

**Village of Lakewood
Minutes of the Special
Village Board Meeting
January 16, 2018**

The Special Village Board Meeting was called to order at 6:04 p.m. at RedTail Golf Club by President Serwatka. Trustee Rexroat, seconded by Trustee Stephan, moved to allow Trustee Odom to participate via telephone due to personal illness. Voting Aye: President Serwatka, and Trustees McMahon, Rexroat, and Stephan. Present were Trustees McMahon, Odom, Rexroat, and Stephan. Trustee Davis and Ritchie were absent. Also present were Chief Administration Officer Jeannine Smith; Village Clerk Janice Hansen; Village Attorney Michael Smoron; General Manager of RedTail Golf Club Christopher Neuhart and a member of the public.

APPROVAL TO WAIVE THE BID PROCESS FOR PHASE II OF THE REDTAIL GOLF CLUB IMPROVEMENT PROJECT: Chief Administrative Officer Jeannine Smith commented that she had received the documents for the RedTail Improvement Project last Friday. There are four quotes for the project services and one quote for carpeting and restroom flooring. She asked the Board to forego the normal bidding process to expedite the improvement project for the Golf Club spring opening.

Trustee Stephan, seconded by Trustee McMahon, moved to approve to waive the bid process for Phase II of the RedTail Golf Club Improvement Project. Voting Aye: President Serwatka, Trustees McMahon, Odom, Rexroat, and Stephan. Voting Nay: None. Absent: Trustees Davis and Ritchie. Motion declared carried.

APPROVAL TO AUTHORIZE THE CHIEF ADMINISTRATIVE OFFICER TO EXECUTE THE REDTAIL RETAIL DESIGNING SERVICES AGREEMENT IN AN AMOUNT NOT TO EXCEED \$5,000: Chief Administrative Officer Jeannine Smith commented that on May 22, 2017, staff was presented with a professional services contract for interior design services associated with Phase I and II of the RedTail Golf Club Improvements Project. Ms. Kate Birchfield is a local designer of commercial projects and the designer and project manager. Services included within this contract are: site visits and meetings with the RedTail Manager, Board of Trustees, and contractors; design concept, schematics and drawings; merchandise specification and sourcing; project oversight; and personal finishing touches.

President Serwatka commented that Ms. Birchfield had coordinated the siding project for the clubhouse as well as the interior improvement of the clubhouse where she created the design, color scheme, and will manage the contractors.

CAO Smith commented that there are funds available for this project within RedTail's budget. The Board approved these funds in the Budget Amendment during the last Board meeting. The flooring is in the current budget. CAO Smith stated that she had the Village Architect look at the plans and she commented that this will be a great improvement at RedTail.

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Golf Club Manager Chris Neuhart stated that the windows and door replacement funds are in the current budget. End of year projections will cover all clubhouse improvements without taking money from the reserve fund.

Don Miller of 9021 Loch Glen Drive commented that the clubhouse has many necessary maintenance issues. It is his opinion that the \$5,000 designing agreement is very reasonable fee for all the duties involved within this project.

Trustee McMahon questioned why we don't have numbers on a timely basis.

Trustee Stephan replied questioning Manager Neuhart that the design board is from June 20th, and that is not enough time to give the Board numbers?

Trustee Stephan, seconded by Trustee Rexroat, moved to approve to authorize the Chief Administrative Officer to execute the RedTail Retail Designing Services Agreement in an amount not to exceed \$5,000. Voting Aye: President Serwatka, Trustees McMahon, Odom, Rexroat, and Stephan. Voting Nay: None. Absent: Trustees Davis and Ritchie. Motion declared carried.

APPROVAL TO AUTHORIZE THE CHIEF ADMINISTRATIVE OFFICER TO EXECUTE THE PHILLIPPI CONSTRUCTION CONTRACT IN AN AMOUNT NOT TO EXCEED \$46,335 AND THE CUTTING EDGE CARPETS CONTRACT IN AN AMOUNT NOT TO EXCEED \$7,689 FOR PHASE II OF THE REDTAIL GOLF CLUB IMPROVEMENT PROJECT: Staff has received four quotes for completion of the Phase II RedTail Golf Club Improvement Project: C.T.S Construction in the amount of \$36,800 plus allowances to be determine; Phillippi Construction in the amount of \$46,335; Crown Construction in the amount of \$68,260; and Flosi Enterprises in the amount of \$104,700. All contractors were notified that this is a public works project and as such is subject to the Prevailing Wage Act.

Trustee Stephan, seconded by Trustee McMahon, moved to approve to authorize the Chief Administrative Officer to execute the Phillippi Construction Contract in an amount not to exceed \$46,335 and the Cutting Edge Carpets Contract in an amount not to exceed \$7,689 for Phase II of the RedTail Golf Club Improvement Project. Voting Aye: President Serwatka, Trustees McMahon, Odom, Rexroat, and Stephan. Voting Nay: None. Absent: Trustees Davis and Ritchie. Motion declared carried.

With nothing further to discuss, Trustee Stephan, seconded by McMahon moved to adjourn the meeting. Voting Aye: President Serwatka, Trustees McMahon, Odom, Rexroat, and Stephan. Voting Nay: None. Absent: Trustees Davis and Ritchie. Motion declared carried. The meeting adjourned at 6:39 p.m.

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Janice S. Hansen
Village Clerk

Approved: _____ January 23, 2018