



**THE VILLAGE OF HAWTHORN WOODS
SPECIAL VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MARCH 19, 2013
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 Riess, Morgan, Corrigan and DiMaggio. Absent were Trustees Ponzio 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/Village Engineer Erika Frable and Village Attorney Patrick Brankin.

II. PLEDGE OF ALLEGIANCE

III. SPECIAL PRESENTATIONS

- A. Approval of a Resolution Recognizing Guy Trayling for His Service to the Village of Hawthorn Woods as Assistant Fire Marshal of the Lake Zurich Fire-Rescue Department

Mayor Mancino read the resolution into the record, and thanked Mr. Trayling for his years of service to Hawthorn Woods. Chief Wheelock was present and acknowledged Mr. Trayling's service as well.

Motion by Morgan, second by Riess to approve a Resolution Recognizing Guy Trayling for His Service to the Village of Hawthorn Woods as Assistant Fire Marshal of the Lake Zurich Fire-Rescue Department.

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

- B. Presentation of Pavement Management Study – Christopher B. Burke Engineering, Ltd.
Roll call vote.

Lee Fell, PE of Christopher B. Burke Engineering, Ltd. presented the Pavement Management Study to the Board. Presently, there are 52 miles of roads in the village, with

2.5 miles yet to be transferred to the village. Included in the study were five municipally owned parking lots. The examination of roads consisted of a visual inspection, examination of the performance of the pavement, consideration of the pavement type, and when the road was last paved. The roads were then ranked, with 1 being best and 10 being the worse. On average, the village roads were ranked a 3.9.

Mr. Fell stated that preventative maintenance will help prolong the life of the roads. After ranking all roads, it is estimated that \$18 million is needed over the next 15 years to properly maintain and resurface the village's existing roadways. It was noted that ribbons were included in the estimate.

Mr. Fell stated that Christopher B. Burke Engineering, Ltd. will assist with grants, such as STP funds through the Lake County Council of Mayor's. He said that the success of obtaining grant money will depend on how many villages apply for these grants. Mr. Fell's recommendation is to be proactive and adopt a road maintenance program with a funding source to implement the program.

The Board discussed the use of MFT funds, however, the village receives approximately \$170,000 annually, which is presently being used for the purchase of salt, and for the funding of 75% of one staff member.

Trustee Morgan asked why ongoing maintenance was not factored into the existing SSA program. Trustee Riess stated that at the commencement of the program in 2003, SSA funds that were earmarked for maintenance were diverted to the construction of cul-de-sac islands and for the installation of certain trails. Neither of these items were a part of the initial program. He also stated that prior to the SSA program, the village did not have an inspection system in place to ensure road standards were being met when subdivision roads were constructed.

Mr. Fell stated this study consists of the best possibilities for addressing the maintenance and paving of roads. He noted that the proposal reflects today's dollars, and that in 2003 the cost of asphalt was about \$45 per ton, and is now about \$75 per ton.

Ms. Newton stated that in 2009, there was no line item in the budget for road maintenance. She stated the village has met with its financial advisor and the Finance Committee will be addressing this issue to determine our options.

Regarding the current SSA's, Ms. Kazenas stated the call date on the bonds is June 30, 2013. The interest rate on the bonds is currently at 5.5% - 6%, and she believes we can refinance the debt at an interest rate around 3% - 3.5%. Mayor Mancino stated he would like to refinance the debt without rolling in a new program; he wants the refinancing to reflect a savings to the property owners. This issue will be sent to the Finance Committee for review.

IV. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None this month.

V. PUBLIC HEARING

None this month.

VI. NEW BUSINESS

A. Consent Agenda

1. Approval of Minutes from the February 19, 2013 Village Board Meeting
2. Approval of Paid Invoice List Dated March 2013
3. Approval of Bills List Dated March 2013
4. Approval of a Resolution for the Expenditure of Funds with Sears Corporation for Diving Boards
5. Approval of an Ordinance Providing for the Official Zoning Map of the Village of Hawthorn Woods, Lake County, Illinois
6. Approval of an Amended Finance Committee Meeting Calendar
7. Approval of a Resolution Authorizing the Mayor and Chief Operating Officer to Enter an Agreement with the Hawthorn Woods Elite Soccer Club and Hawthorn Woods Honors Soccer Club
8. Approval of a Resolution Establishing a Soccer Goal Safety and Educational Policy
9. Approval of a Resolution Authorizing the Mayor and Village Clerk to Enter Into A Certain Contract with Grin and Wear It—2013 Holiday Appearance
10. Approval of a Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code for Fiscal Year 2013

Trustee Morgan requested that Consent Agenda item #5 be removed from the agenda.

