

**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 13, 2026, held via in-person and via Microsoft Teams, the meeting was called to order by Mayor Schmit.

## 1. Call to Order - Roll Call

Trustee Vander Weit contacted the Village Clerk and the Mayor with a request to appear remotely as she is out of town on business.

Trustee Gauger made a **motion** to allow Trustee Vander Weit to attend the Village Board Meeting remotely, seconded by Trustee Konwent. All were in favor. **Motion carried.**

Present: Mayor Donny Schmit, Village Attorney Jeff Nutschning, Trustees Bernice Konwent, Jeff Jensen, Amy Driscoll, David Gauger, and Debra Vander Weit (via Teams) and Village Clerk Michelle Runnion.

Absent: Trustee Brian Marr

Staff also in attendance: Jessica Chernich, Ashley Magnine, Jodi Luka, Steve Wirch, Laura Rudkin, John Thompson, Jennifer Kuhn and Dawn DeServi.

## 2. Approval of Minutes

## A. Village Board Meeting Minutes for December 9, 2025

Trustee Konwent made a **motion** to approve the Village Board Meeting Minutes for December 9, 2025, as presented, seconded by Trustee Jensen.

*A roll call vote was taken as follows:*

Trustee Jensen Ave

Trustee Gauger

## Trustee Konwent

Trustee Konwent *Present*  
Trustee Marr *Absent*

Trustee Mart AUS  
Trustee Driscoll Ave

*Trustee Vander Weit Abstain  
Motion carried*

**3. Approval of the Warrant**

**A. Approval of the Warrant – January 13, 2026**

*Trustee Konwent made a motion to approve the Expenditures/Warrants/Transfers for January 13, 2026, in the amount of \$2,583,458.33, seconded by Trustee Driscoll.*

*A roll call vote was taken as follows:*

Trustee Jensen	Aye
Trustee Gauger	Aye
Trustee Konwent	Aye
Trustee Marr	Absent
Trustee Driscoll	Aye
Trustee Vander Weit	Aye

*Motion carried*

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

**A. R1& R-2 Zoning Update Presentation**

*Jake Boxrud, Management Analyst for Community and Economic Development, presented the Zoning Update for the proposed ordinance. There are many legal but non-conforming properties in the Village. This can influence residents in terms of receiving permits and loans and can be a barrier to investment. The ordinance would reduce the number of legal non-conforming properties.*

**B. Swearing in of Patrol Officers- Casey Wengelewski and Abraham Zwiefka**

*Chief DeServi introduced the officers, and they were then sworn in by Commissioner Greg Kenney.*

**5. Village President's Report**

*The mayor addressed the treatment plant rate increase and read a statement that explained the need and reasons for the increase. The statement was made available on the Village website.*

**6. Village Administrator's Report**

*There was none.*

**7. Village Attorney Report**

*There was none.*

**8. Village Treasurer's Report**

*There was none.*

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

*Christine Valenciano thanked Jake, Jodi, and John for their work and their assistance in community and business development.*

*Anastasia Buckley, co-owner of 176 Eagle Point Rd, expressed her opposition to approval of 177 Eagle Point Rd for a short-term rental special use permit. She commented on the easement, safety issues, and the road.*

**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 Gauger. All were in favor. Motion carried.*

**A. Strategic Planning Team Reports**

*There were no questions/comments.*

**11. New Business**

**A. Resolution 2026-R-01: A Resolution Authorizing the Chief of Police of the Village of Fox Lake to Sign and Thereby Accept the Contract from Currie Motors Frankfort for the 2026 Ford Utility Police Interceptor Vehicle**

*This item is to authorize the Chief of Police to sign and accept the contract from Currie Motors Frankfort for the 2026 Ford Utility Police Interceptor Vehicle. The cost of the vehicle is \$45,942 and the outfitting is \$17,608.87 for a total of \$63,550.87. There will be a motion to waive the bid for the outfitting.*

**B. Resolution 2026-R-03: A Resolution Authorizing the Execution of a Professional Services Agreement with Lauterbach & Amen, LLP for Finance Department Support Services**

*This item is to authorize the execution of a Professional Services Agreement with Lauterbach & Amen, LLP for Finance Department Support Services at a cost of \$19,000 annually for FY2026 and FY2027 to assist with audit prep and grant accounting. The agency comes with good experience and strong references.*

**C. Resolution 2026-R-04: A Resolution Approving a Professional Services Agreement with PSOMAS Engineering for Grant Writing Services and Supporting Phase 1 Studies for Projects Consistent with a Shared Use Path Expansion and Nippersink Blvd & Rolland Place Access Improvements**

*This item is to approve a Professional Services Agreement with PSOMAS Engineering for Grant Writing Services and Supporting Phase 1 Studies for Projects Consistent with a Shared Use Path Expansion and Nippersink Blvd & Rolland Place Access Improvements. The cost of the service is \$153,092. Should the Village not be awarded the grants, these studies are transferable to different grant applications.*

**D. Resolution 2026-R-05: A Resolution Authorizing Participation as a Member in the Illinois Emergency Management Mutual Aid System Response Pursuant to an Intergovernmental Agreement for the Establishment of a Mutual Aid Intergovernmental Service Agreement**

*This item is to authorize participation as a member in the Illinois Emergency Management Mutual Aid System Response Pursuant to an Intergovernmental Agreement for the Establishment of a Mutual Aid Intergovernmental Service Agreement. There is no financial impact for this agreement.*

**E. Ordinance 2026-01: An Ordinance Amending the Zoning Ordinance and Code of Ordinances of the Village of Fox Lake Regarding Lot/Bulk Regulations, Legal Non-Conforming Structures and Uses, Variation Petitions, Filing and Hearing Fees, Accessory Structures, Off-Street Parking Requirements and Zoning Map Amendments in the R-1 and R-2 Zoning Districts**

*This item is to amend the zoning ordinance and Code of Ordinances of the Village of Fox Lake regarding Lot/Bulk Regulations, Legal Non-Conforming Structures and Uses, Variation Petitions, Filing and Hearing Fees, Accessory Structures, Off-Street Parking Requirements and Zoning Map Amendments in the R-1 and R-2 Zoning Districts. The current fee of \$1,100 is modified to \$300 for variation requests eligible for Planning & Zoning Commission approval and \$500 for all others.*

**F. Ordinance 2026-02: An Ordinance Amending Section 3-10-1-4 of the Village Code of the Village of Fox Lake Related to Vehicle Food Vendors**

*This item is to amend Section 3-10-1-4 of the Village Code of the Village of Fox Lake Related to Vehicle Food Vendors. This includes replacing the temporary seasonal license with an annual vendor license and updating the single-event vendor license definition and reducing its fee from \$100 to \$50. The amendment will not alter the ordinance's core protections for local brick-and-mortar businesses.*

**G. Motion to Approve a Transfer of a Special Use Permit to Edgar Ignot to Operate a Business Selling Motor Vehicles and Recreational Vehicles at 37520 N Route 12 and Authorize the Attorney to Draft the Ordinance**

*This item is to approve the Transfer of a Special Use Permit to Edgar Ignot to Operate a Business Selling Motor Vehicles and Recreational Vehicles at 37520 N Route 12 and Authorize the Attorney to Draft the Ordinance. The conditions would remain in place for the transfer including installation of a sidewalk, fencing maintained, parking not permitted within 8' of Route 12, and no servicing of vehicles permitted on the property due to the proximity of the wetlands on and adjacent to the property.*

**H. Motion to Accept the Planning & Zoning Commission's Recommendation to Approve a Rezoning of Property from R-2 to R-3 at 4 N Poplar Avenue and 228 E Grand Avenue and Authorize the Attorney to Draft the Ordinance**

*This item is to accept the Planning & Zoning Commission's recommendation to approve a rezoning of property from R-2 to R-3 at 4 N Poplar Avenue and 228 E Grand Avenue and authorize the Attorney to draft the Ordinance. The intent is to construct a 2-unit duplex on each property. The recommendation was unanimous.*

**I. Motion to Accept the Planning & Zoning Commission's Recommendation to Approve the Resubdivision and Replatting of Properties at 4 N Poplar Avenue and 228 E Grand Avenue, Fox Lake, IL 60020**

*This item is to accept the Planning & Zoning Commission's recommendation to approve the resubdivision and replatting of properties at 4 N Poplar Avenue and 228 E Grand Avenue, Fox Lake, IL 60020. This was also a unanimous decision.*

**J. Motion to Accept the Planning & Zoning Commission's Recommendation to Grant a Variation to the R-3 District's Minimum Lot Size Requirement for a Duplex at 4 N Poplar Avenue, Fox Lake, IL 60020**

*This item is to accept the Planning & Zoning Commission's recommendation to grant a variation to the R-3 District's Minimum Lot Size Requirement for a Duplex at 4 N Poplar Avenue, Fox Lake, IL 60020. The recommendation was unanimous.*

**K. Motion to Accept the Planning & Zoning Commission's Recommendation to Grant a Variation to the R-3 District's Minimum Lot Size Requirement and Abutting Streets Setback Requirement for a Duplex at 228 E Grand Avenue, Fox Lake, IL 60020**

*This item is to accept the Planning & Zoning Commission's recommendation to grant a variation to the R-3 District's Minimum Lot Size Requirement and Abutting Streets Setback Requirement for a Duplex at 228 E Grand Avenue, Fox Lake, IL 60020. The recommendation was unanimous.*

**L. Motion to Accept the Planning & Zoning Commission's Recommendation to Deny a Special Use Permit to Operate a Short-Term Rental at 177 Eagle Point Road**

*This item is to accept the Planning & Zoning Commission's recommendation to deny a Special Use Permit to Operate a Short-Term Rental at 177 Eagle Point Road. Four letters of protest were received and the vote on the recommendation to deny was 4-2.*

**M. Motion to Ratify the Retention of Jeff Nutschning to Represent the Village at Administrative Adjudication Hearings and Other Matters as Designated by the Mayor**

*This item is to ratify the retention of Jeff Nutschning to represent the Village at Administrative Adjudication Hearings and other matters as designated by the mayor.*

**12. Motion to Waive the Bids for the Outfitting of the 2026 Ford Utility Police Interceptor Vehicle**

*Trustee Jensen made a motion to Waive the Bids for the Outfitting of the 2026 Ford Utility Police Interceptor Vehicle, seconded by Trustee Konwent.*

*A roll call vote was taken as follows:*

Trustee Jensen	Aye
Trustee Gauger	Aye
Trustee Konwent	Aye
Trustee Marr	Absent
Trustee Driscoll	Aye
Trustee Vander Weit	Aye

*Motion carried*

**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 the Committee of the Whole and reconvene the Village Board meeting, seconded by Trustee Jensen. All were in favor. Motion carried.*

**15. Items to be Removed from Consent Agenda**

*There were none.*

**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 2026-R-01: A Resolution Authorizing the Chief of Police of the Village of Fox Lake to Sign and Thereby Accept the Contract from Currie Motors Frankfort for the 2026 Ford Utility Police Interceptor Vehicle
2. Resolution 2026-R-03: A Resolution Authorizing the Execution of a Professional Services Agreement with Lauterbach & Amen, LLP for Finance Department Support Services
3. Resolution 2026-R-04: A Resolution Approving a Professional Services Agreement with PSOMAS Engineering for Grant Writing Services and Supporting Phase 1 Studies for Projects Consistent with a Shared Use Path Expansion and Nippersink Blvd & Rolland Place Access Improvements
4. Resolution 2026-R-05: A Resolution Authorizing Participation as a Member in the Illinois Emergency Management Mutual Aid System Response Pursuant to an Intergovernmental Agreement for the Establishment of a Mutual Aid Intergovernmental Service Agreement

**B. Ordinances**

1. Ordinance 2026-01: An Ordinance Amending the Zoning Ordinance and Code of Ordinances of the Village of Fox Lake Regarding Lot/Bulk Regulations, Legal Non-Conforming Structures and Uses, Variation Petitions, Filing and Hearing Fees, Accessory Structures, Off-Street Parking Requirements and Zoning Map Amendments in the R-1 and R-2 Zoning Districts
2. Ordinance 2026-02: An Ordinance Amending Section 3-10-1-4 of the Village Code of the Village of Fox Lake Related to Vehicle Food Vendors

**C. Motions**

1. Motion to Approve the Transfer of a Special Use Permit to Edgar Ignot to Operate a Business Selling Motor Vehicles and Recreational Vehicles at 37520 N Route 12 and Authorize the Attorney to Draft the Ordinance
2. Motion to Accept the Planning & Zoning Commission's Recommendation to Approve a Rezoning of Property from R-2 to R-3 at 4 N Poplar Avenue and 228 E Grand Avenue and Authorize the Attorney to Draft the Ordinance
3. Motion to Accept the Planning & Zoning Commission's Recommendation to the Resubdivision and Replatting of Properties at 4 N Poplar Avenue and 228 E Grand Avenue, Fox Lake, IL 60020
4. Motion to Accept the Planning & Zoning Commission's Recommendation to Grant a Variation to the R-3 District's Minimum Lot Size Requirement for a Duplex at 4 N Poplar Avenue, Fox Lake, IL 60020
5. Motion to Accept the Planning & Zoning Commission's Recommendation to Grant a Variation to the R-3 District's Minimum Lot Size Requirement and Abutting Streets Setback Requirement for a Duplex at 228 E Grand Avenue, Fox Lake, IL 60020
6. Motion to Accept the Planning & Zoning Commission's Recommendation to Deny a Special Use Permit to Operate a Short-Term Rental at 177 Eagle Point Road
7. Motion to Ratify the Retention of Jeff Nutschnig to Represent the Village at Administrative Adjudication Hearings and Other Matters as Designated by the Mayor

*Trustee Jensen made a motion that Resolutions A 1,2,3 and 4, Ordinances B 1 and 2, and Motions C 1,2,3,4,5,6, and 7 be established as the Consent Agenda for this meeting by unanimous vote, seconded by Trustee Gauger.*

*A roll call vote was taken as follows:*

Trustee Jensen	Aye
Trustee Gauger	Aye
Trustee Konwent	Aye
Trustee Marr	Absent
Trustee Driscoll	Aye
Trustee Vander Weit	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 Jensen	Aye
Trustee Gauger	Aye
Trustee Konwent	Aye
Trustee Marr	Absent
Trustee Driscoll	Aye
Trustee Vander Weit	Aye

***Motion carried***

**17. Approval of Exceptions**

*There were none.*

**18. For the Good of the Order**

*There was none.*

**19. Audience Comments**

*There were none.*

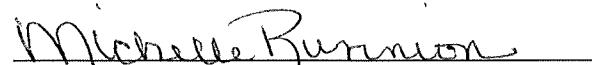
**20. Executive Session**

*Trustee Jensen made a motion to enter Executive Session at 7:21 pm for Session I Personnel Matters to include the Police Chief, Village Administrator and Village Attorney, Session II for Land Acquisition to include Village Administrator, Village Attorney, and Community and Economic Development Director, and Session III for Threatened/Pending Litigation to include the Village Administrator and Village Attorney, seconded by Trustee Konwent. All were in favor. Motion carried.*

**21. Adjournment (from Executive Session)**

*Trustee Jensen made a motion to adjourn the meeting at 8:08 pm, seconded by Trustee Gauger. All were in favor. Motion carried.*

**Meeting was adjourned at 8:08 P.M.**

  
\_\_\_\_\_  
Michelle Runnion, Village Clerk