

**VILLAGE OF LAKEWOOD**  
**MINUTES OF THE VILLAGE BOARD MEETING**  
**MAY 11, 2021**

The Village Board Meeting was held in person at RedTail Golf Club along with Zoom streaming. It was called to order at 7:00 p.m. by President Stavropoulos. Present at RedTail Golf Club were Trustees Augustine, Babischkin, Barron, Fischer, and Runge with Trustee Berman present via Zoom Also present Village Manager Jean Heckman, Village Attorney Scott Puma, Village Clerk Jeanette LoBosco, Chief of Police Mike Roth, Director of Public Works Gary Zickuhr, and a few members of the public.

**PUBLIC COMMENTS:** President Stavropoulos began Public Comments by reading a letter from Judy Minsley, 426 Wiltshire Lane. Ms. Minsley addressed the Board with her thanks and well wishes to the assembly of the new administration.

Jason Herbster, Executive Director of the Crystal Lake Park District along with Park Board President, Debbie Gallagher, introduced themselves to the new Board and look forward to working with and continuing to have a strong relationship with the Village. A brief history of the Park District along with an update of the proposed park development plan near the Woodland Hills Subdivision was presented by Mr. Herbster.

Prior to continuing, President Stavropoulos took time to explain the new format of the Agenda as far as the addition to Presentation and Consideration and Public Comments after each Agenda Item. Also addressed was an email received from former Chief Executive Officer Jeannine Smith regarding a request for removal of the Approval of Regular Village Board Minutes of March 9, 2021.

**CONSENT AGENDA:** The following were considered and enacted on a single motion by Trustee Babischkin, seconded by Trustee Runge.

**APPROVAL OF BILL LISTS:** Accounts Payable Invoices Dated May 12, 2021 in the Amount of \$40,246.56; Accounts Pre-Paid Invoices Dated April 30, 2021 in the Amount of \$27,772.08

Voting Aye: Trustees Augustine, Babischkin, Barron, Berman, Fischer, and Runge. Voting Nay: None. Motion declared carried.

**ITEMS REMOVED FROM THE CONSENT AGENDA:** President Stavropoulos, per the advice from counsel regarding Ms. Smith's email, requested the March 9, 2021 Regular Village Board minutes be removed from the Consent Agenda and tabled to a future meeting. Attorney Scott Puma will recommend to the Board as to how to proceed with the reporting of Meeting Minutes. Trustee Fischer requested the removal of the Accounts Payable Invoices Dated April 30, 2021 in the Amount of \$40,579.18. Discussion and clarification was given regarding invoices received from HR Green. Village Manager Jean Heckman explained the original payment was booked to the incorrect Fiscal Year Budget and was reversed to reflect the correct one.

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Trustee Babischkin, seconded by Trustee Fischer moved to approve the Board Meeting Minutes of March 9, 2021 to be tabled; and approve the Accounts Payable Invoices Dated April 30, 2021 in the Amount of \$40,579.18. Voting Aye: Trustees Augustine, Babischkin, Barron, Berman, Fischer, and Runge. Voting Nay: None. Motion declared carried.

**PRESENTATION AND CONSIDERATION OF ORDINANCE NO. 2021-08 – AN ORDINANCE AMENDING CHAPTER 3, VILLAGE ADMINISTRATION, ADDING SECTION 3.18, CODE OF CONDUCT, TO THE LAKEWOOD MUNICIPAL CODE**  
Dialogue began with Trustee Berman presenting his concerns and questions regarding some terms used within the proposed ordinance to be subjective. He would like to have the violation section to read clearer.

Trustee Barron also acknowledged the sections were subjective and would like to have clearer verbiage. She also would like to have Social Media addressed so that no violation of the Open Meetings Act would not occur.

Trustee Augustine likes the direction of creating the section, however, feels that it could expand a bit further. He would like email addressed with Social Media as well.

President Stavropoulos addressed the Board, based on their comments, concerns, and suggestions to table the ordinance to a future date so that those may be incorporated into a revision. Any additional comments should be forwarded to staff no later than Friday, May 14<sup>th</sup>.

Trustee Berman, seconded by Trustee Barron, moved to table Chapter 3, Section 3.18, Code Of Conduct. Voting Aye: Trustees Augustine, Barron, Berman, Fischer, and Runge. Voting Nay: Trustees Babischkin. Motion declared carried.

*Public Comment:* Jason McMahon, 9025 Montrose, commented that once training of the Open Meetings Act is completed the addition to the ordinance would not be needed.

**PRESENTATION OF LAKEWOOD ORGANIZATIONAL CHART:** President Stavropoulos presented to the Board an Organizational Chart along with outlines of job duties of Village Manager and Administrative Services Manager. The goal is to create efficiencies with staff without altering the proposed chart.

Trustee Berman inquired as to the necessity of a Performance Bond since the Village maintains coverage of any wrongdoing through an insurance policy.

Attorney Scott Puma clarified Village Managers, along with certain other officers, need to be bonded as required by statute.

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*Public Comment:* None.

**APPROVAL OF ORDINANCE NO 2021-09 – AN ORDINANCE AMENDING CHAPTERS 3 AND 4 OF THE LAKEWOOD MUNICIPAL CODE PERTAINING TO THE APPOINTMENT AND SUPERVISION OF THE CHIEF OF POLICE.** President Stavropoulos proposed that the Chief of Police report to the President and Board of Trustees. Previously, the Chief reported directly to the Chief Administrative Officer.

Trustee Augustine inquired for the rationalization behind the change. President Stavropoulos saw this to be a consistent process with other communities and as a better approach to serving.

Trustee Runge recommended a spelling correction to Chapter 3, Section 3.01E, The Village Manager shall supervise and coordinate the work of all *departments....*And deletion of *Department* found in Chapter 4, Section 4.09 The Chief of Police *Department.....*

Trustee Berman inquired as to the Chief obtain direction; from an individual Board Member? majority of Board Members outside of a Village Meeting? As a result of the dialogue, suggestion was made to strike Board of Trustees from the reporting authority of the Chief.

*Public Comment:* Jason McMahon, 9025 Montrose, commented that he has seen the Chief of Police get direction both ways and doesn't know what would be considered right or wrong way. He inquired as to the possibility of a Police Board believing that it would decouple the police department from politics.

Trustee Barron, seconded by Trustee Fischer, moved to approve the revisions as follow; Whereas, it is in the best interests of the Village that the Chief of Police be an appointed position that reports to the President; Chapter 3, Section 3.01E, Supervision Over Department, The Village Manager shall supervise and coordinate the work of all departments of the Village, except the Police Department, the Village Engineers and Village Attorney; Chapter 4, Section 4.04, Duties of the Chief, The Chief of Police shall report to the President; Chapter 4, Section 4.09, Rules and Regulations, The Chief of Police may propose such rules, regulations and standard operating procedures (SOP) as the Chief Shall deem advisable;

Voting Aye: Trustees Augustine, Babischkin, Barron, Berman, Fischer, and Runge. Voting Nay: None. Motion declared carried.

**APPROVAL OF ORDINANCE NO. 2021-10 – AN ORDINANCE AMENDING THE LAKEWOOD MUNICIPAL CODE FOR A VILLAGE MANAGER.** President Stavropoulos reiterated the change of role responsibilities of what was the former CAO position to what would now be Village Manager.

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Trustee Babischkin questioned the Village Manager serving as Finance Director and proposed a parenthetical that states until a CPA is identified.

Trustee Berman made a motion to table until a proper review of candidates can be performed on the Finance Director position. Once a qualified candidate is retained, the ordinance will then be reviewed. In the meantime, Ms. Heckman would be capable of fulfilling.

*Public Comment:* None.

Trustee Berman, seconded by Trustee Augustine moved to table Ordinance 2021-10, amending the code for Village Manager. Voting Aye: Trustees Augustine, Babischkin, Barron, Berman, Fischer, and Runge. Voting Nay: None. Motion declared carried

**APPROVAL OF ORDINANCE NO. 2021-11 – AN ORDINANCE AMENDING SECTION 2.04(B)(2) OF THE LAKEWOOD MUNICIPAL CODE (SIGNING AUTHORITY)** The Village bank requires new signature cards due to the change of Village President, Village Manager, Treasurer, and Village Clerk. Being that the ordinance amending the code for Village Manager was tabled, Ordinance 2021-11 was as well.

*Public Comment:* None.

Trustee Runge, seconded by Trustee Augustine moved to table Ordinance 2021-11, Amending Section 2.04(B)(2), Signing Authority. Voting Aye: Trustees Augustine, Babischkin, Barron, Berman, Fischer, and Runge. Voting Nay: None. Motion declared carried

**CONSIDERATION OF A PUBLIC FUNDS DEPOSITOR COLLATERAL SECURITY AGREEMENT DATED MAY 11, 2021.** President Stavropoulos had Jean Heckman discuss the Agreement. Ms. Heckman reiterated that the changing of the Board required a new agreement be signed with the Village bank. Being that the signature card within does not identify titles, the Village is still compliant with the documentation. However, Page 8 of the Agreement identifies Ms. Heckman as Village Manager and that will revert back to the CAO and will be readdressed once confirmation of amending the code for Village Manager.

*Public Comment:* None.

**CONSIDERATION OF APPOINTMENTS TO THE PLANNING AND ZONING COMMISSION OF JOHN O'HARA AS CHAIRMAN AND TERRY FLANAGAN, LARRY GALIZI, ANDY KNAPP, PAUL SHAMOUN, SHELDON SMITH, AND BILL WAYNE AS COMMISSIONERS.** President Stavropoulos requested from the Board to revisit this matter at a later date. After speaking with Village Attorney Scott Puma earlier, President

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Stavropoulos would like to have some issues addressed. It was confirmed, the status of the current Planning and Zoning Commission would not be affected.

*Public Comment:* None.

Trustee Augustine, seconded by Trustee Fischer moved to table. Voting Aye: Trustees Augustine, Babischkin, Barron, Berman, Fischer, and Runge. Voting Nay: None. Motion declared carried

**APPROVAL OF ORDINANCE NO. 2021-12 – AN ORDINANCE AMENDING SECTION 3.07 OF THE VILLAGE CODE REGARDING FILLING VACACIES IN THE VILLAGE BOARD, COMMISSIONS, AND COMMITTEES.** President Stavropoulos presented the Agenda Item for discussion, stating that in fairness to the process and transparency, a proposed “cooling off period” be established prior to filling the vacancy with the Village Board and commissions. In addition, a solicitation be made to residents inviting them be considered for the open vacancy.

Trustee Fischer commented it made sense and likes the idea having interested residents participate. He also found the Village of Algonquin has a similar 30-day waiting period.

Trustee Runge questioned the impact a new president would have when making certain appointments. Attorney Puma address that this ordinance is only for vacancies within the Board and the only current commission is Planning and Zoning. Other appointments, such as Treasurer, are not covered by the ordinance.

Trustee Berman requested Attorney Puma to clarify procedure regarding a tie in the voting process. Attorney Puma addressed the procedure also indicating a statute addresses this for filling Board vacancies. Discussion concluded with agreement not to included additional notation of the statute with the ordinance.

*Public Comment:* Steve Gough, 7050 Longmoor, questioned if there were two vacancies within the Village Board would there not be the required quorum? Attorney Puma clarified that a quorum for the Village is established by having four members present for a meeting.

Trustee Babischkin, seconded by Trustee Runge moved to approve Ordinance No. 2021-12, Amending Section 3.07 regarding filling of vacancies. Voting Aye: Trustees Augustine, Babischkin, Barron, Berman, Fischer, and Runge. Voting Nay: None. Motion declared carried

**PRESENTATION REGARDING PREVIOUSLY APPROVED BOARD SALARY INCREASE.** President Stavropoulos acknowledged previous administration had passed the

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compensation for the trustees and president, beginning May 1, 2021. This affects those newly elected in April.

Trustee Augustine confirmed that neither he, nor Trustees Barron and Berman are not being paid for their positions on the Board. He does not bemoan those that are paid and thinks everyone should. There are a lot of hours put in and taken away from family. Perhaps payment would attract more candidates.

*Public Comment:* Jason McMahon, 9025 Montrose, when serving as Trustee voted to remove pay because it had become politicized. Second, if a party was interested in the position for the payment factor, if was the wrong reason. He also believes that President Stephan and Trustee Eddy, of the previous Board, should not have been paid.

**APPROVAL OF ORDINANCE 2021-13 – AN ORDINANCE AMENDING SECTION 12.01 BOAT DECALS, OF THE LAKEWOOD MUNICIPAL CODE.** There was a general consensus by the Board of Trustees not to vote on this agenda item. An adjustment to the 2021-2022 Budget will be made to reflect no increase in the cost of boat decals for Crystal Lake.

**PRESENTATION BY PUBLIC WORKS DIRECTOR GARY ZICKUHR REGARDING THE VILLAGE OF LAKEWOOD GATES AREA.** Gary highlighted the Public Works history and issues found within the east side of town; commonly know as The Gates. Among the issues discussed were; flooding, educating residents regarding usage during heavy rain falls, infrastructure lining, and communication methods for residents regarding their home safety.

*Public Comment:* John Kavalunas, 8790 Shade Tree, inquired if a collaborative project with the City of Crystal Lake be created to elevate damaging floods.

Steve Gough, 7050 Longmoor, drew attention to Text Castor notification. He inquired if the notifications regarding the effected areas could be limited a specific community audience.

Brian Mattick, 493 Sunset, was once part of a Stormwater Committee within the Village and educated the Board to Crystal Lake's plan in addressing the water issue for their community and his concern if it would affect the water level to the lake.

Jason McMahon, 9025 Montrose, drew attention to the water flowing into the system near the creek at Riverside Drive, contains amounts from Crystal Lake. Perhaps a collaboration with the City of Crystal regarding this are can be addressed as well.

**PRESENTATION REGARDING GRAFTON TOWNSHIP PUBLIC WORKS DAMAGED EXCAVATOR.** Public Works Director, Gary Zickuhr, acknowledged it is common practice for municipalities to borrow equipment from one another, particularly if it is not easily rentable. As

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done in the past, a mini excavator was borrowed from Grafton Township. Unfortunately, the equipment was damaged and requires a repair estimate of approximately \$31,170. Since the equipment was borrowed, insurance coverage is questionable. As a side note resulting from this event, a rental or lease agreement of \$1 will be in place going forward.

Consensus by the Board of Trustees was the need to expedite the repair of the mini excavator. However, conversation lead to what fund should be assigned to the payment; Capital Improvement vs General Fund. It was determined Capital Improvement Fund is where the payment would be booked to.

*Public Comment:* None.

Trustee Babischkin, seconded by Trustee Fischer moved to approve \$31,170 payment to Grafton Township for the repair of the damaged excavator. Voting Aye: Trustees Augustine, Babischkin, Barron, Berman, Fischer, and Runge. Voting Nay: None. Motion declared carried  
It is noted that Trustee Berman was not in agreement of the Capital Fund usage, however, in agreement of the need to authorize payment.

**CONSIDERATION REGARDING LOW BID FOR VILLAGE OF LAKEWOOD LANDSCAPING SERVICES.** President Stavropoulos directed attention to the three quotes received by Public Works Director, Gary Zickuhr, regarding the RFQ for services for mowing turf grass and landscape care of 12 locations within the Village.

Gary Zickuhr addressed Trustee Barron by clarifying the area noted by the treatment plant was not the proposed location of the park, rather it is in within the gated property. As far as cost benefit, instead of mowing, staff would be available to direct more quality attention to normal operation and building maintenance. The contract runs until the end of November, 2021 and there is much attention going to be given to the clean-up and maintenance of the beds, however adding mulch would be at an additional charge.

Trustee Berman commented that unless staff was cut, this is still an additional expense to the Village. He also recommended that in going forward, we should make sure that the bidding process is open to include Village residents, for there are several landscaping companies within the community.

Discussion revolved around the idea of possibly waiting two weeks to offer additional response. Unfortunately, since the proposals have been publicized, the decision to move forward to suggest a one-year contract was made. Gary will confirm with Ryco Landscaping the ability to honor the proposal for years two, three and four at a later date as this also address Trustee Augustine's concern of inflation. This will also allow additional proposals to be considered.

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*Public Comment:* Andy Knapp, 7314 Fairway Drive, stated his employment experience with a landscape architectural company, with responsibilities in commercial landscape. He does not disagree with offering residents the opportunity to bid on services. However, the scope of work being proposed is substantial and that performance and level of service provide that it be considered. He also suggested prior to signing an extended contract, evaluate the service with the contractor after an agreed period of performance time.

Jason McMahon, 9025 Montrose, commented that he thinks it is improper to offer a chance for additional bids, that it is unfair to those that have submitted.

Trustee Babischkin, seconded by Trustee Runge moved to approve a one-year contract for landscape services to be provided by Ryco Landscaping. Voting Aye: Trustees Augustine, Babischkin, Barron, Fischer, and Runge. Voting Nay: Trustee Berman. Motion declared carried.

**CONSIDERATION REGARDING WEST BEACH LIFT STATION.** Proposals from four contractors were presented for repair to the lift station located at the corner of Lake Avenue and Huntley Road.

*Public Comment:* None.

Trustee Babischkin, seconded by Trustee Barron moved to approve repair services to be provided by Sabel Mechanical in an amount not to exceed \$17,365.. Voting Aye: Trustees Augustine, Babischkin, Barron, Berman, Fischer, and Runge. Voting Nay: None. Motion declared carried.

**APPROVAL OF RESOLUTION 2021-R-14 – A RESOLUTION APPOINTING AN AUTHORIZED AGENT OF THE ILLINOIS MUNICIPAL RETIREMENT FUND.** President Stavropoulos requested Jean Heckman address the Resolution. She stated there is a need for a representative and this is appointing Sue Villie as she was such previously.

*Public Comment:* None.

Trustee Runge, seconded by Trustee Fischer moved to approve Resolution 2021-R-14 regarding the appointment of an Authorized Agent for the Illinois Municipal Fund. Voting Aye: Trustees Babischkin, Barron, Fischer, and Runge. Voting Nay: Trustees Augustine and Berman. Motion declared carried

**REPORTS AND COMMENTS FROM DEPARTMENT HEADS.** Director of Public Works, Gary Zickuhr, reported brush pickup has been completed and repairs of snow plow damage have begun.



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Chief Roth commented he has been busy since returning, meeting with the officers and performing assessments. The Police Department is fully staffed, including Boat Patrol. Chief Roth also thanked Officer Sean McGrath for the tremendous amount of work already performed regarding a potential American Idol event.

Village Manager, Jean Heckman, requested Trustee Runge to discuss the American Idol event. Trustee Runge shared that per American Idol guidelines, limited information could be shared. Many supporters and volunteers have stepped forward, however there is a concern of revenue loss. Discussion concluded regarding potential expenditure would not exceed the threshold for Board approval.

With nothing further to discuss, Trustee Babischkin, seconded by Trustee Augustine, moved to adjourn the meeting. Voting Aye: Trustees Augustine, Babischkin, Barron, Berman, Fischer, and Runge. Voting Nay: None. Motion declared carried. The meeting adjourned at 10:03 pm

Jeanette LoBosco  
Village Clerk

Approved: \_\_\_\_\_ Dated: June 22, 2021