

**VILLAGE OF LAKEWOOD**  
**ADMINISTRATION DEPARTMENT MEETING**  
**NOVEMBER 23, 2021**

The Village of Lakewood Administration Department Meeting was held in person at Crosspoint Lutheran Church, 8505 RedTail Drive along with Zoom viewing. It was called to order at 6:00 p.m. by President Stavropoulos. Present at Crosspoint Lutheran Church were Trustees Babischkin, Barron, Berman, Fischer, and Runge. Absent was Trustee Augustine. Also present were Village Manager Jean Heckman, Village Attorney Scott Puma, Village Clerk Jeanette LoBosco, Chief of Police Mike Roth, Director of Public Works Gary Zickuhr, RedTail Golf Manager Kenny Goodwin, Village Treasurer Steve Aronson, and many members of the public.

**PRESIDENT'S OPENING REMARKS:** President Stavropoulos extended thanks again to Crosspoint Church for their hospitality. In addition, he recognized Resident Liaison Liz Delzell and Village Manager Jean Heckman for their hard work in preparing the presentation.

He expressed appreciation to those in attendance and encourage participation throughout the presentation and subsequent Town Hall and Budget Meetings. Attendance and participation will help navigate the direction for Board Members.

**INTRODUCTION BY LIZ DELZELL, RESIDENT LIAISON:** Liz introduced the department being presented as the linchpin of the Village. All Village business will pass through Village Hall at one point or another. While collaborating with Jean in preparation, she gained an even deeper appreciation for the dedication of Village Hall staff.

**PRESENTATION BY JEAN HECKMAN, VILLAGE MANAGER:** Village Manager Heckman briefly gave an overview as to the evening's presentation to include: Village Demographics; Administrative Duties; and Charts & Data. In addition to sharing the accomplishments of Village Administration since May 1, 2021, future considerations will be discussed.

Village Demographics: The original area of the Village of Lakewood consisted of 333 acres and was incorporated July 10, 1933. Census data from 1940 indicated a population of 125 residents. Today, the Village is over five square miles (including 650 acres of open space, six businesses, four golf courses, a restaurant, and a church). The census of 2020 indicated a population of 4,283.

In 1993, the Village adopted the following Mission Statement: *Lakewood will remain a friendly community providing families with quality living in a natural setting.* Currently, staff continues to follow the statement while concentrating on advancing the Village.

*A brief pause to the presentation was due to address audio deficiency with the Zoom viewing.*

Administrative Duties:

- The Building Department has a contracted Building Inspector, Brian Fragassi, having in-house business hours Tuesday and Thursday. He also provides remote inspections when applicable and is available for plan reviews during off scheduled hours. Together with Administrative Assistant Lisa Harenza have cleaned up over 160 expired permits. New software set up, clarification of permit requirements, review of permit fees, and implementation of a Code Enforcement Notice To Appear are just a few projects that have been instituted.

## **Administration Department Meeting**

**November 23, 2021**

**Page 2 of 3**

- The Utilities Department welcomed back Paige Sorensen; who not only successfully collected over \$50,000 of overdue utility payments, but also worked with residents to establish payment plans and/or provided direction to obtain financial assistance. The service of a new vendor has been implemented for utility billing. Once information is received, they provide printing, stuffing and mailing of the utility bill. Initial savings is \$3,200 and \$4,800 for the subsequent years. Future plans include an online billing portal for residence and an upgraded meter reading system.
- Former Village Clerk Janice Hansen was recognized for having established a great network of clerks throughout the region. The network has been a valuable tool for continued support, education and research. Implementation of OCR scan was started, creating searchable files and the expansion of electronic files. In addition, work to update over 20 ordinances and a clean up of paperwork regarding the sale of Village owned property was completed.
- The Accounting Department has a CPA to review financials and is currently working on presenting the Audit. Because there was not a clean cut-off from the previous accounting system, an incredible amount of time had been put in by Accounting Clerk Kris Thune to reconcile the bank statements and make journal entries. Implementation of Positive Pay and proper FDIC coverage has proven to be successful. Administrative Services Manager Sue Villie undertook the task of recalculating and verifying many balances having discrepancies: Asset Depreciation; IMRF; and employee benefit time. Work for the Motor Fuel Tax (MFT) audit is also underway.
- The Public Works Department is in the process of completing Grant Applications for infrastructure work to expand service at Rt 47/Rt 176 in addition to address water issues relative to Broadway Avenue. Additional assistance is being sought through State Representatives.
- IT Department has implemented the digital service work orders and will soon be using MiBudget. Funding received the Illinois CURE Act will be used to upgrade 13 computers that are currently operating on Windows 7. In addition, the purchase of laptops will allow for the ability to work remotely. Recommendation for a new IT company is to be presented at the following Board Meeting.
- The exterior of Village Hall was recently painted by a group of staff and resident volunteers. Current interior conditions that require attention include: lack of space for storage and meetings; 100 amp service; dampness in the crawlspace. Consideration as to the best use of the building and location is for future discussion.
- A series of first ever Special Events have been recently held. In a two week unexpected time period, an event highlighting resident Grace Kinstler, an American Idol finalist, was organized and held at RedTail Golf Club. Lakewood Youth Service Organization represented the Village of Lakewood for the first time during the Crystal Lake Chamber of Commerce Fourth of July Parade. In addition, staff organized Blocktober Fest; a block party theme event held at Redtail Golf Club featuring a concert, baggo tournament, and firework display.
- RedTail Golf Club is part of Village Administration and will be presented by Golf Manager Kenny Goodwin on December 14, 2021.

**Administration Department Meeting**  
**November 23, 2021**  
**Page 3 of 3**


Charts & Data:

Water rates were presented as compared with other municipalities. Village Manager Heckman noted there are some municipalities that are larger in population and commercial tax base having a higher rate than the Village of Lakewood. Indication of revenue loss of over \$17,000 was noted. As previously discussed, the outstanding utility balance will be an ongoing process to maintain current and a procedure is in place to help offset a continued loss. However, consideration of the utility rates may need to be addressed in the future.

Village Manager Heckman concluded her presentation that as a 22-year resident of Lakewood, she is privileged and thankful for working with the group of people that make up the departments of Police, Public Works, RedTail Golf Club, and Village Hall.

The meeting adjourned at 6:33 p.m.

Respectfully Submitted,

  
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Jeanette LoBosco  
Village Clerk

Dated: December 14, 2021