



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, NOVEMBER 25, 2019
7:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:01 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Kaiser, Kosik, Riess, Corrigan, DiMaggio, and David.

Also present were Chief Operating Officer Pamela Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Chief Financial Officer Kristin Kazenas, Director of Public Works and Village Engineer, Erika Frable, PE, and Director of Parks and Recreation Brian Sullivan.

II. PLEDGE OF ALLEGIANCE

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

At this time, the public is welcome to address the Board. Please keep your remarks concise and state your name and address so that a staff member can follow up with related information if requested.

None this month.

IV. PRESENTATIONS

- A. Life-Saving Presentations to Lawrence Marion and Gregg Wangler of White Birch Lakes Subdivision

Officer Miller recapped an incident in which two of Hawthorn Woods' residents, Lawrence Marion and Gregg Wangler, assisted emergency personnel with first aid. Mayor Mancino presented certificates of appreciation to both residents.

- B. A Presentation and Resolution Recognizing Outstanding Achievements of the South Lake County Regional Community Emergency Response Team (SRCR CERT)

Mr. Todd Norris provided an overview of the competition. Ms. Lobaito read the resolution into the record.

Motion by Riess, second by DiMaggio to approve a Resolution Recognizing Outstanding Achievements of the South Lake County Regional Community Emergency Response Team (SRCR CERT).

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: None

Motion carried.

V. PUBLIC HEARING

A. A Public Hearing for the Fiscal Year 2020 Village Budget

Motion by Kaiser, second by DiMaggio to open the public hearing.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: None

Motion carried.

The public hearing opened at 7:22 p.m.

Brief comments were made about the Fiscal Year 2020 Village Budget. There were no public comments.

Motion by Kaiser, second by Kosik to close the public hearing.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: None

Motion carried.

The public hearing closed at 7:23 p.m.

VI. MAYOR'S REPORT AND COMMITTEE REPORTS

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

Mayor Mancino reported that a letter signed by a number of state, county and local elected officials was sent to Governor Pritzker regarding the decommissioning of the Route 53 corridor. Also, Mayor Mancino will be meeting with Rep. Mary Edly-Allen and Deputy Governor Christian Mitchell to discuss the greenway ideas for the Route 53 corridor.

Mayor Mancino will also be meeting with Senator Dick Durbin and other local mayors

regarding roadway funding.

Robin Grooms, Sustainability Coordinator through AmeriCorps and the Metropolitan Mayors Caucus, spoke about the environmental and sustainability issues she is working on for the Village.

Kim Stewart, Communications Coordinator, updated the Board on the Village’s application to the International Dark Skies. Only 16 communities in the United States have received this designation, one being in Illinois.

- B. Environmental Committee-----John Bickley, Chair
Steve Riess, Trustee Liaison
Trustee Riess reported that he will be meeting with Ms. Grooms to discuss the reformatting of the Environmental Committee into the Sustainability Committee.

- 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 noted the September and October Financial Statements would be forthcoming.

1. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 4, Section 4-5-7-A—Sewer Charges for Connection to the Lake Zurich System; and Title 4, Section 4-5-8—Bills of Service; Delinquencies

Village Engineers Lee Fell and Mark Emory highlighted some of the significant points of the proposed text amendment. It was noted the proposed 10% late fee is consistent with neighboring communities, and the Village will give a one-time free pass per year for delinquent payments. Eventually with a software upgrade, the Village will be able to accept payments online.

Trustee Kosik also lead the discussion on the proposed March 17, 2020 referendum question to increase the tax rate in the Village for the purpose of maintaining the roads. If the referendum passes, MFT funds will be used for maintenance of the roads. Also, if the referendum passes, the Finance Committee recommends the elimination of the vehicle stickers.

Motion by Riess, second by Kosik to approve an Ordinance Amending the Village

Code of the Village of Hawthorn Woods—Title 4, Section 4-5-7-A—Sewer Charges for Connection to the Lake Zurich System; and Title 4, Section 4-5-8—Bills of Service; Delinquencies.

Roll call vote.

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

Motion carried.

2. Approval of an Ordinance Providing for and Requiring the Submission of the Proposition of Increasing the Limiting Rate for the Village of Hawthorn Woods, Lake County, Illinois, to the Voters of Said Village at the General Primary Election to be Held on the 17th day of March, 2020

Motion by Riess, second by DiMaggio to approve an Ordinance Providing for and Requiring the Submission of the Proposition of Increasing the Limiting Rate for the Village of Hawthorn Woods, Lake County, Illinois, to the Voters of Said Village at the General Primary Election to be Held on the 17th day of March, 2020.

Roll call vote.

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

Motion carried.

3. Approval of Budget Transfers

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

Roll call vote.

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

Motion carried.

- F. Hawthorn Woods In Bloom-----Megan Masana, Chair
James W. Kaiser, Trustee Liaison

No report this month.

VII. NEW BUSINESS

- A. Consent Agenda

1. Approval of the October 28, 2019 Village Board Meeting Minutes
2. Approval of the Bills List Dated November 2019
3. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Section 11-1-1L—Aquatic Center Fees
4. Approval of an Ordinance Authorizing the Execution Of A Letter Of Agreement With Mike Truppa Communications
5. Approval of an Ordinance Authorizing the Execution of an Employee Assistance Program Services Agreement—Aurora Health Care, Inc.
6. Approval of Medical, Dental and Vision Insurance for 2020
7. Approval of an Ordinance Authorizing the Chief Operating Officer to Enter Into an Agreement with Arthur J. Gallagher Risk Management Services:
 - Accept the Proposal of Insurance from Arthur J. Gallagher Risk Management Services; and
 - Execute “Client Authorization to Bind Coverage”; and
 - Execute “Gallagher Compensation Agreement”; and
 - Expend \$179,089 for Property, Casualty, and Workers Compensation Insurance
8. Approval of an Ordinance Adopting a Complete Street Policy
9. Approval of a Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code for 2020—BLR 14230
10. Approval of a Resolution—Municipal Estimate of Maintenance Costs for 2020—BLR 14231
11. Approval of a Resolution—Request for Expenditure/Authorization of Motor Fuel Tax Funds for 2020—BLR 09150
12. Approval of an Ordinance Ratifying and Confirming the Execution of the Previously Executed Engagement Letter for Professional Services—Chapman and Cutler, LLP

Motion by DiMaggio, second by Kosik to approve the Consent Agenda as presented.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: None

Motion carried.

B. Items for Separate Action

1. Approval of an Ordinance Imposing a Moratorium on Recreational Cannabis Business Pursuant to Public Act 101-0027 While the Village of Hawthorn Woods Reviews Possible Text Amendments as Part of the Village Code in the Village of Hawthorn Woods

Motion by Riess, second by Kaiser to approval an Ordinance Imposing a Moratorium on Recreational Cannabis Business Pursuant to Public Act 101-0027 While the Village of Hawthorn Woods Reviews Possible Text Amendments as Part of the

Village Code in the Village of Hawthorn Woods.

The Board would like to see a financial analysis in 6 months.

Roll call vote.

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

2. Approval of an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake Count, Illinois for Fiscal Year Commencing January 1, 2020 and Ending December 31, 2020

Motion by Kaiser, second by Kosik to approve an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake Count, Illinois for Fiscal Year Commencing January 1, 2020 and Ending December 31, 2020.

Roll call vote.

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

3. Approval of an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2020 and Ending December 31, 2020, of the Village of Hawthorn Woods, Lake County, Illinois

Motion by Riess, second by DiMaggio to approve an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2020 and Ending December 31, 2020, of the Village of Hawthorn Woods, Lake County, Illinois.

Roll call vote.

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

4. An Ordinance Authorizing the Execution of a Certain Power Supply Agreement

Village Attorney Brankin asked that the motion maker indicate the motion is subject to review and final approval by the Village Attorney.

Motion by DiMaggio, second by Kaiser to approve an Ordinance Authorizing the Execution of a Certain Power Supply Agreement subject to review and final approval by the Village Attorney.

It was noted that the civic contribution of \$34,000 per year was a part of the bid process so as to entice customers due to market volatility. The rate is equal to the ComEd rate. Residents will be able to opt out, and there will be no penalty to leave the program. The annual civic contribution of \$34,000 will be used for sustainability initiatives.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: None

Motion carried.

VIII. OLD BUSINESS

- A. None this month.

IX. ADMINISTRATION REPORTS

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

Ms. Newton reported on the Chili Cookoff in which Senator McConchie attended. She also reported on the ribbon cutting ceremony for the new generator at Public Works. The Village also was awarded the national championship for America In Bloom, and we have applied to Canadian National for an America In Bloom grant for Phase II of Meadowlark Park.

- B. Report from the Village Attorney—Patrick Brankin

Mr. Brankin's report will be provided in Executive Session.

- C. Reports from Department Heads
 - 1. Chief Administrative Officer—Donna Lobaito
 - a. Chief Administrative Officer Report

Ms. Lobaito reported on her work with the 2020 Census.

- b. Village Clerk's Report

Ms. Lobaito has been appointed to the Auditing Committee with the

Municipal Clerks of Illinois.

c. Community Development Department Report

Ms. Lobaito's report is in the packet.

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

a. Finance Department Report

Ms. Kazenas' report is in the packet.

b. Human Resources Department Report

Ms. Kazenas' report is in the packet.

c. Risk Management Department Report

Ms. Kazenas reported on KnowB4, a company the Village has engaged with to assist employees with email threats.

d. Business Continuity Work Group Report

Ms. Kazenas' report is in the packet.

3. Chief of Police—Jennifer R. Paulus

a. Police Department Report

Chief Paulus' report is in the packet. Trustee David asked for an update on the Gilmer to Old McHenry roads cut through issue. Mayor Mancino said residents have indicated there has been a definite positive impact since the police stepped up their efforts in that area.

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

a. Public Works Department Report

Ms. Frable reported that the pavement patching would be completed tomorrow.

1. Snow and Ice Plan 2020

Ms. Frable reported on the 2020 Snow and Ice Plan for the Village. With the acceptance of additional roads, there are 2.5 more miles of roads to plow this winter. One zone has been added as a result, but the Village is down one truck.

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

a. Parks and Recreation Report

Mr. Sullivan reported that with recent office moves, all parks and recreation staff are now located in one area of the Village Hall. He also reported that the Craft Fair will be held this weekend and that the Tree Lighting Ceremony would be on December 7, 2019.

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)

Mayor Mancino asked for a motion to enter into Executive Session for the purposes of Purchase of Property, and Probable or Pending Litigation.

Motion by Kaiser, second by DiMaggio to enter into Executive Session for the purposes of Purchase of Property, and Probable or Pending Litigation.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, DiMaggio, David

Nays: None

Abstain: None

Absent: None

Motion carried.

Mayor Mancino stated no business would take place after Executive Session.

The Village Board moved into Executive Session at 8:37 p.m.

XI. ADJOURNMENT

The regular session of the Village Board reconvened at 9:01 p.m.

Motion by Kaiser, second by Riess to adjourn the regular meeting. Upon a voice vote, the motion carried and the meeting adjourned at 9:02 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk