

**VILLAGE OF LAKEWOOD
MINUTES OF THE VILLAGE BOARD MEETING
AUGUST 8, 2017**

The Village Board Meeting was called to order at 7:05 p.m. at RedTail Golf Club by President Serwatka. Present were Trustees Davis, Odom, Rexroat, and Stephan. Trustees McMahan and Ritchie were absent. Also present were Village Clerk Janice Hansen, Village Attorney Michael Smoron, Chief of Police Michael Roth, Water/Wastewater Operator Gary Zickuhr, Village Engineer Jason Fluhr from Baxter & Woodman, and many members of the public.

REPORT ON EAST SIDE FLOODING ISSUES: Chief Administrative Officer Julie Heather Meister highlighted McHenry County heavy rain storms that began on July 12, 2017. Briefing points consisted of the McHenry County Flood Report, the storm impact within the Village of Lakewood, Board and staff immediate response, gauging Board and staff response, and the continuing work in progress.

Water/Wastewater Operator Gary Zickuhr commented that the manhole inspection was completed and there are no major concerns. He mentioned that only 1/3 of the sump pump inspections are completed and the Village needs resident cooperation to finish this task.

President Serwatka stated that Staff will continue to address all resident concerns and will move forward to ensure future water issues will be better controlled.

PUBLIC COMMENTS: Many residents commented that Public Works did a very good job during the flooding dilemma.

Nick Backe of 430 Oxford Lane (a Crystal Lake resident sharing the Broadway median) met with Chief Administrative Officer Julie Heather Meister and the City of Crystal Lake to discuss the control panel on Broadway. He is very pleased that all have come together to find a working solution to screen the intrusive panel.

Pete Olsen of 318 Hampshire commented that staff has done a good responsible job and the Village should maintain what it owns. He would like to see open space on the east side without over development and over taxing the Village's sewer lines. He likes the open dialogue with the Board and would like to discuss resident needs and wants. Mr. Olsen was displeased with Trustee Ritchie's request to discuss the potential move of the Village Police Department to another location at the last Board Meeting. Mr. Olsen commented that east side residents are in dire need to have their sewer issues addressed and he believes the Village should sustain what they have.

Judy Hendricks of 343 Hampshire expressed concern over the east side sewer system, perhaps a new system is in order. President Serwatka agrees that there is a need to address east side infrastructure. He would like to form a Stormwater Task Force to address Village water matters and resolutions. Trustee Davis commented that there have always been many different opinions

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on how to address the water issues, he confirmed that this issue needs to be kept alive and not forgotten.

Todd O'Brien of 367 Richmond inquired about the east side sewer capacity. Water/Wastewater Operator Gary Zickuhr replied that later and sump pumps are the true cause of the sewer back-ups plus old service lines.

Dave Weckerlin of 330 Hampshire questioned the use of dry wells and grating within the east side of the Village. Village Engineer Jason Fluhr commented that many remedies are costly and there are permitting issues when addressing these types of solutions.

Trustee Stephan asked Chief Roth for his thoughts regarding a new Police Department. Chief Roth replied that he wants to keep costs down and the Department will make do with what they have. He is contemplating some cosmetic changes within his Department.

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

APPROVAL OF MINUTES: July 11, 2017 Regular Village Board Meeting, July 25, 2017 Planning and Zoning Committee Meeting, and July 25, 2017 Regular Village Board Meeting

APPROVAL OF BILL LISTS: Accounts Payable Pre-Paid Invoices Dated July 31, 2017 in the Amount of \$20,521.16; RedTail Golf Club Accounts Payable Dated July 31, 2017 in the Amount of \$21,813.96; and Accounts Payable Invoices Dated August 9, 2017 in the Amount of \$68,522.37

APPROVAL OF FINANCIAL STATEMENTS: None

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

ITEMS REMOVED FROM CONSENT AGENDA: None

APPROVAL OF AMERICAN UNDERGROUND FOR EAST SIDE SEWER TELEVISIONING SERVICES AT A COST OF \$1.75 PER LINEAR FOOT AT A TOTAL ESTIMATE COST OF \$40,000: This agenda item has been deferred until more flood data is compiled.

