

VILLAGE OF LAKEWOOD
VILLAGE BOARD MEETING MINUTES
JUNE 26, 2018

The Village Board Meeting was called to order at 7:00 p.m. at RedTail Golf Club by Village Clerk Janice Hansen. Trustee McMahon, seconded by Trustee Odom, moved to appoint Trustee Davis as President Pro Tem in President Serwatka's absence. Voice Vote: All Ayes.

Present were Trustees Davis, McMahon, Odom, Rexroat, Stephan, and Ulrich. Also present were Chief Administrative Officer Jeannine Smith; Village Clerk Janice Hansen; Village Attorney Michael Smoron; Chief of Police Michael Roth; Golf Manager Terry Remke; and many members of the public.

PUBLIC COMMENTS: John Schrauf of 7618 Bonnie Ridge inquired about the Village's audit. Chief Administrative Officer Jeannine Smith replied that it will be completed by the end of July, 2018 and available on the Village's website after Board approval.

Niles Myers of 369 Wiltshire asked when the Stormwater Task Force will meet and complimented Public Works on a job well done during the rains. CAO Smith stated that Public Works is monitoring the storm sewers and sanitary sewers. The Police Department is monitoring Crystal Lake levels. Text Caster and Constant Contact transmit updates to residents as they occur. East side residents have been asked to limit water usage until water levels subside. The Village is working with Baxter & Woodman on an east side Stormwater Plan. She added that in the spring Public Works conducted smoke testing and replaced sewer covers and discovered illegal sump pump usage. Trustee Davis commented that the wet well was very high during last year's rains; they are currently much lower. Last year levels were ten inches higher the current level.

Steve Barnett of 1180 South Shore commented that there is a need for water issues to be placed on the Village's website. Chief Administrative Officer Jeannine Smith stated that updates are included on the front page of the Village website advising residents when to limit water usage and that she will create a separate page for east side sewer residents. Mr. Barnett also stated that east side residents need constant updates. CAO Smith responded that signs will be placed around the east side of the Village with current information and water limitations.

John Kavalunas of 8790 Shade Tree Circle asked what the Village is doing to identify water diversion. He also inquired about the whereabouts of President Serwatka. Trustee Davis replied that the Board of Trustees are conducting business as usual. Attorney Smoron commented that President Serwatka has not offered any documents to the Village.

Tom Allen of 5840 Highland inquired about the Village Board voting requirements. Attorney Smoron replied that the only issue for the Board would be if a tie occurred, but it is important to note that business will be conducted as usual.

Gene Furey of 7012 Inverway asked if it is President Serwatka's intent to return to the Board, if not, is his resignation forthcoming? He needs to step up.

Village Board Meeting Minutes
June 26, 2018
Page Two of Five

Mike Rea of 494 Warwick commented that only so much water can be pushed through the current system. Mr. Rea is part of the Stormwater Task Force.

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

APPROVAL OF MINUTES: May 22, 2018 Regular Village Board Meeting

APPROVAL OF BILL LIST: Accounts Payable Invoices Dated June 27, 2018 in the Amount of \$87,365.56

APPROVAL OF FINANCIAL STATEMENTS: None

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

ITEMS REMOVED FROM THE CONSENT AGENDA: Trustee McMahon asked that the June 12, 2018 Regular Village Board Meeting Minutes be removed from the Consent Agenda. Trustee McMahon would like “Attorney Smoron determined that Trustee Rexroat and Trustee McMahon were not legally removed as Trustees and were thus allowed to participate in the meeting defined by State Statute” added after President Serwatka’s comments.

This amendment to the June 12, 2018 Minutes will be presented at the July 10, 2018 Board Meeting.

CHIEF ADMINISTRATIVE OFFICER PRESENTATION OF ORGANIZATIONAL CHART: Chief Administrative Officer Jeannine Smith commented that Under the Freedom of Information Act, the Village is required to post a copy of its Organization Chart on the website. This Chart depict the current organization of the Village, there may be future changes as job descriptions are transformed.

Trustee Davis commented that this is a good tool for the Board to understand staff job descriptions.

It was the general consensus of the Board of Trustees to agree to the proposed organizational chart.

APPROVAL ORDINANCE NO. 2018-20 – ORDINANCE APPROVING BUDGET AMENDMENT NO. 2 FOR FISCAL YEAR 2017-2018: This budget amendment is to ensure that line items with expenditures in excess of budgeted amounts for each fund have line transfers to cover the expenditures for at year end closing. This is a normal year end process.

Village Board Meeting Minutes
June 26, 2018
Page Three of Five

Trustee McMahon posed many questions regarding this Budget Amendment. After much discussion, it was determined that this Ordinance will be rewritten and presented at the next Board Meeting.

This agenda item will be deferred to the July 10, 2018 Village Board Meeting.

APPROVAL OF ORDINANCE NO. 2018-21 – AN ORDINANCE AMENDING CHAPTER 38, CONSTRUCTION OF UTILITY FACILITIES IN THE RIGHTS –OF-WAY, AND PROVIDING FOR THE REGULATION OF AND APPLICATION OF SMALL WIRELESS FACILITIES: Village Attorney Michael Smoron noted that Small Wireless Facilities Deployment Act became effective June 1st of this year. The new Act makes small cell devices a permitted use both in municipal rights-of-way and in exclusively commercial and industrial districts, although it does not fully preempt zoning in other zoning classifications. The Act also sets time limits and sets procedures that municipalities must follow when applications for small cell placements in these districts are received, and it requires municipalities to accept small cell devices on their municipally-owned poles in the right of way as well as on privately held poles in these districts. The Act establishes maximum fees that can be charged both for each application and for the actual use of municipally-owned poles.

Trustee Stephan, seconded by Trustee McMahon, moved to approve Ordinance 2018-21. Voting Aye: Trustees Davis, McMahon, Odom, Rexroat, Stephan, and Ulrich. Voting Nay: None. Motion declared carried.

APPROVAL TO AUTHORIZE THE CHIEF ADMINISTRATIVE OFFICER TO EXECUTE AN AGREEMENT WITH PAYLOCITY PENDING ATTORNEY REVIEW AND APPROVAL AND TO AMEND THE BUDGET ACCORDINGLY: Chief Administrative Officer Jeannine Smith commented that the Village's Administrative Services Department is in the process of reorganization. Staff has identified a few efficiencies which can be implemented at an ultimate cost savings to the Village by utilizing software based solutions. One of these programs is used for Human Resource functions as well as Payroll. Staff has received three vendor quotes for the Board's consideration. This expense was contemplated and discussed during the FY 18/19 workshops; an estimate of \$5,640 is included in this year's budget. The three companies that were considered were ADP at a cost of \$11,168, Paychex at a cost of \$19,691, and Paylocity at a cost of \$7,989.

This new system will give staff the ability to enter interface into the Village's Fund Balance System, allow the most security for employee data, and give the most efficiency to generating payroll.

Village Board Meeting Minutes
June 26, 2018
Page Four of Five

Trustee Stephan, seconded by Trustee Ulrich, moved to approve to authorize the Chief Administrative Officer to execute an agreement with Paylocity pending Attorney review and approval and to amend the budget accordingly. Voting Aye: Trustees Davis, McMahon, Odom, Rexroat, Stephan, and Ulrich. Voting Nay: None. Motion declared carried.

APPROVAL FOR THE RENEWAL WITH TORO NSN SUPPORT FOR 12 MONTHS IN THE AMOUNT OF \$2,369 FOR REDTAIL IRRIGATION SYSTEM AND TO AUTHORIZE THE CHIEF ADMINISTRATIVE OFFICER TO EXECUTE THE NECESSARY DOCUMENTS: Golf Manager Terry Remke stated that the five year Annual Plan for the Toro Irrigation System expired on May 31, 2018. The computer and accompanying Toro NSN software control the irrigation system and allow scheduling for water the golf course. It is directly connected to the Toro National Support Network which allows Toro Technicians to diagnose any issue remotely and arrange the parts and service if necessary. The Plan provides 24 hour toll-free technical support by licensed irrigators, 24/7/365 emergency paging service, extended warranty fulfilled by qualified technicians, free controller software service packs and discounted enhancements, 24 hour hardware replacement, NSN connect for remote connection and NSN portal with NSN online account.

Trustee Stephan, seconded by Trustee Ulrich, moved to approve for the renewal with Toro NSN support for five years in the amount of \$8,389 for RedTail Golf Club irrigation system and to authorize the Chief Administrative Officer to execute the necessary documents. Voting Aye: Trustees Davis, McMahon, Odom, Rexroat, Stephan, and Ulrich. Voting Nay: None. Motion declared carried.

REPORTS: Village Treasurer Jean Heckman commented that the Village is having difficulty obtaining asset and depreciation information for 2017 and all prior years. Information was not being kept on Village computers.

Chief Administrative Officer Jeannine Smith mentioned the Village's Special Events: ` Movie Night on July 21, 2018 featuring Sing; and RedTail Rocks on August 18, 2018. All at RedTail Golf Club.

Trustee Stephan commented that, to date, there has been no flooding within the Village. Also, Chief Administrative Officer Smith stated in her update to the Board that there is an individual interested in the property located at Routes 176 and 47.

Trustee McMahon commented that resident communication is important; i.e. website, constant contact, text caster, and Village Facebook. He would like to know who is in charge of the Village's Facebook page. He feels that staff should have access to the Village Facebook. Attorney Smoron suggested a policy for social media. He will reach out to the Village President for his Facebook password. The Chief Administrative Officer will put together a policy with basic points regarding this issue.

Village Board Meeting Minutes
June 26, 2018
Page Five of Five

Trustee McMahon asked why President Serwatka does not respond to the FOIA's submitted to the Village by Trustee McMahon and Trustee Rexroat. Trustee Rexroat indicated President Serwatka accused Trustees McMahon and Rexroat of placing the Village in legal and financial risk. President Serwatka indicated he had specific facts supporting these allegations as he stated at the June 12, 2018 meeting. The FOIA requests asked President Serwatka to reveal these facts to the public. (Copies of the FOIA requests are attached to these minutes)

With nothing further to discuss, Trustee Stephan, seconded by Trustee Ulrich, moved to adjourn the meeting. Voting Aye: Trustees Davis, McMahon, Odom, Rexroat, Stephan, and Ulrich. Voting Nay: None. Motion declared carried. The meeting adjourned at 8:26 p.m.

Janice S. Hansen
Village Clerk

Approved: _____ Dated: July 10, 2018