances

1. **Ordinance 2018-03, an Ordinance amending the Annual Budget.**
2. **Ordinance 2018-04, an Ordinance directing the disposal of surplus property by various means.**
3. **Ordinance 2018-05, an Ordinance amending various portions of Section 1-4-3-1 of the Village Code detailing miscellaneous fees and fines.**
4. **Ordinance 2018-06, an Ordinance amending Section 6-1-4 of the Village Code related to Building Permit Fines.**

C. Motions

1. **A Motion to Approve the Fox Lake Police Department participation in the Zacharias Networking Agreement and Authorize the Chief of Police to sign the agreement**
2. **A Motion to establish a Lakefront park Strategic Plan Working Group.**
3. **A Motion to approve the Raffle License Request by the Fox lake Chamber of Commerce to conduct a Meat Raffle on February 4, 2018.**
4. **A Motion to approve the Raffle License Request by the Fox Lake Lions Club to conduct a Ham Raffle on March 21, 2018.**
5. **A Motion to approve the Raffle License Request by the Fox Lake Rotary Club to conduct 50/50 Raffle on April 14, 2018.**
6. **A Motion to approve the Raffle License Request by the Fox Lake Rotary Club to conduct a Calcutta Drawing and 50/50 Raffle on January 27, 2018.**

Trustee Jensen made a ***motion*** to move that items A 1-3, B 1-4 and C 1-6 be established as the Consent Agenda for this meeting by unanimous vote, seconded by Trustee Konwent.

A roll call vote was taken as follows:

Trustee Moore	Aye
Trustee Jensen	Aye
Trustee Stochl	Aye
Trustee Konwent	Aye
Trustee Marr	Aye
Trustee Koske	Aye
Motion Carried	

Trustee Konwent made a ***motion*** that the consent agenda as established by the prior motion be passed, seconded by Trustee Jensen.

A roll call vote was taken as follows:

Trustee Moore	Aye
Trustee Jensen	Aye
Trustee Stochl	Aye
Trustee Konwent	Aye
Trustee Marr	Aye
Trustee Koske	Aye
Motion Carried	

17. Approval of Exceptions

There were none.

18. For the Good of the Order

Mayor Schmit gave a presentation regarding a project to remove silt from the Chain of Lakes.

19. Audience Comments

Resident Randy Fontana spoke to the Board regarding his disdain for the vehicle sticker fines.

20. Executive Session

There was no Executive Session.

21. Possible Motion Coming out of Executive Session

There were none.

22. Adjournment

Trustee Stochl made a ***motion*** adjourn the meeting seconded by Trustee Koske.
All were in favor. Motion Carried.

Meeting was adjourned at 8:40 P.M.


Kimberly Mate, Deputy Clerk



Village Board Meeting Meeting Sign In

Date: 11/25/18

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