



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

BOARD OF TRUSTEES MEETING

DECEMBER 11, 2025

Call to Order

The meeting was called to order at 7:34 pm.

Roll call was answered by Trustees Harlfinger, Dustin, Huckins, Bojarski, Anderson, Murphy, and President Bogdanowski.

Also present were Village Administrator Shannon Andrews, Assistant Village Administrator Trevor Bosack, Chief of Police Matt Mannino, Finance Director Pete Stefan, Public Works Director Ryan McDillon, Community Development Director John Svalenka, Parks and Recreation Director Randy Splitt, Village Attorney Brandy Quance, and Village Clerk Shannon DuBeau.

The Pledge of Allegiance was led by Neil James, Executive Director of the Metropolitan Mayors Caucus.

Public Comment

None.

Consent Agenda

This portion of the agenda contains several items that will be acted upon in one Motion unless any Trustee wishes to remove an item. For members of the public, copies of the agenda are available at the entryway.

- A. Motion to accept and place on file the minutes of the November 13, 2025 Board of Trustees meeting.
- B. Motion to accept and place on file the minutes of the November 18, 2025 Ad Hoc meeting - FY2026 Budget Workshop.
- C. Motion to approve the December 12, 2025 Schedule of Bills, total of all funds in the amount of \$4,497,910.14.
- D. Motion to approve the October 2025 Manual Bills, total of all funds in the amount of \$5,091,283.30.
- E. Motion to provide advice and consent of the Annual Appointments of Shannon Andrews, Village Administrator, Peter Stefan, Finance Director/Treasurer, Ryan McDillon, Public Works Director, Matthew Mannino, Chief of Police/ESDA Coordinator, Kevin Rivera, Water Superintendent, Zukowski, Rogers, Flood & McArdle, Village Attorney & Village Prosecutor, Baxter & Woodman, Village Engineer, and Stephen Harlfinger, Budget Officer, for the term of January 1, 2026 to December 31, 2026.
- F. Motion to award a contract for Facility Cleaning Services during calendar year 2026 to Multisystem Management Company in an amount not to exceed \$77,384.00.
- G. Motion to approve an Ordinance authorizing the approval of a Ground Lease between the Village of Lake in the Hills and Smooth Landings, LLC for PAP-33.
- H. Motion to approve a Master Contract with Baxter & Woodman, Inc. for professional engineering services from January 1, 2026 through December 31, 2026.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

BOARD OF TRUSTEES MEETING

DECEMBER 11, 2025

- i. Motion to award a contract to Water Surplus for PFAS Removal Pilot Study at Well 6 in an amount not to exceed \$53,800.00.

Motion to approve the Consent Agenda items A-I was made by Trustee Harlfinger and seconded by Trustee Huckins. On roll call vote, Trustees Bojarski, Anderson, Murphy, Harlfinger, Dustin, Huckins voted Aye. No Nays. Motion carried.

Items for Discussion and Consideration

The Board may combine multiple items in the same motion. A trustee may at any time request that the combined action be voted upon in separate motions.

Administration

A. Request to Approve an Ordinance Establishing the Annual Budget for the 2026 Fiscal Year

Summarized by Village Administrator Shannon Andrews

Attached to the agenda is the proposed Budget Ordinance for the 2026 Fiscal Year as discussed at the budget workshop held on November 18, 2025. At that meeting, the Village Board gave direction to remove the demolition of the old police facility from Land Improvements within the Capital Improvement Fund. The funds have instead been added to Capital Professional Services to supplement the Crystal Lake Road Campus Concept Planning.

Motion

Motion to approve the Ordinance Establishing a Budget for the Village of Lake in the Hills for the 2026 Fiscal Year was made by Trustee Huckins and seconded by Trustee Harlfinger. On roll call vote, Trustees Anderson, Dustin, Bojarski, Huckins, Murphy, and Harlfinger voted Aye. No Nays. Motion carried.

B. Request to Approve a Waiver of Competitive Bidding and a Resolution for Change Orders with Camosy Incorporated and Their Subcontracts

Summarized by Village Administrator Shannon Andrews

The Village began construction of the new police facility in April of 2024, with Camosy Construction serving as the Construction Manager. Since construction began, the Village has processed 51 change orders totaling \$378,774, with \$185,292 of this being drawn from the contractor's contingency. The remaining \$193,482 in processed change orders increases the Guaranteed Maximum Price to \$23,148,621.

Recent change order requests for #PCO-047R, #PCO-CM13, #PCO-053, #PCO-054, and #PCO-056 would increase the total value of the Camosy General Trades contract beyond staff's \$25,000 authorization level.

In order to formally approve the most recent change order requests, staff is requesting that the Village waive competitive bidding and approve the Resolution (attached to the agenda) ratifying the prior requests and approving the new requests.

Financial Impact

The adjusted GMP, including all previous administratively approved change orders, is currently \$23,148,621. With Board approval of the Resolution, the GMP would increase to \$23,167,684, bringing the total project cost to an estimated 26,813,218.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

BOARD OF TRUSTEES MEETING

DECEMBER 11, 2025

The beginning balance of the contractor contingency was \$547,427, which has been reduced by \$185,292 leaving a balance of \$362,135. Any unused funds would be considered savings for the Village at the end of the project.

President Bogdanowski asked if the contractor's contingency is part of the total project cost of \$27M. Administrator Andrews confirmed that it is included.

Motion

Motion to waive competitive bidding and approve a Resolution Approving Change Orders with Camosy Incorporated and Subcontracts under Camosy Incorporated was made by Trustee Huckins and seconded by Trustee Harlfinger. On roll call vote, Trustees Dustin, Bojarski, Huckins, Anderson, Murphy, and Harlfinger voted Aye. No Nays. Motion carried.

Police

C. Request to Approve an Agreement with Axon Enterprise, Inc. for the Axon Taser 10 Bundle Purchase

Summarized by Chief of Police Matt Mannino

Prior to the Taser 10 purchase earlier this year, the Department had applied for the Less Lethal Alternatives for Law Enforcement Less Lethal Device Grant from the Law Enforcement Alarm System (ILEAS). The Department had been advised that it was not a recipient of this grant and proceeded with the purchase of 20 Taser devices from Axon. The Department had originally sought to purchase 24 devices but reduced it to 20 due to the cost.

In July of this year, the Department had been notified via email from ILEAS, "The Less Lethal Alternatives for Law Enforcement Grant through the Illinois Criminal Justice Information Authority (ICJIA) has been allocated an additional \$5 million during the most recent state budget process. During the initial phases of funding, ILEAS accepted 404 applications requesting over \$32 million in requests for Less Lethal Devices. In the first round, 229 agencies were selected and awarded at least a portion of the funds they had applied for to purchase Tasers...With this year's allocation, ILEAS will begin by reaching out to those agencies not reached in the first round and working to serve their Less Lethal Device needs."

The Department was subsequently notified in October that it was being awarded \$21,600 for the purchase of six Taser 10 energy weapons packages. This grant allows the Department to secure the number of units originally desired, as well as two additional ones at no additional expense. As such, the grant was accepted, with the next step being the execution of the purchase through Axon for six Taser 10 packages. The Village will then be reimbursed for the \$21,600, which is a net cost of zero dollars.

Financial Impact

The net cost is zero dollars. The Village will make the \$21,600 purchase from Axon and then be reimbursed \$21,600 from ILEAS.

Motion

Motion to authorize the Chief of Police to execute the quote with Axon Enterprise, Inc., for the Taser 10 bundle purchase and subsequent grant paperwork from ILEAS was made by Trustee Huckins and seconded by Trustee Harlfinger. On roll call vote, Trustees Murphy, Anderson, Bojarski, Dustin, Huckins, and Harlfinger voted Aye. No Nays. Motion carried.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

BOARD OF TRUSTEES MEETING

DECEMBER 11, 2025

Finance

D. Request to Approve Ordinances – 2025 Tax Levy Abatements

Summarized by Finance Director Pete Stefan

Attached to the agenda is an ordinance providing for the abatement of the \$108,100 levy which will be extended by the County Clerk pursuant to Ordinance Number 2019-34 adopted on August 22, 2019 in connection with the issuance of the \$1,495,000 General Obligation Bonds, Series 2019, bond issue for the water main replacement project located specifically in Special Service Area #51. The Village budgeted to pay for this debt issue through a Special Service Area #51 property tax levy based on a flat amount per parcel levied against improved lots only. Accordingly, an abatement ordinance must be filed to prevent the extension of property taxes to all parcels in Special Service Area #51 on an ad valorem basis.

Attached to the agenda is an ordinance providing for the abatement of the \$1,050,250 levy, which will be extended by the County Clerk pursuant to Ordinance Number 2025-18 adopted on April 8, 2025 in connection with the issuance of the \$13,425,000 General Obligation Bonds, Series 2025, bond issue for the construction of a new Police Facility. The Village budgeted to pay for this debt issue through operating revenues from the General Fund.

Motion

Motion to approve an Ordinance for the Abatement of a 2025 Tax Levy for the \$1,495,000 General Obligation Bonds, Series 2019 and a Motion to approve an Ordinance for the Abatement of a 2025 Tax Levy for the \$13,425,000 General Obligation Bonds, Series 2025 was made by Trustee Huckins and seconded by Trustee Bojarski. On roll call vote, Trustees Anderson, Dustin, Bojarski, Huckins, Murphy, and Harlfinger voted Aye. No Nays. Motion carried.

E. Request to Approve Ordinance – 2025 Tax Levy

Summarized by Finance Director Pete Stefan

The proposed levy for 2025 not only captures property taxes on new construction as has been the case since 2021, but it also begins a three-year process whereby one third of the total Special Service Area (SSA) levies (with the exception of SSA 51) will be absorbed into the Village-wide corporate levy.

The proposed amount to be levied for corporate and special purpose property taxes for 2025 is \$5,746,420, which is a 3.1% increase from the 2024 tax extension of \$5,574,292 and is comprised of \$5,481,067 for the base tax levy, which remains flat compared to prior years, plus \$101,933 for the cumulative new construction growth from 2021 through 2025, plus \$163,420 for the first year of the three-year SSA absorption plan. The 2025 tax levy for debt service for Special Service Area #51 for G.O. Bonds Series 2019 in the amount of \$108,100 is proposed to be abated in its entirety. The estimated tax rate is projected to decrease by -5.2% from 0.540043 to 0.511800 due to a projected 8.8% increase in Equalized Assessed Value.

Financial Impact

The property tax levy accounts for approximately 23% of total General Fund revenue for FY 2026.

Motion

Motion to approve an Ordinance for the Levy of Taxes for the Village of Lake in the Hills, McHenry County, Illinois for 2025 was made by Trustee Huckins and seconded by Trustee Harlfinger. On roll call vote, Trustees Bojarski, Anderson, Murphy, Dustin, Huckins, and Harlfinger voted Aye. No Nays. Motion carried.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

BOARD OF TRUSTEES MEETING

DECEMBER 11, 2025

F. Request to Approve an Ordinance Establishing a Tax Levy for Special Service Area Number 51 in the Village of Lake in the Hills for the 2025 Tax Year

Summarized by Finance Director Pete Stefan

In previous years, a total of twelve separate Special Service Areas tax levy ordinances were presented for approval. For the 2025 levy, only one ordinance is being proposed. This ordinance is for Special Service Area Number 51 with the purpose of capturing the amount due for the principal and interest payments on the 2019 General Obligation Bonds issued for the water main improvements in the unincorporated area south of Algonquin Road on the east side of the Village.

There are 123 parcels of land located in Special Service Area Number 51 and the proposed levy of \$103,336.20 will be allocated equally across the 66 improved parcels (\$1,565.70 per parcel) while the remaining 57 parcels that are unimproved or incorporated parcels will not be assessed any property taxes in connection with Special Service Area Number 51.

The other eleven Special Service Areas that previously required tax levies are drawing down their fund balances and, when those fund balances are depleted, those expenditures will be absorbed by the General Fund.

To fund the transition of costs from eleven Special Service Area Funds to the General Fund, the General Fund corporate levy is being increased by \$163,420 per year over a three-year period beginning with the 2025 levy so that the entire \$490,260 total levied for the eleven Special Service Area Funds in 2024 will be fully transitioned to the General Fund with the 2027 levy.

Financial Impact

The \$103,336.20 property tax revenue represents 97.5% of the total budgeted revenues in Special Service Area Number 51 Fund for Fiscal Year 2026.

Motion

Motion to approve an Ordinance Establishing a Tax Levy for Special Service Area Number 51 in the Village of Lake in the Hills for the 2025 Tax Year (Construction and Installation of Potable Water Distribution) was made by Trustee Huckins and seconded by Trustee Harlfinger. On roll call vote, Trustees Murphy, Anderson, Dustin, Bojarski, Huckins, and Harlfinger voted Aye. No Nays. Motion carried.

Community Development

G. Request to Approve an Ordinance Granting a Conditional Use for an Outdoor Use Accessory to the Principal Use at 1119 W. Algonquin Road

Summarized by Director of Community Development John Svalenka

On June 6, 2025 the Village received a business registration application to allow a company named Chicago Car Deals to operate a used car dealership on the property at 1119 W Algonquin Road. The subject property is within the B-2 Neighborhood Convenience Business zoning district. In accordance with the Permitted and Conditional Use Chart in Section 11 of the Zoning Code, retail sales are a permitted use in the B-2 zoning district, so the retail sale of cars is permitted. However, in order to display cars for sale outside of the building, Section 11 would require approval of a conditional use for an "outdoor use accessory to principal use." The owner of Chicago Car Deals, Ali



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

BOARD OF TRUSTEES MEETING

DECEMBER 11, 2025

Khan, was advised of these requirements, and it was determined at that time that the building had enough indoor space to display vehicles in an indoor showroom. Therefore, on June 17, 2025 the Village issued a business license to Chicago Car Deals, with the conditions that all vehicle sales take place inside the building and no vehicles for sale may be stored or displayed outdoors.

On October 7, 2025, it came to the attention of Village staff that Chicago Car Deals was displaying five vehicles for sale outdoors directly in front of the business along Algonquin Road. In response, the Village issued a notice of violation to the business owner, and the cars were quickly removed from the front of the building. In order to allow the outdoor display of cars for sale in front of the building along Algonquin Road, Mr. Khan has now requested approval of a conditional use.

Village staff reviewed the requested conditional use according to the standards listed in the Zoning Code. In general, staff found that the request meets all seven standards for conditional uses, subject to compliance with the following conditions:

1. All vehicles displayed for sale outdoors must be parked on an approved hard surface and all vehicles shall be prohibited from being parked on gravel, lawn, and landscaping areas.
2. No attention-getting devices may be used anywhere on the property or on the vehicles displayed outdoors, except as allowed by the Zoning Code for temporary signs, and advertising on the vehicles shall be limited to the display of the price on the windows of the vehicles displayed for sale.
3. No automotive service work shall be allowed on the property.
4. No vehicles may be parked or displayed for sale on the existing paved frontage road within the Algonquin Road public right-of-way located to the north of the northerly lot line of the property.
5. No vehicles may be parked or displayed for sale on the existing paved drive aisle on the westerly side of the building.
6. No vehicles may be displayed for sale in the parking lot on the southerly side of the building.

The Planning and Zoning Commission (PZC) conducted a public hearing on November 17, 2025 to consider the requested conditional use permit. The PZC recommended approval of the request by a vote of 7-0. The PZC's recommendation includes all six of the conditions recommended by staff and noted above, but also includes the following additional condition:

7. At least one accessible parking space must be maintained in compliance with the requirements of the Illinois Accessibility Code in the parking lot on the property.

Motion

Motion to approve an ordinance granting a Conditional Use for an Outdoor Use Accessory to the Principal Use at 1119 W. Algonquin Road was made by Trustee Huckins and seconded by Trustee Harlfinger. On roll call vote, Trustees Dustin, Bojarski, Huckins, Murphy, Anderson, and Harlfinger voted Aye. No Nays. Motion carried.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

BOARD OF TRUSTEES MEETING

DECEMBER 11, 2025

Public Works

H. Request to Award of a Contract for 2026 Generator Maintenance Services

Summarized by Public Works Director Ryan McDillon

Staff seeks Board approval to award a contract for generator maintenance services during calendar year 2026 to Midwest Power Industries, in an amount not to exceed \$36,377.00.

On November 5, 2025, staff released a Request for Proposals (RFP) for generator inspection and maintenance services throughout the Village. Five (5) proposals were received, of which Midwest Power Industries offered the lowest total price. Additionally, this contract offers three (3) optional one-year contract extensions.

Staff has contacted the references of Midwest Power Industries, many of which are local municipalities and has found favorable reports. Therefore, staff recommends approval of a contract with Midwest Power Industries for calendar year 2026.

Financial Impact

Pending approval, the FY26 budget allots a total of \$27,500 for this contract (\$14,000.00 from Public Properties and \$13,500.00 from the Water Fund). This total amount was an estimate during the budget planning process, which results in this total contract cost being \$8,877.00 over budget. Therefore, a budget amendment will be required.

Motion

Motion to award a contract for Generator Maintenance Services during calendar year 2026 to Midwest Power Industries in an amount not to exceed \$36,377.00 was made by Trustee Huckins and seconded by Trustee Harlfinger. On roll call vote, Trustees Anderson, Dustin, Bojarski, Huckins, Murphy, and Harlfinger voted Aye. No Nays. Motion carried.

I. Request to Approve Two Resolutions for Miller Road and Oak Street STP Applications

Summarized by Public Works Director Ryan McDillon

Staff seeks Board approval of two resolutions related to Surface Transportation Project (STP) applications for Oak Street and Miller Road.

The McHenry County Council of Mayors (MCCOM) recently issued a call for projects for STP grant funding through 2030. The Village had previously submitted and secured funding for Frank Road to be completed in 2027 and Crystal Lake Road to be completed in 2028. With this recent call for projects, the Village plans to submit applications for the resurfacing of 1.18 miles of Miller Road to be completed in 2029 and 1.26 miles of Oak Street to be completed in 2030. If the projects are awarded, the STP grant would fund eighty percent (80%) of the construction and construction engineering costs of the projects, with the Village paying the remaining twenty percent (20%).

To be eligible, the Village must first pass resolutions stating the required 20% local match will be available through the life of the projects. Previously, these resolutions would not be required until after the applications were approved for funding; however, the STP application process has changed and now requires the resolutions to be submitted as part of the application.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

BOARD OF TRUSTEES MEETING

DECEMBER 11, 2025

Motion

Motion to approve a Resolution approving the local match for the Oak Street Project will be available through the McHenry County Council of Mayors Surface Transportation Program and a Motion to approve a Resolution approving the local match for the Miller Road Project will be available through the McHenry County Council of Mayors Surface Transportation Program was made by Trustee Huckins and seconded by Trustee Harlfinger. On roll call vote, Trustees Dustin, Murphy, Bojarski, Huckins, Anderson, and Harlfinger voted Aye. No Nays. Motion carried.

J. Request to Approve an Agreement with Crawford, Murphy & Tilly for AWOS Project Design Engineering

Summarized by Public Works Director Ryan McDillon

Staff recommends Village Board approval of an Agreement for Design Services Engineering with Crawford, Murphy & Tilly, Inc. (CMT) for the replacement of the Automated Weather Observation System (AWOS) at the Lake in the Hills Airport.

The AWOS is a critical safety component that supports accurate weather reporting and instrument approach procedures at airports, including Lake in the Hills Airport. This project had originally been scheduled to take place in 2025, but delays at the State level pushed it into the next fiscal year. The State has since approved the Agreement (attached to the agenda) for Consultant Services at Illinois Airports for Architectural/Engineering, Planning, and Special Services. With Village Board approval of this agreement, it will engage CMT to perform design phase services for the project. Future approvals will be required in 2026 for both the construction engineering and the construction itself, which are expected to be completed in 2026.

Financial Impact

The design phase services and special services identified within the agreement are set not to exceed a total of \$73,100.00. The FY26 airport budget includes \$133,000.00 for both design and construction engineering on this project, which leaves \$59,900.00 remaining for construction engineering. Since this project is 90% grant funded, the FY26 airport budget also includes \$119,700.00 in IDOT Reimbursable Grant funding for this project, of which \$65,790.00 would be received for the design phase services for this agreement.

Motion

Motion to approve the Agreement for Consultant Services at Illinois Airports for Architectural/Engineering, Planning and Special Services with Crawford, Murphy & Tilly, Inc. for the AWOS Replacement Project, at a total cost not to exceed \$73,100.00 was made by Trustee Huckins and seconded by Trustee Dustin. On roll call vote, Trustees Murphy, Anderson, Huckins, Dustin, Bojarski, and Harlfinger voted Aye. No Nays. Motion carried.

K. Request to Approve Airport Transportation Improvement Program Requests for 2027 through 2031

Summarized by Public Works Director Ryan McDillon

The Illinois Department of Transportation Division of Aeronautics (IDOA) compiles a five-year spending plan for improvements to the Illinois airport system. The Village annually submits its plan for consideration into IDOA's plan. On October 6, 2025, Village staff met with IDOA personnel in a virtual meeting to discuss the possible timing of upcoming projects. Notable highlights of the meeting included:

1. Replace Automated Weather Observation System (AWOS) – Replacement of the obsolete AWOS system with an upgraded AWOS III system was scheduled for FY 2025 but has been delayed until FY 2026. The



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

BOARD OF TRUSTEES MEETING

DECEMBER 11, 2025

upgraded AWOS system will allow for improved safety and weather monitoring as well as allow for fewer signal interruptions as the upgraded AWOS will no longer share a communication frequency with the airport radio channel.

2. Construct a General Aviation Apron – The Village impressed upon IDOA the importance of finding a solution for the lack of aircraft parking on ramp space by constructing a general aviation apron at midfield. Construction of the apron is currently scheduled for FY 2026. This project would be the precursor to erecting a midfield terminal facility as currently shown on the Airport Layout Plan (ALP).
3. Reconstruct T-Hangar Taxiway Pavements - This project, which has been split into two Phases, scheduled for FY 2027 and FY 2028, will rebuild the aging taxiway surfaces that serve the T-hangar areas, improving safety and aircraft access throughout the hangar complex. The current pavement has reached the end of its useful life and reconstruction will ensure reliable, long-term service for tenants and continued compliance with state and federal standards.
4. Master Plan/ALP Update – The FAA has recommended refreshing the Master Plan/Airport Layout Plan (ALP) prior to moving forward with any further infrastructure improvements at the airport. The completion of this project will be important in order to secure future grant funding, as it will be the tool that guides the direction of the airport into the future. Completion of the ALP will be especially important prior to committing to the relocation of the entrance road and Phase 2 of the West Terminal Apron to make sure the designs meet the current needs of the airport and its tenants.

Once these projects are completed, the Village can determine for itself the pace it wishes to proceed with capital investments at the airport. The TIPS report (attached to the agenda) outlines the remainder of the Village's projects for 2026 and beyond, subject to FAA and IDOA approval.

Financial Impact

The Airport's long-range plans currently support these proposed projects without compromising the minimum fund reserve of 15% of the airport's annual expenses. Despite this, the TIPS plan does not financially obligate the airport to these projects. TIPS is a planning document that attempts to identify future capital projects and align them with possible funding sources.

Motion

Motion to Authorize Village staff to present the Airport Transportation Program to the Illinois Department of Transportation, Division of Aeronautics in December 2025 was made by Trustee Huckins and seconded by Trustee Dustin. On roll call vote, Trustees Anderson, Dustin, Murphy, Bojarski, Huckins, and Harlfinger voted Aye. No Nays. Motion carried.

Village Administrator and Department Head Reports

Administrator Andrews announced the temporary reopening of Miller Road beginning December 12th. It is expected to close again in March for resumed construction.

Director Splitt invited all to attend Flurry Fest, which will take place on Dec 12th. He thanked the People for Parks Foundation for their contribution to security for Bark Park and noted that Bark Park memberships now run for a 12-month period.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

BOARD OF TRUSTEES MEETING

DECEMBER 11, 2025

Board of Trustee Reports

Trustee Harlfinger requested Summer Sunset Fest updates. Administrator Andrews reported that the recent meeting went well, stating that sponsorships and resources were discussed and application forms for events were passed out. The next meeting will take place on January 6th. Trustee Anderson added that redirecting the parade route and using the stage for a dance-off were also discussed.

Village President Reports

President Bogdanowski proudly recapped the staff and Board's 2025 accomplishments, which include the completion of the following:

- Parks and Recreation Master Plan
- Comprehensive Plan
- Strategic Planning
- Supporting Budget

Unfinished Business

A. Ordinance Granting Permanent Exemption from the Requirement to Have a Garage on the Property at 65 Hilltop Drive

Summarized by Community Development Director John Svalenka

On July 25, 2018, David Manuel purchased the residence at 65 Hilltop Drive. On January 7, 2020 a fire broke out in the rear of the house that caused over \$120,000 in damage to the roof and rear portions of the building. On September 1, 2020 the Village issued a building permit to allow approximately \$200,000 of fire rehabilitation work and additional renovation work on the house.

On February 25, 2021 the Village posted a stop-work order on the property because the attached garage on the front of the house had been demolished. The garage was not damaged by the fire, the submitted insurance claim paperwork states that no visible fire related damage was found on the garage, and the approved building permit did not include any work on the garage. On September 21, 2021 the Board of Trustees passed Ordinance 2021-39 granting front yard setback and side yard setback variations to allow the garage to be reconstructed in the same location.

On December 22, 2021 the Village issued a Temporary Certificate of Occupancy (TCO), subject to a list of six conditions to be addressed prior to expiration of the permit. One of the conditions required the owner to submit architectural plans for replacement of the garage. Village inspectors confirmed on June 16, 2023 that all permitted construction work had been completed and all of the conditions from the TCO had been resolved except for the condition regarding the garage.

Section 24.15(M) of the Municipal Code states that, *"Every dwelling unit shall have an attached or detached garage on the zoning lot upon which it is constructed. Said garage shall be at least 12' wide and 20' deep and shall be connected to the street by a driveway constructed pursuant to the Village ordinances."* On June 30, 2023, Mr. Manuel requested that the Village grant a temporary five-year exemption from this code requirement to allow additional time for him to raise the funds necessary for construction. The Committee of the Whole discussed the request on July 11, 2023 and determined that a five-year exemption would be too long. Instead, the Board of



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

BOARD OF TRUSTEES MEETING

DECEMBER 11, 2025

Trustees preferred a shorter term for the exemption and passed Ordinance No. 2023-30 granting the approval of a two-year exemption from the requirement to have a garage on the property.

The exemption was set to expire on July 13, 2025, but the required garage has not yet been constructed. Therefore, Mr. Manuel submitted a request for a second temporary exemption from the requirement in Section 24.15(M) of the Municipal Code, specifically to allow two more years for him to construct a garage. The Board of Trustees reviewed the request for a second temporary exemption at their meeting on July 8, 2025. The Board took no action at that time and instead provided Mr. Manuel with 90 days to allow for construction plans and a cost estimate to be presented to the Board.

The Board of Trustees reviewed the requested construction plans and cost estimate at their meeting on October 9, 2025. The cost to construct a new garage in the same location as the demolished garage was estimated at \$149,500. Based on the high construction cost for this specific property, and the understanding that Mr. Manuel does not believe a garage is necessary on his property, the trustees gave Village staff direction to research options to eliminate the garage requirement for the subject property. Therefore, attached to the agenda for consideration is a draft ordinance to grant a permanent exemption from the requirement in Section 24.15(M) of the Municipal Code to have a garage on the property at 65 Hilltop Drive.

Analysis

Based on direction from the Board of Trustees, staff has drafted an ordinance to grant a permanent exemption from the requirement in Section 24.15(M) of the Municipal Code to eliminate the requirement to construct a garage. As the garage requirement is part of the Building Code and not the Zoning Code, there is no requirement for a public hearing or any input from the Planning and Zoning Commission.

Staff has examined the request and considered potential options for code compliance, and notes the following justifications for an exemption on the subject property:

- The Building Code would require the garage foundation to extend down to frost depth (a minimum of 42 inches below ground) to prevent the structure from shifting or heaving when the ground freezes. However, due to the steep slope on the lot, the side walls would be stepped to follow the slope, and the foundation wall abutting the house would be about 14 feet tall. These unique conditions would result in significantly increased costs for concrete installation.
- Mr. Manuel obtained a quote from MGL Construction & Remodeling that estimates the construction cost at \$149,500.00. The cost is significantly higher than for a standard garage.
- The property has sufficient off-street parking space on the driveway to accommodate parking for four vehicles. The Village has not received any complaints about parking in front of this address since the first temporary exemption was granted in July 2023.

Building Commissioner Brian Fragassi met with Mr. Manuel at the subject property on October 25, 2025 to review the condition of the existing foundation for the previously demolished garage. While the existing foundation may not be sufficient to support a new garage, the foundation does not show signs of any major damage and can remain in place. However, the wooden garage floor has been exposed to rain and snow since the garage was demolished in February 2021. Because of this condition, the wooden structural members are significantly rotted at this time, and continued water leaks may cause future damage to the existing foundation.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

BOARD OF TRUSTEES MEETING

DECEMBER 11, 2025

The property owner must install some type of roof structure onto the existing foundation to provide waterproofing. As such, the draft ordinance to grant the permanent exemption includes the following condition:

- An approved roof assembly must be installed on top of the remaining foundation from the demolished garage by no later than December 31, 2026 to prevent water from infiltrating the foundation. The approved roof assembly must be installed and maintained pursuant to plans approved in advance by the Building Commissioner, which plans must comply with all applicable provisions of the Building Code prior to the issuance of a building permit.

Mr. Manual has indicated in writing that he will fully comply with the condition noted above and will complete the roof structure as soon as weather permits in early spring or summer.

Motion

Motion to approve an Ordinance Granting a Permanent Exemption from the requirement to have a garage on the property at 65 Hilltop Drive was made by Trustee Huckins and seconded by Trustee Dustin. On roll call vote, Trustees Anderson, Harlfinger, Huckins, Bojarski, Murphy, and Dustin voted Aye. No Nays. Motion carried.

New Business

None.

Adjournment

A motion to adjourn the meeting was made by Trustee Huckins and seconded by Trustee Harlfinger. All in favor by voice vote.

There being no further business to discuss, the meeting of the Lake in the Hills Board of Trustees was adjourned at 8:10 pm.

Submitted by,

A handwritten signature in cursive script that reads "Shannon DuBeau".

Shannon DuBeau
Village Clerk