



**THE VILLAGE OF HAWTHORN WOODS
SPECIAL JOINT MEETING OF THE COMMITTEE OF THE WHOLE AND FINANCE
COMMITTEE**

**AND
SPECIAL VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
TUESDAY, OCTOBER 14, 2014
5:30 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 5:37 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Riess, Morgan, Corrigan, DiMaggio and David, and Finance Committee members Kosik and Schulte. Finance Committee member Singh Kalra was absent.

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, and Parks and Recreation Director Brian Sullivan.

II. PLEDGE OF ALLEGIANCE

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None this month.

IV. PRESENTATION AND OVERVIEW OF THE 2015 OPERATING BUDGET

Ms. Newton offered opening statements regarding the 2015 Operating Budget. This year's theme is Building Renaissance. The budget reflects the hiring of additional staff members to provide for layering support to the existing workforce. Ms. Newton noted that in 2009, the Village had only 5% of the budgeted expenditures in reserves.

Ms. Newton provided an overview of each of the departments, reviewing significant changes and opportunities for revenue growth and expenditure allocation.

Ms. Kazenas provided an overview of the budget process. She summarized the budgeted revenues and provided an overview of significant changes in the 2015 Operating Budget.

Ms. Lobaito reviewed the significant changes in the Elected Officials, Administration, Village Clerk and Legal departments. In the Elected Officials department, the Sister Cities revenues and expenditures are now allocated in their own department. In the Administration

department, the significant changes related to the funding of a part-time MPA student intern, and the funding of an executive administrative assistant for the Chief Operating Officer. In the Village Clerk department, the significant changes related to the Village Clerk's attendance at the annual Municipal Clerks of Illinois Institute as she will be pursuing her Registered Municipal Clerk's designation in 2015. In the Legal department, a reduction of \$10,000 in legal expenses has been budgeted due to legal settlements.

Ms. Kazenas presented the Risk Management, Human Resources, Technology and Finance Departments. In the Risk Management department, the significant changes related to anticipated increases in medical, general liability and workers' compensation coverage. The significant changes in the Human Resources department related to the Village implementing pre-employment drug testing for all Village employees, including seasonal employees. Ms. Kazenas also noted that those employees with five or more years of service with acceptable performance reviews will be moved to the mid-point of the career band. In the Technology department, an additional 3% has been budgeted for contractual services. The significant change in the Finance department is the funding for a part-time summer intern.

Trustee David asked whether a compensation study was conducted this year. Ms. Kazenas stated the compensation study being utilized for today's purposes was conducted two years ago; therefore, the mid-point is reflective of the survey results from 2012. She stated that next year she will update the plan along with job descriptions. Trustee Morgan asked if health insurance costs are passed on to the employees. Ms. Kazenas stated that the percent increase realized by the Village is the increased percent passed on to the employee. She noted that the Village has modified the plan to control costs by adding lower cost options and adjusted the deductible. The Village is complying with the Affordable Health Care Act.

Chief Paulus presented the Police budget. The significant changes related to the budgeting for two additional police officers in response to the anticipated increase in development activities. Furthermore, an additional squad car has been budgeted. Chief Paulus reported that the MAP collective bargaining agreement consists of a three year contract of 3%, 3%, 4%. The police pension contribution, as recommended by an independent actuary, reflects an increase of \$42,290.

Ms. Frable presented the Engineering, Public Works, Motor Fuel Tax and Sewer departments. An additional \$7,500 has been added to the Engineering budget for a drainage mapping program. Significant changes in the Public Works department include the promotion of a specialist to a crew leader, the promotion of two seasonal employees to apprentice employees, the replacement of a part-time temporary administrative assistant with a full-time administrative assistant, and an increase in overtime for severe winter weather events. In the Motor Fuel Tax department, the fund balance will be utilized for the funding of salt and de-icers, and an allocation of 75% of two employees. The Connection Fee Fund has been renamed the Sewer Fund. The Village now owns and operates two lift stations. The significant change related to the reallocation of an employee to sewer maintenance specialist. Furthermore, the budget reflects funding of a sewer rate study.

Trustee David asked about snow removal overtime in 2013/2014 and whether the proposed budget contained enough overtime funding.

Ms. Lobaito reviewed the Community Development department. She noted the building department was reorganized into three distinct departments: building and zoning, planning, and economic development. The budget reflects additional staff to support the anticipated development growth in 2015 as well as additional revenues.

Mr. Sullivan presented the Community Events department. The significant changes related to additional revenues budgeted for the Golf Outing and the salary allocation for Parks and Recreation employees. Mr. Sullivan also reviewed the Parks and Recreation budget. There will be \$95,000 budgeted for ADA projects, new programming has been added, and maintenance employees will be reallocated from Public Works to Parks and Recreation from March 1 – October 31. Mr. Sullivan stated the primary funding source for the Aquatic Center bonds is developer donations. Forty-nine new homes are forecasted for 2015, which will provide approximately \$270,000 in donation revenue; sufficient funding for the Aquatic Center Revenue Bond principal and interest payment of \$256,485. In 2015, the Aquatic Center season pass rates and daily admission fees will remain the same as 2014. The waste hauling expense of \$22,000 has been eliminated with the connection to the SSA #4 sewer. In 2015, concessions will be staffed with Aquatic Center staff. Lastly, an additional \$2,000 in revenues has been budgeted due to the increased demand for swim lessons.

Ms. Lobaito noted the Sister Cities revenues and expenditures have been broken out of the Elected Officials department.

Ms. Kazenas reviewed the Capital Improvement Plan. Funding of \$1,000,000 will be provided by the Community Development Fund. Ms. Kazenas presented the projects that will be funded in 2015.

Ms. Kazenas noted that the Village's Reserve Policy of 33% will be exceeded in 2015 with an anticipated reserve balance of 43%. A healthy fund balance provides for adequate cash flow, additional resources for capital planning, and the ability to provide excellence in resident services.

On November 17, 2014, a public hearing on the budget will be conducted.

V. REVIEW AND DISCUSSION OF 2015 OPERATING BUDGET

Trustee Ponzio commented on the reserve fund and stated the Village's next step would be to look at road funding. The Board discussed a potential land purchase by the Aquatic Center, and the source of the \$1,000,000 revenue from the Community Development fund.

Ms. Kazenas thanked the Board and the department heads for their work on the 2015 Operating Budget.

VI. RECOMMENDATION OF THE 2015 OPERATING BUDGET TO THE VILLAGE BOARD

The members of the Committee of the Whole recommended the 2015 Operating Budget to the Village Board.

VII. ADJOURNMENT OF COMMITTEE OF THE WHOLE MEETING

Motion by Corrigan, second by David to adjourn the Committee of the Whole meeting.

Voice vote:

Ayes: 6

Nays: 0

Abstain: 0

Absent: 0

Motion carried.

The Committee of the Whole and the Finance Committee meeting adjourned at 7:17 p.m.

VIII. CALL TO ORDER AND ROLL CALL OF THE SPECIAL VILLAGE BOARD MEETING

Mayor Mancino called the meeting to order at 7:37 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Ponzio, Morgan, Corrigan, DiMaggio and David. Trustee Riess was absent.

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, Parks and Recreation Director Brian Sullivan and Village Attorney Patrick Brankin.

IX. PRESENTATION

- A. A Presentation Honoring Girl Scout Jesse Schmit Upon Receiving the Girl Scouts of America Gold Award

Mayor Mancino noted that Miss Schmit was not present.

Mayor Mancino asked if there was anyone in the audience who would like to address the Board on a matter not on tonight's agenda. There were no comments from the public.

X. PUBLIC HEARING

- A. A Public Hearing for the First Amendment to the Annexation Agreement with District 95—Stonebridge, William Ryan Homes—To be continued

Motion by Corrigan, second by David to continue the public hearing until the next regularly scheduled Village Board meeting.

Roll call vote.

Ayes: Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: Riess

Motion carried.

XI. MAYOR'S REPORT AND COMMITTEE REPORTS

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

Mayor Mancino reported on the Route 53 Finance and Land Use meetings which he has been attending. He met with representatives of CMAP and Village staff so that the Village could share its vision for the Route 53 extension. Mayor Mancino also reported on the candidate forum hosted by the Lake County Municipal League.

B. Public Safety and Judicial-----Gene Gawalek, Chair Neil Morgan, Trustee Liaison

Trustee Morgan commended Chief Paulus for her work on the Emergency Operations Plan. He noted that the plan will be on the November Village Board agenda.

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

No report this month.

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

No report this month.

E. Zoning Board of Appeals-----John Kosik, Chair Dominick DiMaggio, Trustee Liaison

No report this month.

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

1. An Ordinance Granting a Special Use Permit for a Planned Unit Development Plan and Plat, Granting Final Subdivision Plat Approval, Granting Final Engineering Plan Approval, Granting Final Landscape Plan Approval, and Granting Certain Relief from the Village's Zoning Ordinance, Subdivision Control Ordinance, and Building Regulations Ordinance—Pulte Home Corporation—Intersection of Gilmer and Midlothian Roads

2. An Ordinance Granting a Special Use Permit for Display Homes—Pulte Home Corporation—Intersection of Gilmer and Midlothian Roads
3. An Ordinance Rezoning Land Within the Village of Hawthorn Woods to R1 One Family Residence District—Pulte Home Corporation—Intersection of Gilmer and Midlothian Roads—Approximately 115.656 Acres
4. An Ordinance Rezoning Land Within the Village of Hawthorn Woods to B Retail Business/Commercial District—Pulte Home Corporation—Intersection of Gilmer and Midlothian Roads—Approximately 7.071 Acres
5. An Ordinance Dedicating a Certain Parcel of Land for Public Road Purposes—Kruckenberg Road
6. An Ordinance Accepting the Dedication of a Certain Parcel of Land from AGP Investments, LLC for Public Road Purposes—Kruckenberg Road
7. An Ordinance Accepting the Dedication of a Certain Parcel of Land from Aqua Illinois for Public Road Purposes—Kruckenberg Road
8. An Ordinance Accepting the Dedication of a Certain Parcel of Land from Toll Brothers for Public Road Purposes—Kruckenberg Road
9. An Ordinance Accepting the Dedication of a Certain Parcel of Land from Hawthorn Woods Homeowner Association—Kruckenberg Road
10. A Resolution Authorizing the Execution of the Hawthorn Hills Subdivision Improvement Agreement—Pulte Home Corporation
11. A Resolution Authorizing the Execution of an Indemnification Agreement—Hawthorn Hills Subdivision—Pulte Home Corporation
12. A Resolution Authorizing the Execution of an Agreement Regarding Park Donation—Hawthorn Hills Subdivision—Pulte Home Corporation
13. A Resolution Accepting a Declaration of Covenants for Hawthorn Hills, an Easement and Cost Sharing Declaration, and an Operating Agreement of Hawthorn Hills Homeowners' Association, LLC

Chuck Byrum, attorney from Meltzer, Purtill & Steele LLC representing Pulte, recapped the Hawthorn Hills development. He noted that the presenters would highlight the changes to the plan since the Village Board's consideration of the preliminary plat.

Mr. Jon Nelson, JEN Land, LLC, highlighted the changes to the site plan. Specifically, he commented on additional buffering and landscaping on the perimeter of the development. He noted that the N1 lots were increased to over 11,000 square feet, the community areas increased, that there had been resolution to the Gilmer and Midlothian road dedications, that the linear park had been removed and reshaped into a N1 park, and that one unit had been eliminated.

Mr. Greg Sagen, Landscape Architect for Signature Design Group, highlighted the evolution to the landscape plan. Mr. Sagen addressed the expanded landscape buffers, the addition of the N1 park and removal of the linear park, the expansion of the N3 park with the removal of one lot, and that there would be substantial landscaping exclusive of parkway trees. He stated there were two notable changes to the landscape plan since the preliminary plat approval. They relate to the extensive landscaping

Pulte will be providing on Lot 52 of the Hawthorn Woods Country Club due to the Kruckenber Road alignment, and the addition of substantial landscaping around the lift station on Hawthorn Hills Drive near the front of the development. There will be no fencing around the lift station.

Mr. Mike Hausler, VP of Construction Operations for Pulte, reviewed various building elevations and mentioned there would be a variety of garage doors offered. He noted there are 41 key lots, which abut adjoining residential subdivisions that will receive additional architectural details on all four sides. It was noted the key lot treatment was a condition of the Planning, Building and Zoning Commission. Mr. Tremulis noted that the additional architectural detail, such as brick, shutters, and full mullions, will be mandatory on key lots. Mr. Tremulis noted that all lots are considered premium lots since they back up to open space.

Mayor Mancino thanked Pulte for their investment in the Village.

Motion by DiMaggio, second by Ponzio to approve agenda items F1. – F13. as presented.

Roll call vote.

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

Motion carried.

Mr. Tremulis thanked the Village Board, staff and the Albert family who owned the property for over 30 years.

G. Finance Committee-----Peter Ponzio, Chair
Kelly Corrigan, Trustee Liaison
No report this month.

H. Public Works Committee-----Vacant, Chair
Vacant, Trustee Liaison
No report this month.

XII. NEW BUSINESS

A. Consent Agenda

1. Approval of Minutes from the July 21, 2014 Village Board Meeting
2. Approval of Minutes from the September 11, 2014 Special Village Board Meeting
3. Approval of Paid Invoice List Dated October, 2014
4. Approval of Bills List Dated October, 2014

5. Approval of an Ordinance Imposing a Moratorium on Medical Marijuana Dispensaries and Cultivation Centers in the Village of Hawthorn Woods for a Period of Six Months
6. Acceptance of Municipal Compliance Report of the Hawthorn Woods Police Pension Fund for the Year Ended December 31, 2013
7. Approval of a Resolution Regarding Notice of Proposed Rulemaking Proceedings "Hazardous Materials: Enhanced Tank Car Standards and Operational Controls for High-Hazard Flammable Trains" Before the Pipelines and Hazardous Materials Safety Administration In Docket No. PHMSA-2012-0082 (HM-251)
8. Approval of a Resolution Proclaiming the Week of October 20 – 24, 2014 as Red Ribbon Week

Consent Agenda item #1 was removed from the agenda.

Motion by Corrigan, second by David to approve the Consent Agenda with the exception of item #1.

Roll call vote.

Ayes: Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: Riess

Motion carried.

Motion by DiMaggio, second by Corrigan to approve Consent Agenda item #1, Approval of Minutes from the July 21, 2014 Village Board Meeting.

Trustee Morgan noted he was not in attendance at the July 21, 2014 meeting and would be abstaining from the vote.

Roll call vote.

Ayes: Ponzio, Corrigan, DiMaggio, David

Nays: None

Abstentions: Morgan

Absent: Riess

Motion carried.

B. Items for Separate Action

1. Acceptance of the Countryside Meadows Subdivision Improvements Installed by Starzwood Development and Acceptance of a Bill of Sale Provided by Starzwood Development

Motion by Ponzio, second by David to Accept the Countryside Meadows Subdivision Improvements Installed by Starzwood Development and Accept a Bill of Sale Provided by Starzwood Development.

This agenda item relates to the public improvements installed by Starzwood Development in the Countryside Meadows subdivision. The Village has inspected the improvements and has determined it would be appropriate for the Village Board to accept them at this time.

Roll call vote.

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

The Village Board recessed at 8:20 p.m.

The Village Board reconvened at 8:40 p.m.

2. Approval of a Recommendation by the Village Board to Review and Place the 2015 Village Budget on Public Display

Motion by Corrigan, second by Ponzio to Place the 2015 Village Budget on Public Display.

Roll call vote.

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

3. Approval of a Resolution Ratifying and Authorizing the Mayor and Village Clerk to Execute a Previously Approved But Not Executed Resolution Authorizing the Mayor and Village Clerk of the Village of Hawthorn Woods to Enter Into a Certain Water Recapture Agreement—Board of Education Lake Zurich Community Unit School District 95, Lake County, Illinois

Motion by DiMaggio, second by Ponzio to approve a Resolution Ratifying and Authorizing the Mayor and Village Clerk to Execute a Previously Approved But Not Executed Resolution Authorizing the Mayor and Village Clerk of the Village of Hawthorn Woods to Enter Into a Certain Water Recapture Agreement—Board of Education Lake Zurich Community Unit School District 95, Lake County, Illinois.

Mayor Mancino noted that this resolution was approved by the former Village Board in 2007; however, staff recently learned that former Mayor Hunt never signed the recapture agreement, nor was it recorded against the benefiting properties. He stated that Ms. Lobaito left a voice mail message for District 95 about the status of this resolution as well as the resolution to follow which relates to sewer recapture.

Roll call vote.

Ayes: Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: Riess

Motion carried.

4. Approval of a Resolution Ratifying and Authorizing the Mayor and Village Clerk to Execute a Previously Approved But Not Executed Resolution Authorizing the Mayor and Village Clerk of the Village of Hawthorn Woods to Enter into a Certain Sewer Recapture Agreement—Board of Education Lake Zurich Community Unit School District 95, Lake County, Illinois

Motion by DiMaggio, second by Ponzio to approve a Resolution Ratifying and Authorizing the Mayor and Village Clerk to Execute a Previously Approved But Not Executed Resolution Authorizing the Mayor and Village Clerk of the Village of Hawthorn Woods to Enter into a Certain Sewer Recapture Agreement—Board of Education Lake Zurich Community Unit School District 95, Lake County, Illinois.

Mayor Mancino noted that this resolution was approved by the former Village Board in 2007; however, staff recently learned that former Mayor Hunt never signed the recapture agreement, nor was it recorded against the benefiting properties.

Roll call vote.

Ayes: Ponzio, Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: Riess

Motion carried.

XIII. OLD BUSINESS

- A. None this month.

XIV. ADMINISTRATION REPORTS

- A. Report from the Chief Operating Officer Pam Newton
 1. Village Operations

Ms. Newton stated her report was in the packet.
 2. Economic Development Department Report

Ms. Newton stated she has been working on recent annexations.

B. Report from the Village Attorney

Mr. Brankin stated his items were previously on tonight's agenda.

C. Reports from Department Heads

1. Chief Administrative Officer – Donna L. Lobaito

a. Building Department Report

Ms. Lobaito stated her report was in the packet.

b. Village Clerk's Report

Ms. Lobaito stated her report was in the packet.

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

a. Finance Department Report

Ms. Kazenas stated her report was in the packet.

b. Human Resource Department Report

Ms. Kazenas stated her report was in the packet.

c. Risk Management Department Report

Ms. Kazenas stated her report was in the packet.

3. Chief of Police – Jennifer R. Paulus

a. Police Department Report

Chief Paulus stated her report was in the packet.

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

a. Public Works Department Report

Ms. Frable reported on the 2013 FEMA funding for the Copperfield pond. She said Ms. Newton will be able to sign off on the work without going to the Village Board, and that the work would be completed this fall.

5. Director of Parks and Recreation – Brian J. Sullivan

a. Parks and Recreation Report

Mr. Sullivan reported that he is in receipt of a letter from the Hawthorn Woods Elite Soccer Club requesting temporary lighting at B & B Park. Staff will be reviewing this request in the near future. Mr. Sullivan also received a congratulatory letter from State Rep. Ed Sullivan regarding the Illinois Association of Park District's award to the Village and Apex Landscaping.

XV. EXECUTIVE SESSION

Mayor Mancino stated there would not be an Executive Session this evening.

XVI. ADJOURNMENT

Motion by Ponzio, second by Morgan to adjourn the special meeting. Upon a voice vote, the motion carried and the meeting adjourned at 8:49 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk