



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

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:05 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Morgan, Wright and Corrigan. Trustees Ansani, Riess and Weick were 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

Trustee Riess arrived at 7:07 p.m.

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None

IV. NEW BUSINESS

A. Consent Agenda

1. Minutes of the Village Board Meeting – March 15, 2010
2. Minutes of the Special Joint Meeting – Finance Committee, Parks and Recreation Committee and the Village Board – March 22, 2010
3. Bill List Dated April 2010
4. Paid Invoice Listing Dated April 2010
5. Resolution for Illinois Department of Transportation Maintenance on State Highways
6. Approval of Wastewater Hauling Contract

7. Approval of SSA Payment for Delivered Materials
8. Approval of Lacrosse Field Use Agreement
9. Approval of An Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 6, Section 6-1-1 – Vehicle Licenses; Definition
10. Approval of An Ordinance Amending the Village Code of the Village of Hawthorn Woods – Title 6, Chapter 7, Vehicle Seizure and Impoundment; Section 6-7-2 – Violations Authorizing Seizure
11. Approval of Squad Car Replacement Purchase
12. Approval of Concerts in the Park Contracts
13. Approval of Fireworks Contract (Authorization for Chief Operating Officer to Sign)
14. Amendment to Facility Rental Agreement
15. Approval of February 2010 Financial Statements
16. Approval of Budget Transfer
17. Approval of Supplemental Insurance Provider – American Heritage
18. Approval of Police Labor Agreement

Ms. Newton mentioned the Lacrosse league will pay a maintenance deposit in case the fields are damaged from use.

Each Department Head discussed their items under the Consent Agenda. Ms. Lobaito highlighted the minor changes to the Facilities Rental Application. Ms. Kazenas discussed one budget transfer from the Bond Financial Advisor account to the Actuary account. She also mentioned the Village will be offering an additional option to the employees for supplemental insurance through American Family. There will be no cost to the Village for this insurance.

Chief Paulus discussed the ordinance amending the Village Code to define golf carts as motor vehicles. This is in response to the Hawthorn Woods Country Club's request to allow for golf carts on their private streets. Chief Paulus also discussed the code amendment allowing for the seizure and impoundment of vehicles of unlicensed motorists. She also discussed the request for a Ford Expedition as the Explorer does not have the same abilities needed for police work. Lastly, Chief Paulus mentioned the MAP union contract was ready for approval and highlighted that there will be no pay increase this fiscal year and that progressive discipline had been added.

Ms. Newton mentioned that if the Country Club HOA allows for golf carts on their streets, the Village will require a vehicle sticker for these carts to assist the Police Department in monitoring.

Mr. Maiworm mentioned the IDOT resolution was an item the village passes every two years in lieu of a surety bond and permit. He said there would be minimal impact to his department who will conduct some mowing in the state rights-of-way. Mr. Maiworm also stated that he received three quotes for the waste hauling from the aquatic center this summer, with Walter & Son's price coming in lower than last

year. Lastly, Mr. Maiworm stated the SSA payment for delivered materials related to SSA #4 and the contractor was seeking payment.

Trustee Wright asked on the status of SSA #4. Mr. Maiworm responded construction started this week at the Church Street lift station and they will be moving north on Midlothian Road.

Mayor Mancino asked Mr. Maiworm to take any requested equipment purchases to the Public Works Committee first. Trustee Corrigan asked about the potential savings with the requested equipment purchase over contracting out mowing services. Mr. Maiworm responded that in the past three years, the Village spends \$81,000 annually on mowing services; this year with the new equipment, he will utilize more full and part time employees. He also stated some money from the Canadian National funds will be used for this purchase. Trustee Morgan questioned whether Canadian National money had been designated for certain purchases and what the plan was for this money. Ms. Newton stated that this equipment purchase was disclosed to Canadian National and also a part of the budget adopted by the Village Board. She also mentioned that Mr. Maiworm was working on an additional negotiated funding source to be utilized towards this purchase. Ms. Newton stated that there are no plans for the Canadian National money at this point other than continuing with allowing the money to earn interest.

Motion by Morgan, second by Corrigan to approve the Consent Agenda with the removal of items 1 and 15.

Roll Call Vote.

Ayes: Riess, Morgan, Wright, Corrigan, Mancino

Nays: None

Abstentions: None

Absent: Ansani and Weick

Motion carried.

