



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, FEBRUARY 22, 2016
7:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:03 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Riess, Morgan, Corrigan, DiMaggio and David.

Also present were Chief Operating Officer Pamela Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Chief Financial Officer Kristin Kazenas, Chief of Police Jennifer Paulus, Public Works Director and Village Engineer Erika Frable, PE, Director of Parks and Recreation Brian Sullivan, Community Development Director Michael Cassata, AICP and Village Attorney Patrick Brankin.

II. PLEDGE OF ALLEGIANCE

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None this month.

IV. OATH OF OFFICE

A. Administration of the Oath of Office – Sergeant Sarah Canada

Mayor Mancino administered the Oath of Office to Sergeant Sarah Canada.

V. PRESENTATIONS

A. Presentation of a Resolution of Appreciation—Gene Gawalek, Public Safety and Judicial Committee

Ms. Lobaito read the resolution into the record.

Motion by Corrigan, second by Morgan to approve a Resolution of Appreciation—Gene Gawalek, Public Safety and Judicial Committee.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

Nays: None
Abstain: None
Absent: None
Motion carried.

B. Presentation of a Resolution Honoring Dylan Johnson, Chess Champion

Motion by Corrigan, second by David to approve a Resolution Honoring Dylan Johnson, Chess Champion.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio, David and Mancino
Nays: None
Abstain: None
Absent: None
Motion carried.

C. Presentation of Village Drainage Report—Darren Olson, PE, CFM, D.WRE—Christopher B. Burke Engineering, Ltd.

Darren Olson, PE, CFM, D.WRE, Christopher B. Burke Engineering, Ltd., presented their six month analysis of drainage problems and recommendations for the Village. Regional areas were identified as a part of the analysis. The data collection provided 139 drainage problems in the Village, with most problems being noted in the older areas of town that were developed prior to Stormwater Management Commission rules and regulations. The most severe drainage issues were identified.

Mr. Olson reviewed grant funding options for resolving some of these drainage issues. It was noted that the Lydia Court drainage issue received grant funding, but the residents declined to participate. Mr. Olson stated that many of the more severe drainage issue locations will require permission from property owners for work to be performed.

Ms. Frable spoke about some situations in the Village whereby storm sewers and detention basins are on private property, and we have the right, but not the obligation to address these issues. Ms. Frable also reported that she has found in our records, the Village has notified residents in the past about their ownership of certain infrastructure, and that the message has been consistent. She noted that the Village now requires storm sewers and detention basins to be the responsibility of the homeowners' associations.

Mayor Mancino briefly mentioned funding options, such as bonds, to resolve the drainage issues in the Village.

Mr. Olson stated the next steps are to maintain and update our inventory of infrastructure, and to apply for grants to address some of these drainage issues.

Mayor Mancino asked staff to update the Village Board on the details of each project as it relates to pipes on the property, easements, cost, cost sharing, and entitlements needed. Ms. Frable stated she would prepare a memo for the Village Board.

VI. MAYOR'S REPORT AND COMMITTEE REPORTS

A. Mayors Report -----Joseph Mancino, Mayor

Mayor Mancino reported that the Lake County Municipal League hosted the legislative breakfast recently, and tomorrow they are hosting Lt. Governor Sanguinetti who will be speaking about unfunded mandates.

B. Environmental Committee-----John Bickley, Chair Steve Riess, Trustee Liaison

No report this month.

C. Zoning Board of Appeals-----John Kosik, Chair Dominick DiMaggio, Trustee Liaison

No report this month.

D. Planning, Building and Zoning Commission -----Jim Kaiser, Chair Dominick DiMaggio, Trustee Liaison

Mr. Cassata reported that the Commission considered the Findings of Fact for Stonewood Glen at their last meeting.

E. Finance Committee-----Peter Ponzio, Chair Kelly Corrigan, Trustee Liaison

Trustee Ponzio reported that Azavar has already provided the Village about \$8,000 in funding to date. Trustee Ponzio also commented on the drainage analysis presented earlier in the evening. He noted that it will cost approximately \$25 - \$30 million to fund the road repairs and drainage issues, and that the Village needs to find ways to address these issues beyond our everyday funds. Trustee Corrigan noted that the Finance Committee has been attending seminars to educate themselves on bonds. Trustee Ponzio noted the audit will be before the Finance Committee in May.

1. Approval of the November 2015 Financial Statements

Motion by Riess, second by DiMaggio to approve the November 2015 Financial Statements.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

VII. NEW BUSINESS

A. Consent Agenda

1. Approval of the January 25, 2016 Village Board Meeting Minutes
2. Approval of Paid Invoice List Dated February 2016
3. Approval of Bills List Dated February 2016
4. Approval of an Ordinance Ratifying and Confirming the Previously Executed Agreement with Lauterbach & Amen, LLP for Actuarial Services
5. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 8, Sections 8-1-1 Building Code, and 8-1-2 Residential Code
6. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 8, Section 8-2-1 Permit Required
7. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 8, Section 8-3-17 Inspections
8. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 8, Section 8-4-3.B Exemption from Provisions
9. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 10, Section 10-2-1 Preliminary Consultation; and Section 10-2-2 Concept Plan
10. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter into a Field Rental Agreement with the Lake County Stars Baseball Team
11. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter into a Field Rental Agreement with the Lake Zurich Baseball and Softball Association
12. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter into a Field Rental Agreement with Lake Zurich Lacrosse Club
13. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter into a Field Rental Agreement with Hawthorn Woods Elite Soccer Club and Hawthorn Woods Honors Soccer Club
14. Approval of a Resolution Recognizing February 21 – 27, 2016 as National Engineers Week

Items #6 and #9 were removed from the Consent Agenda.

Motion by Corrigan second by Ponzio to approve the Consent Agenda with the exception of Items #6 and #9.

Trustee Corrigan noted there were some minor edits to some of the field rental agreements, and those corrected agreements were located on the dais.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David
Nays: None

Abstain: None
Absent: None
Motion carried.

Motion by Morgan, second by Ponzio to approve Consent Agenda Item #6, Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods— Title 8, Section 8-2-1 Permit Required.

Trustee Morgan expressed concern about minor repairs needing permits. Mr. Cassata stated that there are certain exceptions to permits in the Village Code, and that staff will confer with engineering if need be.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David
Nays: None
Abstain: None
Absent: None
Motion carried.

Motion by DiMaggio, second by Ponzio to approve Consent Agenda Item #9, Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 10, Section 10-2-1 Preliminary Consultation; and Section 10-2-2 Concept Plan.

Trustee Morgan asked why concept plan consideration was being moved from Planning, Building and Zoning to the Village Board. Mr. Cassata responded because the Village Board makes the final decision on developments. He also stated concept plan approval is not required per the Village Code. Lastly, he noted that preliminary plans will still go before Planning, Building and Zoning.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David
Nays: None
Abstain: None
Absent: None
Motion carried.

B. Items for Separate Action

1. Consideration of a Concept Plan – Owl Haven Farms

Joy Jacoby and Kelly Sharpenter presented their concept plan of Owl Haven Farms to the Village Board. Ms. Sharpenter noted she has built homes in Batavia, Geneva, St. Charles and Lake Geneva. This development will be built by her; however, she will sell some vacant lots to other custom homebuilders. The price point for these homes will be in excess of \$1 million. Mayor Mancino noted the Board will be

looking for bike and walking paths. Ms. Sharpenter stated she is planning on a pathway connection to the north.

Ms. Sharpenter also stated there will be an architectural committee and covenants. Ms. Sharpenter stated she has experience in installing infrastructure in Lake Geneva.

Trustee Corrigan commented that if engineering allows, she would like to see some of the density more spread out on the property. Trustee Morgan asked if the entrance off Fairfield Road could be moved for safety reasons. Ms. Jacoby said their engineer said a turn lane would be probable.

Overall, the Board liked the plan.

VIII. OLD BUSINESS

- A. None this month.

IX. ADMINISTRATION REPORTS

- A. Report from the Chief Operating Officer—Pamela O. Newton, MSOL
 - 1. Monthly Update—Village Operations

Ms. Newton reported there was a good turnout at the Winter Carnival. She also reported that she is working on the ICMA Certification program. She met with Mike Brink of Waste Management regarding the pending expiration of the Village's waste hauling agreement.

- B. Report from the Village Attorney—Patrick Brankin

Mr. Brankin reported that he has been busy with development issues, and that there would be no need for Executive Session this evening.

- C. Reports from Department Heads
 - 1. Chief Administrative Officer—Donna Lobaito
 - a. Chief Administrative Officer Report

Ms. Lobaito noted that her report was in the packet.

- b. Village Clerk's Report

- 1. Approval of a Resolution Making a Determination Relative to the Release of Executive Session Minutes and Destruction of Executive Session Tapes Pursuant to the Illinois Open Meetings Act

Motion by Corrigan, second by Morgan to approve a Resolution Making a Determination Relative to the Release of Executive Session Minutes and Destruction of Executive Session Tapes Pursuant to the Illinois Open Meetings Act.

Roll call vote.

Ayes: Ponzio, Riess, Morgan, Corrigan, DiMaggio and David

Nays: None

Abstain: None

Absent: None

Motion carried.

2. Chief Financial Officer—Kristin Kazenas, CPA, MBA, CPFO
 - a. Finance Department Report

Ms. Kazenas noted that her report was in the packet.

- b. Human Resources Department Report

Ms. Kazenas noted her report was in the packet.

- c. Risk Management Department Report

Ms. Kazenas noted her report was in the packet.

- d. Business Continuity Work Group Report

Ms. Kazenas stated that the Business Continuity Work Group would be meeting every other month. The purpose of this work group was to identify how perform essential operations in light of a disaster. The next meeting will be held on March 17, 2016.

3. Chief of Police—Jennifer R. Paulus
 - a. Police Department Report

Chief Paulus noted her report was in the packet. She also reported that she is working on the Safety City grant.

4. Director of Public Works/Village Engineer—Erika M. Frable, PE
 - a. Public Works Department Report

Ms. Frable reported on the Onondaga and Bruce Circle North culvert replacement projects.

5. Director of Parks and Recreation—Brian J. Sullivan, MPA, CPSI, CPRP
 - a. Parks and Recreation Report

Mr. Sullivan thanked CERT and Quentin Road Bible Church for their assistance with the Winter Carnival. He noted that this Friday, staff will be present at the Lake Zurich High School Expo to recruit for summer positions.

6. Director of Community Development—Michael Cassata, AICP
 - a. Community Development Department Report

Mr. Cassata noted that his report was in the packet.

Prior to adjournment, Mayor Mancino commented that he was contacted by a resident regarding a drainage issue. He commended staff for assisting this resident so promptly.

X. EXECUTIVE SESSION

- A. Discussion of Purchase of Property (5 ILCS 120/2(c) 5), Probable or Pending Litigation (5 ILCS 120/2(c) 11), and Discussion of Executive Session Minutes (5 ILCS 120/2(c) 21)

Mayor Mancino announced there would not be an Executive Session this evening.

XI. ADJOURNMENT

Motion by Riess, second by Morgan to adjourn the regular meeting. Upon a voice vote, the motion carried and the meeting adjourned at 9:39 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk