

**VILLAGE OF LAKEWOOD
MINUTES OF VILLAGE BOARD MEETING
DECEMBER 13, 2016**

The Village Board Meeting was called to order at 7:05 p.m. at Turnberry Country Club by Village Clerk Janice Hansen. Trustee Furey, seconded by Trustee Thomas, moved to appoint Trustee Davis as President Pro Tem in President Smith's absence. Voice Vote: All Ayes.

Present were Trustee Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Also present were Interim Village Manager Shannon Andrews; Village Clerk Janice Hansen; Village Attorney Michael Smoron; Village Treasurer George Roach; Chief of Police Leigh Rawson; Jason Fluhr from Baxter and Woodman; and many members of the public.

PUBLIC COMMENTS: None

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

APPROVAL OF MINUTES: November 22, 2016 Regular Board Meeting, November 22, 2016 Executive Session; and December 6, 2016 Special Board Meeting

APPROVAL OF BILL LISTS: Accounts Payable Pre-Paid Invoices for November, 2016 in the Amount of \$399,484.79 and Accounts Payable Dated December 14, 2016 in the Amount of \$192,832.21

APPROVAL OF FINANCIAL STATEMENTS: Village Financial Statements for the Periods May 1, 2016 through September 30, 2016; RedTail Financial Statements for the Periods May 1, 2016 through September 30, 2016; and Lake Patrol Financial Statements for the Periods May 1, 2016 through September 30, 2016; Village Financial Statements for the Periods May 1, 2016 through October 31, 2016; RedTail Financial Statements for the Periods May 1, 2016 through October 31, 2016; and Lake Patrol Financial Statements for the Periods May 1, 2016 through October 31, 2016

Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

ITEMS REMOVED FROM THE CONSENT AGENDA: None

APPROVAL OF A TERMINATION OF EASEMENT BY GENERAL RELEASE FOR LOTS 5 AND 6 IN THE RESERVE OF LAKEWOOD SUBDIVISION: Interim Village Manager Shannon Andrews commented that Mr. and Mrs. David Beto own two adjacent properties, lots 5 and 6 within the Reserves of Lakewood Subdivision. They have combined these lots into one pin number with the intention of building a new home situated on these two lots. Since there are utility easements that run the length of the two properties they are seeking a vacation of easement from the Village. The lots include a 12 foot street side public utility easement, 5 foot side yard public utility easement and a 5 foot rear yard public utility easement. The Village Engineer has confirmed that there are no Village owned water supply, sanitary sewer or stormwater collection pipes or mains within the easements. The property owners will need to contact ComEd, Ameritech, and Nicor to vacate their easements. These issues have been reviewed and approved by the Village Engineer and the Village Attorney.

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Trustee Iden, seconded by Trustee Thomas, moved to approve a termination of easement by general release for lots 5 and 6 in the Reserve of Lakewood Subdivision. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF ORDINANCE 2016-31 – AN ORDINANCE FOR THE LEVY OF TAXES FOR THE VILLAGE OF LAKEWOOD, MCHENRY COUNTY, ILLINOIS, FOR THE YEAR 2016:

It was noted that the Village has captured growth and there is no CPI increase.

Trustee Iden, seconded by Trustee Furey, moved to approve Ordinance 2016-31. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF ORDINANCE 2016-32 – AN ORDINANCE LEVYING TAXES FOR SPECIAL SERVICE AREA NUMBER 2 IN THE VILLAGE OF LAKEWOOD FOR THE 2016 TAX YEAR (BRIGHTON OAKS):

Trustee Thomas, seconded by Trustee Iden, moved to approve Ordinance 2016-32. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF ORDINANCE 2016-33 – AN ORDINANCE LEVYING TAXES FOR SPECIAL SERVICE AREA NUMBER 3 IN THE VILLAGE OF LAKEWOOD FOR THE 2016 TAX YEAR (WESTLAKE WOODS):

Trustee Furey, seconded by Trustee Iden, moved to approve Ordinance 2016-33. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF ORDINANCE 2016-34 – AN ORDINANCE LEVYING TAXES FOR SPECIAL SERVICE AREA NUMBER 4 IN THE VILLAGE OF LAKEWOOD FOR THE 2016 TAX YEAR (HIDDEN LAKES):

Trustee Thomas, seconded by Trustee Iden, moved to approve Ordinance 2016-34. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF ORDINANCE 2016-35 – AN ORDINANCE LEVYING TAXES FOR SPECIAL SERVICE AREA NUMBER 5 IN THE VILLAGE OF LAKEWOOD FOR THE 2016 TAX YEAR (THE RESERVES OF LAKEWOOD):

Trustee Iden, seconded by Trustee Thomas, moved to approve Ordinance 2016-35. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF ORDINANCE 2016-36 – AN ORDINANCE LEVYING TAXES FOR SPECIAL SERVICE AREA NUMBER 6 IN THE VILLAGE OF LAKEWOOD FOR THE 2016 TAX YEAR (CAMBRIA SUBDIVISION):

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Trustee Thomas, seconded by Trustee Furey, moved to approve Ordinance 2016-36. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF ORDINANCE 2016-37 – AN ORDINANCE LEVYING TAXES FOR SPECIAL SERVICE AREA NUMBER 7 IN THE VILLAGE OF LAKEWOOD FOR THE 2016 TAX YEAR (WOODLAND HILLS AND AUTUMN RIDGE):

Trustee Iden, seconded by Trustee Santowski, moved to approve Ordinance 2016-37. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF ORDINANCE 2016-38 – AN ORDINANCE LEVYING TAXES FOR SPECIAL SERVICE AREA NUMBER 8 IN THE VILLAGE OF LAKEWOOD FOR THE 2016 TAX YEAR (“MCINTOSH” TURNBERRY, LOCH GLEN AND HIGHLANDS OF TURNBERRY SUBDIVISIONS, TURNBERRY COUNTRY CLUB, AND REDTAIL GOLF CLUB):

Trustee Furey, seconded by Trustee Thomas, moved to approve Ordinance 2016-38. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF ORDINANCE 2016-39 – AN ORDINANCE INCREASING THE STREET AND BRIDGE FUND LEVY LIMIT FOR THE 2016 LEVY EXTENDED IN 2017:

Trustee Iden, seconded by Trustee Furey, moved to approve Ordinance 2016-39. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF ORDINANCE 2016- 40 – AN ORDINANCE ABATING TAXES LEVIED TO PAY PRINCIPAL OF AND INTEREST ON CERTAIN GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE) SERIES 2010A, OF THE VILLAGE OF LAKEWOOD (WATERWORKS AND SEWERAGE REFUNDING BONDS):

Trustee Iden, seconded by Trustee Thomas, moved to approve Ordinance 2016-40. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF ORDINANCE 2016- 41 – AN ORDINANCE ABATING TAXES LEVIED TO PAY PRINCIPAL OF AND INTEREST ON CERTAIN GENERAL OBLIGATION BONDS (ALTERNATE REVENUE SOURCE) SERIES 2010B, OF THE VILLAGE OF LAKEWOOD (WATERWORKS AND SEWERAGE BONDS):

Trustee Thomas, seconded by Trustee Iden, moved to approve Ordinance 2016-41. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF ORDINANCE 2016-42 – AN ORDINANCE AUTHORIZING THE ABATEMENT OF TAXES ON CERTAIN PROPERTIES ANNEXED TO THE VILLAGE OF LAKEWOOD PURSUANT TO 35 ILCS 200-18 (2010 ANNEXATION PROPERTIES):

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Trustee Santowski, seconded by Trustee Iden, moved to approve Ordinance 2016-42. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF ORDINANCE 2016-43 – AN ORDINANCE APPROVING BUDGET AMENDMENT NO. 1 FOR FISCAL YEAR 2016-2017: Interim Village Manager Shannon Andrews commented that this Ordinance is a mid-year housekeeping item that reconciles expenditures within the Village's budget.

