



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 24, 2023 and held via in person and via Zoom conference, the meeting was called to order by Mayor Schmit. The following official business was transacted:

1.    **Call to Order**

**Roll Call**

Present Mayor Donny Schmit, Village Attorney Jeff Nutschnig, Trustees: Ron Stochl, Jeff Jensen, Brian Marr, Amy Driscoll and Clerk Michelle Runnion

Absent: Trustee Bernice Konwent and Trustee Debra Vander Weit

Staff also in attendance: Jessica Chernich, Mary Locher, Susan Novak, Dawn DeServi, and Amy Whitis

2.    **Approval of Minutes**

**A. Village Board Meeting Minutes for October 10, 2023**

*Trustee Marr made a **motion** to approve the Village Board Meeting Minutes for October 10, 2023, seconded by Trustee Driscoll. All were in favor. **Motion carried.***

3.    **Approval of the Warrant**

**A. Approval of the Warrant – October 24, 2023**

*Trustee Driscoll made a **motion** to approve the Expenditures/Warrants/Transfers for October 24, 2023, in the amount of \$1,738,832.45, seconded by Trustee Marr.*

*A roll call vote was taken as follows:*

*Trustee Jensen           Aye*  
*Trustee Stochl           Aye*  
*Trustee Konwent       Absent*  
*Trustee Marr           Aye*  
*Trustee Driscoll       Aye*  
*Trustee Vander Weit   Absent*

***Motion carried***

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

*The Mayor is appointing Michelle Stewart as a new member of the Planning and Zoning Commission Board. Clerk Runnion completed the swearing in ceremony.*

**5. Village President's Report**

*The Halloween Howl event at the Police Department was a great success and was well attended with the best turnout to date.*

**6. Village Administrator's Report**

*There is none.*

**7. Village Attorney Report**

*There is none.*

**8. Village Treasurer's Report**

*Mary Locher, Village Treasurer shared that the 2022 Single Audit Report has been accepted and the 2023 Audit will begin next week.*

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

**A. Strategic Planning Team Reports**

*Trustee Marr asked about the replacing of the curbs on Washington. Public Works Director Novak explained that there were cracks identified so the curbs were replaced. The lights on Washington are expected to be installed in February.*

**11. New Business**

**A. Resolution 2023-R-74: A Resolution Approving Change Order No. 1 on the Digester #3 & #4 Cleaning Project at the NWRWRF**

*This item is to approve Change Order No. 1 on the Digester #3 & #4 Cleaning Project at the NWRWRF. The pumps were not able to draw the tanks down due to unexpected heavy solids. 146,683 gallons had to be removed at a cost of \$60,140. This still has the cost under budget.*

**B. Resolution 2023-R-75: A Resolution Authorizing the Purchase of Microsoft 365**

*This item is to authorize the purchase of Microsoft 365. The prior Microsoft suite is at the end of life and no further updates will be available. The annual cost is \$13,895 for 110 licenses and is a budgeted item.*

**C. Ordinance 2023-32: An Ordinance Amending the Zoning Ordinance of the Village of Fox Lake, By Granting a Special Use to Jeannine Graff to Operate a Short-Term Housing Rental Business at the Property at 525 Circle Drive, Fox Lake, Illinois**

*This item is to amend the zoning ordinance of the Village of Fox Lake, by granting a special use to Jeannine Graff to operate a short-term housing rental business at the property at 525 Circle Drive, Fox Lake, Illinois.*

**D. Ordinance 2023-33: An Ordinance Amending the Zoning Ordinance of the Village of Fox Lake, By Granting a Special Use to Mark Matcazk to Operate a Short-Term Housing Rental Business at the Property at 153 Arthur Ave, Fox Lake, Illinois**

*This item is to amend the zoning ordinance of the Village of Fox Lake, by granting a special use to Mark Matcazk to operate a short-term housing rental business at the property at 153 Arthur Ave, Fox Lake, Illinois.*

**E. Motion to Accept the Planning and Zoning Commission's Recommendation to Approve the Petition to Rezone the Property Commonly Known as 117 Nippersink Blvd from R2 to B4**

*This item is to accept the Planning and Zoning Commission's Recommendation to approve the petition to rezone the property commonly known as 117 Nippersink Blvd from R2 to B4. There had been concerns regarding parking but those have been resolved.*

**F. Motion to Approve a Raffle License Application to Promote Fox Lake for a 50/50 and Basket Raffles for the Great Gatsby Dinner Dance and Waive the Bond Requirement**

*This item is to approve a raffle license application to Promote Fox Lake for a 50/50 and Basket raffles for the Great Gatsby Dinner Dance and waive the bond requirement.*

**12. Old Business**

*There is none.*

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

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

*Trustee Driscoll requested removal of Resolution A-2 and Ordinances B-1 and B-2. Trustee Stochl requested removal of Motion C-1.*

**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 2023-R-74: A Resolution Approving Change Order No. 1 on the Digester #3 & #4 Cleaning Project at the NWRWRF
2. **Removed from Consent Agenda** - Resolution 2023-R-75: A Resolution Authorizing the Purchase of Microsoft 365

**B. Ordinances**

1. **Removed from Consent Agenda** – Ordinance 2023-32: An Ordinance Amending the Zoning Ordinance of the Village of Fox Lake, By Granting a Special Use to Jeannine Graff to Operate a Short-Term Housing Rental Business at the Property at 525 Circle Drive, Fox Lake, Illinois
2. **Removed from Consent Agenda** – Ordinance 2023-33: An Ordinance Amending the Zoning Ordinance of the Village of Fox Lake, By Granting a Special Use to Mark Matczak to Operate a Short-Term Housing Rental Business at the Property at 153 Arthur Ave, Fox Lake, Illinois

**C. Motions**

1. **Removed from Consent Agenda** – Motion to Accept the Planning and Zoning Commission’s Recommendation to Approve the Petition to Rezone the Property Commonly Known as 117 Nippersink Blvd from R2 to B4
2. Motion to Approve a Raffle License Application to Promote Fox Lake for a 50/50 and Basket Raffles for the Great Gatsby Dinner Dance and Waive the Bond Requirement

*Trustee Jensen made a **motion** to move that items, Resolutions A 1 and Motion C 2 be established as the Consent Agenda for this meeting by unanimous vote, seconded by Trustee Driscoll.*

*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 Driscoll</i>	<i>Aye</i>
<i>Trustee Vander Weit</i>	<i>Absent</i>

**Motion carried**

*Trustee Driscoll 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>Absent</i>
<i>Trustee Marr</i>	<i>Aye</i>

Trustee Driscoll Aye  
Trustee Vander Weit Absent  
**Motion carried**

**16. Approval of Exceptions**

A. Resolution 2023-R-75: A Resolution Authorizing the Purchase of Microsoft 365

*Trustee Jensen made a **motion** to approve Resolution 2023-R-75, Authorizing the Purchase of Microsoft 365, seconded by Trustee Marr.*

*A roll call vote was taken as follows:*

Trustee Jensen Aye  
Trustee Stochl Aye  
Trustee Konwent Absent  
Trustee Marr Aye  
Trustee Driscoll Abstain  
Trustee Vander Weit Absent

**Motion carried**

B. Ordinance 2023-32: An Ordinance Amending the Zoning Ordinance of the Village of Fox Lake, By Granting a Special Use to Jeannine Graff to Operate a Short-Term Housing Rental Business at the Property at 525 Circle Drive, Fox Lake, Illinois

*Trustee Marr made a **motion** to amend the Zoning Ordinance of the Village of Fox Lake, By Granting a Special Use to Jeannine Graff to Operate a Short-Term Housing Rental Business at the Property at 525 Circle Drive, Fox Lake, Illinois, seconded by Trustee Jensen.*

*A roll call vote was taken as follows:*

Trustee Jensen Aye  
Trustee Stochl Abstain  
Trustee Konwent Absent  
Trustee Marr Aye  
Trustee Driscoll No  
Trustee Vander Weit Absent

Mayor Schmit Aye

**Motion carried**

C. Ordinance 2023-33: An Ordinance Amending the Zoning Ordinance of the Village of Fox Lake, By Granting a Special Use to Mark Matcazk to Operate a Short-Term Housing Rental Business at the Property at 153 Arthur Ave, Fox Lake, Illinois

*Trustee Jensen made a **motion** to amend the Zoning Ordinance of the Village of Fox Lake, By Granting a Special Use to Mark Matcazk to Operate a Short-Term Housing Rental Business at the Property at 153 Arthur Ave, Fox Lake, Illinois, seconded by Trustee Marr.*

*A roll call vote was taken as follows:*

Trustee Jensen Aye

<i>Trustee Stochl</i>	<i>Abstain</i>
<i>Trustee Konwent</i>	<i>Absent</i>
<i>Trustee Marr</i>	<i>Aye</i>
<i>Trustee Driscoll</i>	<i>No</i>
<i>Trustee Vander Weit</i>	<i>Absent</i>

<i>Mayor Schmit</i>	<i>Aye</i>
---------------------	------------

***Motion carried***

D. Motion to Accept the Planning and Zoning Commission’s Recommendation to Approve the Petition to Rezone the Property Commonly Known as 117 Nippersink Blvd from R2 to B4

*Trustee Driscoll made a motion to Accept the Planning and Zoning Commission’s Recommendation to Approve the Petition to Rezone the Property Commonly Known as 117 Nippersink Blvd from R2 to B4, seconded by Trustee Marr.*

*A roll call vote was taken as follows:*

<i>Trustee Jensen</i>	<i>Aye</i>
<i>Trustee Stochl</i>	<i>Abstain</i>
<i>Trustee Konwent</i>	<i>Absent</i>
<i>Trustee Marr</i>	<i>Aye</i>
<i>Trustee Driscoll</i>	<i>Aye</i>
<i>Trustee Vander Weit</i>	<i>Absent</i>

***Motion carried***

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

*There was none.*

**18. Audience Comments**

*There were none.*

**19. Executive Session**

*Trustee Jensen made a motion to retire into executive session at 6:47pm for Personnel Matters and Land Acquisition to include Mayor Donny Schmit, Village Attorney Jeff Nutschnig and Assistant Village Administrator Jessica Chernich, seconded by Trustee Driscoll.*

*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 Driscoll</i>	<i>Aye</i>
<i>Trustee Vander Weit</i>	<i>Absent</i>

***Motion carried***

**20. Adjournment (made in Executive Session)**

*Trustee Stochl made a **motion** to adjourn the meeting at 6:58 pm, seconded by Trustee Marr. All were in favor. **Motion carried.***

**Meeting was adjourned at 6:58 P.M.**

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