



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MAY 18, 2009
7:30 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:40 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Riess, Morgan, Wright, Weick, Corrigan and Ansani.

Also present were Village Attorney Tom Good, Assistant Village Administrator Donna Lobaito, Police Chief Jennifer Paulus, Public Works Director Jim Maiworm, Interim Finance Director Kristin Kazenas, Village Engineer Lee Fell and Deputy Village Clerk Sandy Hansen.

II. PLEDGE OF ALLEGIANCE

III. MAYOR'S REPORT AND ACTION ITEMS

A. Committee Appointment

Motion by Corrigan, second by Riess to appoint Joanne Weick to the Finance Committee and John Harchut to the Water & Infrastructure Committee.

On a voice vote, the motion carried unanimously.

B. Motion to Authorize the Mayor to Execute an Employment Agreement, Subject to the Terms Being Acceptable to the Mayor and Village Attorney.

Mayor Mancino announced the restructuring of the upper management positions within the Village and that he was appointing Pamela O. Newton to the position of Chief Operating Officer. Mayor Mancino commented that it was her extensive

experience as a legislator that made her an excellent candidate for the position and that she would be starting mid-June. He also announced that Ms. Lobaito would be promoted to the position of Chief Administrative Officer.

Ms. Newton thanked the Village Board for the opportunity to serve the residents of Hawthorn Woods and that she looked forward to working with staff.

IV. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Steve Jouzapatis, United Land Development requested assistance from the Village in moving forward with his development off of Old McHenry Road. Mayor Mancino suggested that he and Mr. Jouzapatis meet soon to discuss his development.

Chris Donovan, 9 Cryoden, expressed concern that the County did not apply for stimulus money that would have saved the property owners in Glennshire \$24,000 per home.

Michael Talbett, Lake County Board Member, responded that he would look into Mr. Donovan's claim of the County missing a deadline for application for stimulus money. Mr. Talbett commented that he believed the application needed a funding source attached and that the application for stimulus money would not be complete until the Bulk Water Agreement was executed and attached. This did not occur until after the application deadline.

Mr. Talbett also wished the Village Board well as they start with a new administration.

Michael Brickman, Weatherstone property owner, commented on the financial burden that has been placed on the SSA #4 property owners. Several property owners were in the audience and commented on the large increase in property taxes they have realized on their properties as a result of the SSA, and that there is still now sewer to justify these tax bills. He asked for some type of relief from the Village so that they do not lose their properties.

Mayor Mancino stated he understood the financial burden that has been placed on the property owners. He stated that the Village was going to be meeting with the County later this week and that this issue was a priority for the Village Board. Mayor Mancino commented that the goal of creating the SSA was to vitalize the community with economic development, but he understood the financial burden that has been created.

Mr. Brickman asked for a full accounting of any funds that had been spent by the Village on SSA #4. He asked if the Village was paying into the SSA for the Aquatic Center property. Ms. Lobaito responded no.

Mr. Brickman asked about the plans to run the sewer to the north. Mayor Mancino responded that the day he took office he contacted Christopher B. Burke Engineering, Ltd. instructing them to stop any work that Mayor Hunt directed them to do regarding designing the sewer to the north.

Mayor Mancino commented that he would like Robin Jones from Gorski and Good present at the next Water & Infrastructure meeting, which would be held on June 8th to answer any questions the property owners may have regarding the bonds. Mayor Mancino also asked Mr. Brickman to provide questions to staff ahead of time so that the meeting would be more productive.

Kamal Ayoub, SSA #4 property owner, asked that the Village formally invite all property owners of SSA #4 to the June 8th Water & Infrastructure meeting.

Phil LaGro, Plan Commission member, updated the Village Board on the status of the Canadian National acquisition and the increased rail traffic as a result. He anticipates that TRAC will be looking for additional funding from their member communities mid-summer.

Mark Hernandez, 62Darlington, asked about staffing levels in the Public Works department. He was concerned that for a community our size, there was not adequate staffing to meet the needs of the residents. Mr. Hernandez also asked why a water station was constructed on park property. Mayor Mancino responded that he would do some research. Mr. Hernandez also expressed concern over the amount of cars that speed along Darlington and Mark. Chief Paulus said she would place the speed trailer in that area.

V. CONSENT AGENDA

- A. Minutes of the Village Board Meeting – April 20, 2009
Minutes of the Special Village Board Meeting – May 2, 2009
- B. Bill List Dated May 2009
- C. Paid Invoice Listing Dated May 2009
- D. Resolution Acknowledging May 17-23 as National Public Works Week
- E. Acceptance of the McGovern & Greene Agreed Upon Procedures

Items B and C were removed from the Consent Agenda.

Motion by Corrigan, second by Weick to approve the Consent Agenda with the exception of items B and C.

Roll call vote:

Ayes: Riess, Morgan, Wright, Weick, Corrigan, Ansani

Nays: None

Abstain: None

Absent: None

Motion carries.

Item B. – Motion by Riess, second by Ansani to approve the Bills List Dated May 2009.

Trustee Morgan asked about the payment to the American Cancer Society. Ms. Lobaito commented that this invoice was on the Bills Payable list in February, but was pulled as there was concern about the accuracy of the amount being paid. At that time Ms. Kazenas was asked to confirm the amount being paid and she is in agreement with Ms. Lobaito's figure. Trustee Morgan also asked about the payment to Vermont Systems. Ms. Lynch stated it was for the maintenance on the one computer terminal at Village Hall and two at the aquatic center and that this cost was included in the 2009 budget.

Roll call vote:

Ayes: Riess, Morgan, Wright, Weick, Corrigan, Ansani
Nays: None
Abstain: None
Absent: None
Motion carries.

Item C. – Motion by Wright, second by Riess to approve the Paid Invoice Listing Dated May 2009.

Trustee Riess commented that he thought the Village was to receive an 8% discount on the fireworks show this year. Ms. Lobaito commented that the agreement states the Village will receive 8% more in fireworks if payment of \$10,000 was made by a certain time.

Roll call vote:

Ayes: Riess, Morgan, Wright, Weick, Corrigan, Ansani
Nays: None
Abstain: None
Absent: None
Motion carries.

VI. ITEMS FOR SEPARATE DISCUSSION AND ACTION

A. A Resolution Approving The Police Department Step Plan

Motion by Wright, second by Weick to approve A Resolution Approving The Police Department Step Plan.

Roll call vote:

Ayes: Riess, Morgan, Wright, Weick, Corrigan, Ansani
Nays: None
Abstain: None
Absent: None
Motion carries.

B. A Resolution Authorizing The Execution Of A Certain Contract – Lauterbach and Amen

Motion by Ansani, second by Corrigan to approve A Resolution Authorizing The Execution Of A Certain Contract – Lauterbach and Amen

Trustee Wright asked if the hours that Lauterbach & Amen would be providing to the Village were worked out. Ms. Kazenas stated that the proposal has a 15% variance from the 104 hours they will be providing to the Village. Trustee Corrigan stated that the updating of the Procedures Manual has been added to the proposal.

Roll call vote:

Ayes: Riess, Morgan, Wright, Weick, Corrigan, Ansani
Nays: None
Abstain: None
Absent: None

Motion carries.

- C. A Resolution Authorizing The Execution Of An Employment Agreement – Chief Of Police Jennifer Paulus

Motion by Wright, second by Weick to approve A Resolution Authorizing The Execution Of An Employment Agreement – Chief Of Police Jennifer Paulus.

Roll call vote:

Ayes: Riess, Morgan, Wright, Weick, Corrigan, Ansani
Nays: None
Abstain: None
Absent: None

Motion carries.

- D. A Resolution To Approve The Waste Hauling Contract With Walter & Sons

Motion by Wright, second by Weick to approve A Resolution To Approve The Waste Hauling Contract With Walter & Sons

Trustee Morgan asked if staff looked into better pricing with Walter & Son, or through another vendor. Public Works Director Maiworm responded that he did check and Walter & Son's price was firm, and that other vendors pricing was the same as Walter & Son's or higher. Mayor Mancino asked if the Village sought competitive bidding. Mr. Maiworm responded no, but that other vendors were contacted for pricing. Trustee Corrigan clarified that the \$5,000 payment on the Bills Payable list was a deposit and invoices would be credited against this.

Roll call vote:

Ayes: Riess, Morgan, Wright, Weick, Corrigan, Ansani
Nays: None
Abstain: None
Absent: None

Motion carries.

E. Resolution To Approve The Lake Zurich Fuel Agreement

Motion by Riess, second by Ansani to approve A Resolution To Approve The Lake Zurich Fuel Agreement.

Mr. Maiworm commented that our fuel usage is on par with Kildeer and that the new contract amount brings Hawthorn Woods to the same billing level with Kildeer.

Roll call vote:

Ayes: Riess, Morgan, Wright, Weick, Corrigan, Ansani

Nays: None

Abstain: None

Absent: None

Motion carries.

F. Approval Of The Vehicle Replacement Plan

Motion by Riess, second by Ansani to approve the Vehicle Replacement Plan

Chief Paulus and Mr. Maiworm outlined their vehicle replacement plan. Chief Paulus stated the funds in the DUI account are restricted to DUI enforcement and the purchase of squad cards is an acceptable expense to this fund. They anticipate the DUI fund annual revenues to be approximately \$32,000 and they would like to earmark this money to be used to purchase squad cars in the future. The proposal calls for the purchase of three cars right now, but only two will be purchased if the Village does not receive grant money that has been applied for.

The Board discussed the value in rotating the purchases so that all the cars do not age at the same time. Staff also mentioned that the vehicle maintenance accounts are already over budget due to the age of our squad car fleet. It was noted that the \$32,000 does not include any proceeds from the auctioning of the old vehicles.

Motion amended by Riess, seconded by Ansani to purchase the third vehicle only if the Village receives grant money.

Roll call vote:

Ayes: Riess, Morgan, Wright, Weick, Corrigan, Ansani

Nays: None

Abstain: None

Absent: None

Motion carries.

G. Authorization to Pull Letter Of Credit At The Hawthorn Woods Business Park

Motion by Corrigan, second by Riess to authorize the Village Administrator to pull the letter of credit at the Hawthorn Woods Business Park.

Mr. Maiworm mentioned that he is researching a potential drainage problem brought to his attention by Mr. Ayoub and this issue may also come out of the letter of credit funds. Mr. Good commented that the letter of credit secures subdivision improvements only. Mr. Fell stated that Darren Olson will take a look at the issue tomorrow.

Mr. Maiworm stated that Mr. Sova anticipates finishing the improvements by the end of May, but if he cannot he will extend the letter of credit.

Roll call vote:

Ayes: Riess, Morgan, Weick, Corrigan, Ansani

Nays: None

Abstain: Wright

Absent: None

Motion carries.

H. Discussion of Personnel Manual

Motion by Riess, second by Weick to approve the Personnel Manual.
Motion by Corrigan, second by Morgan to table until the next Village Board meeting.

Roll call vote:

Ayes: Riess, Morgan, Wright, Weick, Corrigan, Ansani

Nays: None

Abstain: None

Absent: None

Motion carries.

I. Policy Statement On Use Of The Community Development Fund

Motion by Morgan, second by Corrigan to approve a policy statement on the use of Community Development funds. Trustee Corrigan stated the Finance Committee was looking for direction on what to do with these funds, and at what threshold would money be moved into reserves.

Trustee Morgan suggested this issue be brought back to the Finance Committee for their recommendation to the Village Board as opposed to the Village Board formulating a policy.

J. Collateralization at Midwest Bank – Approval Of Release Of Collateral And Direction On Future Collateralization Releases

Motion by Corrigan, second by Weick to authorize the approval of the release of collateral at Midwest Bank. Ms. Corrigan commented that in this case the funds at Midwest Bank are covered by FDIC. She went on to say that usually the Finance Director would have the authority to release collateral without coming to the Finance Committee and Village Board, as this needs to be handled in a timely manner.

Mr. Good asked if this was a part of the Investment Policy. Ms. Kazenas responded that the policy gives the authority to the Treasurer. Mr. Good suggested this be amended to reflect the Finance Director has the authority.

The Board asked that this item be placed on the Consent Agenda for next month.

Ms. Corrigan withdrew her motion.

Motion by Riess, second by Morgan to authorize the Finance Director to make decisions on the release of collateral and direct that the Investment Policy reflect that the Finance Director, not the Treasurer has the authority to make such releases.

VII. ACTION ITEMS AND REPORTS BY VILLAGE OFFICIALS

- A. Parks and Recreation -----*Neil Morgan*
- B. Environmental Committee -----*Steve Riess*
- C. Zoning Board of Appeals-----*Vacant*
- D. Plan Commission -----*Vacant*
- E. Architectural Review Commission -----*Cliff Wright*
- F. Finance Committee -----*Vacant*
- G. Police and Public Safety -----*Joanne Weick*
- H. Water & Infrastructure Committee-----*Vacant*

VIII. VILLAGE ADMINISTRATOR AND STAFF REPORTS

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

Trustee Riess mentioned the Adopt-A-Highway pick up will be completed by the Environmental Committee the first week in June.

Mayor Mancino stated that the Environmental Committee is not formally recognized in the Village Code and asked Trustee Riess to draft a mission statement for the Village Attorney to use in drafting an ordinance establishing this committee.

Trustee Weick mentioned the Bike Rodeo will be on Saturday, May 23, 2009 from 10:00 a.m. – 2:00 p.m. at Community Park.

Ms. Lynch mentioned the aquatic center will be opening Saturday, May 23, 2009 and that the pool pass sales and enrollment in the camp programs are doing very well.

Mayor Mancino asked about the status of the AT&T box at the aquatic center. Mr. Maiworm said he would look into this with AT&T and that the objective is to have the old box removed.

Trustee Wright suggested that Ms. Lynch approach Mr. Pathmann about designing a sign for the aquatic center. Mr. Maiworm said that he spoke to Mr. Cook and he does not have any materials to construct a sign for the Village. He said a check was cut, but never sent.

XI. EXECUTIVE SESSION

None this month.

XII. ADJOURNMENT

Motion by Wright, second by Riess to adjourn the May 18, 2009 meeting. Voice vote – all ayes, motion carried.

The meeting adjourned at 9:15 p.m.