



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, MAY 28, 2019
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 Kaiser, Kosik, Riess, Corrigan and DiMaggio. Trustee David 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, Assistant Director of Public Works Matt Bartlett, Director of Parks and Recreation Brian Sullivan, and Village Attorney Patrick Brankin.

II. PLEDGE OF ALLEGIANCE

III. OATH OF OFFICE

- A. Administration of the Oath of Office—Steve Riess, Trustee
- B. Administration of the Oath of Office—Dominick DiMaggio, Trustee
- C. Administration of the Oath of Office—Michael David, Trustee
- D. Administration of the Oath of Office—James W. Kaiser, Trustee

Ms. Lobaito administered the Oath of Office to Trustees Riess, DiMaggio and Kaiser.

IV. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None

V. PRESENTATION

- A. Tree City USA Presentation – Ryan Mathy and John Sanchez, Hawthorn Woods Public Works Department

John Sanchez, Public Works Department, presented the Tree City USA flag to Mayor Mancino.

- B. Presentation of the Comprehensive Annual Financial Report as of December 31, 2018—Brian LeFevre, Sikich

Mr. LeFevre, Sikich, presented the presented the Comprehensive Annual Financial Report as of December 31, 2018 to the Village Board. He noted that this was the

13th 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. Trustee Kosik indicated that Mr. LeFevre was present at the Finance Committee meeting and the CAFR was reviewed thoroughly by the committee.

VI. MAYOR'S REPORT AND COMMITTEE REPORTS

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

1. Appointment of James W. Kaiser as Trustee Liaison to the America In Bloom Committee

Motion by DiMaggio, second by Kosik to appoint James W. Kaiser as Trustee Liaison to the America In Bloom Committee.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio
Nays: None
Abstain: None
Absent: David

Motion carried.

2. Approval of Mayor's Monarch Proclamation

Motion by Corrigan, second by DiMaggio to approve the Mayor's Monarch Proclamation.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio
Nays: None
Abstain: None
Absent: David

Motion carried.

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

No report this month.

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

No report this month.

D. Planning, Building and Zoning Commission -----Jim Merkel, Chair
Dominick DiMaggio, Trustee Liaison

No report this month.

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

Trustee Kosik reported that the CAFR was discussed at the last meeting. She also noted that there were no audit adjustments this year.

1. Acceptance of the Comprehensive Annual Financial Report as of December 31, 2018

Motion by Corrigan, second by Kaiser to accept the Comprehensive Annual Financial Report as of December 31, 2018.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio
Nays: None
Abstain: None
Absent: David

Motion carried.

2. Acceptance of the Auditor's Communication to the Board of Trustees as of December 31, 2018

Motion by Riess, second by Kosik to accept the Auditor's Communication to the Board of Trustees as of December 31, 2018.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio
Nays: None
Abstain: None
Absent: David

Motion carried.

3. Approval of the Annual Treasurer's Report for the Year Ended December 31, 2018

Motion by DiMaggio, second by Kosik to approve the Annual Treasurer's Report for the Year Ended December 31, 2018.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio
Nays: None
Abstain: None
Absent: David

Motion carried.

- F. America In Bloom Committee-----Megan Masana, Chair
James W. Kaiser, Trustee Liaison
Megan Masana, Chair of the America In Bloom Committee, updated the Board on the work of the committee. She noted the America In Bloom judges will be in Hawthorn Woods in July.

VII. NEW BUSINESS

A. Consent Agenda

1. Approval of the April 22, 2019 Village Board Meeting Minutes
2. Approval of Bills List Dated May 2019
3. Approval of Paid Invoice List Dated May 2019
4. Approval of an Ordinance Authorizing the Execution of a Reciprocal Agreement on Exchange of Information Between the Village of Hawthorn Woods and the Illinois Department of Revenue
5. Approval of an Ordinance Authorizing the Execution of Phase 1 of a Two Part Survey of Evergreen Trees in Certain Village Properties as Set Forth in the Contract with Apex Landscaping, Hawthorn Woods, Illinois
6. Approval of an Ordinance Ratifying and Confirming the Execution of a Previously Executed Agreement—Keurig Dr. Pepper
7. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 3-1-3; License Required; and Title 3, Section 3-1-20.B—Fee Schedule
8. Approval of an Ordinance for the Approval and Acceptance of an Agreement for an Open Space Land Acquisition and Development Grant (OSLAD) With the Illinois Department of Natural Resources to Provide Matching Grant Funding for the Development and Restoration of Meadowlark Park and Arboretum
9. Approval of a Resolution Adopting a Policy Regarding Expense Reimbursement
10. Approval of Letter of Support Regarding the Des Plaines River Watershed-Based Plan

Item #7 was removed from the Consent Agenda.

Motion by Riess, second by Kaiser to approve the Consent Agenda with the exception of agenda item #7.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio

Nays: None

Abstain: None

Absent: David

Motion carried.

Motion by Kaiser, second by DiMaggio to approve Consent Agenda item #7, Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 3-1-3; License Required; and Title 3, Section 3-1-20.B—Fee Schedule.

The Board discussed whether a garage sale business license should be charged. Chief Paulus prefers limiting the number of days per year and the time of day as opposed to issuing a business license which would be difficult to enforce. After much discussion, this agenda item was referred back to staff with direction to look at limiting the number of garage sales to one or two per year with no fee. Ms. Newton suggested signage be addressed in the proposed ordinance as well.

Substitute motion by Riess, second by Corrigan to remand Consent Agenda item #7 back to staff.

Roll call vote.

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

B. Items for Separate Action

1. None this month.

VIII. OLD BUSINESS

- A. None this month.

IX. ADMINISTRATION REPORTS

- A. Annual Report from the Chief Operating Officer—Pamela O. Newton, MSOL
1. Monthly Update—Village Operations

Ms. Newton reported that she met with Darren Boundy of ComEd. She also reported that Village Intern Max Gonzalez received a \$2,000 fellowship to attend the ICMA conference. She noted staff is still wrapping up the golf outing figures. The Dark Skies ordinance will soon be before the Village Board for their consideration.

- B. Report from the Village Attorney—Patrick Brankin

Mr. Brankin will provide a report in Executive Session.

C. Reports from Department Heads

1. Chief Administrative Officer—Donna Lobaito, RMC

a. Chief Administrative Officer's Report

Ms. Lobaito reported that Kiddie Academy submitted plans for a Certificate of Approval which would be forthcoming before the Planning, Building and Zoning Commission.

b. Village Clerk's Report

Ms. Lobaito reported that citations have been issued for vehicle stickers.

c. Community Development Department Report.

Ms. Lobaito updated the Village Board on the four stop work orders issued to William Ryan Homes in the Stonebridge subdivision.

2. Chief Financial Officer—Kristin Kazenas, CPA, MBA, CPFO

a. Finance Department's Report

Ms. Kazenas thanked the team for their assistance with the audit. She reported that next month, Max Gonzales will be present to share the Popular Annual Financial Report with the Board.

b. Human Resources Department's Report

Ms. Kazenas' report is in the packet.

c. Risk Management Department's Report

Ms. Kazenas' report is in the packet.

d. Business Continuity Work Group's Report

Ms. Kazenas' report is in the packet.

3. Chief of Police—Jennifer R. Paulus

a. Police Department's 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. Mr. Bartlett was present and reported on opening the aquatic center, seeding the right-of-way, silt fence issues at the Villas at the Commons, the status of paving at Countryside Meadows, the school lift station generator, and culverts.

5. Director of Parks and Recreation—Brian J. Sullivan, MPA, CPSI, CPRP
 - a. Parks and Recreation Report

Mr. Sullivan thanked Ms. Mason for her work on the golf outing. The concerts in the park will be starting next month. The pickleball court will be finished soon. Mr. Sullivan also reported that the Indian Princesses planted trees recently.

X. EXECUTIVE SESSION

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

Motion by Corrigan, second by DiMaggio to enter into Executive Session for the purpose of Discussion of Probable or Pending Litigation (5 ILCS 120/2(c) 11).

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio

Nays: None

Abstain: None

Absent: David

Motion carried.

Mayor Mancino stated no business would be conducted after Executive Session.

The Village Board moved into Executive Session at 8:32 p.m.

The regular session of the Village Board meeting reconvened at 8:43 p.m.

IX. ADJOURNMENT

Motion by DiMaggio, second by Kaiser to adjourn the meeting.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio

Nays: None

Abstain: None

Absent: David

Motion carried.

The motion carried and the meeting adjourned at 8:44 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk