



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, JUNE 24, 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, Director of Public Works and Village Engineer, Erika Frable, PE, Assistant Director of Parks and Recreation Amy Mason, and Village Attorney Patrick Brankin.

II. PLEDGE OF ALLEGIANCE

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None this month.

IV. PRESENTATION OF THE POPULAR ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018 – MAX GONZALEZ, MPA INTERN

Village Intern, Max Gonzalez, presented a draft of the Popular Annual Financial Report to the Board. The PAFR is a snapshot of the CAFR to assist residents in understanding Village finances. The PAFR will be submitted to GFOA for an award.

V. MAYOR'S REPORT AND COMMITTEE REPORTS

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

Mayor Mancino reported that a state senate bill included a Lake County fuel tax, which now allows the county to collect \$.04 - \$.08 fuel tax per gallon. All other collar counties have had a county fuel tax since 1988.

Mayor Mancino also reported that the new executive director of the Tollway is about to make an announcement regarding the future of Rt. 53.

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 March and April financial statements were approved by the Finance Committee. The monthly Police Pension reports are now being included in the Board packets.

1. Approval of the March 2019 Financial Statements

Motion by Riess, second by Kaiser to approve the March 2019 Financial Statements.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio

Nays: None

Abstain: None

Absent: David

Motion carried.

2. Approval of the April 2019 Financial Statements

Motion by Riess, second by DiMaggio to approve the April 2019 Financial Statements.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio

Nays: None

Abstain: None

Absent: David

Motion carried.

3. Approval of the Budget Transfers

Motion by Kaiser, second by Kosik to approve the Budget Transfers.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio

Nays: None

Abstain: None
Absent: David
Motion carried.

4. Approval of an Ordinance Authorizing the Chief Operating Officer to Accept the Proposal for Professional Auditing Services for the Fiscal Years Ended December 31, 2019; December 31, 2020 and December 31, 2021 – Sikich LLP

Motion by Riess, second by DiMaggio to approve an Ordinance Authorizing the Chief Operating Officer to Accept the Proposal for Professional Auditing Services for the Fiscal Years Ended December 31, 2019; December 31, 2020 and December 31, 2021 – Sikich LLP.

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 reminded the Board members that the America In Bloom judges will be in Hawthorn Woods in July.

VI. NEW BUSINESS

A. Consent Agenda

1. Approval of the May 28, 2019 Village Board Meeting Minutes
2. Approval of Bills List Dated June 2019
3. Approval of Paid Invoice List Dated June 2019
4. Approval of an Ordinance Authorizing the Disposal of Personal Property
5. Approval of an Ordinance Authorizing the Chief Operating Officer and Village Clerk to Award and Execute the Contract for the Public Works Building Generator Including Installation—Umdenstock Electric
6. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter Into an Amended and Restated Agreement with MVP Sports Academy of Lake Zurich, Illinois
7. Approval of a Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code for 2018—BLR 14230
8. Approval of a Resolution—Municipal Estimate of Maintenance Costs for 2018—BLR 14231
9. Approval of a Resolution—Request for Expenditure/Authorization of Motor Fuel Tax Funds for 2018—BLR 09150

10. Approval of a Resolution—Final Report of Expenditures for 2018—BLR 13510
11. Approval of a Resolution—Municipal Maintenance Expenditure Statement for 2018—BLR 14310
12. Approval of a Resolution – Resolution for Improvement Under the Illinois Highway Code for Schwerman Road– BLR 09110
13. Approval of a Resolution – Request for Expenditure/Authorization of Motor Fuel Tax Funds for Schwerman Road– BLR 09150
14. Approval of a Resolution Designating July as Parks and Recreation Month
15. Acceptance of the Police Pension Municipal Compliance Report
16. Approval of the Popular Annual Financial Report for the Year Ended December 31, 2018

Items #5, 6, 15 and 16 were removed from the Consent Agenda.

Motion by Corrigan, second by DiMaggio to approve the Consent Agenda with the exception of agenda items #5, 6, 15 and 16.

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 #5, Approval of an Ordinance Authorizing the Chief Operating Officer and Village Clerk to Award and Execute the Contract for the Public Works Building Generator Including Installation—Umdenstock Electric.

Trustee Corrigan inquired about the use of excessive grant funds for other emergency services. Ms. Kazenas responded that the grant money is specific to the purchase of the generator. Ms. Frable indicated the Village may receive additional funds to reimburse the Village for staff time.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio

Nays: None

Abstain: None

Absent: David

Motion carried.

Motion by Riess, second by Corrigan to approve Consent Agenda item #6, Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter Into an Amended and Restated Agreement with MVP Sports Academy of Lake Zurich, Illinois.

Trustee Riess inquired about the terms of the agreement. Ms. Newton noted that the amended agreement is a result of the enrollment numbers.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio

Nays: None

Abstain: None

Absent: David

Motion carried.

Motion by Corrigan, second by DiMaggio to approve Consent Agenda item #15, Acceptance of the Police Pension Municipal Compliance Report.

Ms. Kazenas noted there was an error in the report relating to the total assets.

Substitute motion by Corrigan, second by DiMaggio to continue Consent Agenda item #15 to the next Village Board meeting.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio

Nays: None

Abstain: None

Absent: David

Motion carried.

Motion by Corrigan, second by Riess to approve Consent Agenda item #16, Approval of the Popular Annual Financial Report for the Year Ended December 31, 2018, subject to the correction of certain scribes' errors.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio

Nays: None

Abstain: None

Absent: David

Motion carried.

A. Items for Separate Action

1. None this month.

VII. OLD BUSINESS

A. None this month.

VIII. ADMINISTRATION REPORTS

A. Annual Report from the Chief Operating Officer—Pamela O. Newton, MSOL

1. Monthly Update—Village Operations

Ms. Newton reported on the Dark Skies Ordinance. She noted that the consultant costs have exceeded the budget, but the work on this worthwhile project will be forthcoming. She also reported on the status of the America In Bloom judges arrival in July. Staff will be meeting with our consultant later this week to discuss the road program. Ms. Newton also reported that staff met with Stonebridge residents regarding their various construction concerns.

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 and Village Board.

b. Village Clerk's Report

Ms. Lobaito's report is in the packet.

c. Community Development Department Report.

Ms. Lobaito reported that the four stop work orders issued to William Ryan Homes in the Stonebridge subdivision had been lifted.

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

a. Finance Department's Report

Ms. Kazenas reported about a mailing conducted by FirstEnergy Solutions that the Village was unaware of. FirstEnergy is reorganizing and will be honoring their contracts for electricity. Residents do not need to take any action.

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 reported on various projects and developments. She noted the work at the Villas at the Commons has been slow due to weather.

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

a. Parks and Recreation Report

In Mr. Sullivan’s absence, Assistant Director of Parks and Recreation, Amy Mason, provided a report. Ms. Mason reported on the summer camps, concerts in the park, fireworks and the Village’s new website.

IX. 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) and Discussion of Executive Session Minutes (5 ILCS 120/2(c) 21).

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 8:18 p.m.

The regular session of the Village Board meeting reconvened at 8:33 p.m.

X. ADJOURNMENT

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

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio

Nays: None

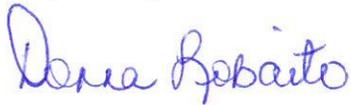
Abstain: None

Absent: David

Motion carried.

The motion carried and the meeting adjourned at 8:34 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk