

**VILLAGE OF LAKEWOOD
VILLAGE BOARD MEETING MINUTES
APRIL 26, 2018**

The Village Board Meeting was called to order at 7:00 p.m. by President Serwatka at RedTail Golf Club. Present were Trustees Odom, Rexroat, and Stephan. Trustees Davis and McMahon were absent. 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; Golf Manager Terry Remke; Benefits Coordinator Susan Villie; Village Engineer Jason Fluhr from Baxter & Woodman; and a few members of the public.

PUBLIC COMMENTS: Virginia Lempa of 9408 North Muirfield commented on a resident within her neighborhood that has an untidy yard; there are piles of wood around the bushes, yard waste bags, and garbage totes are left out. Ms. Lempa believes the Village needs stringent guidelines to enforce residents to keep their residences acceptable.

Chief Roth commented that citations have been issued to this individual and neighbors have asked for this residence to be kept uncluttered; this issue is a work in progress.

Trustee Stephan remarked that this is a financial problem for the Village of Lakewood and he is concerned about property values.

Attorney Smoron will look into the subdivision covenants which are typically strong. Covenants can be amended by a super majority of the residents.

Chief Administrative Officer Jeannine Smith will follow up on this persistent problem.

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

APPROVAL OF MINUTES: March 27, 2018 Regular Village Board Meeting and March 27, 2018 Budget Public Hearing

APPROVAL OF BILL LIST: Accounts Payable Invoices Dated April 25, 2018 in the Amount of \$23,782.74

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

APPROVAL OF A SPECIAL EVENT PERMIT FOR THE CRYSTAL LAKE WATER SKI SLALOM AND BAREFOOT TROUNAMENTS ON SUNDAY, JULY 15, 2018 AND AUGUST 12, 2018 FROM 2 P.M. TO 6 P.M. AND ON SUNDAY, SEPTEMBER 2, 2018 FROM 2 P.M. TO 6 P.M. AND TO WAIVE NO WAKE HOURS

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

ITEMS REMOVED FROM THE CONSENT AGENDA: None

APPROVAL FOR CHIEF ADMINISTRATIVE OFFICER TO AUTHORIZE THE EXECUTION OF GOLF NOW CONTRACT PENDING ATTORNEY REVIEW: Justin Bliss, Market Sales Manager for Golf Now, highlighted the services provided in the proposed contract. GolfNow Platform consists of RedTail Golf Club featured on GolfNow.com; 24/7 support from GolfNow Cares Team; 7 day support from Market Manager; backend rate, setup and reporting tools; back end campaign tools and marketing reports; and customized RedTail website design. Reservations Technology consists of server-based tee sheet and point of sale system; 24/7 support from GolfNow Cares Team; easy database growth tools, customization and management; superior reporting, with over 100 reporting options; and fully featured food and beverage built-in time clock, table mapping, check splitting and customizable menus. Hardware, covered by GolfNow consists of two larger monitors for the Pro Shop; two bar code scanners for the Pro Shop; and two chip readers for the Pro Shop. Training consists of one in-depth refresher training for all staff on reservations software and continual training from the Market Manager in any area requested via WebEx or in-person sessions.

The suggested option for RedTail Golf Club is Barter-GolfNow Platform, Software and Hardware Requested three trade times which includes GolfNow Plus with no rolling trade time, no cash out of pocket, and a one year agreement.

Golf Manager Terry Remke commented that GolfNow is a solid system.

Treasurer Jean Heckman is enthusiastic about a new RedTail Golf Club website.

Trustee Stephan remarked that this is a step in the right direction and will streamline management matters.

Trustee Stephan, seconded by Trustee Rexroat, moved to approve Chief Administrative Officer to authorize the execution of Golf Now contract pending attorney review. Voting Aye: President Serwatka, Trustees Odom, Rexroat, and Stephan. Voting Nay: None. Absent: Trustees Davis and McMahon. Motion declared carried.

APPROVAL OF GOLF RATE ADJUSTMENTS FOR THE 2018 REDTAIL GOLF SEASON WHICH ENDS APRIL 30, 2019: Golf Manager Terry Remke commented that RedTail Golf staff researched eight other golf courses fees for a fair and competitive comparison. In conclusion, RedTail Golf rates require an additional adjustment in order to guarantee optimal revenue and meet target round goals for the fiscal year which ends April 30, 2019.

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Trustee Stephan, seconded by Trustee Rexroat, moved to approve golf rate adjustments for the 2018 RedTail golf Season which ends April 30, 2019. Voting Aye: President Serwatka, Trustees Odom, Rexroat, and Stephan. Voting Nay: None. Absent: Trustees Davis and McMahon. Motion declared carried.

APPROVAL OF THE PROPOSED REDTAIL GOLF CLUB OUTING CONTRACT FOR THE 2018 GOLF SEASON: Golf Manager Terry Remke commented that this contract clarifies what is expected from RedTail Golf Club and the outing planner.

Trustee Stephan, seconded by Trustee Rexroat, moved to approve the proposed RedTail Golf Club Outing Contract for the 2018 golf season. Voting Aye: President Serwatka, Trustees Odom, Rexroat, and Stephan. Voting Nay: None. Absent: Trustees Davis and McMahon. Motion declared carried.

DISCUSSION REGARDING A DRAFT OF REDTAIL GOLF CLUB POLICIES AND PROCEDURES: Golf Manager Terry Remke noted that these procedures will keep policies, maintenance, and staff expectations in place and help management maintain a good golf experience.

Chief Administrative Officer Jeannine Smith asked the Board to take their time reviewing these policies and procedures. The Board will vote on the implementation of these guidelines and processes.

APPROVAL OF AN ENGINEERING SERVICES WORK ORDER FROM BAXTER & WOODMAN FOR 2018 STORMWATER STRATEGIC IMPLEMENTATION PLAN IN AN AMOUNT NOT TO EXCEED \$25,000: Village Engineer Jason Fluhr of Baxter and Woodman stated in October 217 the Eastside Stormwater Task Force Committee met to discuss improving flooding issues. The Committee determined that collectively forming consensus about which ideas will have the most positive impact would require some additional analysis and information. It was agreed that the ideas should be objectively analyzed based on cost/benefit ratios so the Board can make educated decisions about which improvement to advance. The scope of this work order is to summarize the 2017 flooding event, an evaluation of the recommendations in the previously completed reports, updates to cost estimates including cost/benefit ratios and funding options for the most feasible and beneficial improvements from the reports, and prioritization for improvement project implementation. It is expected to take six months for the completion of this plan.

The report will provide the Village with implementation recommendations for Village-led improvements, measures that homeowners can implement, and potential ways the Village could engage other government entities such as the Crystal Lake Park District and the City of Crystal Lake to partner on larger impact, regional projects to improve flooding in that area.

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Chief Administrative Officer Jeannine Smith remarked President Serwatka was adamant that this proposal be more or less a strategic plan for east side residents to help deal with flooding matters.

President Serwatka believes this is a very important assessment for the east side residents. He is confident that something tangible will come from this study. He would like the project to be completed before the projected six month completion.

Trustee Stephan, seconded by Trustee Rexroat, moved to approve an Engineering Services Work Order from Baxter & Woodman for 2018 Stormwater Strategic Implementation Plan in an amount not to exceed \$25,000. Voting Aye: President Serwatka, Trustees Odom, Rexroat, and Stephan. Voting Nay: None. Absent: Trustees Davis and McMahon. Motion declared carried.

APPROVAL OF A COLLATERAL SECURITY AGREEMENT FROM HOME STATE BANK: Chief Administrative Officer Jeannine Smith remarked that this is a standard agreement form from Home State Bank to allow First Tennessee Bank National Association to invest the Village of Lakewood's money.

Trustee Rexroat, seconded by Trustee Stephan, moved to approve a Collateral Security Agreement from Home State Bank. Voting Aye: President Serwatka, Trustees Odom, Rexroat, and Stephan. Voting Nay: None. Absent: Trustees Davis and McMahon. Motion declared carried.

APPROVAL TO AUTHORIZE AN OFF CYCLE BONUS TO SUE VILLIE IN AN AMOUNT NOT TO EXCEED \$2,000: President Serwatka commented that Ms. Villie's assistance in the two and half months the Village did not have an Administrator in place was invaluable.

Chief Administrative Officer Jeannine Smith asked staff for one word to describe Benefits Coordinator Sue Villie: magnanimous, witty, dependable, thoughtful, and committed. She is an outstanding employee who deserves recognition.

Benefits Coordinator Sue Ville remarked that in the 21 years of employment with the Village of Lakewood she has never been recognized and has never had the Village President ask for her opinion. She thanked the Board of Trustees for their support.

Trustee Stephan, seconded by Trustee Rexroat, moved to approve to authorize an off cycle bonus to Sue Villie in an amount not to exceed \$2,000. Voting Aye: Trustees Odom, Rexroat, and Stephan. Voting Nay: None. Absent: President Serwatka, Trustees Davis and McMahon. Motion declared carried.

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REPORTS: President Serwatka commented that Chief Administrative Officer and Treasurer Jean Heckman are developing Special Events for Village residents this summer. He has a desire to do something for the residents and showcase the newly decorated RedTail Golf Club.

CAO Smith revealed three events to take place at RedTail Golf Club. July 21, 2018 will be outdoor movie night featuring the movie Sing geared to families and their young children. August 18, 2018 there will be a concert featuring Mike and Joe and local food vendors for the 20 to 30 year old group. September 29, 2018 there will be a nine hole scramble golf outing to “Save the Silo” in conjunction with an October Fest and a silent auction.

CAO Smith asked for the Board support for these events to place deposits, etc. to lock in the proposed dates. It was the general consensus for Chief Administrative Officer Smith and Treasurer Heckman to move forward with the planning of these events. CAO Smith appreciates the Boards support.

Chief Roth commented that the Village Police Department has been with SEECOM for 14 years. Chief Roth and CAO Smith have met with the County Sheriff’s Office to contemplate using County’s dispatch services. This will save the Village between \$10,000 and \$20,000 each year. The Village Police has difficulty receiving radio signals along Routes 47/176, County dispatch will alleviate this issue. CAO Smith remarked that this change will not hamper the Village Police Departments relationship with Crystal Lake; their Police personnel will continue to backup the Village’s Officers. The Village’s contract with SEECOM will expire in one more year.

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

Janice S. Hansen
Village Clerk

Approved: _____

Dated: May 8, 2018