



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 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 Clerk Moore, Village Attorney Teegen; Trustees: Jensen, Stochl, Konwent 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 December 12, 2017 as presented, seconded by Trustee Jensen. All were in favor. ***Motion Carried.***

3. Approval of the Warrant

Trustee Konwent made a ***motion*** to approve the Expenditures/Warrants/ Transfers for January 9, 2017 in the amount of \$1,259,500.57, Seconded by Trustee Koske.

*A roll call vote was taken as follows:*

Trustee Jensen           Aye  
Trustee Stochl           Aye  
Trustee Konwent        Aye  
Trustee Marr            Not Present  
Trustee Koske           Aye  
***Motion Carried***

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

There were none.

5. **Village President's Report**

Mayor Schmit stated that on January 23, 2018 he will be giving his annual address at the Chamber of Commerce meeting. Mayor Schmit also announced that he will give a "State of the Union," type address at the next Village Board meeting.

6. **Village Administrator's Report**

Village Administrator Anne Marrin stated that Staff met with road engineers to get an update on the many projects that are planned for around town including the Sayton Road project. Administrator Marrin stated that the majority of all of the information and updates regarding the Sayton Road project have been submitted to IDOT and they are approved. Administrator Marrin stated that Staff is hoping that the draft agreement submittal that is due January 15, 2018 will pass so that the Village will have right-away and acquisitions that the Village needs for the project. Administrator Marrin further noted that everyone is very excited about the Sayton Road project as it is something that has been in the works for years and Staff is doing everything they can to make sure it stays on track.

Administrator Marrin stated that Staff also went over plans for Nippersink Boulevard with the engineers. Administrator Marrin indicated that there was discussion with engineers regarding tearing down the hill on Nippersink Boulevard and trying to build a tiers on the hill and what is going to be done with water and sewer along that road. Administrator Marrin noted that Staff is working closely with Trotter & Associates as well as other engineering companies to make sure the Village is scheduling this accordingly to avoid a situation where the Village builds a new road and then has to tear it up for the upcoming interconnect project.

Administrator Marrin stated that Staff discussed with the engineers projects along Grand Avenue such as installing additional lighting along the road and several other beautification and streetscape designs ideas for Grand Avenue. Additionally, Administrator Marrin noted that projects along Sayton Road south were discussed. Administrator Marrin informed the Board that the traffic data study was recently completed and Staff is looking at the right-aways and surveys on that.

Administrator Marrin further indicated that the above referenced street projects will begin in 2018 and project to be completed in the year 2021.

7. **Village Attorney Report**

There were none.

8. **Village Treasurer's Report**

**A. September-November 2017 Treasurer's Report**

Finance Director Stephanie Hannon presented to the Board the September-November 2017 Treasurer's Report.

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

There were 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 Jensen. All were in favor. Motion Carried.*

**A. Strategic Planning Team Reports**

1. Infrastructure

Ryan Kelly, Director of NWRWRF 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:

- Staff is working on the HVAC maintenance contract. Director Noonan put out the RFP and the bid opening is scheduled to begin at 10:00a.m on January 11, 2018.
- In regards to the north/south waste water system interconnect, engineers are in the process of preparing design drawings and exhibits that they will need to apply for the Army Corp. of Engineers individual permit. The permit is needed for the wetlands and the channel crossing between State Park Road and the Route 12 bridge.
- The Cora sewer lining project is completed and repairs were done on the week of December 18. The final sections were completed on January 9, 2018.
- The emergency screw pump repair project has been on hold due to weather, however the contractor is due back on January 11, 2018. Pump #3 will be ready to start up which is one of two pumps being rebuilt.
- Baxter Healthcare is officially connected to the regional system. Additional flow from the connection is an average of 167,000 gallons.

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 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:

- Staff has presented a draft of the sponsorship guide to the Recreation Strategic Planning Team. PARCS is in the process of reviewing the guide and will provide feedback and updates will be made as necessary.

- The Brand Style Guide is on schedule to be completed by the end of January and a draft will be sent to the planning team. The Brand Style Guide will be one of the big first steps for the Village's website re-design.
- Staff is in the process of designing the Parks and Recreation Guide.
- Staff is also working on releasing the Village's two new upcoming events such as the Bloody Mary Fest.

Next Marketing Strategic Planning Team December meeting is to be determined.

### 3. Communication/Public Outreach

Police Chief Jimmy Lee stated that the Communication/Public Outreach 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 held a meeting with CiviPlus for the website update and a timeline has been established with the project manager that will be reviewed at the next Planning Team meeting. February 1, 2018 is a milestone date for this project as it will be a time where logos and branding styles will be discussed and photos will be gathered for the website.
- Staff utilized Facebook to release a save the date for Bloody Mary Fest. The response received over 40 shares of the individual event and 4,500 people "liked" the event. The information gathered from Facebook will help the Village to assess how many people might be interested in participating in the event.
- Staff is continuing to utilize social media to release new upcoming event information. Additionally, the Police Department is using social media to get out information to residents. Staff has used Nixel several times over the last several months to inform residents of traffic accidents that might impact their commute.
- The Citizen's Police Academy will begin on January 10, 2018 at 7:00p.m. Fifteen applicants have been approved to attend. The Citizens Police Academy will go on for the next weeks.

The next Communication/Public Outreach Strategic Planning Team meeting will be held in the Village Hall Board Room on Wednesday, January 16, 2017 at 3:00p.m.

### 4. Economic Development

Economic 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:

- At last meeting the Team did a recap of the 2017 priorities and discussed the Team's accomplishments.
- Departmentally, the Community Development Department issued 830 permits in 2017 and inspectors completed 3,800 inspections. Additionally, the new sign

ordinance was adopted as well as two new business development districts. Staff, in combination with the Planning and Zoning Committee, came up with new design guidelines and parking lot design guidelines which will come in front of the Board for final adoption at the second Village Board meeting in January. Director Day also noted that the Village of Fox Lake welcomed 20 new businesses to the Community that either opened their doors for the first time or expanded in Fox Lake.

- Dunkin Donuts will be breaking ground as soon as the ground thaws hopefully sometime in March.
- Studio Hotrods Roadhouse was able to pour their foundation before the ground froze and they are hoping to continue going vertical throughout the winter. Director Day stated he has the plans for the development in his office and invited Board Members to review the site plans.
- Ray Chrysler Jeep Dodge and Ram are close to having their building envelope completed. The projected completion date for the project is in late March.
- Culver's grand opening is scheduled for Monday, January 15, 2018 at 9:0a.m. Culver's has recently hired over 60 employees.
- Your Link to the Chain has almost 5,000 likes on Facebook. Director Day thanked Tim and Diane Foster for helping to market the Community of Fox Lake and its businesses.

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 Village Administrator Laura Linehan stated that the next Recreation Strategic Planning Team last met on January 3, 2018. Ms. Linehan gave an update of the projects in process and new business. They are as follows:

- Staff released a Save the Date for Bloody Mary Fest on the Village's Facebook page. The Recreation Team met to discuss Bloody Mary Fest and the Team is recommending \$25.00 per ticket that will include a free glass for everyone to take home, six samples and live music.
- The Recreation Strategic Planning Team reviewed the Sponsorship Guide and the Team will look forward to receiving feedback.
- January 10, 2018 the Village of Fox Lake will be hosting the Wicked Theatre Trip. 32 tickets were sold for this event.
- A yoga instructor has been contacted and Staff is in the process of discussing pricing, days and times.
- Enrollment for the upcoming winter programs has increased and the winter sports will begin at the end of January.

The next Recreation Planning Team meeting will be held in the Village Hall Board Room on January 18, 2017 at 10:00p.m.

6. Technology

Police Chief Jimmy Lee stated that the next 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 has recommended Access One as the provider for the Cloudbased PBX System hardware and service. Chief Lee noted that the Board has additional information in their Board packet regarding Access One and a resolution will be presented to the Board later in the meeting for their approval. Chief Lee stated that the three year cost is approximately 30,000 a year and it is projected that this program will substantially reduce the Village's current phone bills.
- Staff is working with MSP Solutions to review cameras on both an internal (Village wide) and External (Community wide) basis.
- Staff has received a draft Sharepoint environment and will be building a mock system to show the possibilities to the Board. Staff will be sharing with the Department Head Team and Planning Team once the mock environment is built. Chief Lee stated that he believes this system will greatly improve the workflow between departments.

The next Economic Strategic Planning Team meeting will be held in the Village Hall Board Room on Wednesday, January 16, 2017 at 4:00p.m.

11. **New Business**

- A. Purchase of 2018 Ford Interceptor Utility for NRWRF.**
- B. Service Agreement with Access One Inc. for the Purchase of Cloudbased PBX Phone System and Hardware and Three Year Service**
- C. Second Amendment to the Economic Incentive Agreement for Ray Chrysler Dodge Jeep Ram Inc. to Extend Time for Temporary Parking Permits.**
- D. Amendment to the Zoning Ordinance Granting a Special Use to Operate an Assisted Living Facility at 16 Lilac Avenue.**
- E. Authorization for the Sale of Miscellaneous Motor Vehicles at a Public Auction.**
- F. Amendment to the Annual Fiscal Year 2017-2018 Budget.**
  - Finance Director Stephanie presented to the Board the proposed amendments and changes to the Annual Fiscal Year 2017-2018 Budget. To review the complete budget, please visit the Village of Fox Lake website or contact the Deputy Clerk for a copy of the budget.
- G. Raffle License Request-Lakes Region Post 703.**
- H. Façade Improvement Program Grant Request for Fox Lake Liquor & Tobacco, 19 S. Route 12.**

12. **Old Business**

**A. Discussion of 18 E. Grand Parking Lot.**

Mayor Schmidt stated the above referenced item will be moved to the next meeting's agenda.

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 Konwent. All were in favor. Motion carried.*

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

1. Ordinance 2018-03, an Ordinance Amending the Annual Fiscal Year 2017-2018 Budget was removed from the consent agenda.

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-01, a Resolution authorizing the Mayor and Village Clerk of the Village of Fox Lake to accept the proposal from Currie Motors, Frankfort, Illinois for a new 2018 Ford Interceptor Utility for use by the Northwest Regional Water Reclamation Facility.**
2. **A Resolution 2018-R-02, a Resolution approving a Service agreement between the Village of Fox Lake and Access One Inc. for the Purchase of a Cloudbased PBX Phone System Hardware and Three Year Service.**
3. **Resolution 2018-R-03, a Resolution Approving a Second Amendment to the Economic Incentive Agreement for Ray Chrysler Doge Jeep Ram to extend the time for Temporary Parking of Ray's Employees at the Lions Club lot.**

**B. Ordinances**

1. **Ordinance 2018-01, and Ordinance Amending the Zoning Ordinance Granting a Special Use to Operate an Assisted Living Facility at 16 Lilac Avenue.**
2. **Ordinance 2018-02, and Ordinance Authorizing the Sale of Miscellaneous Motor Vehicles Owned by the Village of Fox Lake at a public auction.**

**C. Motions**

1. **A Motion to Approve the Raffle License Request from Lakes Region Post 703 of the American Legion for a Queen of Hearts Raffle and a 50/50 Raffle for 2018.**
2. **A Motion to Approve the Façade Improvement Program Grant Request for Fox Lake Liquor & Tobacco, 19 S. Route 12.**

*Trustee Jensen made a motion to move that items A 1-3, B 1-2 and C 1-2 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>Not Present</i> |

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 Jensen            Aye  
Trustee Stochl            Aye  
Trustee Konwent           Aye  
Trustee Marr              Not Present  
Trustee Koske             Aye  
**Motion Carried**

**16. Approval of Exceptions**

Mayor Schmit stated that the Ordinance 2018-03, an Ordinance Amending the Annual Fiscal Year 2017-2018 Budget that was removed from the Consent Agenda will be a possible motion to be made after Executive Session.

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

There were no comments made for the good of the order.

**18. Audience Comments**

Resident Glen Close stated that he would like to see the Village consider bringing back the New Year ride home program. Mr. Close noted that he was helping out at one of the Village's drinking establishments and he saw a need for it. Mayor Schmit stated that he would discuss this matter with Police Chief Jimmy Lee.

**19. Executive Session**

Trustee Jensen made a **motion** to retire into executive session at 7:38p.m. for a Personnel and Pending Litigation matters to include Village Administrator Anne Marrin, Assistant Village Administrator Laura, Police Chief Jimmy Lee, Director of NWRWRF Ryan Kelly and Attorney Howard Teegen, Seconded by Trustee Konwent. All were in favor. **Motion carried.**

**20. Reconvene the Village Board Meeting.**

Trustee Konwent made a **motion** to reconvene the Village Board Meeting at 8:30p.m., seconded by Trustee Jensen. All were in favor. **Motion Carried.**

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

Mayor Schmit appointed Danice Moore to fill the vacant Trustee position. The appointment will be voted on at next Village Board meeting.

Trustee Jensen made a motion to approve Ordinance 2018-03, an Ordinance Amending the Annual Fiscal Year 2017-2018 as amended, seconded by Trustee Jensen.

*A roll call vote was taken as follows:*

Trustee Jensen            Aye  
Trustee Stochl            Aye  
Trustee Konwent           Aye  
Trustee Marr              Not Present  
Trustee Koske             Aye  
**Motion Carried**



22. **Adjournment**

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

Meeting was adjourned at 8:32 P.M.

*Kimly Matis for Danice Moore*  
Danice Moore, Village Clerk