



**THE VILLAGE OF HAWTHORN WOODS  
SPECIAL VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, JUNE 26, 2017  
6:30 P.M.**

**MINUTES**

**I. CALL TO ORDER AND ROLL CALL**

Mayor Mancino called the meeting to order at 6:32 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Kosik, Riess, 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**

**Larry Hill, 26 Eagle Ridge** – Mr. Hill inquired as to what the Village is doing about Aqua Illinois' high water rates and their request before the ICC for a rate increase. Mayor Mancino responded the Village passed a resolution of opposition which was sent to the ICC on June 13, 2017, legislators have been notified, Mayor Mancino will testify before the ICC, and staff has spoken to Aqua Illinois. He encouraged the citizens to continue their fight against the rate increase.

Mr. Hill indicated the residents are looking for financial assistance in hiring an attorney. The Board responded that providing financial assistance was probably not likely as there have been other similar utility situations in the Village in the past, and that tax dollars were not expended at that time; specifically with the Glennshire water issue. Residents were encouraged to access the ICCs website to fill out white sheets.

**Albert Schwarzhaupt, 29 Doral** – Mr. Schwarzhaupt disagreed that the Village could not do more. He expressed concern about rate increases impacting economic development in the Village. He suggested the Village exercise its eminent domain rights.

**Miles Staab, 24 Championship Parkway** – Mr. Staab spoke about Residents Fighting High Water Bills, which formed the last time Aqua Illinois requested a rate increase. He suggested engagement with other communities.

**Walt Huskey, 50 Tournament Drive South** – Mr. Huskey stressed the importance of this situation. Mayor Mancino stated that for the Village to commit tax dollars now goes against the precedence that was set with Glennshire.

Trustee David suggested hosting a meeting to get in front of this issue, and to designate staff time to assist as we cannot utilize taxpayers' money to fight a private lawsuit. The Village will contact Aqua Illinois to set up a resident meeting.

**Audrey Massel, 1 Prairie Landing** – Offered to be the contact person for the residents, and Trustee David will be the liaison with the Village Board.

#### IV. PRESENTATION

##### A. Approval of a Resolution of Appreciation—Trustee Peter Ponzio

Motion by Riess, second by DiMaggio to approve a Resolution of Appreciation—Trustee Peter Ponzio.

Ms. Lobaito read the resolution into the record.

The Village Board members thanked Trustee Ponzio for his dedication, intellect and advice on numerous Village issues. Trustee Ponzio thanked the Board and staff.

Trustee Ponzio was presented with the resolution and a key to the city.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

##### B. Approval of a Resolution Recognizing Scott Gaschler for His Service to the Village of Hawthorn Woods as Deputy Chief of the Wauconda Fire District

Motion by Corrigan, second by Kosik to approve a Resolution Recognizing Scott Gaschler for His Service to the Village of Hawthorn Woods as Deputy Chief of the Wauconda Fire District.

Ms. Lobaito read the resolution into the record.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

C. Presentation by Lee Fell, PE, Christopher B. Burke Engineering, Ltd.—Darlington Road Culvert Replacement Project

Mr. Fell presented information to the Board on the Darlington Road culvert replacement project. He noted that corrugated metal pipes (CMP) last approximately 50 years, and the concrete box culverts will last approximately 100 years. Many of the CMPs in the Village are reaching their life cycle.

Staff will be looking at all 11 CMPs which need replacing. Mr. Fell will conduct an inspection of all CMP pipes to determine the amount of money to be placed in the CIP for 2018 as well as the priority for replacement.

D. Presentation of the Comprehensive Annual Financial Report as of December 31, 2016—Jason Askin, Sikich

Mr. Askin presented the presented the Comprehensive Annual Financial Report as of December 31, 2016 to the Village Board. He noted that this was the 11<sup>th</sup> consecutive year the Village has been awarded the Certificate of Achievement for Excellence in Financial Reporting. He presented an unmodified opinion, which is the highest level of opinion to be offered by an auditor. Less than 1% of communities with a population less than 10,000 achieve an unmodified opinion.

E. Presentation of the Market Analysis—AECOM—Chris Brewer

1. Approval of a Resolution Authorizing the Mayor and Village Board to accept the Downtown/Uptown Market Analysis and Infrastructure Assessment—AECOM Technical Services, Inc.

Chris Brewer of AECOM provided the Board with an overview of the market analysis. He noted there are three regionally significant clusters of income and retail space in the Chicagoland area. The Village needs to position itself for the next round of when leases come due.

The demographics of the Village indicate the Village is getting older faster, people are looking for smaller homes, and Hawthorn Woods is a strong, growing community. Mr. Brewer indicated the Village needs to think about more diverse housing. Retail leakage is \$95 million, which are lost dollars to other municipalities. He also indicated developers need sites that are ready to be built.

Mr. Brewer indicated our targets should be restaurants, drug stores, gas/convenience stores, banks, medical offices and office showroom/flex space. Mr. Brewer suggested the Village consider additional traffic counts for key intersections to validate existing traffic count data reported by the Illinois Department of Transportation.

Within 5 miles of Hawthorn Woods, industrial markets have been resilient, with rents above regional averages and growth in occupancy rates. There is an interest in diverse housing in Hawthorn Woods as people want to age in place. The number of households has increased annually by 2% since 2000; however, the number of people in each household has decreased over the same time period, speaking to an aging population. Mr. Brewer also reported that

there are a significant number of homes on the market in Hawthorn Woods (roughly 4% of inventory).

Paul St. Aubyn of AECOM, spoke to the Board about the infrastructure assessment of the analysis. A combined cost for uptown and downtown water and wastewater infrastructure is \$99,500,000. The Village has some options for obtaining sewer in the uptown area which staff has been exploring.

Mayor Mancino spoke about the importance of infrastructure to continue development, and he suggested a future workshop with the Board and staff.

Ms. Newton stated that some of our infrastructure needs could be addressed in the future referendum so that the Village can increase the shovel ready sites for development.

Mr. Brewer is finishing the marketing piece soon and will forward it to Mr. Cassata. A final version of the market analysis will be placed on the Village's website.

Motion by Corrigan, second by DiMaggio to approve a Resolution Authorizing the Mayor and Village Board to accept the Downtown/Uptown Market Analysis and Infrastructure Assessment—AECOM Technical Services, Inc.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

The Board took a recess at 8:50 p.m.

The meeting resumed at 9:05 p.m. with all Board members still present.

## **V. PUBLIC HEARINGS**

- A. A Public Hearing for the Proposed Establishment of “Backup Special Service Area #6” for the Stonebridge Subdivision and Setting a Public Hearing and Other Procedures in Connection Therewith
1. Approval of an Ordinance Proposing Establishment of “Backup Special Service Area #6” for the Stonebridge Subdivision and Setting a Public Hearing and Other Procedures in Connection Therewith

Motion by Corrigan, second by DiMaggio to open the public hearing.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

Mayor Mancino stated the back-up SSA for Stonebridge would be implemented should the homeowners' association default on maintaining their common areas. There was no public comment.

Motion by Riess, second by DiMaggio to close the public hearing.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

Motion by Riess, second by Corrigan to approve an Ordinance Proposing Establishment of "Backup Special Service Area #6" for the Stonebridge Subdivision and Setting a Public Hearing and Other Procedures in Connection Therewith.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

- B. A Public Hearing for the Proposed Establishment of "Backup Special Service Area #7" for the Hawthorn Trails Phase Three Subdivision and Setting a Public Hearing and Other Procedures in Connection Therewith
1. Approval of an Ordinance Proposing Establishment of "Backup Special Service Area #7" for the Hawthorn Trails Phase Three Subdivision and Setting a Public Hearing and Other Procedures in Connection Therewith

Motion by Corrigan, second by DiMaggio to open the public hearing.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

Mayor Mancino stated the back-up SSA for Hawthorn Trails Phase Three would be implemented should the homeowners' association default on maintaining their common areas. There was no public comment.