OATH OF POLICE OFFICER ADMINISTERED TO PAUL OLSZAK BEGINNING AUGUST 2, 2017 BY ATTORNEY MICHAEL SMORON

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APPROVAL OF THE HIRING OF EDWIN COLE AS A POLICE OFFICER BEGINNING AUGUST 9, 2017: Chief Roth commented that Edwin Cole has worked for the Village part-time as a Lake Patrol Officer and full time as a Patrol Officer. He is a loyal employee to the Community and will be an asset to the Police Department.

Trustee Davis, seconded by Trustee Stephan, moved to approve the hiring of Edwin Cole as a Police Officer beginning August 9, 2017. Voting Aye: Trustees Davis, Odom, Rexroat, and

Stephan. Voting Nay: None. Absent: Trustees McMahon and Ritchie. Motion declared carried.

OATH OF POLICE OFFICER ADMINISTERED TO EDWIN BEGINNING AUGUST 9, 2017 BY ATTORNEY MICHAEL SMORON

APPROVAL OF TWO NEW POLICE SERGEANT POSITIONS AT A SALARY OF \$70,000 EACH: President Serwatka commented that at the direction of Chief Roth he recommends these two positions are part of the Police Department's reorganization to adjust its pay structure with having the new sergeants earnings more than the top paid patrol officers while staying under budget. This restructure will reduce liability for the Village while allowing the new sergeants to mentor other patrol officers. Also, this will aid the evaluation process with an extra set of eyes in supporting officer performance.

Trustee Rexroat, seconded by Trustee Stephan, moved to approve two new Police Sergeant positions at a salary of \$70,000 Each. Voting Aye: Trustees Davis, Odom, Rexroat, and Stephan. Voting Nay: None. Absent: Trustees McMahon and Ritchie. Motion declared carried.

APPROVAL TO PURCHASE A 2018 POLICE DODGE SQUAD CAR FROM THOMAS DODGE OF INDIANA IN AN AMOUNT NOT TO EXCEED \$24,007: Chief Roth commented that a new Police vehicle in an amount of \$24,207 was approved in the 2017/2018 budget. The Department missed the bid for the 2017 models. Officer Wiegel has been monitoring state bids for 2018 models and found Thomas Dodge of Indiana can supply a 2018 vehicle in an amount of \$24,007 which includes a spare tire and LED lights. The Police Department is changing a common practice of purchasing a new vehicle annually to purchasing a new one every other year. This will redirect funds towards capital expenses as defined by state mandates or immediate needs.

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Trustee Davis, seconded by Trustee Stephan, moved to purchase a 2018 Police Dodge Squad Car from Thomas Dodge of Indiana in an amount not to exceed \$24,007. Voting Aye: Trustees Davis, Odom, Rexroat, and Stephan. Voting Nay: None. Absent: Trustees McMahon and Ritchie. Motion declared carried.

APPROVAL TO HIRE JULIE HEATHER MEISTER AS CHIEF ADMINISTRATIVE OFFICER BEGINNING JULY 25, 2017 AT AN ANNUAL SALARY OF \$157,700 SUBJECT TO THE DIRECTION AND INPUT OF THE PRESIDENT AND BOARD OF TRUSTEES: President Serwatka commented that Julie Heather Meister is a Village resident who has requested “at will employment” with no contract and severance package guarantees. The Village can terminate her at anytime should the Board deem it necessary. He also stated that Ms. Meister has asked for a “self imposed recall” if the Village Board is not satisfied with her accomplishments. Also discussed was Ms. Meister’s forfeiture of her Consultant salary, \$10,950, to the Flood Recovery Fund. Ms. Meister re-characterized her consulting engagement as a pro bono project.

Also discussed was the consolidation of two positions to make up the new Chief Administrative Officer position: Village Manager and Director of Finance. The Village’s 2017/2018 budgeted base salary amounts for the Village Manager and Finance Director were \$135,000 and \$90,000 respectively and were \$225,000 in total. However, actual recruiting efforts indicated starting base salaries of \$140,000 and \$115,000 are more appropriate for attracting competent candidates for the Village Manager and Finance Director positions, for a total of \$265,000. Using these figures, Ms. Meister’s position represents a base salary cost savings of \$67,300 compared to budgeted amounts and a cost savings of \$107,300 compared to market conditions.

The budgeting savings of \$67,300 are being reinvested in non-managerial staffing positions in accordance with the Proposed Organizational Plan previously presented to the Village Board.

Trustee Stephan commented that this position will give the Village less managerial staff and more day to day staffing functions.

Ms. Meister commented that the proposed salary will attract the Village a qualified candidate for a Village this size should the Board decide to seek outside candidates.

Trustee Davis inquired about the Village Code Chapter 3 regarding Village Manager, Budget Officer, and Finance Department. These three Sections will be incorporated into one function, Chief Administrative Officer. Trustee Davis also mentioned the need to fill the Village’s Treasurer position.

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Trustee Stephan, seconded by Trustee Davis, moved to hire Julie Heather Meister as Chief Administrative Officer beginning July 25, 2017 at an annual salary of \$157,700 Subject to the Direction and Input of the President and Board of Trustees. Voting Aye: Trustees Davis, Odom, Rexroat, and Stephan. Voting Nay: None. Absent: Trustees McMahan and Ritchie. Motion declared carried.

APPROVAL OF ORDINANCE NO. 2017-31 – AN ORDINANCE AMENDING SECTION 2.4(B)(2) OF THE LAKEWOOD MUNICIPAL CODE: This Ordinance will enable the Chief Administrative Officer to co-sign Village checks.

Trustee Davis, seconded by Trustee Stephan, moved to approve Ordinance 2017-31. Voting Aye: Trustees Davis, Odom, Rexroat, and Stephan. Voting Nay: None. Absent: Trustees McMahan and Ritchie. Motion declared carried.

IMPLEMENTATION OF PROPOSED STAFFING PLAN AS DISTRIBUTED AT THE JULY 25, 2017 VILLAGE BOARD MEETING: Chief Administrative Officer Julie Heather Meister summarized the proposed Village Organization Chart. These proposed changes will be operating within the Village's approved 2017/2018 Budget. Village Manager, Deputy Manager, and Finance Officer are eliminated and transformed to Chief Administrative Officer. Existing full time Front Desk Position will split time 50/50 between front desk duties and performing Police Records Clerk duties. Part time Administrative Assistant is promoted to full time Accounting Generalist who will also cover some front desk duties. A full time Building and Ordinance Manager has been added. A three day position has been transformed to a four day

Officer Manager. An Accounting Generalist has been transformed to a full time position supporting the Receptionist and Building Department and Accounting 50/50. The current full time Receptionist will support the Police Department and the Receptionist and Building Department 50/50. One full time Maintenance Worker will be added to support Public Works Manager and the Utility Manager 50/50.

REPORTS: Trustee Stephan felt the need to validate opinions regarding the need for a new Police Department. Resident Pete Olsen believes a new Police Department is not necessary. Chief of Roth stated that he did not ask for a new Police facility. Trustee Davis commented, after discussing this matter with Trustee Ritchie, they believe this topic should be addressed at the Board level in the near future.

Trustee Davis would like Chief Administrative Officer Julie Heather Meister to provide the Board of Trustees with a weekly or bi-weekly summary of activities involving the Village. She agreed.

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With nothing further to discuss, Trustee Stephan, seconded by Trustee Rexroat, moved to adjourn the Meeting. Voting Aye: Trustees Davis, Odom, Rexroat, and Stephan. Voting Nay: None. Absent: Trustees McMahon and Ritchie. Motion declared carried.
The meeting adjourned at 8:40 p.m.

Janice S. Hansen
Village Clerk

Approved:

Dated: August 22, 2017