



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

BOARD OF TRUSTEES MEETING

APRIL 9, 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, 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 Michael Smoron, and Village Clerk Shannon DuBeau.

The Pledge of Allegiance was led by State Senator Dave Syberon of the 35th District. Senator Syberon gave an update on key items moving through stated legislation, including changes to the Local Government Distributive Fund (LGDF), property taxes, transportation, sales tax, and MFT allocations.

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 March 26, 2026 Board of Trustees meeting.
- B. Motion to approve the April 10, 2026 Schedule of Bills, total of all funds in the amount of \$455,249.81

Motion to approve the Consent Agenda items A-B 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. Informational Item Concerning the Annual Liquor & Raffle License Report

Summarized by Assistant Village Administrator Trevor Bosack

State statute requires the Liquor Commissioner and municipalities to publicly announce and publish a report that provides information regarding new and renewal liquor and raffle license applications that the Village received in



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the prior fiscal year. Please find the Annual Liquor & Raffle License Report attached to the agenda, providing the history of the past five years, 2021 through 2025.

Community Development

B. Request to Approve a Resolution Approving and Authorizing Execution of a Right-of-Way Encroachment Easement Agreement (106 Indian Trail)

Summarized by Director of Community Development John Svalenka

Much of the original section of the Village includes rolling hills and significantly steep slopes, and as such many residential properties include existing retaining walls that encroach into the Village rights-of-way. In most cases the retaining walls are necessary to allow construction of driveways that comply with the 20% grade limit in the Zoning Code, or to allow existing mature trees to be preserved. However, Village staff has concerns about liability for injuries that may be associated with a retaining wall in the right-of-way, and about long-term responsibility for repair and maintenance costs.

Staff finds that property owners should take responsibility for retaining walls that only provide a benefit to their individual property. The Village does not actively pursue changes to existing walls that are properly maintained but instead requires property owners to take responsibility when they need to remove and replace an existing wall or construct a completely new wall. When receiving retaining wall permit applications, Village staff in the past has required the wall to be redesigned to remove any encroachment. In many cases this has caused property owners lots of frustration and significant extra expense. Therefore, staff proposes that it would be reasonable to allow a new/replacement wall to encroach the right-of-way when removal or relocation is not feasible or desirable, subject to the property owner entering into a written agreement to take responsibility for liability and maintenance.

In consultation with the Village Attorney, staff has drafted a standard right-of-way encroachment easement agreement that can be used for all retaining walls located within the Village rights-of-way. The agreement would require the property owner to assume all liability associated with the retaining wall and indemnify the Village, to maintain the wall in good repair and keep the right-of-way clean and obtain permits for any reconstruction work. The Village would also have authority to revoke the easement if the wall is not maintained or becomes dangerous, if the wall interferes with utility construction work or some other Village use of the right-of-way, or if the owner removes the retaining wall.

Approved easement agreements would be recorded with the McHenry County Recorder to ensure that the obligations of the agreement transfer to new owners if the property is sold.

Village staff reviewed permit applications and plans for the asphalt paving of an existing driveway at 106 Indian Trail. The property included an existing concrete retaining wall along the south side of the driveway that encroached into the Indian Trail public right-of-way. The application included plans for the removal of the existing retaining wall and the construction of a replacement concrete block retaining wall in the same location. In general, staff found that the new wall was necessary to allow paving of the driveway without the need for significant regrading work, and notes that the property owners committed to entering into an agreement with the Village when building permits were issued for the driveway. The property owners have signed the draft easement agreement, indicating



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their consent to the terms of the agreement. Therefore, staff recommends that the Board of Trustees approve the easement and authorize staff to sign the agreement per the resolution attached to the agenda.

Motion

Motion to approve a Resolution Approving and Authorizing Execution of a Right-of-Way Encroachment Easement Agreement for 106 Indian Trail was made by Trustee Huckins and seconded by Trustee Harlfinger. On roll call vote, Trustees Bojarski, Huckins, Murphy, Anderson, Dustin, and Harlfinger voted Aye. No Nays. Motion carried.

C. Request to Approve Ordinances for a Development Agreement and Conditional Use & Development Plan for a Car Wash at 240 N. Randall Road

Summarized by Director of Community Development John Svalenka

The subject property at 240 N. Randall Road is within the B-3 General Business zoning district. The property includes an existing bank building with a canopy covering five drive-through lanes that was most recently occupied by Bank of America. The building has been vacant and unoccupied since January 28, 2025. El Car Wash Mid-West is now proposing to demolish the vacant bank building and drive-through lanes and redevelop the subject property with an automatic car wash. A car wash fits within the Village's definition for "Automotive Service." In accordance with the Permitted and Conditional Use Chart in Section 11 of the Zoning Code, "Automotive Service" is allowed in the B-3 zoning district only with the approval of a conditional use. Therefore, the applicant has requested approval of this conditional use.

The subject property is part of the Meadows Commercial Subdivision, which was originally approved as a Planned Development. In accordance with Section 25.5 of the Zoning Code, a Development Plan must be prepared and submitted for all new construction within a Planned Development. Therefore, the applicant has also requested approval of a development plan for the property.

Village staff reviewed the requested conditional use and development plan according to the standards listed in the Zoning Code. In general, staff found that the requests meet all standards, subject to compliance with minor conditions.

The Planning and Zoning Commission (PZC) conducted a public hearing on March 16, 2026 to consider the requests. The PZC recommended approval of the requests by a vote of 5-2, subject to the conditions recommended by staff. It should be noted that the two commissioners voting against approval stated a belief that the proposed car wash would generate too much traffic.

The Village President and Board of Trustees considered the requested conditional use permit and development plan at their regular meeting on March 26, 2026. The trustees voiced concerns that the development might generate too much traffic for the private roadway intersection between the subject property and the Costco gas station, asked if there were plans for the private roadways adjacent to property to be reconstructed in the future, and wondered whether the development would have a negative impact to the existing Moretti's restaurant on the property directly to the south. The trustees also questioned what financial benefit the car wash would provide for



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the Village. Due to these unanswered questions and concerns, the Board of Trustees voted to table the requests until the next meeting on April 9, 2026.

The applicant has taken several steps to address the concerns raised on March 26 and has detailed them in a letter from the applicant's attorney (attached to the agenda). First, to address the traffic concerns, the applicant has revised the site plan to move the entrance driveway further south. Specifically, as shown on the exhibit attached to the agenda, the entrance driveway on the original site plan was located about 100 feet south of the busy intersection between the subject property and the Costco gas station. On the revised site plan, the entrance driveway is proposed at the same location as the current bank driveway, which is about 210 feet south of the busy intersection. The revised entrance driveway is now proposed at a four-way intersection that is controlled by stop signs on the north, east and west sides. The number of on-site vehicle stacking spaces on the new plan has increased from 36 cars to 38 cars, and the stop signs will ensure that the revised entrance location is not blocked by cars. Because there is an existing entrance to the Costco parking lot located to the north of the proposed new car wash entrance, southbound Costco traffic can avoid any southbound cars waiting to turn left into the car wash. Additionally, the applicant has spoken with Mark Hoffmann, the owner of the adjacent Moretti's restaurant, who stated his belief that the proposed development will help business at Moretti's. Finally, the applicant spoke with representatives of the Lowe's Home Improvement store about any proposed construction work or improvements to the existing private north-south roadway and the existing east-west private entrance roadway. Lowe's owns the private roadways and maintains them through a property owner's association and indicated that they do not have plans for any work on these roadways through at least 2030.

To address the concern about what financial benefit the car wash would provide for the Village, the applicant has proposed an agreement to pay the Village 3% of the gross revenue of the car wash as a commercial "activity fee." To effectuate this payment, Village staff and the applicant have drafted a development agreement that closely matches similar agreements approved by the Village Board for commercial activity fees for the Bear Paddle Swim School at 307 N. Randall Road and the PetSuites business at 309 N. Randall Road. The agreement describes payment of the applicable development fees and includes an agreement to pay a 3% activity fee quarterly on services provided that are not subject to sales tax. Attached to the agenda for consideration by the Board of Trustees is the agreement and an ordinance to approve the agreement.

Financial Impact

Approval of the requested conditional use permit and development plan would have no direct financial impact to the Village. Approval of the proposed development agreement would provide the Village with a quarterly activity fee payment in lieu of sales tax that might otherwise be generated if a retail business were to occupy the property instead of a car wash.

Trustee Murphy asked if the intersection would remain accessible during the demolition and construction. An El Car Wash Mid-West representative confirmed that it will remain open.

Motion

Motion to approve an ordinance authorizing the execution of a development agreement by and between the Village of Lake in the Hills and El Car Wash Mid-West, LLC., and to approve an ordinance granting a conditional use and



approval of a development plan for a car wash at 240 N. Randall Road was made by Trustee Huckins and seconded by Trustee Harlfinger. On roll call vote, Trustees Bojarski, Huckins, Murphy, Anderson, Dustin, and Harlfinger voted Aye. No Nays. Motion carried.

Public Works

D. Request to Approve the Rejection of All Bids for the Barbara Key Shelter Replacements Project

Summarized by Public Works Director Ryan McDillon

Staff requests Village Board approval to reject all bids received for the Barbara Key Park Shelter Replacements Project.

On March 2, 2026, staff released a Request for Proposals (RFP) regarding the replacement of two (2) shelters at Barbara Key Park. Two (2) proposals were received and publicly opened on March 24.

Company	Bid Amount
Martam Construction	\$375,620
Structures Connection	\$253,203

Staff budgeted \$110,000 for this project in the FY26 Budget. Therefore, both proposals are significantly over budget. Staff recommends rejecting both proposals on the basis of being over budget. Staff will begin the process of investigation into why the received bids were high, analyze the selected material, and formulate a plan for moving forward with this project. The shelters are currently nearing the end of their usable life; however, they are structurally sound and do not present a hazard to potential renters. Therefore, Staff recommends rejecting both bids at this time and reassessing these replacements.

Trustee Harlfinger asked if the project is being over engineered. Director McDillon pointed to the cost of labor as the issue.

Motion

Motion to authorize the rejection of all proposals received for the Barbara Key Park Shelter Replacements Project 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.



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E. Request to Approve an Ordinance Approving a Budget Amendment for Airport Fueling Station Upgrades

Summarized by Public Works Director Ryan McDillon

Staff requests the Village Board approve an Ordinance approving a budget amendment for the installation of upgrades to the Airport Fueling Station by Stenstrom Petroleum Services Group in an amount not to exceed \$16,510.00.

The fuel station currently operating at Lake in the Hills Airport is very outdated compared to the industry standard. The current operation requires a dial-up internet connection and a high degree of staff involvement to operate. With this, the current fuel station often experiences technical difficulties that consume staff time and inhibit efficient fuel sales.

An upgrade of the fuel station was included in the Airport capital plan in the FY2024 Budget; however, the project was delayed during multiple staff transitions. The upgrade will include an updated user interface and will transition the system from dial-up to a 4G wireless connection. This will significantly improve the user experience at the pump, while reducing credit card processing times. In addition, staff will be able to easily make edits and updates to the system remotely.

Stenstrom Petroleum Group is the sole provider of compatible upgrade equipment for the existing proprietary system. They successfully performed similar upgrades to the Public Works Facility Fueling Station in 2025.

Financial Impact

While this project was not included in the FY2026 Budget, there is an opportunity to utilize Aviation Fuel Tax (AFT) funds to fully offset the cost of the upgrades in the current year. The Village has been allocated 2025 AFT funds in the amount of \$90,862.45, which exceeds the current budget by \$63,362.45. These AFT funds are issued as reimbursements for eligible expenses and must be used within five years of being allocated. Under the proposed budget amendment, \$16,510.00 of those additional AFT funds will be allocated to this fueling station upgrade and the remaining \$46,852.45 to be determined.

Motion

Motion to approve an Ordinance Approving a Budget Amendment to the Operating Budget for the Fiscal Year Ending December 31, 2026 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.

F. Request to Approve an Agreement with Crawford, Murphy & Tilly for West Terminal Phase 1 Project Design Engineering

Summarized by Public Works Director Ryan McDillon

Staff seeks Village Board approval of an Agreement for Design Services Engineering with Crawford, Murphy & Tilly, Inc. (CMT) for the construction of the West Terminal Apron Phase 1 Project at the Lake in the Hills Airport.



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The West Terminal Apron Phase 1 Project begins to restore aircraft parking capacity lost during a previous runway expansion and improves the airport's ability to safely accommodate aircraft operations. The project was included on the Village's TIPS plan presented to the Village Board in December. At that time, the estimated total project cost was \$1,687,370.00, of which 97.5% is offset by federal and state grant funds, bringing the total local share to \$42,184.00. The State has approved the Agreement for Consultant Services at Illinois Airports for Architectural / Engineering, Planning and Special Services (attached to the agenda). With Village Board approval of this agreement, it will engage CMT to perform design phase services for the project. Future approvals will be required for both the construction engineering and the construction itself, which are expected to be completed in 2027.

Financial Impact

The FY26 airport budget includes \$284,400.00 for all engineering on this project. The engineering cost estimates have since increased to a total of \$394,750.00, which includes \$204,000.00 for design phase services and special services, with the remaining \$190,000.00 for construction engineering. While the total engineering would exceed the current budget by \$110,350.00, the Village only expects to complete the design phase services and special services in the current year at a cost of \$204,000.00. Since this is below the current budget, no amendment will be required but additional funds will be needed in FY2027 to complete the project. It should be noted that with offsetting grant revenues, the net impact to the Village for this overage is approximately \$2,750.00.

Trustee Dustin questioned the cost to residents. Administrator Andrews stated that this cost will not be passed on to residents. She explained that 97% of the cost for this project will be covered by grant funding. The remaining cost of less than \$3,000 will be paid with the airport's net operating income.

Motion

Motion to approve the Agreement for Consultant Services at Illinois Airports for Architectural/Engineering, Planning and Special Services with Crawford, Muphy & Tilly, Inc. for the West Terminal Phase 1 Project Design Engineering at a total cost not to exceed \$204,000.00 was made by Trustee Huckins and seconded by Trustee Harlfinger. On roll call vote, Trustees Murphy, Anderson, Huckins, Bojarski, and Harlfinger voted Aye. Trustee Dustin voted No. Motion carried.

Village Administrator and Department Head Reports

Chief Mannino updated the Board regarding Car Meets that have been taking place at the McHenry DOT Park-n-Ride lot located at Route 31 and Virginia Road in Lake in the Hills. Those involved have been informed that future events must be permitted.

Director Splitt announced that the Larsen Park Phase 1 Master Plan began over the weekend with public engagement at the Bunny Trail event, where the Parks and Recreation Board connected with residents and shared information about the project.

Board of Trustee Reports

None.



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Village President Reports

President Bogdanowski requested the Board's permission to reschedule the October 8th Board of Trustees meeting to October 6th. All agreed.

President Bogdanowski proclaimed April 24, 2026, as Arbor Day in the Village of Lake in the Hills and urged all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands and to plant trees to gladden the hearts and promote the well-being of this and future generations.

Unfinished Business

None.

New Business

None.

Closed Session

Motion to enter into Closed Session to discuss Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees (5 ILCS 120/2 (c)(1)) and Probable or Imminent Litigation (5 ILCS 120/2(c)(11)) was made by Trustee Anderson and seconded by Trustee Harlfinger. On roll call vote, Trustees Bojarski, Murphy, Huckins, Dustin, Harlfinger and Anderson voted Aye. No Nays. Motion Carried.

Return from Closed Session.

Adjournment

A motion to adjourn the meeting 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.

There being no further business to discuss, the meeting of the Lake in the Hills Board of Trustees was adjourned at 8:54 pm.

Submitted by,

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

Shannon DuBeau
Village Clerk