Trustee Thomas, seconded by Trustee Furey, moved to approve Ordinance 2016-43. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL THE LOWERING OF THE EAST SEWER CONTROL PANEL BY MERRYMAN EXCAVATION AT A COST OF \$16,984.50: Interim Village Manager Shannon Andrews commented that on October 25, 2016 the Village Board held a Special Meeting to discuss the concerns related to the control panel on the corner of Broadway Avenue and Oxford Lane as part of the East Sewer project. Strand Associates researched these concerns, alternatives, and costs estimates. The results of their research was discussed at the December 6, 2016 Special Meeting and it was determined to reduce the height of the existing control panel from 96" to 78" by reducing the leg stand by 18 inches for a cost of \$16,984.50. this work does not require a change order as it falls outside the scope of the project. The expense will be covered though the collection of user fees assigned to the 329 residents serviced by East Sewer.

It was the general consensus of the Board of Trustees to postpone lowering the control panel until a cost analysis can be obtained for a structure and landscaping surrounding the panel.

Trustee Santowski, seconded by Trustee Furey, moved to table this agenda item until February 14, 2017. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF RESOLUTION 2016-R44 - INTERGOVERNMENTAL AGREEMENT WITH STATE OF ILLINOIS AND APPROPRIATING FUNDS IN THE AMOUNT OF \$684,421 FOR LAKE AVENUE RESURFACING PROJECT: Interim Village Manager Shannon Andrews stated that Illinois Department of Transportation (IDOT) recently approved the Village to move forward with the Lake Avenue Resurfacing Project. The project will be bid as one project but in two parts for funding purposes; one which includes the participating roadway that is eligible for federal STP funding and one with non-participating roadways whose construction will be funded by the Village of Lakewood (Pheasant Drive, Wiltshire Lane, Warwick Lane, Cumberland Lane, Oxford Lane, and Essex Lane). In anticipation of a January letting, IDOT requires that the Village resolve to commit funds for its share of construction and engineering for both the participating roadway and non participating roadways.

Trustee Santowski, seconded by Trustee Iden, moved to approve Resolution 2016-R44 – An Intergovernmental Agreement with State of Illinois and appropriating funds in the amount of \$684,421 for Lake Avenue resurfacing project. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

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APPROVAL OF RESOLUTION 2016-R45 – A RESOLUTION FOR IMPROVEMENT BY MUNICIPALITY UNDER THE ILLINOIS HIGHWAY CODE:

Trustee Iden, seconded by Trustee Thomas, moved to approve Resolution 2016-R45 – A Resolution for Improvement by Municipality under the Illinois Highway Code. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF CONSTRUCTION SERVICES AGREEMENT FOR FEDERAL PARTICIPATION WITH BAXTER & WOODMAN CONSULTING ENGINEERS IN AN AMOUNT NOT TO EXCEED \$108,820.60:

Trustee Iden, seconded by Trustee Furey, moved to approve a Construction Services Agreement for Federal Participation with Baxter & Woodman Consulting Engineers in an amount not to exceed \$108,820.60. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF A PROPOSAL OF INSURANCE FOR CALENDAR YEAR 2017 FROM ARTHUR J. GALLAGHER & COMPANY AND WILLIAMS MANNY IN AN AMOUNT NOT TO EXCEED \$99,165 AND AUTHORIZE THE INTERIM VILLAGE MANAGER TO EXECUTE THE NECESSARY DOCUMENTS: Interim Village Manager Shannon Andrews commented that Williams Manny recommended that the Village add a \$500,000 policy for Executive-Cyber & Internet Liability insurance at a cost of \$1,526 in premium. With the cyber policy included, the proposed total premium cost for all coverages needed by the Village will be \$99,165 with an increase of \$3,826 (4%). Given the Village's excellent claims experience, IPRF increased our grant from \$2,344 to \$2,598 for educational and/or safety resources, which helps to partially offset the change in premium. This will result in an overall increase of \$1,228 to include the cyber coverage.

Trustee Iden, seconded by Trustee Thomas, moved to approve a Proposal of Insurance for Calendar Year 2017 from Arthur J. Gallagher & Company and Williams Manny in an amount not to exceed \$99,165 and authorize the Interim Village Manager to execute the necessary documents. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

APPROVAL OF ORDINANCE 2016-46 – AN ORDINANCE AMENDING THE LAKEWOOD MUNICIPAL CODE TO REGULATE THE REIMBURSEMENT OF VILLAGE EMPLOYEES AND OFFICIALS FOR TRAVEL, MEAL, AND LODGING EXPENSES: Interim Village Manager Shannon Andrews remarked that the State of Illinois recently passed the Local Government Travel Expense Control Act which becomes effective on January 1, 2017. This Act requires non home rule municipalities to establish regulations for allowable travel, meal and lodging expenses; identify types of official business for which travel, meal and lodging expenses are allowed, and maximum allowable reimbursement for these expenses.

Trustee Thomas, seconded by Trustee Iden, moved to approve Ordinance 2016-46. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried.

DISCUSSION REGARDING FINANCE DIRECTOR POSITION: Interim Village Manager Shannon Andrews commented that Village Treasurer/Finance Director George Roach recently submitted his resignation for the end of March 2017. The Village has not had a full time Finance Director since

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2010. The position provides overall management and direction of the Finance Department including accounting and internal controls, fund investments, and long range financial planning for infrastructure and debt management. The position is also responsible for the preparation of the budget, accounts payable and receivable, payroll, utility billing and other fiscal activities.

Discussion ensued regarding the idea that the proposed Finance Director would be part of Village Manager's succession. There was some discussion regarding hiring part time personnel. Also discussed was the salary level for this position; the general consensus was to offer a range of \$80,000 to \$90,000 depending on municipal experience and credentials.

The recruitment for a full time Finance Director would be expected to take a number of months with a placement planned for early March to allow for a brief transition period. The positions job description and salary range will be advertised in the Illinois Municipal League job search, City Manager job search, and Illinois Treasurer Association.

APPROVAL OF A MEMORANDUM OF UNDERSTANDING FOR VILLAGE MANAGER SERVICES WITH SHANNON ANDREWS INCLUDING THE PROVIDING OF UP TO TWO \$5,000 PERFORMANCE BONUSES AND A \$250 MONTHLY TRAVEL ALLOWANCE FOR SUCH TIME THAT SHANNON ANDREWS SERVES AS INTERIM VILLAGE MANAGER:

Trustee Iden, seconded by Trustee Furey, moved to approve a Memorandum of Understanding for Village Manager Services with Shannon Andrews including the providing of up to two \$5,000 Performance Bonuses and a \$250 Monthly Travel Allowance for such time that Shannon Andrews serves as Interim Village Manager. Voting Aye: Trustees Davis, Furey, Iden, Santowski, and Thomas. Voting Nay: Trustee Serwatka. Motion declared carried.

REPORTS: Interim Village Manager Shannon Andrews commented that participants of the proposed Sportsplex stopped in the Village Hall for a "meet and greet" and indicated that they are still looking for financing for this project.

Trustee Santowski would like the Board to review the Village's Sign Ordinance related to billboards at the beginning of 2017.

Trustee Thomas stated that her vote for the Consent Agenda should have been "abstain". She is sorry for the inconvenience.

Trustee Furey asked Fire Chief DeRaedt about the possible tax levy increase for fire protection. Chief DeRaedt did not have any concrete information at this time.

With nothing further to discuss, Trustee Iden, seconded by Trustee Furey, moved to adjourn the meeting. Voting Aye: Trustees Davis, Furey, Iden, Santowski, Serwatka, and Thomas. Voting Nay: None. Motion declared carried. The meeting adjourned at 9:04 p.m.

Janice S. Hansen
Village Clerk

Approved: _____ Dated: January