Motion by Riess, second by DiMaggio to close the public hearing.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

Motion by DiMaggio, second by Corrigan to approve an Ordinance Proposing Establishment of “Backup Special Service Area #7” for the Hawthorn Trails Phase Three Subdivision and Setting a Public Hearing and Other Procedures in Connection Therewith.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

## **VI. MAYOR’S REPORT AND COMMITTEE REPORTS**

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

Mayor Mancino updated the Board on the State’s budget situation and items being considered by the General Assembly. He also updated the Board on his work with the Lake County Municipal League, the Metropolitan Mayor’s Caucus, and Route 53.

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

Trustee Riess reported that the Environmental Committee continues to work on an ordinance for right-of-way trees.

### **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**

No report this month.

### **E. Finance Committee-----Jayne Kosik, Chair Kelly Corrigan, Trustee Liaison**

Trustee Kosik updated the Board on the Darlington Road culvert funding and the timeline for the George K. Baum's work with the Village on the referendum.

1. Approval of the April 2017 Financial Statements

Motion by Corrigan, second by DiMaggio to approve the April 2017 Financial Statements.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

2. Approval of the May 2017 Financial Statements

Motion by Corrigan, second by DiMaggio to approve the May 2017 Financial Statements.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

3. Acceptance of the Comprehensive Annual Financial Report as of December 31, 2016

Motion by Riess, second by David to approve the Acceptance of the Comprehensive Annual Financial Report as of December 31, 2016.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

4. Acceptance of the Auditor's Communication to the Board of Trustees as of December 31, 2016

Motion by Corrigan, second by David to approve the Acceptance of the Auditor's Communication to the Board of Trustees as of December 31, 2016.

Roll call vote.

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

5. Approval of the Annual Treasurer’s Report for the Year Ended December 31, 2016

Motion by Corrigan, second by David to approve the Annual Treasurer’s Report for the Year Ended December 31, 2016.

Roll call vote.

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

6. Approval of Budget Transfers

Motion by Corrigan, second by David to approve the Budget Transfers.

Roll call vote.

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

F. Special Census Update-----Mike David, Trustee

Trustee David reported that the Special Census maps had been verified by the Village’s intern, Jack Cordes, and a response from the U.S. Census Bureau was expected in 3 – 5 weeks.

**VII. NEW BUSINESS**

A. Consent Agenda

1. Approval of the May 8, 2017 Special Village Board Meeting Minutes
2. Approval of the June 13, 2017 Special Village Board Meeting Minutes
3. Approval of the Bills List Dated June 2017
4. Approval of Paid Invoice List Dated June 2017
5. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 6—Motor Vehicles and Traffic, Chapter 3—Parking Regulations, Section 6-3-1—Prohibited Parking Areas

6. Approval of an Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Hawthorn Woods
7. Approval of an Ordinance Ratifying and Confirming the Previously Executed Des Plaines River Watershed Workgroup Agreement
8. Approval of an Ordinance Authorizing the Execution of a Certain Confidentiality Agreement – Comcast of Illinois, LLC and Azavar Audit Solutions, Inc.
9. Approval of an Ordinance Authorizing the Mayor and Village Clerk to Enter Into a Traffic Enforcement Agreement with Pulte Home Corporation—Hawthorn Hills Subdivision
10. Approval of an Ordinance of the Village of Hawthorn Woods, Lake County, Illinois Ascertaining the Prevailing Rate of Wages for Laborers, Mechanics and Other Workers Employed on Public Works of Said Village
11. Approval of a Resolution Designating July as Parks and Recreation Month
12. Acceptance of the Police Pension Municipal Compliance Report

Items #7 and #9 were removed from the Consent Agenda.

Motion by David, second by DiMaggio to approve the Consent Agenda with the exception of Items #7 and #9.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

Motion by Corrigan, second by Riess to approve Consent Agenda Item #7, Approval of an Ordinance Ratifying and Confirming the Previously Executed Des Plaines River Watershed Workgroup Agreement.

It was confirmed that Ms. Frable represents the Village on this workgroup.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

Motion by DiMaggio, second by Corrigan to approve Consent Agenda Item #9, Approval of an Ordinance Authorizing the Mayor and Village Clerk to Enter Into a Traffic Enforcement Agreement with Pulte Home Corporation—Hawthorn Hills Subdivision.

Chief Paulus confirmed this agreement is required for the police department to enforce traffic infractions.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

## B. Items for Separate Action

1. Approval of an Ordinance Authorizing the Execution of a Certain Agreement with Christopher B. Burke Engineering, Ltd. (CBBEL)

Motion by Corrigan, second by Kosik to approve an Ordinance Authorizing the Execution of a Certain Agreement with Christopher B. Burke Engineering, Ltd. (CBBEL).

Trustee Corrigan stated the Finance Committee considered several options and was recommending the permanent repair to the Darlington Road culvert. Funding sources were discussed, and the Village will defer the snow plow purchase, entrance signs and software upgrades to fund this project.

Ms. Frable noted the Village was not successful in designating Darlington Road an FAU route because of the choker bridge, and the Village may want to consider eliminating this feature. The Board discussed design options.

Motion by Corrigan, second by Kosik to amend the motion to direct Christopher B. Burke Engineering, Ltd. to design the project with the permanent repair work.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

2. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 7, Section 7-2-5—Establishing Standards for the Construction of Certain Facilities on the Rights-of-Way

Motion by Riess, second by Corrigan to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 7, Section 7-2-5—Establishing Standards for the Construction of Certain Facilities on the Rights-of-Way.

Mr. Brankin noted the State could preempt the Village if they take action on this issue.

Roll call vote.

Ayes: Kosik, Riess, Corrigan, DiMaggio, and David

Nays: None

Abstain: None

Absent: None

Motion carried.

## 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 on the status of the Aqua water tower site search and their rate increase request before the ICC. She noted the Village is in receipt of the American Bloom grant which was awarded to only 10 communities in the country. She indicated the Village has three interns working with staff this year, and that she and staff will be providing comments to CMAP on their Go To 2050 plan.

Trustee Corrigan noted that intern Frank D’Andrea has been doing a great job at the Concerts in the Park.

- B. Report from the Village Attorney—Patrick Brankin

There was no Village Attorney report this evening.

- C. Reports from Department Heads

- 1. Chief Administrative Officer—Donna Lobaito
  - a. Chief Administrative Officer Report

Ms. Lobaito’s report is in the packet.

- 1. Chief Administrative Officer—Donna Lobaito
  - b. Village Clerk’s Report

Ms. Lobaito’s report is in the packet.

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

- Ms. Kazenas' report is in the packet.
- b. Human Resources Department Report
- Ms. Kazenas' report is in the packet.
- c. Risk Management Department Report
- Ms. Kazenas' report is in the packet.
- d. Business Continuity Work Group Report
- Ms. Kazenas' report is in the packet.
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
- Ms. Frable's report is in the packet.
5. Director of Parks and Recreation—Brian J. Sullivan, MPA, CPSI, CPRP
- a. Parks and Recreation Report
- Mr. Sullivan's report is in the packet.
6. Director of Community Development—Michael Cassata, AICP
- a. Community Development Department Report
- Mr. Cassata's report is in the packet.

**X. EXECUTIVE SESSION**

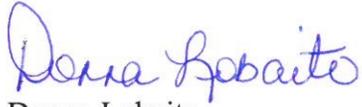
- A. Purchase of Property (5 ILCS 120/2(c) 1), Probable or Pending Litigation (5 ILCS 120/2(c) 11), and Discussion of Executive Session Minutes (5 ILCS 120/2(c) 21)

Mayor Mancino announced that there was not a need to enter into Executive Session this evening.

**XI. ADJOURNMENT**

Motion by David, second by DiMaggio to adjourn the meeting. Upon a voice vote, the motion carried and the meeting adjourned at 10:06 p.m.

Respectfully submitted,



Donna Lobaito  
Village Clerk