Motion by Riess, second by Corrigan to approve Consent Agenda item 1 – Minutes of the Village Board Meeting – March 15, 2010.

Trustee Morgan stated he asked for this item to be removed from the Consent Agenda as he was not in attendance at that meeting and wanted to abstain from the vote.

Ayes: Riess, Wright, Corrigan, Mancino

Nays: None

Abstentions: Morgan

Absent: Ansani and Weick

Motion carried.

Motion by Corrigan, second by Morgan to approve Consent Agenda item 15 – Approval of February 2010 Financial Statements.

Trustee Morgan questioned the revenue variance in income taxes on page 2. Ms. Kazenas stated the State posts their warrants on their website; however, the money is not disbursed for five months. The Board discussed the delayed payments by the State and noted that most payments by the State are six months in arrears, not just to municipalities. Mayor Mancino stated that the governor's proposed cut in income tax revenue to municipalities may be a scare tactic to promote his proposal to increase the State sales tax by 1% and encouraged all to contact Senator Duffy.

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

B. Items for Separate Action

None this month.

V. ADMINISTRATION REPORTS

A. Report from the Chief Operating Officer – Pam Newton

1. Monthly Update

Ms. Newton thanked the staff for their hard work in recent months. She showed the Village Board the Weekly Action Plans each department head is using to help keep organized and projects prioritized. Ms. Newton reported she received the application for the allocation permit for Lake Michigan water and will be working on it next week. She also reported that the Village is working on a newly designed website which will be up and running later this summer.

2. Economic Development

Ms. Newton reported that she and Ms. Lobaito had met with numerous developers in the last month. Furthermore, she said she had been working with the Hawthorn Woods Country Club to host a movie night at the country club for all residents of the Village. Lastly, she said the concerts in the park will begin in June and invited all to attend.

3. Authorization for Chief Operating Officer to Exceed the \$10,000 Threshold for Professional Services for Emergency Repairs Including:

- a.) Grates
- b.) Remove High Diving Board
- c.) Repair Chemical System
- d.) Repair Heater

Ms. Newton stated this work needed to be completed immediately and that she was seeking authorization to enter into a contract with vendor(s) to complete these necessary repairs/work. She said the goal is to open the pool on time and approval by the IDPH is needed. Mayor Mancino mentioned that the repairs and work was believed to be done last year, but was not.

Motion by Riess, second by Wright to authorize the Chief Operating Officer to exceed the \$10,000 threshold for professional services for emergency repairs.

Roll call vote.

Ayes: Riess, Morgan, Wright and Corrigan

Nays: None

Abstentions: None

Absent: Ansani and Weick

Motion carried.

4. Approval of Aquatic Center Concession Contract

Ms. Newton stated this resolution was reflective of the fact that the contract with Culver's from previous years was never fully executed. She recommended a one year contract with Culver's and that utilities will be collected. A guaranty will be required of Mr. Anicini in lieu of a security deposit. She reported that this opportunity was opened to businesses in town, but no local businesses submitted bids.

Motion by Corrigan, second by Morgan to approve the resolution authorizing the execution of a one year contract with Culver's for concession services at the aquatic center, subject to the execution of the guaranty by Mr. Anicini.

Roll call vote.

Ayes: Riess, Morgan, Wright and Corrigan

Nays: None

Abstentions: None

Absent: Ansani and Weick

Motion carried.

5. Approval of Proposal by Engineering Building Solutions LLC for Engineering Services to Obtain Compliance with the Virginia Graeme Baker Act

Motion by Riess, second by Morgan to approve a resolution authorizing the execution of a proposal by Engineering Building Solutions LLC for engineering services to obtain compliance with the Virginia Graeme Baker Act.

Ms. Newton commented that the Village paid for the design last year, however in February 2010, the compliance rules changed and the grate system needs to be redesigned. She confirmed that the expense the Village paid last year was only for engineering and not installation.

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

Lastly, Ms. Newton thanked Trustee Riess for his work in providing saplings to some of the schools in town.

B. Reports from Department Heads

1. Director of Building Department/Chief Administrative Officer

Ms. Lobaito mentioned her report was in the packet. She also reminded all that April 30th was the deadline for purchasing vehicle stickers and dog tags and that she, Ms. Hansen and Mr. Thake would be working this Saturday to accommodate our residents with their purchases.

Ms. Lobaito also reported that Mr. Thake had gone through the Village removing illegally posted signs in our rights-of-way and off of telephone poles.

2. Chief of Police

Chief Paulus stated her report was in the packet.

3. Director of Public Works

Mr. Maiworm stated his report would be found on the dais. He stated this was the fourth year in a row that we experienced double the average snow fall, which had great impact on his department. He also mentioned his staff will be maintaining the parks this summer.

Motion by Corrigan, second by Wright to approve the purchase of park maintenance equipment.

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

4. Chief Financial Officer

Ms. Kazenas reported that numerous interviews were conducted for seasonal positions at the aquatic center. An assistant pool supervisor was hired.

Ms. Kazenas reported that due to the State delays in revenues, the Village is examining all possible revenue sources as well as cutting expenses. She also reported on a study that came out recommending the default font of Century Gothic on all computer generated documents to realize a 30% savings on ink. She is working with Computer Help Key to set all Village computers fonts to this default.

A. Approval of New Cell Phone Plan

Ms. Kazenas stated that Commander Scharringhausen conducted research on cell phone carriers and found Verizon to be the best solution for the Village staff's various needs. It is anticipated the Village will save about \$600.00 per year with this new contract, however, initially, there will be about \$960.00 in start up costs.

Motion by Morgan, second by Riess to approve the execution of a contract with Verizon Wireless.

Ayes: Riess, Morgan, Wright and Corrigan

Nays: None

Abstentions: None

Absent: Ansani and Weick

Motion carried.

B. Approval of Call One Contract for Village Telephone Lines

Ms. Kazenas said Call One is the preferred provider of the Northwest Municipal Conference, thus offering competitive rates. She said our service will still be through AT&T, but the Village should realize \$2,200.00 savings annually and \$6,700.00 over a three year contract period. Trustee Corrigan asked if this went through the Finance Committee. Ms. Kazenas responded no. Mayor Mancino asked about the three year contract and Ms. Kazenas responded the greatest savings came from this timeframe. She said it is urgent that the Village act upon this because our current provider, Globalcom, has indicated that we will automatically be renewed if we don't act and that our rate will go up from \$242.00 to \$800.00 per month.

Motion by Morgan, second by Riess to approve the execution of a contract with Call One.

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

VI. OLD BUSINESS

None this month.

VII. MAYOR'S REPORT AND COMMITTEE REPORTS

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

It was reported that staff met with ComEd and is looking into purchasing power from a third party which would save the Village and community quite a bit of money.

Mayor Mancino commented on the serious financial condition of the State and that there did not seem to be a lot of support for a cut in income tax revenue to municipalities.

Mayor Mancino mentioned that the Architectural Review Commission is being disbanded and their duties will be directed to the Plan Commission, which will soon be renamed the Building, Planning and Zoning Commission. He has spoken to all Architectural Review Commission members, and most of them will be serving on the Zoning Board of Appeals.

1. Approval of New Village of Hawthorn Woods Logo

The new logo was circulated amongst the Board members. They made a few suggestions on some minor modifications.

Motion by Corrigan, second by Morgan to approve the new logo with the suggested modifications.

On a voice vote, the motion carried unanimously.

2. Amendment to Liquor Ordinance

Ms. Newton stated the amendment to the liquor ordinance pertained to the Class C license. Modifications were made to this class to coincide with the restaurant and banquet operations at the club house. One typo was identified for correction.

Motion by Corrigan, second by Morgan to approve an ordinance amending the Class C and Class E liquor licenses.

Ayes: Riess, Morgan, Wright and Corrigan

Nays: None
Abstentions: None
Absent: Ansani and Weick
Motion carried.

3. Appointment of Jim Merkel to Plan Commission

Mayor Mancino stated he would like to appoint Jim Merkel to the Plan Commission. He said Mr. Merkel is a resident of the Country Club and has shown great interest in serving on a Village committee.

Motion by Wright, second by Morgan to appoint Jim Merkel to the Plan Commission.

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

4. Appointment of Dan McConchie to the Public Works Committee

Mayor Mancino stated he would like to appoint Dan McConchie to the Public Works Committee. He said Mr. McConchie has been a 10 year resident of the community and was eager to serve on this committee.

Motion by Riess, second by Wright to appoint Dan McConchie to the Public Works Committee.

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

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

There was no meeting this month.

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

Mr. Silber briefly discussed the joint meeting that was held with the Village Board, Finance Committee and Mr. Peter Murphy from the Illinois Park District Association.

Mr. Silber also stated the Village is housing some park equipment that is scheduled to be installed in Heritage Oaks Park and that the Park and Recreation Committee would like the Village to have that equipment installed. Mayor Mancino reminded Mr. Silber that the Village does not have the money to have the equipment installed. He said the Village has received quotes in excess of \$18,000.00 for installation because of excavation work that needs to be performed. Trustee Corrigan asked Mr. Silber if they would consider using pieces of the equipment at other parks. Mr. Silber responded yes, if it was cost effective. Trustee Corrigan offered to assist with fundraising and sponsorship for this cause. Ms. Newton stated staff's recommendation was that Copperfield Park would be a good location for the climbing apparatus and other pieces be looked at for Heritage Oaks Park.

Mr. Silber stated he would provide Mr. Maiworm and Ms. Newton the park audit report that is generated by their membership. Mr. Maiworm stated that most of the maintenance items have been addressed, but not updated on their audit report.

Mr. Silber mentioned the upcoming half marathon to be held in the Village on May 2nd. Lastly, he reported that they are short one committee member.

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

Trustee Riess reported that the Environmental Committee will be distributing 400 saplings to Spencer Loomis School along with information on the Discover a Tree contest. Trustee Corrigan asked that St. Matthew's School be added to the sapling distribution next year.

Trustee Riess stated the Environment Committee will be conducting the Adopt A Highway clean-up along Old McHenry Road mid-May. Ms. Newton suggested Trustee Riess get the Parks and Recreation Committee involved in this program.

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

Mr. John Kosik was present representing the Zoning Board of Appeals. He reported that there was a variance request by Mr. Paul Makowiecki, 2 Thornfield Lane, for a reduction in the front and rear yards to accommodate an addition and new three car garage. Mr. Kosik reported that the petitioner was present tonight and that he had submitted to the ZBA his response to the criteria questions for consideration by the ZBA when making a recommendation to the Village Board. Mr. Kosik reported that the petitioner's plans called for a bump-out in the room addition that was not included as a part of the staff recommendation by Ms. Lobaito, however, the ZBA's recommendation to the Village Board was to grant Mr. Makowiecki's request for a 10' reduction in both the front and rear yards.

Mayor Mancino commented that he did not agree that the petitioner met the three criteria. Trustee Wright stated the lot was odd shaped which posed difficulty for the

petitioner to meet our requirements. He did not want to deny the petitioner the ability to make improvements on his home.

The Board discussed the tree located in front of the proposed new garage. Whether the tree could be saved or not was discussed. After a lengthy discussion, it was decided that additional language could be added to the ordinance requiring that additional trees be planted on the property equal to the caliper of the diameter at breast height (DBH) of the tree located in front of the garage addition. Mr. Makowiecki said he was agreeable to planting trees on his property.

Motion by Corrigan, second by Morgan to grant a variance request to Paul Makowiecki, 2 Thornfield Lane, for a reduction in both his front and rear yards to 41' as recommended by staff. The variation approval is conditioned upon the petitioner planting trees on his property equal to the caliper of the diameter at breast height (DBH) of the tree located in front of the garage, whether the tree had to be removed or not.

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

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

No report this month.

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

1. Approval of Investment Broker – Munivest

Motion by Corrigan, second by Wright to approve the use of Munivest as a financial services advisor.

Roll call vote.

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

2. Approval of Investment Custodian – First Southwest Company

Motion by Riess, second by Corrigan to approve the use of First Southwest Company.

Roll call vote.

Ayes: Riess, Morgan, Wright and Corrigan

Nays: None

Abstentions: None

Absent: Ansani and Weick

Motion carried.

H. Public Works Committee-----

No report this month.

VIII. EXECUTIVE SESSION

A. Executive Session Minutes from March 2010

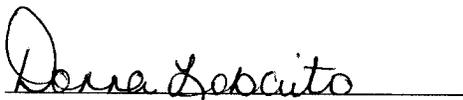
B. Discussion of Personnel and Possible or Pending Litigation

Motion by Corrigan, second by Morgan 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. Mayor Mancino announced that there would be no business conducted after Executive Session.

IX. ADJOURNMENT

There being no further business, the special meeting adjourned to Executive Session at 9:26 p.m.

Respectfully submitted,



Donna L. Lobato
Village Clerk