



**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 October 9, 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, Konwent, Marr, Moore and Koske.

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

**2. Approval of Minutes**

*Trustee Konwent made a motion to approve the Village Board Meeting Minutes of September 28, 2018 as presented, 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>Aye</i>
<i>Trustee Marr</i>	<i>Aye</i>
<i>Trustee Moore</i>	<i>Aye</i>
<i>Trustee Koske</i>	<i>Aye</i>

***Motion Carried***

**3. Approval of the Warrant**

*Trustee Koske made a motion to approve the Expenditures/Warrants/ Transfers for October 9, 2018 in the amount of \$591,005.96, Seconded by Trustee Jensen.*

*A roll call vote was taken as follows:*

<i>Trustee Jensen</i>	<i>Aye</i>
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<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>Aye</i>
<b><i>Motion Carried</i></b>	

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

There is none.

**5. Village President’s Report**

The Mayor addressed the need to work on the downtown parking signage to help the businesses, residents and visitors of Fox Lake.

Laura Linehan informed the Village Board that the downtown signage draft is in progress and on the secondary phase of designing.

**6. Village Administrator’s Report**

Village Administrator Anne Marrin introduced the Village Board to Kevin the new Parks & Recreation Program Coordinator.

Kevin greeted the Village Board and noted a few of his accomplishments and work experience after receiving a grant in Parks & Recreation for senior programming. He attended school at Western Illinois University.

Village Administrator Anne Marrin informed the Village Board of “My Daily Travels Survey”, being held by CMAP. All of Northeastern Illinois is invited to participate by signing up at mydailytravel.com. All participants who complete the survey will receive a \$50.00 gift card from CMAP.

**7. Village Attorney Report**

There is none.

**8. Village Treasurer’s Report**

Finance Director, Julie McManus presented the Cash & Investment Report as of April 30, 2018 and the Financial Overview for the last Fiscal Year 2017-2018.

**Cash & Investment Report**

- Cash balances over the course of the 2017-2018 fiscal year increased over seven million dollars (\$7,000,000.00), mostly in line with the excess revenue over expenditures that was experienced over the course of the same year.
- Police pension investments showed another good year, earning almost one million two hundred thousand dollars (\$1,200,000.00).
- Management of cash changed somewhat from the prior year. Money was spread out between many different accounts.

- Investment earnings in government-related accounts (excluding police pension) showed an increase of one hundred sixty six thousand dollars (\$166,000.00) over the previous year, which was a 159% increase. Higher interest rates offered by the banks were the primary driver for this increase in revenue.
- Finance staff will also be making recommendations on the complexity of managing so many accounts and streamlining the cash management process to increase returns, decrease workload on cash management procedures, and improve controls over cash.

**Financial Overview for FY2017-18** – Results are presented after audit fieldwork but exclude some final auditor adjustments. The future adjustments will mostly be made concerning Other Post-Employment Benefits (OPEB), which are related to medical benefits offered to retirees.

- Revenue in non-pension funds totaling twenty six million dollars (\$26,000,000.00) exceeded the previous year by 6.44% and exceeded budget by 6.57%.
- The largest revenue surplus over budget occurred in the NW Region fund, where a large business contributed over one million dollars (\$1,000,000.00) in unanticipated tap-in fees.
- Non-capital expenses/expenditures in non-pension funds of twenty million five hundred thousand dollars (\$20,500,000.00) were less than prior year by 6.04% and less than budget by 11%.
- Approximately 40% of budgeted capital expenditures were expected in FY2017-18, leaving approximately three million seven hundred thousand dollars (\$3,700,000.00) in reserves for future capital or operating needs.
- Collective fund balances increased around seven million dollars (\$7,000,000.00) over FY2017-18.

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

There is none.

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

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

**A. Strategic Planning Team Reports**

**1. Infrastructure**

Director of Public Works Kealan Noonan updated the Board on the following:

- TIF District Sidewalk - Kealan and the mayor met and walked the site with Thomas Engineering the previous week. Thomas Engineering took notes and will be making adjustments to design.
- Trotter has been working with the EPA loan staff to develop a Preliminary Environmental Impact Determination. Today they received the executed licensing agreements.

- Staff added electric at the Community Garden. Lighting for ice rink, electrical outlets along the fence line that will help with holiday and any other events held there.
- Flooding – The mayor meet with staff the previous week and staff is prepared. A sand bagging station is set up at public works and preparation work was done at Eagle Point.
- Sayton Road – In locating the water service for Metra, which wasn't where it was thought to be, staff discovered a lot about the system that wasn't known about. While preparing to install an insertion valve, Berger found a water main leak. While digging and having to shut the water main off unexpectedly, the work and scheduled shut off for the following week was also taken care of at that time.
- Street staff, along with many from all of Northern Illinois attended an IDOT training held at Lakefront Park. Many thanks and compliments were given to the Village for hosting this training.

2. Marketing

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

- Staff received a draft social media policy that provides guidelines for posting on our various sites.
- Staff will be working with planning team members to coordinate an upcoming date for a joint meeting for Marketing and Communications/Public Outreach.

3. Communication/Public Outreach

Laura Linehan updated the Village Board:

- Police Chief Jimmy Lee led the public outreach event, Coffee with a Cop, which was held the previous Wednesday at Whistle Stop and was a huge success.
- Citizens police Academy has four (4) full classes remaining. Graduation will be held on November 14, 2018.

4. Economic Development

Community Development Director Donovan Day updated the Board on the following:

- Antioch Pizza made the announcement that they will be opening at the current Burger King space. Antioch Pizza will be taking over on January 1, 2019 and anticipate opening in April 2019. Their buildout plans typically range between two hundred fifty thousand dollars (\$250,000.00) to four hundred thousand dollars (\$400,000.00). Hiring between 15-30 employees and will be one of their corporate locations.

#### 5. Recreation

Laura Linehan gave an update of the projects in process. They are as follows:

- The Parks Master Plan Stakeholder Meeting and Public Meeting were both well attended. The electronic survey went out Monday and is currently live until October 19<sup>th</sup>, 2018.
- Pumpkin Jubilee will be held Saturday October 13, 2018.
- Halloween Howl will be held October 29, 2018 at the Fox Lake Police Department.

#### 6. Technology

No project updates at this time.

### 11. **New Business**

#### **A. Proposal for a new roof on Fire Station #1**

Over the past several years the roof on Fire Station #1 has been deteriorating at an accelerated rate. Staff has worked to keep it in tact while they could. Out of three companies, Waukegan Roofing was the lowest bidder at twenty eight thousand nine hundred ninety nine dollars (\$28,990.00). Trustee Koske requested clarification from Village Attorney Howard Teegen on who is responsible for maintenance and emergency repairs in the agreement that was made with the Fire Department. Mayor Schmit agreed.

#### **B. Service Agreement for Grand Avenue Lighting Improvements**

Staff is requesting Village Board consideration to accept Thomas Engineering Group for engineering for Grand Avenue Street Lighting Improvements. The proposal from Thomas is not to exceed engineering fee of fifty thousand one hundred and sixty three dollars and forty-two cents (\$50,163.420) and includes engineering street lighting needs along Grand Avenue, the Community garden, Millennium Park, and Lakefront Park.

#### **C. Phase II - Preliminary Engineering for Grand Avenue: Nippersink Blvd to IL Route 59**

Staff is requesting Village Board consideration to accept a proposal from GeWalt Hamilton for Phase II Engineering Services. Grand Ave resurfacing is a project that has been under the Service Transportation Program (STP) in conjunction with the Lake County Council of Mayors. This project is estimated to be under construction in the 2019 calendar

year. Under the current STP program the construction phase of this project will be funded with 80% share of state/federal funds and 20% share of local funds. Phase II Engineering for this project is projected to cost one hundred eleven thousand eight hundred twenty one dollars (\$111,821.00). As part of the STP program formal Phase I and Phase II engineering is a requirement to qualify for the shared funding.

**D. Appropriation of funds from the Illinois Route 12 and Sayton Road Development Project Area Special Tax Allocation Fund**

Staff is requesting Village Board approval for a resolution appropriating funds from the Illinois Route 12 and Sayton Road Redevelopment Project Area Special Tax Allocation Fund in the amount of two hundred thousand dollars (\$200,000.00) for costs related to sidewalk improvements, and twenty five thousand dollars (\$25,000.00) for expenditures related to legal fees associated with the Redevelopment Project Area.

**12. Old Business**

**A. 2018-44, an Ordinance amending the Zoning Ordinance of the Village of Fox Lake, by granting a Special Use to Mark Hoffman to Operate a Short Term housing rental Business at the property at 501-503 Pistakee Parkway, Fox Lake, Illinois.**

Trustee Marr questioned the recommendation from the Planning & Zoning Commission Board to review after one (1) year. Director Day explained the current review process for a Special Use and Short Term Rentals. Village Attorney Howard Teegen addressed the provision in the ordinance that was inserted into the special use ordinance particularly for the short term housing that enables the Village to revoke the special use if there are violations. Trustee Stochl suggested removing the recommendation to review after one (1) year.

**B. 2018-45, an Ordinance amending the Zoning Ordinance of the Village of Fox Lake, by granting a Special Use to James and Rosemary Nilson dba Fox Lakes great Escape to operate a Short Term Housing Rental Business at the property at 167 Waltonian Terrace, Fox Lake, Illinois.**

Discussion same as A.

**C. Engineering Services for Grace Avenue Gathering Area.**

Staff is requesting the Village Board consideration to accept a proposal from GeWalt Hamilton to design the gathering Area and garden at Grace Avenue. GHA proposal is fourteen thousand two hundred fifty six dollars (\$14,256.00). The proposal by GHA is to engineer the area for the garden area, incorporate drainage, and update the existing railing of the downtown district to include the Village name.

**D. 2018 Milling and Resurfacing Project.**

Staff is requesting Village Board consideration to accept a proposal from Superior Paving for the Pavement Improvements for Public Works Lot. The parking lot between the police

station and public works gets a lot of heavy traffic due to Public Works vehicles, snow plows, fire engines, ambulances, police vehicles and vehicles using Veterans Park for events.

**E. 2018-46, an Ordinance amending the Zoning ordinance of the Village of Fox Lake, by granting Special Uses to Wool Capitol Partners to operate a Self-Storage Facility and Outdoor Storage of Motor Vehicles at the property at 1258 S Route 12, Fox Lake, Illinois.**

**F. Final Plat of Fox Lake Crossing First Re-subdivision.**

Wool Capitol Partners, LLC is seeking Village Board consideration for the approval of the attached Final Plat for Fox Lake Crossing First Resubdivision.

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

*Trustee Konwent made a motion to waive the formal bid process for the new roof on Fire Station #1, 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>Aye</i>
<i>Trustee Marr</i>	<i>Aye</i>
<i>Trustee Moore</i>	<i>Aye</i>
<i>Trustee Koske</i>	<i>Aye</i>
<b><i>Motion Carried</i></b>	

*Trustee Konwent mad a motion to approve 2018-R-50, a resolution authorizing the Mayor of the Village of Fox Lake, to sign and thereby accept the proposal from Waukegan Roofing for a new roof on Fire Station #1, 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>Aye</i>
<i>Trustee Marr</i>	<i>Aye</i>
<i>Trustee Moore</i>	<i>Aye</i>
<i>Trustee Koske</i>	<i>Aye</i>
<b><i>Motion Carried</i></b>	

*Trustee Marr made a motion to waive the formal bid process for the 2018 Milling and Resurfacing Project 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>Aye</i>

***Motion Carried***

*Trustee Moore made a motion to approve 2018-R-53, a Resolution authorizing the Mayor of the Village of Fox Lake, to sign and thereby accept the proposal from Superior Paving, Inc. for the 2018 Milling and Resurfacing Project, 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>Aye</i>
<i>Trustee Marr</i>	<i>Aye</i>
<i>Trustee Moore</i>	<i>Aye</i>
<i>Trustee Koske</i>	<i>Aye</i>

***Motion Carried***

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

Resolutions A4 and Ordinances B1 & B2.

**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 A-4 items below taken from agenda**

- 1. 2018-R-49, a resolution authorizing the Mayor of the Village of Fox Lake, to sign and thereby accept the proposal from Gewalt Hamilton Associates, Inc. for engineering services for grace Avenue community gathering area design.**
- 2. 2018-R-51, a resolution authorizing the Mayor to sign and enter a Service Agreement with Thomas Engineering Group for Grand Avenue Street Lighting Improvements.**
- 3. 2018-R-52, a Resolution authorizing the Mayor of the Village of Fox Lake, to sign and thereby accept the proposal from Gewalt Hamilton Associates, Inc. for engineering services for Phase II-Preliminary Engineering for Grand Avenue: Nippersink Blvd to IL Route 59.**
- 4. 2018-R-55, a Resolution approving the Final Plat of Fox Lake Crossing First Subdivision.**
- 5. 2018-R-55, a Resolution of the Village of Fox Lake, Lake and McHenry Counties, Illinois, approving the appropriation of funds from the Illinois route 12 and Sayton Road Redevelopment project Area Special Tax Allocation Fund.**

**B. Ordinances B1 and B2 items below taken from agenda.**

- 1. 2018-44, an Ordinance amending the Zoning Ordinance of the Village of Fox Lake, by granting a Special Use to Mark Hoffman to operate a Short Term Housing Rental Business at the property at 501-503 Pistakee Parkway, Fox Lake, Illinois.**



- 2. **2018-45, an Ordinance amending the Zoning Ordinance of the Village of Fox Lake, by granting a Special Use to James and Rosemary Nilson dba Fox Lakes great Escape to operate a Short Term Housing Rental Business at the property at 167 Waltonian terrace, Fox Lake, Illinois.**
- 3. **2018-46, an Ordinance amending the Zoning Ordinance of the Village of Fox Lake, by granting Special Uses to WCP Fox Lake 1, LLC to operate a Self-Storage Facility and Outdoor Storage of Motor Vehicles at the property at 1258 S Route 12, Fox Lake, Illinois.**

**C. Motions**

*Trustee Jensen made a motion to move that items A1, A2, A3, A5 and B3 be established as the Consent Agenda for this meeting by unanimous vote, seconded by Trustee Koske.*

*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>Aye</i>
<b><i>Motion Carried</i></b>	

*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:*

<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>Aye</i>
<b><i>Motion Carried</i></b>	

**16. Approval of Exceptions**

*Trustee Jensen made a motion to pass Resolutions A4, seconded by Trustee Koske.*

*A roll call vote was taken as follows:*

<i>Trustee Jensen</i>	<i>Aye</i>
<i>Trustee Stochl</i>	<i>Nay</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>Aye</i>
<b><i>Motion Carried</i></b>	

**17. For the Good of the Order**

Mayor Donny Schmit requested Howard look into the agreement of the five (5) acres at cement plant for the storm sewer situation.

The Mayor also mentioned that one of the businesses at the Town Hall Meeting requested to be taken off the BDD.

Trustee Moore informed the Village Board and Staff of the continuous climate change and requested to start preparation for the near future.

**18. Audience Comments**

Resident of Hickory Cove, Pete Ivi, asked if the road will be paved. Mayor Donny Schmit informed Mr. Ivi that it was up for bid, but was pulled off due to being over budget, but stated it will be addressed in the future.

**19. Executive Session**

*Trustee Jensen made a motion to retire into executive session at 8:26 p.m. for land acquisition and personnel matters and to include Mayor Donny Schmit, Village Administrator Anne Marrin, Assistant to the Village Administrator Laura Linehan, Attorney Howard Teegen, Finance Director Julie McManus, and Community Development Director Donovan Day. Trustee Moore. All were in favor. Motion carried.*

**Reconvene the Village Board Meeting**

*Trustee Koske made a motion to reconvene the Village Board meeting at 8:52 p.m. seconded by Trustee Konwent.*


**20. Possible Motion Coming out of Executive Session**

*There is none.*

**21. Adjournment**

*Trustee Stochl made a motion adjourn the meeting at 8:53 p.m., seconded by Trustee Marr. All were in favor. Motion Carried.*

Meeting was adjourned at 8:53 P.M.

  
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Brigitte Weber, Deputy Clerk