



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, MARCH 21, 2016
7:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:02 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Riess, Morgan, Corrigan, and DiMaggio. Trustee David was absent.

Also present were Chief Operating Officer Pamela Newton, Chief Financial Officer Kristin Kazenas, Public Works Director and Village Engineer Erika Frable, Director of Parks and Recreation Brian Sullivan, Community Development Director Michael Cassata, and Village Attorney Patrick Brankin.

II. PLEDGE OF ALLEGIANCE

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None this month.

IV. PRESENTATION

A. Presentation Regarding Hawthorn Woods' Designation as a Tree City USA Community

Ms. Newton presented the Tree City USA award, indicating that the Village staff had been working to attain the Tree City USA designation for five years. In 2010, the Village was unable to meet all of the criteria for the designation such as a Tree Board and expenditures of \$21 per capita on the urban forestry. Staff initiated a plan to address each of the required criteria to achieve the Tree City USA designation. Trustee Riess and the Environmental Committee stepped up and volunteered to serve as the Village Tree Board.

In 2013, Brian Sullivan joined the Village and one of his first responsibilities was to help the Village obtain the Tree City USA designation. The Village obtained several grant opportunities to add diverse trees to our inventory. In addition, Jack Dahlinger partnered with the Village to create a tree nursery for his Eagle Scout project, creating a lifelong legacy to expand the urban forest.

Traci and Eric Dahlinger, Jack's parents, were present for the presentation of the award. Mr. Sullivan commented that he received correspondence from Renee Hildebrant, the State of Illinois Head Arborist, that thanked the Village for our enthusiasm and dedication. The Village of Hawthorn Woods was one of only two municipalities in Illinois to be awarded the Tree City USA designation this year.

V. MAYOR’S REPORT AND COMMITTEE REPORTS

A. Mayor’s Report ----- Joseph Mancino, Mayor

Mayor Mancino reported that the Lake County Municipal League has requested that municipalities pass resolutions to urge the state of Illinois to pass a budget.

In addition, CMAP has experienced financial difficulties due to the State budget crisis. At a recent Metropolitan Mayor’s Caucus (MMC) meeting, Mayor Mancino reported that CMAP has asked all municipalities to directly fund the CMAP agency. Most of the CMAP funding comes from Federal funding; however the state of Illinois had been funding CMAP at \$5,000,000 annually. This funding was eliminated by Governor Quinn in 2011. Currently, Lake County funds CMAP at a rate of 1 cent per capita. CMAP has requested that each municipality contribute 6.2 cents per capita which equates to \$491 per year for the Village of Hawthorn Woods. Mayor Mancino directed staff to provide a copy of the CMAP funding letter to the Trustees.

CMAP and the Village have disagreed in the past, especially with regards to the Route 53 corridor planning commission report. CMAP has a legislative agenda published which states that their goal is to take more control of regional planning initiatives. Mayor Mancino reported that this threatens municipal autonomy and control of local planning initiatives. CMAP has the opinion that Lake County municipalities have over planned. Mayor Mancino stated that the Village disagrees with the CMAP opinion. He believes that the Village is an example of true representative government and that the Village elected officials listen to their constituents.

Mayor Mancino congratulated Trustee Ponzio on his recent appointment as a Professor at Loyola University. Trustee Ponzio will be teaching various courses in Finance, Literature, Speech and Writing.

1. Approval of a Resolution Urging Illinois State Leaders to Pass a Final Budget

Motion by DiMaggio, second by Ponzio to approve a Resolution Urging Illinois State Leaders to Pass a Final Budget.

Roll call vote.

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

Nays: None

Abstain: None

Absent: David

Motion carried.

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

Trustee Riess recognized all members of the Environmental Committee for their support of the Tree City USA designation, especially John Bickley, Chair. Environmental Committee is working on updating the Village tree ordinance. Planning, Building and Zoning will need to review and hold public hearings. In addition, Attorney Brankin will review. Therefore, the Environmental Committee expects the new tree ordinance to be presented to the Village Board in May or June.

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

1. Approval of an Ordinance Granting a Certificate of Approval for Detention Pond Fountain with Lighting—Hawthorn Grove Homeowners Association—Northeast Corner of Hawthorn Grove Drive and Gino Lane

Motion by DiMaggio, second by Corrigan to approve an Ordinance Granting a Certificate of Approval for Detention Pond Fountain with Lighting—Hawthorn Grove Homeowners Association—Northeast Corner of Hawthorn Grove Drive and Gino Lane.

Roll call vote.

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

Nays: None

Abstain: None

Absent: David

Motion carried.

2. Approval of an Ordinance Rezoning Land Within the Village of Hawthorn Woods to AG Agricultural District—KRW Holdings, LLC—Approximately 21 Acres—24590 & 24630 N. Old McHenry Road—Located South of Old McHenry Road and West of the Canadian National Railroad Tracks

Motion by Riess, second by DiMaggio to approve an Ordinance Rezoning Land Within the Village of Hawthorn Woods to AG Agricultural District—KRW Holdings, LLC—Approximately 21 Acres—24590 & 24630 N. Old McHenry Road—Located South of Old McHenry Road and West of the Canadian National Railroad Tracks.

There was a joint discussion of items V.D.2 and V.D.3 after the motions to approve each item. Attorney Alan Stefaniak represented KRW holdings. Mr. Stefaniak stated that the property was force annexed as R-1 with a legal non-conforming use. The petitioners have made some improvements on the property and plan on making additional improvements in time and request rezoning to AG. There were no questions about the rezoning.

The Planning Building and Zoning Commission recommended eleven conditions be placed on the Special Use Permit. Two of the conditions were modified for clarification purposes. Both conditions were found to be acceptable to the Village Board and the petitioner. Attorney Brankin noted that the changes are acceptable and the updates were provided to the Village Board via email. Attorney Brankin requested that the original motion maker (Riess) amend the motion to clarify that the two conditions are included in the Ordinance. Trustee Riess amended his motion and Trustee Corrigan accepted the amendment as the second.

Trustee Morgan asked if the surrounding homeowners had expressed objections to the plan especially the proximity to the property line. Mr. Stefaniak stated that there were several homeowners who were present at the Planning Building and Zoning Commission meeting. There were no complaints or objections and proper notice was given to the surrounding properties.

Roll call vote.

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

3. Approval of an Ordinance Granting Special Use Permits for a Commercial Stable and Veterinary Clinic and a Planned Unit Development—KRW Holdings, LLC—24590 & 24630 N. Old McHenry Road

Motion by Riess, second by Corrigan to approve an Ordinance Granting Special Use Permits for a Commercial Stable and Veterinary Clinic and a Planned Unit Development—KRW Holdings, LLC—24590 & 24630 N. Old McHenry Road.

Roll call vote.

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

Mayor Mancino noted that Battalion Chief Mark Dierker from the Wauconda Fire Protection District was in the audience. Mayor Mancino welcomed Battalion Chief Dierker who stated that the Wauconda Fire Protection District serves nine communities. The District wants to stay involved with their communities and plan to attend each monthly Village Board meeting to answer any questions or concerns. Mayor Mancino thanked Battalion Chief Dierker for attending.

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

1. Approval of the January 2016 Financial Statements

Motion by Corrigan, second by DiMaggio to approve the January 2016 Financial Statements.

Roll call vote.

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

Nays: None

Abstain: None

Absent: David

Motion carried.

Trustee Ponzio reported that the audit of the December 31, 2015 financial statements is on track. A change in the GAAP reporting due to the implementation of GASB 68 may result in a delay of the issuance of the audit report.

Trustee Ponzio stated that staff is working on an enhanced CIP budget and implementing program level activity-based budgeting. This innovative approach is common in the private sector, but not utilized often in the public sector. Trustee Ponzio stated this will be a great way to understand all Village services and the costs to provide these services. Mayor Mancino stated that this was a terrific idea and commented that he used this approach in his business. COO Newton commented that staff was looking forward to this new initiative and that it would be a multi-year project.

2. Approval of a Resolution Authorizing the Chief Operating Officer to Waive The Sealed Bid Process for Landscape Maintenance Services

Motion by Riess, second by Corrigan to approve a Resolution Authorizing the Chief Operating Officer to Waive the Sealed Bid Process for Landscape Maintenance Services.

COO Newton reported that due to the seasonal timing of the parks maintenance activities, it is necessary to waive the sealed bid process. The Village is always looking for opportunities to improve effectiveness, efficiency and cost savings. All landscape firms within the Village limits and several nearby firms (8 firms in total) were invited to submit a proposal for outsourcing the landscape maintenance services for the Village parks. Three firms declined to submit proposals. The lowest cost proposal from Acres Group will save the Village approximately \$78,000.00 per year.

Trustee Corrigan stated that this proposal was discussed at length in Finance Committee and that Finance Committee unanimously recommends that the Village Board waive competitive bid and execute the contract with Acres. There were no applicants for the seasonal mowing positions and this will result in cost savings. We can try this for one year with no commitment to renew.

Roll call vote.

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

Nays: None

Abstain: None

Absent: David

Motion carried.

3. Approval of an Ordinance Authorizing the Execution of a Landscape Maintenance Agreement—Acres Group

Motion by Corrigan, second by Riess to approve an Ordinance Authorizing the Execution of a Landscape Maintenance Agreement – Acres Group.

Roll call vote.

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

Nays: None

Abstain: None

Absent: David

Motion carried.

4. Approval of Budget Transfer

Motion by Corrigan, second by DiMaggio to approve the Budget Transfer.

Trustee Corrigan clarified that this budget transfer was to move funds from salaries to contractual services as a result of the approval of the Acres Group contract.

Roll call vote.

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

Nays: None

Abstain: None

Absent: David

Motion carried.

5. Approval of an Ordinance Authorizing the Execution of a Certain Master Services Agreement with Paymentus

Motion by Corrigan, second by DiMaggio to approve an Ordinance Authorizing the Execution of a Certain Master Services Agreement with Paymentus.

CFO Kazenas stated that this agreement was the result of numerous resident requests for on-line payment options for vehicle stickers, parking tickets and contractor license renewals. Paymentus is a reputable company that services other neighboring communities. Paymentus offers a competitive flat fee for each transaction which will be paid by the customer.

Roll call vote.

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

Nays: None

Abstain: None

Absent: David

Motion carried.

VI. NEW BUSINESS

A. Consent Agenda

1. Approval of the February 22, 2016 Village Board Meeting Minutes
2. Approval of Paid Invoice List Dated March 2016
3. Approval of Bills List Dated March 2016
4. Approval of an Ordinance Providing for the Official Zoning Map of the Village of Hawthorn Woods, Lake County, Illinois
5. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 6, Motor Vehicles and Traffic, Chapter 2—Traffic Code; Miscellaneous Provisions, Section 6-2-4 Stop Intersections Designated
6. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 5, Section 5-4 Animal Control
7. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 8, Section 8-2-7 Certificate of Occupancy
8. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 9, Section 9-3-11 Architectural Review
9. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Section 11-1-1—Fees for Certain Activities and Purposes
10. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 10, Section 10-2-4 Final Plat; and Section 10-2-6 Agreements and Guarantee of Improvements
11. Approval of an Ordinance Authorizing the Execution of a Contract with Central Management Services—Joint Purchasing Requisition for Bulk Rock Salt
12. Approval of an Ordinance Authorizing the Execution of a Proposal with Suburban Garage Door Service Inc.
13. Approval of an Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Hawthorn Woods
14. Approval of a Resolution—Arbor Day Proclamation

Item #6 was removed from the Consent Agenda.

Motion by DiMaggio second by Ponzio to approve the Consent Agenda with the exception of Item #6.

Roll call vote.

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

Motion carried.

Motion by Riess, second by Morgan to approve Consent Agenda Item #6, Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 5, Section 5-4 Animal Control.

Trustee Riess expressed concern about the wording of the Ordinance “chicken and other fowl” and questioned if the prohibition on fowl would prohibit pet birds such as parrots and macaw. Attorney Brankin noted that the Ordinance was modeled after another community. There was some discussion about the definition of “fowl.” The Merriam-Webster on-line dictionary was consulted resulting in a definition of “a bird such as a chicken that is raised for food; the meat of such a bird used as food.” COO Newton suggested that the Ordinance wording be adjusted to clarify the intent, inserting the word “livestock” preceding “fowl.” Trustee Riess amended his motion to include the approval of the Ordinance with the word livestock preceding fowl. Trustee Morgan agreed to the amendment as the second.

Roll call vote.

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

Motion carried.

B. Items for Separate Action

1. None this month.

VII. OLD BUSINESS

- A. None this month.

VIII. ADMINISTRATION REPORTS

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

COO Newton reported that she welcomed the new Village Manager at the Village of Lake Zurich and has set a lunch appointment. COO Newton also reported that the Village has submitted three grants this month. She recognized the efforts of all Village staff who assisted with the Tree City USA designation project. COO Newton reported that Director Frable and Daren Olson from Christopher Burke Engineering have been working to assess the impact and approvals needed to proceed with the projects outlined in the recently completed Drainage Study. It appears that many of the projects can proceed without additional easements or approvals.

COO Newton commented that she was looking forward to working with CFO Kazenas and ELT to raise the bar of excellence with the new program based budgeting initiative. This initiative will improve CIP planning and allow the Village to start prioritizing the funding needs related to flooding, streets, capital projects, ADA accessibility projects and equipment replacement. This five year plan will help ensure that the staff identified priorities are in synch with the Village Board priorities. The recently completed Comprehensive Plan will serve as a guide.

B. Report from the Village Attorney

Attorney Brankin stated that his report will be presented in Executive Session.

C. Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito
 - a. Chief Administrative Officer's Report
 - b. Village Clerk's Report

CAO Lobaito's report is in the packet.

2. CFO/Human Resources Director – Kristin N. Kazenas, CPA, MBA, CPFO
 - a. Finance Department Report
 - b. Human Resources Department Report
 - c. Risk Management Department Report
 - d. Business Continuity Work Group Report

CFO Kazenas' report is in the packet. She stated that the Business Continuity Work Group is meeting bi-monthly to create a plan for resuming business operations of the Village in the event of an emergency. The goal is to have the plan completed in 18 months.

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

Chief Paulus' report is in the packet.

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

Director Frable's report is in the packet. Director Frable reported that the Onondaga culvert replacement project is in process and is approximately 80% complete. She stated that the road will remain closed for a few more weeks to enable an efficient repair of the road once the weather is conducive to applying hot asphalt (mid-April.) Director Frable reported that the Bruce Circle North culvert repair project is still awaiting the Army Corps of Engineers permit approval. This road closure will be difficult and staff will communicate to all impacted parties – the school district, fire district, post office and Waste Management. Director Frable reported that the Public Works Crew Leader of Streets had recently obtained his pesticide operating license which will be used in right of way maintenance.

Director Frable reported that the fuel tanks have been installed at Public Works with the related improvements – electronic gates, security cameras and usage tracking. All Public Works staff have been trained and the Police staff training is in process. The Village provided a 60 day advance notification to the Village of Lake Zurich for cancellation of the fuel use agreement. The time savings for having fueling capabilities at the Public Works facility is significant. Negotiations with the Village of Lake Zurich are on-going for an agreement to serve as a fueling station backup for each other in the event of an emergency. Mr. Dahlinger asked a question from the audience if the Village bid out the fuel purchases? Director Frable responded that the Village compared costs for the installation of the tanks and executed an agreement where the vendor owns the tanks and the Village agrees to purchase fuel from that vendor. This resulted in a significant savings because the Village did not need to purchase or maintain the equipment. The lowest proposal for the fuel tanks was from a firm owned by a Village resident. The fuel is purchased at a discount from retail, but the most significant savings will be in the time saved from driving to and from Lake Zurich to fuel the vehicles.

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

Director Sullivan's report is in the packet. Director Sullivan thanked the Village Board for its support of the Tree City USA initiative. Director Sullivan indicated that COO Newton was the only Chief Executive Officer at the presentation ceremony. The IDNR was impressed by her attendance and very appreciative of her involvement in the process.

Director Sullivan stated that the next community event, Bark in the Park will be held at Community Park on April 9. The event has been sponsored at the \$1,000 level by the Oak View Pet resort. There will be five pet related vendors in attendance in addition to the Metra bomb squad dogs. On April 16, the Indian Princesses will be conducting their annual tree planting community service event.

Director Sullivan reported that the Copperfield Park vandalism to the playground equipment will be repaired on April 8; the damage was covered by insurance.

Director Sullivan encouraged the Village Board to visit the Indian Creek Reserve and Acorn Acres Park to view the cleanup efforts by the Parks and Public Works teams. Invasive trees were cleared for a healthier and safer environment. Several residents have provided positive feedback about the projects.

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

Director Cassata's report is in the packet. Director Cassata stated there were 4 new housing permits issued: 3 in Hawthorn Hills and 1 in Countryside Meadows. Stonewood Glen will be coming to the Village Board next month for final approval. Mayor Mancino asked for an update on the status of the Market Analysis study. Director Cassata stated that 3 responses had been received from the Village's request for proposal and staff was in the process of evaluation the proposals. Mayor Mancino asked for an update on the Toll Brothers next phase. COO Newton indicated that Toll is scheduling a meeting with the HOA and residents to assess their feedback before proceeding to the Village Board.

IX. EXECUTIVE SESSION

Personnel (5 ILCS 120/2(c) 1), 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)

Motion by DiMaggio, second by Corrigan to enter executive session at 8:16 p.m. for the purposes of Personnel (5 ILCS 120/2(c) 1), 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) . No further business will be conducted after the Executive Session.

Roll call vote.

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

Nays: None

Abstain: None

Absent: David

Motion carried.

X. ADJOURNMENT

Motion by Riess, second by Morgan to adjourn the regular meeting. Upon a voice vote, the motion carried and the meeting adjourned at 8:55 p.m.

Respectfully submitted,



Kristin Kazenas
Chief Financial Officer/Human Resources Director