



**THE VILLAGE OF HAWTHORN WOODS
SPECIAL VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
JANUARY 19, 2010
7:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:06 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ansani, Riess, Morgan, Weick, and Corrigan. Trustee Wright was absent.

Also present were Chief Operating Officer Pam Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Public Works Director Jim Maiworm, Chief of Police Jennifer Paulus, Chief Financial Officer Kristin Kazenas, and Village Attorney Tom Good.

II. PLEDGE OF ALLEGIANCE

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Bob Cooper, 101 Old McHenry Road – Asked when the online Village Code information was going to be updated. Ms. Lobaito responded that she is the newly appointed Village Clerk, and her first goal as Village Clerk was to get the past ordinances codified and posted online. In the meantime, Mr. Cooper was informed to contact staff if he was looking for any particular ordinance.

IV. MAYORAL APPOINTMENTS

A. Larry DeGraf, Parks and Recreation Committee

Motion by Riess, second by Ansani to appoint Larry DeGraf to the Parks and Recreation Committee.

On a voice vote, the motion carried unanimously.

Mr. DeGraf introduced himself and thanked the Board for their appointment.

B. Jennifer Paulus, EMA Coordinator

Motion by Morgan, second by Corrigan to appoint Police Chief Jennifer Paulus as the EMA Coordinator for the Village.

On a voice vote the motion carried unanimously.

Chief Paulus thanked the Board for their appointment and commented that she will be working with the Public Safety and Judicial Committee on an emergency response plan.

V. SWEARING IN OF NEW POLICE OFFICERS

A. Regan Daniel V. Cruz

Mayor Mancino administered the Oath of Office to Regan Daniel V. Cruz.

B. John F. McGowan

Mayor Mancino administered the Oath of Office to John F. McGowan

C. Andrew Bernsee

Mayor Mancino administered the Oath of Office to Andrew Bernsee

Mayor Mancino commented that these officers have been hired on a part-time basis and each one of them comes to us with experience from other area municipalities.

Chief Paulus thanked the Board for the appointments as these officers will assist with needed coverage.

VI. NEW BUSINESS

A. Consent Agenda

1. Minutes of the Village Board Meeting – December 14, 2009
2. Bill List Dated January 2010
3. Paid Invoice Listing Dated January 2010
4. Ordinance Amending the Village Code of the Village of Hawthorn Woods – Designation of Finance Director as Chief Financial Officer

Motion by Corrigan, second by Ansani to approve the Consent Agenda as presented.

Roll call vote.

Ayes: Ansani, Riess, Morgan, Weick, Corrigan

Nays: None

Abstentions: None

Absent: Wright

Motion carried.

B. Items for Separate Action

None this month.

VII. ADMINISTRATION REPORTS

A. Report from the Chief Operating Officer

1. Monthly Report

Ms. Newton reported on the reformation of hiring practices at the Village. She has formed an administrative review team consisting of herself, Ms. Kazenas and the appropriate department head for all hiring. She also stated her report was in the packet and she is always available to answer questions the Board may have.

2. Introduction of Personnel

Ms. Newton introduced Kelly Carlson, who has been hired to serve as the Parks and Recreation Programming Coordinator. Ms. Carlson commented that her start date is February 8, 2010 and that she was very excited about the opportunity to get the residents involved in recreation programs.

Ms. Newton then introduced Dan Thake, who has been hired to serve as the Building Department Coordinator and Code Compliance Officer for the Village. Mr. Thake stated he wanted to be a part of this team due to the enthusiasm he sees with staff. He stated he worked for the Marriott Lincolnshire for 4 ½ years in security and was looking forward to the new opportunity at Hawthorn Woods.

3. Introduction of Village Intern

Ms. Newton then introduced David Fitzgerald who will be serving the Village in the capacity of an intern. Ms. Newton said Mr. Fitzgerald will be assisting with various projects and will be writing grants. Mr. Fitzgerald stated he is working on his Masters Degree in Public Administration at Northern Illinois University and he was a reporter in Springfield while obtaining his first Master's Degree.

B. Reports from Department Heads

1. Director of Building Department/Chief Administrative Officer

- a. Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 11, Section 11-1-1E-10. – Fees; Motor Vehicle Licenses; Title 11, Section 11-1-1B-10 – Temporary Use Permit

Motion by Riess, second by Corrigan to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 11, Section 11-1-1E-10. – Fees; Motor Vehicle Licenses; Title 11, Section 11-1-1B-10 – Temporary Use Permit.

Ms. Lobaito stated this ordinance would restructure our fees to cover our costs in the area of senior citizen stickers, but still provided for a deep discount. This ordinance also clarifies that one sticker per licensed driver who meets the qualification of 65 or older will be issued. The other amendment in this ordinance was to provide for a temporary use permit amendment for Cells on Wheels (COW). Ms. Lobaito mentioned there is presently a COW located behind the Summit off Kruckenberg Road for the purpose of providing service while Sprint awaits a Special Use Permit for the co-location of an antenna at that site. The permit is issued monthly up to 90 days.

Roll call vote.

Ayes: Ansani, Riess, Morgan, Weick, Corrigan

Nays: None

Abstentions: None

Absent: Wright

Motion carried.

2. Chief of Police

- a. Ordinance Amending Ordinance No. 1294-09 entitled, “An Ordinance Authorizing the Sale of Personal Property Owned by the Village of Hawthorn Woods”

Motion by Weick, second by Riess to approve an Ordinance Amending Ordinance No. 1294-09 entitled, “An Ordinance Authorizing the Sale of Personal Property Owned by the Village of Hawthorn Woods”

Chief Paulus stated the Village Board passed Ordinance No. 1294-09 last summer which provided for the disposal of two retired vehicles. After its passage, it was determined it would be in the best interest of the Village to retain one of the vehicles, and as a result the ordinance

tonight would correct and clarify the action that had previously taken place.

Roll call vote.

Ayes: Ansani, Riess, Morgan, Weick, Corrigan

Nays: None

Abstentions: None

Absent: Wright

Motion carried.

Chief Paulus mentioned that her report was in the packet. She stated union contract negotiations were going well.

Trustee Corrigan commented on the officer activity report in the packet and suggested posting it on our website. Ms. Newton stated this is something that can be done as a highlight of the department.

Trustee Ansani asked about the causes for increases in criminal damage to property to which Chief Paulus stated most involved mailbox damage.

3. Director of Public Works

Mr. Maiworm stated Public Works has been using beet juice during snow and ice removal, but does not have any quantitative results as of yet. He stated the Village has received the new truck, but it is not equipped yet with a two-way radio. He mentioned the Village presently has 1,200 tons of available salt, and has used approximately 575 tons this season.

4. Chief Financial Officer

Ms. Kazenas reported that she held two mandatory employee meetings to present the new Personnel Manual. She stated she is presently working on options in the area of health insurance as the Village did not receive favorable rates for renewal. She said she will provide the Village Board with more information next month. She also reported that the audit will be commencing soon and that she will be performing all audit adjustments. Lastly, she commented on how pleased she was to be a part of the Hawthorn Wood team.

VIII. OLD BUSINESS

A. Request From 3, 2, 1 Go Events for Permission to Coordinate 5K, 10K and Half Marathon Race Events in the Village of Hawthorn Woods

Mr. Mark Borst, 9 Winding Branch, was introduced by Ms. Newton. Mr. Borst presented the two race events he would like to host at Heritage Oaks Park.

The first event would be held on June 20, 2010 and would consist of a 5K and 10K run and walk.

- The course would be the same as last year's and take place primarily in the Hawthorn Woods Country Club.
- The run/walk would commence and end in Heritage Oaks Park
- Event insurance would be provided
- The event would commence at 8:00 a.m. and end by 10:15 a.m.
- The event would be hosted by 3, 2, 1 Go, but Mr. Borst noted they used the Village's logo last year and stated the event was in coordination with the Village of Hawthorn Woods
- 325 – 350 participants are expected
- Cost of \$20 for the 5K and \$25 for the 10K
- A donation to sponsor children in the Village's Woodchuck program will be made

The second event would be held on May 2, 2010 and would consist of a ½ marathon.

- This is a new event this year
- The ½ marathon would commence and end in Heritage Oaks Park
- Event insurance would be provided
- The event would commence at 8:00 a.m. and end by 10:45 a.m.
- Approval has been received by Lake County DOT, Ela and Fremont Townships
- This is not being advertised as a walk, so the event should end by 10:45 a.m. and not impact Village streets beyond the posted time.
- 125 – 200 participants are expected
- The cost to participate is \$40, or \$50 if registration takes place within the two weeks leading up to the event.

Chief Paulus stated four officers will be hired by 3, 2, 1 Go at a cost of \$85.00 per hour per officer and that she would not have difficulty staffing this event.

Motion by Morgan, second by Ansani to grant permission to 3, 2, 1 Go to coordinate a 5K, 10K and ½ marathon race events in the Village of Hawthorn Woods.

Roll call vote.

Ayes: Ansani, Riess, Morgan, Weick, Corrigan

Nays: None

Abstentions: None

Absent: Wright

Motion carried.

IX. MAYORS REPORT AND COMMITTEE REPORTS

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

Mayor Mancino reported that he is working on building the Village committees and was presently awaiting responses from individuals to serve on both the Finance and Public Works Committees. Mayor Mancino also reported that the union contract negotiations were going well.

B. Public Safety and Judicial -----Harry Benstein, Chair
Joanne Weick, Trustee Liaison

Mr. Benstein was present and thanked Joanne Weick for her service as past trustee liaison to their committee. He also welcomed the addition of Trustee Morgan as the new liaison.

1. Ordinance Declaring Personal Property Owned by the Village of Hawthorn Woods Surplus and Donating the Same to the Village of Wonder Lake

Motion by Riess, second by Ansani to approve an Ordinance Declaring Personal Property Owned by the Village of Hawthorn Woods Surplus and Donating the Same to the Village of Wonder Lake.

Chief Paulus stated a police officer from Wonder Lake contacted the Village about donating surplus equipment to their department to equip two new cars. Chief Paulus asked that the Village Board approve the ordinance in support of another police agency. She mentioned that she will invite Wonder Lake's police department to participate in our 4th of July parade with one of their newly equipped cars.

Roll call vote.

Ayes: Ansani, Riess, Morgan, Weick, Corrigan

Nays: None

Abstentions: None

Absent: Wright

Motion carried.

C. Parks and Recreation-----Terry Ditsch, Chair
Neil Morgan, Trustee Liaison

Ms. Newton commented that the January meeting was cancelled due to there being no quorum, however, she said she has scheduled a meeting between the Finance Committee, Parks and Recreation Committee, Village Board, staff members and Mr. Peter Murphy of Springfield to discuss the formation of a park district. The meeting is scheduled for March 22, 2010 with a reception at 5:00 p.m. and a meeting to follow at 6:00 p.m.

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

Trustee Riess reported that the Environmental Committee is moving forward with their Arbor Day plans of distributing saplings to 2nd – 4th grade students at Spencer Loomis School. They are also in the planning stages of an educational tree awareness contest.

- E. Zoning Board of Appeals-----Susy Rein, Chair
Trustee Liaison, Vacant

No report.

- F. Plan Commission ----- Susy Rein, Chair
Trustee Liaison, Vacant

Ms. Rein reported that the Plan Commission recently held three public hearings over two months regarding certain amendments to the Zoning Code. She said she looked forward to the additional staff members who can provide much needed support to existing staff members. She noted the amendments the Plan Commission was recommending to the Village Board tonight certainly brought to light additional changes that are needed, but that tonight's amendments address issues the Village is presently facing.

Ms. Rein presented the three ordinances for consideration.

1. Approval of Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 9, Section 9-3-14, Special Provisions for PWS Facilities; Title 9, Section 9-2-2, Definitions; and Title 9, 9-7-3, Permitted/Special Uses

Ms. Rein reported PWS facilities were addressed in the Village Code, but needed updating. Five significant amendments to this section of the code were highlighted:

- Changes the zoning districts where PWS facilities are allowed
- They will now require a special use permit
- Changes the committee that reviews plans for PWS facilities from the Architectural Review Commission to the newly named Planning, Building and Zoning Commission
- Amends the abandonment section which formerly stated the Village Administrator would make the determination if a cell tower is abandoned to now requiring a letter from the FCC indicating the tower is obsolete

- Clarifies the definition of Public Utility in that a Public Utility does not include PWS facilities

2. Approval of Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 9, Adding Two New Zoning Districts – PU/IB Public Use and Institutional Buildings District and Municipal Government Office District

Ms. Rein reported that staff surveyed surrounding communities and found that the proposed changes were driven by possible land use considerations in the future. Furthermore, the newly created Municipal Government Office District would allow for cell towers as a special use. The exception to this would be that an application for a special use permit for a co-location would be considered in any current zoning district with a special use permit.

Ms. Newton stated these amendments were time sensitive due to the fact that presently the Village allows for cell towers in any zoning district. Ms. Newton stated that she anticipates the identification of properties to zone M and PU/IB will take place this summer with the assistance of our intern. She said we will be looking to identify property along railroad tracks. Village Attorney Good stated the Village would have to proceed with a map amendment, which involved an application to be on file, notification of property owners within 250' of the proposed rezoned property, a public hearing and the creation of a rezoning ordinance.

Ms. Rein noted it is important to move forward with the map amendment before updating the Comprehensive Plan.

3. Approval of Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 9, Renaming Various Zoning Districts and Correcting All References

Ms. Rein reported that the proposed zoning district title changes better reflect the current uses of the districts and they will correlate better with the names of other communities zoning districts, thus providing for better recognition. She noted that the Commission was concerned about the cost involved with the codification of this amendment, however, grouping these amendments with other needed amendments may provide for better pricing overall.

Ms. Newton noted one clerical error in the proposed ordinance and that was the Open Space District should be listed as OS, not O.

Mayor Mancino noted that the Plan Commission and staff worked very hard on these code amendments.

Motion by Weick, second by Corrigan to approve items 1 -3 under the Plan Commission.

Roll call vote.

Ayes: Ansani, Riess, Morgan, Weick, Corrigan
Nays: None
Abstentions: None
Absent: Wright
Motion carried.

G. Finance Committee-----Pete Ponzio, Chair
Trustees Corrigan, Weick, Riess

1. Approval of November 2009 Financial Statements

Mr. Ponzio reported the Village has operating in a surplus for the first eleven months of 2009, which had not occurred for the past two years. He credited the hard work of Kristin Kazenas. He reported the Finance Committee is now dealing with issues that affect the future of our Village and they are looking at means to increase the Village's reserves.

Motion by Corrigan, second by Riess to approve the November 2009 Financial Statements as presented.

Roll call vote.

Ayes: Ansani, Riess, Morgan, Weick, Corrigan
Nays: None
Abstentions: None
Absent: Wright
Motion carried.

2. Update to Village Calendar of Scheduled Meetings – Finance Committee Meeting Moving to First Wednesday Commencing in March 2010.

Ms. Kazenas stated the goal was to get all committee meetings scheduled in the first week of every month. As a result, the Finance Committee will be moving their meetings from the second Tuesday of the month to the first Wednesday of the month beginning in March 2010. The changes will be published in the newspaper.

Ms. Kazenas also noted that the Village Board received new budget book covers and new sections to their budgets, but stated that the account numbers were the only changes – no changes were made to the budget figures.

H. Public Works Committee-----

No report this month.

X. EXECUTIVE SESSION

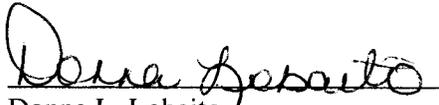
- A. Executive Session Minutes from October and December 2009
- B. Discussion of Personnel and Possible or Pending Litigation

Motion by Morgan, second by Ansani to enter into Executive Session for the approval of Executive Session minutes from October and December 2009 as well as for personnel matters and possible or pending litigation

V. ADJOURNMENT

There being no further business, the special meeting adjourned to Executive Session at 8:40 p.m.

Respectfully submitted,



Donna L. Lobaito
Village Clerk