Motion by Corrigan, second by DiMaggio to approve the Consent Agenda with the exception of item #5.

Roll call vote.

Ayes: Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: Ponzio and David

Motion carried.

Motion by Riess, second by DiMaggio to approve Consent Agenda item #5 – Approval of an Ordinance Providing for the Official Zoning Map of the Village of Hawthorn Woods, Lake County, Illinois.

Trustee Morgan noted that the rezoning of the rezoning of the Hugi property was not reflected in the map update. Ms. Lobaito stated the map reflects all annexations and rezoning through year end 2012, and that next year's zoning map will contain the Hugi rezoning.

Roll call vote.

Ayes: Riess, Morgan, Corrigan, and DiMaggio

Nays: None

Abstentions: None

Absent: Ponzio and David

Motion carried.

B. Items for Separate Action

1. Approval of a Resolution Authorizing the Mayor and Village Clerk to Enter Into A Certain Agreement with Houseal Lavigne Associates—IKE Grant for Comprehensive Plan Update

Motion by Corrigan, second by DiMaggio to approve a Resolution Authorizing the Mayor and Village Clerk to Enter Into A Certain Agreement with Houseal Lavigne Associates—IKE Grant for Comprehensive Plan Update.

Roll call vote.

Ayes: Riess, Morgan, Corrigan, and DiMaggio

Nays: None

Abstentions: None

Absent: Ponzio and David

Motion carried.

2. Approval of a Resolution Regarding Zoning Restrictions on Cannabis Dispensaries and Related Facilities

Motion by DiMaggio, second by Morgan to approve a Resolution Regarding Zoning Restrictions on Cannabis Dispensaries and Related Facilities.

It was noted that municipalities cannot ban cannabis dispensaries, but this resolution would position the village to address this issue if a pending bill becomes law in Illinois.

Roll call vote.

Ayes: Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: Ponzio and David

Motion carried.

VII. OLD BUSINESS

None this month.

VIII. ADMINISTRATION REPORTS

A. Report from the Chief Operating Officer Pam Newton

1. Village Operations

Ms. Newton reported that the golf outing will be on May 13, 2013 at the Hawthorn Woods Country Club. Ms. Newton also reported that Lake County DOT is holding a meeting at the Aquatic Center on April 17, 2013 for the proposed roundabout at Gilmer and Midlothian roads. The roundabout would have a negative impact on the businesses at that intersection. Ms. Lobaito suggested involving traffic engineer Mike Ziegler of Christopher B. Burke Engineering, Ltd. with this project.

2. Economic Development Department Report

Ms. Newton reported that she and Ms. Lobaito met with a company looking to move their corporate headquarters to the village. She said that staff and Mr. Brankin have been working to secure the performance bond on the Hawthorn Trails subdivision to ensure completion of subdivision improvements.

3. Parks and Recreation and Special Events

Ms. Newton reported that Ms. Carlson's report is on the dais, and that Ms. Carlson has been busy teaching various recreation classes.

B. Report from the Village Attorney

Village Attorney Brankin reported that the village had a good meeting with the engineer from the bond company regarding the Hawthorn Trails subdivision, and that he is optimistic to see progress soon.

C. Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito

a. Building Department Report

Ms. Lobaito reported that she has been working with the IEPA regarding the removal of the manure pile on property on Gilmer Road.

b. Village Clerk's Office Report

Ms. Lobaito reported that vehicle sticker purchases were at 95%, and that late notices would be sent out shortly.

2. Chief Financial Officer/Human Resources Director– Kristin Kazenas

a. Finance Department Report

Ms. Kazenas reported that the audit is complete and it went very well. The auditors will be present at the May, 2013 Village Board meeting.

b. Human Resource Department Report

No report this month.

c. Risk Management Department Report

No report this month.

3. Chief of Police – Jennifer Paulus

a. Police Department Report

Chief Paulus reported that she informed Lake County DOT that the intersection of Gilmer and Midlothian roads was a major intersection for the testing of a roundabout, and also expressed concern about the businesses at that intersection. The EOC is almost complete and Chief Paulus thanked Trustee Morgan and Commander Scharringhausen for their work on this project.

4. Public Works Director/Village Engineer – Erika Frable, PE

a. Public Works Department Report

Ms. Frable reported that her staff has been working at the Aquatic Center readying it for the upcoming season. She also reported that the generator at Village Hall is up and running, and she acknowledged the hard work of Tim O'Connor and Dave Barkemeyer for this project. She said the entire project came in approximately \$3,000 - \$5,000 under budget.

Trustee Corrigan asked why a new diving board was purchased. Ms. Kazenas noted that it was found that the diving board was not properly installed when the Aquatic Center was first constructed, and stress on the

base caused a crack in the board. The factory authorized representative stated it was not safe to continue its use. She also noted that since the village did not use a factory authorized installer for the initial installation of the diving board, the warranty was void. Ms. Newton also noted that a few years ago, the diving board was not stored properly during the winter months, thus causing premature aging.

Trustee Morgan asked about the status of the salt. Ms. Frable responded that the village has purchased 40% of the required 80% of contract. She said the village will make its final purchase and keep the salt in the dome over the summer months.

IX. MAYORS REPORT AND COMMITTEE REPORTS

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

Mayor Mancino reported that he and staff recently met with members from the Hawthorn Woods Country Club regarding the recent Aqua Illinois rate increase. He said there is an active group pursuing a possible case of their own with the ICC. He noted that Aqua Illinois did away with volumetric pricing, so residents can install a separate meter for their outside use. He stated that the village is looking at long term solutions in this matter. In reviewing the various documents and agreements, he noted that the former administration gave a lot away to Aqua Illinois. Mayor Mancino noted that he is having Mr. Fell look at long term costs to build infrastructure, which will be important information to form a vision and solution for the entire village.

B. Planning, Building and Zoning Commission -----Susy Rein, Chair
Dominick DiMaggio, Trustee Liaison

1. Approval of an Ordinance Granting a Special Use Permit – Dr. Ross Hugi – Approximately 44 Acres, Located at 25147 N. Gilmer Road (Pin # 14-02-400-007); 25429 N. Gilmer Road (PIN # 14-02-400-006)

Motion by DiMaggio, second by Morgan to approve an Ordinance Granting a Special Use Permit – Dr. Ross Hugi – Approximately 44 Acres, Located at 25147 N. Gilmer Road (Pin # 14-02-400-007); 25429 N. Gilmer Road (PIN # 14-02-400-006).

Roll call vote.

Ayes: Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: Ponzio and David

Motion carried.

- C. Public Safety and Judicial -----Vacant, Chair
Neil Morgan, Trustee Liaison

No report this month.

- D. Parks and Recreation ----- Vacant, Chair
Vacant, Trustee Liaison

No report this month.

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

Trustee Riess reported on Adopt-A-Highway, and on the sapling preparation for the upcoming Arbor Day distribution to local schools. Trustee Riess will be forwarding minutes to the Village Clerk.

- F. Zoning Board of Appeals -----Vacant, Chair
Dominick DiMaggio, Trustee Liaison

No report this month.

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

No report this month.

- H. Public Works Committee -----John Harchut, Chair
Trustee Liaison, Vacant

No report this month.

X. EXECUTIVE SESSION

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

Mayor Mancino noted there would be no business conducted after Executive Session.

Motion by DiMaggio, second by Morgan to enter into Executive Session.

Roll call vote.

Ayes: Riess, Morgan, Corrigan and DiMaggio

Nays: None

Abstentions: None

Absent: Ponzio and David

Motion carried.

The Village Board entered into Executive Session at 8:58 p.m.

The regular session reconvened at 9:13 p.m.

XI. ADJOURNMENT

Motion by Riess, second by DiMaggio to adjourn the special meeting.

Voice vote.

Ayes: 4

Nays: 0

Abstentions: 0

Absent: 2

Motion carried.

There being no further business the regular meeting adjourned at 9:13 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk