



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

BOARD OF TRUSTEES MEETING

JANUARY 8, 2026

Call to Order

The meeting was called to order at 7:30 pm.

Roll call was answered by Trustees Harlfinger, Dustin, Huckins, Bojarski, Anderson, and Murphy. President Bogdanowski was not present.

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.

Motion to allow Trustee Harlfinger to serve as the temporary presiding officer in the absence of the Village President was made by Trustee Huckins and seconded by Trustee Anderson. On roll call vote, Trustees Murphy, Anderson, Bojarski, Huckins, Dustin, and Harlfinger voted Aye. No Nays. Motion carried.

The Pledge of Allegiance was led by Village of Algonquin President, Debby Sosine. President Sosine shared information regarding the launch of Algonquin's telehealth program, MD Health, as well as legislative efforts related to solar energy.

Assistant Administrator Bosack presented the 2025 Gordon Larsen Award to Butcher on the Block.

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 December 11, 2025 Public Hearing - FY26 Proposed Budget.
- B. Motion to accept and place on file the minutes of the December 11, 2025 Board of Trustees meeting.
- C. Motion to approve the January 9, 2026 Schedule of Bills, total of all funds in the amount of \$666,591.26.
- D. Motion to approve the November 2025 Manual Bills, total of all funds in the amount of \$1,414,849.17.
- E. Extend the Grounds Maintenance Contract through 2026 with Mark I Landscaping.



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Motion to approve the Consent Agenda items A-E was made by Trustee Huckins and seconded by Trustee Murphy. 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.

Community Development

A. Request to Approve an Ordinance Granting a Conditional Use for the Outdoor Storage of Materials/Vehicles/Equipment Accessory to the Principal Use at 3504 S. Virginia Road

Summarized by Director of Community Development John Svalenka

The property commonly known as 3504 S. Virginia Road includes three parcels. The northernmost parcel includes three vacant industrial buildings along with some paved areas and some overgrown gravel areas and is located within the Village of Lake in the Hills in the M-1 zoning district. The other two parcels are completely covered with overgrown gravel and are located within the City of Crystal Lake. All three parcels are owned by Derta LLC, who has entered into an agreement to sell the three parcels to the applicant Troch McNeil Paving Company. The applicant intends to use the existing buildings for their offices and as shop space for the maintenance of their paving equipment and vehicles. The applicant also intends to store construction equipment, vehicles, and paving materials outdoors on the property. In accordance with the Permitted and Conditional Use Chart in Section 11 of the Zoning Code, the proposed outdoor storage is only allowed with the approval of a Conditional Use Permit for "outdoor storage of materials/vehicles/equipment accessory to principal use." Therefore, Mr. Jon Nordgren of Troch McNeil Paving has requested approval of a conditional use permit for the outdoor vehicle, equipment, and material storage on the Lake in the Hills parcel.

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. The applicant must obtain written approval of the Virginia Road access drives from the McHenry County Division of Transportation prior to storing any vehicles, equipment, or materials outdoors on the property.
2. The engineering plans must be revised to the satisfaction of the village engineer prior issuance of any building permits on the property.
3. The outdoor storage of any materials shall be limited to a height of 20 feet.



The Planning and Zoning Commission (PZC) conducted a public hearing on December 15, 2025 to consider the requested Conditional Use Permit. The PZC recommended approval of the request by a vote of 6-0, subject to the conditions noted above.

Trustee Bojarski questioned the types of materials stored and size restrictions. Director Svalenka stated that the stored materials would pertain to paving, such as stone and there will be a maximum height restriction of 20 feet.

Due to the speed limit near the entrance, Trustee Dustin recommended signage indicating that there is a truck entrance. Director Svalenka explained that there are similar signs near other businesses adjacent to the property and added that the county would be responsible for signage.

Motion

Motion to approve an ordinance granting a Conditional Use for the Outdoor Storage of Materials/Vehicles/ Equipment Accessory to the Principal Use at 3504 S. Virginia Road was made by Trustee Huckins and seconded by Trustee Anderson. On roll call vote, Trustees Bojarski, Huckins, Murphy, Anderson, Dustin, and Harlfinger voted Aye. No Nays. Motion carried.

Public Works

B. Request to Approve the Award of an Airport Fuel Supplier Contract with Arrow Energy

Summarized by Public Works Director Ryan McDillon

Staff seeks Board approval for the award of a contract with Arrow Energy for the supply of 100LL and Jet A fuel as well as associated support services through December 31, 2026.

In April 2025, to simplify the Village’s financial processes, Staff extended a contract with Arrow Energy through the end of 2025 in order to obtain an Airport Fuel Supplier Contract that ran from January through December. Subsequently, Staff released a Request for Proposals (RFP) in November 2025 for a contract to run January through December 2026. One (1) proposal was received from Arrow Energy.

Fuel Type	Price, plus (+) or minus (-) the OPIS Jet Fuel or AVGAS as applicable Delivered Spot Price for the Chicago Market for the day of delivery, from January 1, 2026 through December 31, 2026
Jet A	\$ +0.0690
100LL	\$ +.100

Arrow Energy has maintained a longstanding business partnership with the Village for over six years, consistently delivering exceptional service without interruption. Therefore, Staff recommends award of this contract to Arrow Energy.



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Financial Impact

The Village's Fiscal Year 2026 budget includes \$468,287.10 for 100LL Fuel and \$44,360.70 for Jet A fuel in the Airport O&M Fund for the purchase of aviation fuel for resale.

Motion

Motion to award a contract with Arrow Energy for aviation fuel for the Lake in the Hills Airport from January 1, 2026, through December 31, 2026 was made by Trustee Huckins and seconded by Trustee Anderson. On roll call vote, Trustees Anderson, Dustin, Bojarski, Huckins, Murphy, and Harlfinger voted Aye. No Nays. Motion carried.

Village Administrator and Department Head Reports

Chief Mannino announced that the expected move-in date for the new Police Facility is February 5th.

Board of Trustee Reports

None.

Village President Reports

None.

Unfinished Business

None.

New Business

None.

Adjournment

A motion to adjourn the meeting was made by Trustee Anderson and seconded by Trustee Huckins. 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 7:51 pm.

Submitted by,

A handwritten signature in black ink that reads "Shannon DuBeau".

Shannon DuBeau
Village Clerk