

**VILLAGE OF LAKEWOOD
VILLAGE BOARD MEETING MINUTES
AUGUST 29, 2018**

The Village Board Meeting was called to order at 7:00 p.m. at RedTail Golf Club by President Davis. Present were Trustees McMahon, Rexroat, Stephan, and Ulrich. Trustee Odom was absent. Also present were Chief Administrative Officer Jeannine Smith; Village Clerk Janice Hansen; Village Attorney Michael Smoron; Treasurer Jean Heckman; Chief of Police Michael Roth; Jason Fluhr from Baxter & Woodman; and many members of the public.

PUBLIC COMMENTS: Andy Knapp of 7314 Fairway, is the President of the TPA commented that the residents within Turnberry are concerned about rising taxes and would like to protest this issue with McHenry County. President Davis replied that he would look into this matter.

CONSENT AGENDA: The following were considered and enacted on a single motion by Trustee Stephan, seconded by Trustee Rexroat:

APPROVAL OF MINUTES: August 14, 2018 Regular Village Board Meeting

APPROVAL OF BILL LISTS: Accounts Payable Invoices Dated August 29, 2018 in the Amount of \$75,572.41; RedTail Golf Club Debit Card Activity July 2018 in the Amount of \$1,937.12; RedTail Manual Checking Accounts Payable July 2018 in the Amount of \$6,033.16; and Debit Card Activity July 2018 in the Amount of \$2,053.44

APPROVAL OF FINANCIAL STATEMENTS: Village Financial Statements for the Periods May 1, 2018 through July 31, 2017; and Lake Patrol Financial Statements for the Periods May 1, 2018 through July 31, 2018

Voting Aye: Trustees McMahon, Rexroat, Stephan, and Ulrich. Voting Nay: None. Absent: Trustee Odom. Motion declared carried.

ITEMS REMOVED FROM THE CONSENT AGENDA:

RedTail Golf Club Financial Statements for the Periods May 1, 2018 through July 31, 2018: President Davis wanted the Board to be aware of a few matters within RedTail Golf Club Financials. Non-operating revenues for \$55,000 were a write off of unused gift certificates that were issued from 2000 through 2014. Also, there are two comparison tabulations, one with calculations using fiscal year and the other using month end.

Trustee McMahon, seconded by Trustee Ulrich, moved to approve RedTail Golf Club Financial Statements for the Periods May 1, 2018 through July 31, 2018 as amended. Voting Aye: Trustees McMahon, Rexroat, Stephan, and Ulrich. Voting Nay: None. Absent: Trustee Odom. Motion declared carried.

OATH OF OFFICE ADMINISTERED TO POLICE OFFICER JEFF WINTERS BY ATTORNEY MICHAEL SMORON

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APPROVAL OF AN ARCHITECT SERVICES AGREEMENT WITH ADAM WALLEN WITH THE ADVICE AND CONSENT OF THE VILLAGE PRESIDENT AND THE BOARD OF TRUSTEES: With the resignation of Annie Peyer, Adam Wallen will work two days a week and be available for the scheduling of preliminary sketch plan reviews. Reviews will be completed within three business days of the initial request and billed at an hourly rate. Architectural plan reviews for all projects will be completed within three business days. Reviews will be in compliance with Village Codes. Mr. Wallen will invoice the Village on a monthly basis for the reviews performed during that month. Mr. Wallen is an independent contractor and not an agent or employee of the Village.

Trustee Stephan, seconded by Trustee McMahan, moved to approve an Architect Services Agreement with Adam Wallen with the Advise and Consent of the Village President and the Board of Trustees. Voting Aye: Trustees McMahan, Rexroat, Stephan, and Ulrich. Voting Nay: None. Absent: Trustee Odom. Motion declared carried.

APPROVAL OF RESOLUTION NO. 2018-R26 – A RESOLUTION FOR ILLINOIS DEPARTMENT OF TRANSPORTATION ROAD PROGRAM FOR ILLINOIS ROUTE 47/ILLINOIS 176 REJECTION THE PROPOSED SIDEWALK/SHARED PATH IMPROVEMENTS: Village Engineer Jason Fluhr commented that the townships have rejected the proposed sidewalk/shared path improvements.

Chief Administrative Officer Jeannine Smith asked for direction regarding the Letter of Intent for this project. The general consensus of the Board of Trustees was to omit lighting, the median should be covered with grass, and have IDOT handle the negotiations of the small triangular piece of property belonging to the golf course.

Trustee Stephan, seconded by Trustee McMahan, moved to approve Resolution – 2018-R26. Voting Aye: Trustees McMahan, Odom, Rexroat, Stephan, and Ulrich. Voting Nay: None. Motion declared carried.

APPROVAL OF ORDINANCE NO. 2018-27 – AN ORDINANCE GRANTING A VARIANCE FROM SECTION 7.4-A OF THE ZONING ORDINANCE OF THE VILLAGE OF LAKEWOOD RELATIVE TO AN ACCESSORY STRUCTURE AMENDING ORDINANCE NO. 2017-16 (BETO RESIDENCE AT 8680 BELFIELD): Chief Administrative Officer Jeannine Smith commented that the Planning and Zoning Commissioners unanimously recommended this variance. The Betos previously had a variance for four accessory structures, they are removing two and adding a sport court. There will be extensive landscaping around the sport court and no lighting to harm adjacent property owners.

Trustee Stephan, seconded by Trustee Ulrich, moved to approve Ordinance No. 2018-27. Voting Aye: Trustees McMahan, Rexroat, Stephan, and Ulrich. Voting Nay: None. Absent: Trustee Odom. Motion declared carried.

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DISCUSSION REGARDING A DOG RUN AT 8112 REDTAIL DRIVE; DOUG HOPMAN: Chief Administrative Officer Jeannine Smith commented that on June 27, 2018 the Village received a resident complaint regarding the installation of a dog run at 8112 RedTail Drive. This complaint occurred as the dog run was being installed in part on the side of the house which is not permitted by Village Code. A police offer was sent to the property for verification and later the building inspector verified that the property owner did not have a building permit. The dog run, which is not fully enclosed, is in excess of the allowable 50 lineal feet. A violation notice was issued advising the property owners of their obligation to obtain a permit, remove the section of fencing in violation, install the run in the rear yard not extending beyond the walls. The owners were notified to appeal to the Planning and Zoning Commission for discussion and the Commissioners recommended the owners go before the Board of Trustees.

President Davis commented that staff is allowed to enforce code as they see fit. If the Hopmans want the structure to remain at its current state, they should go before the Planning and Zoning Commission for a formal variance to the Village's code.

After much discussion, it was determined that the dog run needs a landscaping plan, that it exceeds the size limitations, a permit must be obtained, and it must be within the rear yard.

DISCUSSION REGARDING DRAFT PURCHASING AND PROCEDURE MANUAL: As part of the ongoing efforts to streamline operations, CAO Smith has created a draft Purchasing Manual for the Board review. The Village Treasurer and Business Analyst have been afforded the opportunity for review and comment. CAO Smith is asking for the Board to provide feedback as well as supervisors and the Accounting Clerk before presenting the manual for formal approval.

There was general discussion regarding spending limits, who can make purchases, how to make purchases, the use of petty cash, and adjustments to petty cash.

Supervisors will have the authority to purchase under \$2,501; Chief Administrative Officer has authority to purchase up to \$15,000; CAO with the President's approval has the authority to purchase up to \$20,000; Village Board will approve all purchases exceeding \$20,001; and CAO shall be authorized to make emergency purchases not exceeding \$25,000.

APPROVAL OF ADMINISTRATIVE STAFF SALARY ADJUSTMENTS: at a previous Village Board Meeting the Village's Organization Chart was discussed. As a result of the utility clerk retiring there was a shift of duties. The positions affected are Accounting Clerk, Business Analyst, Records Clerk, and a new position of an Administrative Assistant for the front desk.

Trustee McMahan, seconded by Trustee Stephan, moved to approve salary adjustments for the positions of: Accounting Clerk, Administrative Assistant, Business Analyst, and Records Clerk as presented with retroactive pay being granted to the Accounting Clerk and Records Clerk

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effective July 1, 2018. Voting Aye: Trustees McMahon, Rexroat, Stephan, and Ulrich. Voting Nay: None. Absent: Trustee Odom. Motion declared carried.

REPORTS: Village Clerk Janice Hansen mentioned that election documents should be ready some time in mid September 2018 for the 2019 Election.

Chief Administrative Officer Jeannine Smith stated that the TPA submitted a Special Event Permit for September 8, 2018. There was a general consensus of the Board of Trustees to approve this permit and the Permit will be placed on the Consent Agenda at the next Village Board Meeting.

Chief Roth commented that the Police Department is now fully staffed. He congratulated Beckey, Sue, and Jeannette on the salary adjustments.

Attorney Michael Smoron will have documentation from the State Board of Elections at the next meeting.

President Davis is recommending Brian Augustine to fill the vacant Trustee seat. Mr. Augustine is an 18 year resident within the Gates, has been on the CCAPOA Board for 6 years, has a finance background, and is aware of the Village's flooding issues.

Trustee Stephan applauds the RedTail Rocks event. It gave a sense of community and went off without a hitch.

With nothing further to discuss, Trustee Stephan, seconded Trustee McMahon, moved to adjourn the meeting. Voting Aye: Trustees McMahon, Rexroat, Stephan, and Ulrich. Voting Nay: None. Absent: Trustee Odom. Motion declared carried. The meeting adjourned at p.m.

Janice S. Hansen
Village Clerk

Approved: _____ Dated: September 11, 2018