

**VILLAGE OF LAKEWOOD  
VILLAGE BOARD MEETING MINUTES  
NOVEMBER 13, 2018**

The Village Board Meeting was called to order at 7:01 p.m. at RedTail Golf Club by President Davis. Present were Trustees Augustine, McMahon, Odom, Rexroat, Stephan, and Ulrich. Also present were Chief Administrative Officer Jeannine Smith; Village Clerk Janice Hansen; Village Attorney Michael Smoron; Village Treasurer Jean Heckman; Chief of Police Michael Roth; Planning and Zoning Chairman John O'Hara; and many members of the public.

**PUBLIC COMMENTS:** Jack Otlewis of 9612 South Muirfield had received a violation citation notifying him that no boats, automobiles, trucks, trailers, recreational vehicles, etc. may be stored on any portion of your property unless fully enclosed within your garage and tree stumps constitute an undesirable nuisance. Chief Administrative Officer Jeannine Smith signed the citation. Mr. Otlewis would like to know who initiated this citation. CAO Smith replied that she saw the violation when she was driving. President Davis commented that the Village plans on enforcing Ordinances within the Village; this was stated in the newsletter. Mr. Otlewis presented photos of another resident who has a boat along Muirfield exposed on their property. He commented that the staff needs to be fair when sending out violations. He is for the betterment of the Village, but for the record, he feels harassed.

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

**APPROVAL OF MINUTES:** October 23, 2018 Regular Village Board Meeting and October 23, 2018 Executive Session

**APPROVAL OF BILL LISTS:** Accounts Payable Invoices Dated November 14, 2018 in the Amount of \$550,549.81 and Accounts Payable Pre-Paid Invoices for October, 2018 in the Amount of \$120,165.04

**APPROVAL OF FINANCIAL STATEMENTS:** None

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

**ITEMS REMOVED FROM THE CONSENT AGENDA:** None

**APPROVAL OF 2019 VEHICLE STICKER PROGRAM AT THE COST OF \$10 PER VEHICLE:** Chief Roth commented that a few years ago the Village discontinued the Vehicle Sticker Program. The Police Department is asking to reinstate this program for many reasons: the application would give the owners name, vehicle make and model, plate registration, address and phone number. This information is a valuable tool for investigations and various resident calls. In the past, there was a \$25 fee per vehicle, we are looking to charge \$10 per vehicle. This program can bring in approximate \$26,403 per year and benefit future road projects.

**Village Board Meeting Minutes**  
**November 13, 2018**  
**Page Two of Five**

President Davis commented that he is not crazy about the stickers on his car or charging another fee to Village residents. The vehicle sticker book will be good for the Police Department and the residents. He would like to have the funds generated from the stickers allocated to the Police Department or the Road Fund.

Trustee McMahon inquired if there was any other way to generate resident information without charging them. Chief Roth commented that a nominal fee encourages residents to share this information, plus it recognizes their vehicles belong to the Village of Lakewood.

Trustee Stephan commented it is a good convenient visual tool for the Police Department and the Village staff.

Trustee Rexroat inquired about the possibility to pay for vehicle stickers on line. This will be looked into.

President Davis commented that he would support the program if the Village abated the sticker fees from the tax levy.

Trustee Augustine, seconded by Stephan, moved to approve the 2019 Vehicle Sticker Program at a cost of \$10 per vehicle. Voting Aye: Trustees Augustine, McMahon, Odom, Rexroat, Stephan, and Ulrich. Voting Nay: None. Motion declared carried.

**APPROVAL OF THE REDTAIL GOLF CLUB BANQUET ROOM AGREEMENT:**  
Interim Golf Manager Jean Heckman highlighted the proposed agreement: facility rental reservation form, rates (resident and non-resident), rules for building rental, and hours of operation.

One of the changes is a rental fee for table linens. There will be no charge for those who bring their own linens. Another change is homemade food is allowed for private parties and has to be completely prepared outside the facility. The RedTail kitchen cannot be used. Certified Charity organizations can sell baked goods, but cannot sell cooked foods. Public events can use food from a licensed caterer and will require a Special Events permit with Village Board approval. Also outside alcohol requires a Special Events permit, with Village Board approval, insurance, and proper documentation.

Trustee Stephan commented that the rental rate of \$30 per hour was too low and needs to cover expenses; i.e. staff time, electric, heat, etc. Attorney Smoron suggested that staff look at the rental process and make a recommendation in increasing the hourly fee.

Trustee Stephan, seconded by Trustee Rexroat, moved to approve the RedTail Golf Club Banquet Room Agreement. Voting Aye: Trustees Augustine, McMahon, Odom, Rexroat, Stephan, and Ulrich. Voting Nay: None. Motion declared carried.

**Village Meeting Minutes**  
**November 13, 2018**  
**Page Three of Five**

**APPROVAL OF A MAINTENANCE PROPOSAL FROM EZGO FOR 78 GOLF CARTS AND THE BALL PICKER AT \$135 PER CART BEGINNING NOVEMBER, 2018:**

Interim Golf Manager Jean Heckman stated that the five year lease agreement excluded cart maintenance. The carts have a two year warranty for manufacturer parts, but weekly maintenance is required such as flat tires, speed adjustments, brakes, and key issues. EZGO has been maintaining the carts weekly for free during this transition year. The proposal is for \$135 per cart for 78 carts and the ball picker. The proposal has an option of a lump sum or six monthly payments beginning November, 2018.

Trustee Stephan, seconded by Trustee Rexroat, moved to approve a maintenance proposal from EZGO for 78 golf carts and the ball picker at \$135 per cart beginning November, 2018. Voting Aye: Trustees Augustine, McMahon, Odom, Rexroat, Stephan, and Ulrich. Voting Nay: None. Motion declared carried.

**APPROVAL OF A PROPOSAL FROM PARAGON INSULATION TO INSTALL THREE INCHES OF SPRAY FOAM ON THE INTERIOR SKIRTING OF REDTAIL GOLF CLUB AT A COST NOT TO EXCEED \$4,000:**

Interim Golf Manager Jean Heckman commented that the three inches of spray foam closed cell insulation has a R21 rating and will insulate the entire clubhouse, the plumbing pipes, and keep the floor warmer during the winter months.. This should keep the facility warm enough to host events during the cold weather. This project will save on heating and air conditioning bills and make the facility more comfortable for meetings and event.

Trustee McMahon inquired about competitive bids. Manager Heckman replied that she sought three bids; one did not reply, and the other was too costly. Trustee McMahon asked about warranties. This will be addressed when the actual contract is obtained.

There was discussion regarding the insulation spraying of the plumbing pipes. The contractor will inspect before the insulation is installed.

Trustee McMahon asked if venting will be installed to prevent summer mold. This will be addressed with using the existing vents; closed in the winter and opened in the summer months.

Trustee Stephan, seconded by Trustee Ulrich, moved to approve a proposal from Paragon Insulation to install three inches of spray foam on the interior skirting of RedTail Golf Club at a cost not to exceed \$4,000; contingent upon receiving a contract, warranty, and venting of the skirt. Voting Aye: Trustees Augustine, McMahon, Odom, Rexroat, Stephan, and Ulrich. Voting Nay: None. Motion declared carried.

**APPROVAL OF THE VILLAGE SOCIAL MEDIA POLICY:** Chief Administrative Officer Jeannine Smith stated that on July 10, 2018 the Board was presented with a draft of the Social Media Policy for review and comment. There was general discussion by the Board regarding the

**Village Meeting Minutes**  
**November 13, 2018**  
**Page Four of Five**

Village's Facebook page. Some Trustees expressed concern regarding official and/or personal information on the page. Attorney Smoron commented that there should be two official sites; one for the Village and one for RedTail Golf Club. The Village's social media is owned by the Village exclusively. The CAO should manage the site and there should be no friending or comments.

Some of the changes discussed were: The Village's social media pages are the property of the Village of Lakewood; Chief Administrative Officer or designee have the right to remove posts from persons impersonating a Village employee or elected or appointed official, and posts representing unapproved Village business; Village communication can include road closures and Village meetings.

Trustee Augustine asked about comments on the Village's Facebook. It was the general consensus that there should be no comments on the Village Facebook, but RedTail Golf Club would permit comments.

President Davis would like the Village logo copyrighted. Staff will look into this request.

Trustee McMahan, seconded by Trustee Rexroat, moved to approve the Village of Lakewood's Social Media Policy as amended. Voting Aye: Trustees Augustine, McMahan, Odom, Rexroat, Stephan, and Ulrich. Voting Nay: None. Motion declared carried.

**DISCUSSION REGARDING BAXTER & WOODMAN STORMWATER CONSULTATION PROGRAM:** President Davis commented that the Stormwater Task Force met on November 12, 2018. He believes that water concerns Village wide should be addressed during the budget process. Several years ago the Village provided engineering consultations with residents and asked to have their sump pump connections corrected if needed. They offered \$200 to \$500 to supplement engineering costs. At the meeting it was discussed to provide set services with a schedule of fees to residents. Exterior issues would be addressed by Baxter & Woodman. Interior issues would be addressed by Village Water Operator Gary Zickuhr. Baxter & Woodman expects to have a Stormwater Plan by the end of the year.

**REPORTS:** Chief Administrative Officer Jeannine Smith commented that she had met with the City of Crystal Lake along with Public Works Forman Barry Wickersheim and resident Nancy Williamson to discuss watershed plans within the Crystal Lake area. Also, the City of Crystal Lake in the spring 2019 is planning on working on the culverts along Broadway and Riverside. At that time, traffic will be re-routed for a short time along Village of Lakewood streets.

CAO Smith also asked for a general consensus regarding the extension of Pleasant Valley Road. After a brief discussion, it was determined that the detention area should be located at the south side of the road.

**Village Board Meeting Minutes**  
**November 13, 2018**  
**Page Five of Five**

President Davis commented that the Stormwater Task Force is looking at water issues not only on the east side of the Village but the west too.

President Davis encouraged the Trustees to attend McHenry Council of Government dinners periodically.

Trustee McMahan met with Public Works Foreman Barry Wickersheim and the City of Crystal Lake engineer to observe the storm sewer pipe along Riverside. There is a need to improve the flow rate and flow monitor plus investigate the flow capacity.

**EXECUTIVE SESSION:** At 8:43 p.m., Trustee McMahan, seconded by Trustee Ulrich, moved to enter Executive Session. Voting Aye: Trustees Augustine, McMahan, Odom, Rexroat, Stephan, and Ulrich. Voting Nay: None. Motion declared carried.

Discussion regarding: regarding the setting price for sale or lease of real property by the public body.

At 9:30 p.m. Trustee Stephan, seconded by Trustee McMahan, moved to exit Executive Session and return to the Regular Village Board Meeting. Voting Aye: Trustees Augustine, McMahan, Odom, Rexroat, Stephan, and Ulrich. Voting Nay: None. Motion declared carried.

**REPORTS AND/OR ACTIONS FROM EXECUTIVE SESSION:** None

With nothing further to discuss, Trustee Stephan, seconded by Trustee Ulrich, moved to adjourn the meeting. Voting Aye: Trustees Augustine, McMahan, Odom, Rexroat, Stephan, and Ulrich. Voting Nay: None. Motion declared carried. The meeting adjourned at 9:31 p.m.

Janice S. Hansen  
Village Clerk

Approved: \_\_\_\_\_

November 27, 2018