



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 27, 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 Howard Teegen; Trustees: Jensen, Stochl, Marr, Moore and Koske. Trustee Konwent absent.

Staff also in attendance: Anne Marrin, Laura Linehan, Donovan Day, Kealan Noonan and Julie McManus.

2. Approval of Minutes

Trustee Jensen made a ***motion*** to approve the Village Board Meeting Minutes of February 13, 2018 as presented, seconded by Trustee Moore.

A roll call vote was taken as follows:

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

Trustee Marr made a ***motion*** to approve the Special Village Board Meeting Minutes of February 22, 2018 as presented, seconded by Trustee Koske.

A roll call vote was taken as follows:

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

3. **Approval of the Warrant**

Trustee Jensen made a ***motion*** to approve the Expenditures/Warrants/ Transfers for February 27, 2018 in the amount of \$908,143.82 Seconded by Trustee Koske.

A roll call vote was taken as follows:

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

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

Mayor Schmit recognized the many accomplishments of Grant Cheerleading and the Grant COED Varsity Cheerleaders for their 2nd place finish in the State Tournament.

5. **Village President's Report**

Mayor Schmit stated the new Village Clerk will be sworn in at the next meeting. Mayor Schmit discussed current legislation in Springfield including lead water service lines. He stated he will communicate the Village's wishes to our legislators.

6. **Village Administrator's Report**

Village Administrator Anne Marrin reminded the Board the Budget Workshop will take place March 9, 2018 at 11:30 a.m. Administrator Marrin introduced new Finance Director Julie McManus.

7. **Village Attorney Report**

Attorney Teegen recommended revising the Village Ordinance regarding blighted properties and demolition, to be in-line with current state statutes, thus allowing and accommodating the Village to address various run down properties. He recommended consideration of this in the upcoming budget process. An ordinance will be presented at the next Board of Trustees Meeting. Mayor Schmit will email Board Members and staff the date and time of an upcoming Lake County Municipal League Dinner where the speaker's topic is Blighted Properties. Mayor Schmit will update Board after attending.

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

Kealan Noonan, Director of Public Works stated that the Infrastructure Strategic Planning Team last met on February 7, 2018. Mr. Noonan gave an update of the projects in process and new business. They are as follows:

- The Sewer Lining Project has been completed. Preliminary work to begin this year's sewer lining project under way to begin this earlier in the current year.
- Menards and Frontage Road agreements have been sent to Gewalt Hamilton.
- 18 E Grand Avenue Parking Lot Bid Opening took place on February 15, 2018 Emergency Screw Pump Repairs continue.
- McGuire Iron has provided 4 options to repair Washington Street Tower.
- Newcastle continues to make repairs to lift stations, weather permitting.
- Leak Detection Survey on all water mains has been completed. Four hydrants will be addressed in house. For being completed by March 31, 2018, there is a 15% savings.
- Sayton Road documents have been submitted to IDOT. The letting will be April 27, 2018.

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 February 7, 2018. Ms. Linehan gave an update of the projects in process and new business. They are as follows:

- Village of Fox Lake will have 3 booths at the Chamber Expo on March 3, 2018. Linda Jackson, Donovan Day, a Police Department representative and Ms. Linehan will be in attendance.
- Community Garden E-News email blast will begin.
- Community Garden educational event on March 15th at the Fox Lake Library.

- The Village of Fox Lake website has been updated with all upcoming events to reflect same info as Facebook pages.

3. Communication/Public Outreach

Police Chief Jimmy Lee was offsite addressing an incident so Assistant to the Administrator, Laura Linehan updated the Board on the following:

- Met with CivicPlus to review website content, likes and dislikes as part of the early stages of website remodel.
- Recently received draft layout of website modules that will be shared with Communication Team.
- Anticipated live date for new website is July 2018.
- The next Anchor Newsletter will be coming together shortly.
- Mayor Schmit asked for Anchor Award recommendations.
- Mayor Schmit asked everyone to advise Laura of any glitches or problems with the current website so they can be addressed during the current meetings.

4. Economic Development

Community Development Director Donovan Day stated that the Economic Development Strategic Planning Team last met on February 21, 2018. Director Day gave an update of the projects in process and new business. They are as follows:

- Economic Development Team has prepared the Economic Development Strategic Plan, Economic Development Incentive Guidelines and the Economic Development Incentive Application and that is on the agenda this evening.
- Land Bank discussion will take place March 6, 2018.
- Prepared to review the Feasibility Study.
- Community Garden opened for registration to existing gardeners. Applications from new gardeners will be accepted on Monday, 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 downtown art installation Artirondack chairs, Share the View, goes live on February 28, 2018.

The next Economic Strategic Planning Team meeting will be held in the Village Hall Board Room on March 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 February 15, 2018. Ms. Linehan gave an update of the projects in process and new business. They are as follows:

- The Farmers Market application, rules and regulations will be reviewed at the next meeting.

- Polar Plunge had 300 plungers and approximately \$70,000.00 raised. Photos are being gathered and a post for social media is being prepared.
- The names of the first eight taverns who will participate in the Bloody Mary Fest have been posted.
- The next event will be held on March 24, 2018 which is the Egg-Citing Easter Egg Hunt.

6. Technology

Assistant to the Administrator, Laura Linehan updated the Board on the following:

- Access One inventoried all phone line equipment at all buildings on Friday, March 2, 2018. Anticipated project timeline is in the next 60 days.
- Share Point draft is ready and will be shared with the team and then the Board.

11. **New Business**

- A. 2018 Strategic Planning Team Members and Chairs**
- B. QBS Policy**
- C. BDD Strategic Plan Guidelines Review & Discussion**
- D. Raffle License Request – Catholic Charities**
- E. HVAC Maintenance Proposal – Jensen’s Plumbing & Heating Inc.**

12. **Old Business**

- A. Ordinance 2018-07, an Ordinance Adopting the Village of Fox Lake Parking Lot Landscaping Design Guidelines.**

Mayor Schmit stated the Guidelines included in the packet did not have the final change regarding preserving native vegetation so the motion to approve the Resolution will have the amended exhibit in it. Trustee Marr asked that the wording be amended to suggest that existing buildings making changes be encouraged to comply with these new guidelines. Mayor Schmit stated the Board will pass this tonight and then amend verbiage in the future.

- 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**

None.

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. A motion to approve Resolution 2018-R-10, a Resolution establishing the 2018 Strategic Planning Team Members and Chairs.**

2. A motion to approve Resolution 2018-R-11, a Resolution amending the Village of Fox Lake Purchasing Policy to include a Qualifications-based Selection Policy for projects for which the Village receives Federal Funds for highway projects.
3. A motion to approve Resolution 2018-R-12, a Resolution authorizing the Mayor and Village Clerk of the Village of Fox Lake, to sign and thereby accept the proposal from Jensen's Plumbing & Heating Inc. for HVAC Maintenance.

B. Ordinances

1. A motion to approve Ordinance 2018-07, an Ordinance Adopting the Village of Fox Lake Parking Lot Landscaping Design Guidelines.

C. Motions

1. A Motion to approve the Raffle License Request from Catholic Charities for a raffle on March 10, 2018.

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

A roll call vote was taken as follows:

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

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

A roll call vote was taken as follows:

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

16. Approval of Exceptions

There were none.

17. For the Good of the Order

Mayor Schmit stated in an upcoming meeting with IDOT to discuss crosswalk at Ray Chevrolet, possible stoplight at Jack Frost Lane, deceleration lane at Route 12 and Route 134 and the parcel on SW corner of Route 12 and Route 134.

18. Audience Comments

Glenn Close, a resident of Fox Lake, said there is an Ordinance requiring sidewalks be installed with new construction and remodeling but he has not seen this happening. He stated sidewalks are important and should be more of a priority in the Village of Fox Lake.

Mayor Schmit stated there is a sidewalk being installed at Ray Dodge that will extend to Ray Chevrolet. Kodiak will install a sidewalk at their facility. There is a lighted bike path being installed on Sayton Road.

Village Administrator Anne Marrin stated they are reviewing the District and starting to look at engineering sidewalks starting at Culvers and continuing down to Dairy Queen. Sidewalks are mini roadways and very expensive so this must start with the engineering. The QBS Policy passed tonight requires a Streetscape Ordinance which is forthcoming.

19. Executive Session

*Trustee Jensen made a **motion** to retire into executive session at 7:27 p.m. for a Personnel Matters and Land Acquisition and to include Village Administrator Anne Marrin, Assistant Village Administrator Laura, Community Development Director, Donovan Day and Attorney Howard Teegen, Seconded by Trustee Koske. All were in favor. **Motion carried.***

20. Reconvene the Village Board Meeting.

*Trustee Jensen made a **motion** to reconvene the Village Board Meeting at 7:51p.m., seconded by Trustee Marr. All were in favor. **Motion Carried.***

21. Possible Motion Coming out of Executive Session

*Trustee Koske made a **motion** to approve Resolution 2018-R-13 seconded by Trustee Moore.*

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>Absent</i>
<i>Trustee Marr</i>	<i>Aye</i>
<i>Trustee Moore</i>	<i>Aye</i>
<i>Trustee Koske</i>	<i>Aye</i>
<i>Motion Carried</i>	

22. Adjournment

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

Meeting was adjourned at 7:51 P.M.


Kimberly Mate, Deputy Clerk



Date: 19/18

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