



## 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 February 13, 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 Attorney Karen Barone; Trustees: Jensen, Stochl, Konwent, Marr and Moore. Trustee Koske absent.

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 23, 2018 as presented, seconded by Trustee Marr. All were in favor. ***Motion Carried.***

### 3. Approval of the Warrant

Trustee Moore made a ***motion*** to approve the Expenditures/Warrants/ Transfers for February 13, 2018 in the amount of \$1,114,940.98 Seconded by Trustee Marr.

*A roll call vote was taken as follows:*

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

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

There were none.

5. **Village President's Report**

Mayor Schmit discussed the option of a Special Village Board Meeting to interview the three candidates applying to the remaining term of the Village Clerk position. He continued stating the Village Board will be recognizing the Cheerleaders for their 2<sup>nd</sup> place win at the State Competition during one of the upcoming March Village Board Meetings. The Dunns Lake HOA has honored the Village of Fox Lake with the opportunity to display their Lake County Storm Water Management Community of the Year Award at the Village Hall, this is to thank the Village for all the help during the cleanup of the pond which lead to the award. Mayor Schmit presented the Legislative Agenda at the Lake County Municipal League Breakfast.

6. **Village Administrator's Report**

Village Administrator Anne Marrin thanked the Street Department for their efforts during the most recent snow events. She then highlighted items that will be brought before the Village Board of Trustees in the next few weeks. The Village is currently working on the QBS Program requirements, mandated by IDOT, which will require amending our current Purchasing Policy. Staff is working diligently on 501c3's and will present them to the Village Board in March. The Parks Master Plan and bid packet are being prepared. A Lake County Major Crimes Task Force Agreement must be passed prior to April 1, 2018 and will be presented at the next Village Board Meeting. Administrator Marrin invited Board Members to contact her with any questions.

7. **Village Attorney Report**

None.

8. **Village Treasurer's Report**

None.

9. **Preliminary Audience Comments (on Agenda Items Only)**

There were none.

10. **Motion to Recess to Committee of the Whole Meeting**

*Trustee Jensen made a **motion** to recess to the Committee of the Whole, seconded by Trustee Moore. 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 February 7, 2018. Mr. Kelly gave an update of the projects in process and new business. They are as follows:

- Public Works will hold a bid opening on February 15, 2018 at 2:00 PM for the conversion of vacant property located at 18 E Grand Avenue to a parking area.
- Emergency Screw Pump Repairs continue.
- McGuire Iron has inspected damage to the Washington Street Tower and has provided quotes for various levels of repair. Kealan will meet to discuss long term plans and determine which option is most cost effective.
- Lift station repairs are currently on hold due to weather.
- Snow removal is planned for February 14, 2018 at 1:00 AM.

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

## 2. Marketing

Assistant to the Village Administrator, Laura Linehan, stated that the Marketing Strategic Planning Team met on January 26, 2018 and then again February 7, 2018. Ms. Linehan gave an update of the projects in process and new business. They are as follows:

- The Brand Style Guide, as required by the website redesign, is ready and in the packet for this evening.
- The next Newsletter distribution will be end of March.

## 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.
- A presentation on ruse burglaries, scams targeting seniors, will take place February 14, 2018 at 7:00 PM. The Mayor will be in attendance along with the attendees of the Citizen's Police Academy. Chief Lee invited any Trustees interested to attend.

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:

- The February 28<sup>th</sup> meeting of the Economic Development Team will discuss the BDD Incentive Guidelines and application process.
- Dunkin Donuts remains on track to open the second week in May.
- Studio Hot Rods Roadhouse final building plans are currently under review.



- Community Garden will be open to existing gardeners on February 21, 2018 and to the general public on March 5, 2018.
- Two workshops for gardeners are set for 3-15-18 and 4-19-18, 6:30 PM at the Fox Lake Library.

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.
- Lakefront Strategic Plan Working Group is continuing to work on an overarching document and schedule coordination.
- Ms. Linehan reviewed the upcoming schedule of parks programs including: Daddy Daughter Dance, Easter Egg Hunt, Cardio Drumming Classes.
- Voters selected 'Jumanji' for the Movie by the Lake. The decision will be posted on Facebook page February 14, 2018.
- Farmers Market website is complete. Applications and rules will be presented to the Recreation Strategic Planning Team.
- Polar Plunge Safety meeting went well and staff is ready for February 25, 2018.

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.

The next Economic Strategic Planning Team meeting will be held in the Village Hall Board Room on February 20, 2018 at 4:00p.m.

### 11. **New Business**

- A. North Suburban Employee Benefit Cooperative Appointments**
- B. Northwest Municipal Conference Board Appointments**
- C. Gewalt Hamilton Professional Engineering Services Agreement**

**D. Parking Lot Landscape and Design Guidelines**

Questions regarding clarification of new vs. existing construction, consistency and native planting suggestion, created a consensus this item will be tabled at the February 27, 2018 Village Board Meeting.

**E. Raffle License Grant Township****12. Old Business**

Mayor Schmit stated a Places for Eating Tax reduction will be on the next agenda.

Mayor Schmit stated he has appointments to make so if anyone knows someone who would like to serve on a Board, please let him know.

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

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

**14. Items to be Removed from Consent Agenda****B. Motions**

1. **A Motion to approve the proposed Parking Lot Landscape and Design Guidelines and direct the Attorney to prepare the necessary Ordinance.**

*Trustee Moore made a **motion** to table the Parking Lot Landscape and Design Guidelines motion until the February 27, 2018 Village Board Meeting seconded by Trustee Konwent. All were in favor. **Motion Carried.***

**15. 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-07, a Resolution Appointing a Representative and Alternate to the Governing Board of the North Suburban Employee Benefit Cooperative.**
2. **Resolution 2018-R-08, a Resolution Appointing a Director, First Alternate Director, and Secondary Alternate Director for the Northwest Municipal Conference Board.**
3. **Resolution 2018-R-09, a Resolution Authorizing the Mayor to Sign and Enter a Service Agreement with Gewalt Hamilton and Associates, Inc. for Professional Engineering Services.**

**B. Motions**

2. **A Motion to approve the Raffle License Request from Grant Township for a Super Raffle and a 50/50 Raffle on March 9, 2018.**

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

*A roll call vote was taken as follows:*

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

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

*A roll call vote was taken as follows:*

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

16. **Approval of Exceptions**  
There were none.
17. **For the Good of the Order**  
None.
18. **Audience Comments**  
There were none.
19. **Executive Session**  
There was no Executive Session.
20. **Possible Motion Coming out of Executive Session**  
There were none.
21. **Adjournment**

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

Meeting was adjourned at 7:17 P.M.

  
Kimberly Mate, Deputy Clerk