



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, JANUARY 27, 2020
7:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor Mancino called the meeting to order at 7:04 p.m. Roll call indicated the following members were present: Mayor Mancino, Trustees Kaiser, Kosik, Riess, DiMaggio, and David. Trustee Corrigan 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, Director of Parks and Recreation Brian Sullivan, and Village Attorney Patrick Brankin.

II. PLEDGE OF ALLEGIANCE

Trustee Corrigan arrived at 7:05 p.m.

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None this month.

IV. MAYOR'S REPORT AND COMMITTEE REPORTS

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

Mayor Mancino announced that he has sold his home and will be moving out of the village. As a result, he stated he would be stepping down as Mayor in the near future. He thanked the Board and staff for their years of service.

Mayor Mancino also reported that he will be sending the Board the legislative agenda from the Metropolitan Mayors Caucus.

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

Trustee Riess reported that the committee is proposing changing its name to the Sustainability Committee. The draft text amendment ordinance is in review at this time.

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

No report this month.

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

No report this month.

V. NEW BUSINESS

A. Consent Agenda

1. Approval of the November 25, 2019 Village Board Meeting Minutes
2. Approval of Bills List Dated January 2020
3. Approval of the Paid List Dated January 2020
4. Approval of an Amended 2020 Meeting Calendar
5. Approval of an Ordinance Authorizing the Mayor and Village Clerk to Execute a Certain Plat of Easement—Apex Landscaping Stormwater Management Easement
6. Approval of an Ordinance Authorizing the Acceptance of Amended Covenants for the Villas at the Commons Homeowners’ Association—K Hovnanian
7. Approval of an Ordinance Authorizing the Execution of an Assignment and Assumption of Improvement Agreement—K. Hovnanian T & C Homes at Illinois, LLC and K. Hovnanian at Villas at the Commons, LLC—Villas at the Commons Subdivision
8. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter Into an Agreement with the Lake County Stars Baseball
9. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter Into an Agreement with the Lake County Lightning Baseball
10. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter Into an Agreement with the Hawthorn Woods Elite Soccer Club
11. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter Into an Agreement with the Lake Zurich Lacrosse Club
12. Approval of an Ordinance Authorizing the Chief Operating Officer to Award and Execute the 2020-2021 Maintenance of all Village of Hawthorn Woods Islands and Cul-De-Sacs to Apex Landscaping

13. Approval of an Ordinance Authorizing the Chief Operating Officer to Award and Execute the 2020-2021 Landscape Maintenance Including Mowing, Fertilization, Weed Control and Pruning Maintenance to Milieu Landscaping
14. Approval of an Ordinance Authorizing the Execution of an Independent Contractor Agreement for Gymnastics Instruction with Vernon Hills Gymnastics
15. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 1, section 1-4-4—General Penalty; Section 1-4-4E Settlement Amount Enumerated
16. Acceptance of Countryside Meadows Street Improvements—Taylor Morrison—Countryside Meadows Subdivision
17. Approval of a Release of Countryside Meadows Bond No. 1101079 in the Amount of \$85,697.79 and Cash Surety in the Amount of \$68,302.21—Street Improvements
18. Approval of an Ordinance Authorizing the Execution of a Bill of Sale and Assignment for Countryside Meadows Street Improvements—Taylor Morrison of Illinois, Inc.
19. Approval of the Final Acceptance of the Hawthorn Hills Neighborhood 3 Park
20. Approval of the Release of Maintenance LOC 3132586 for the Hawthorn Hills Neighborhood 3 Park

Consent Agenda Items #5, #15, #17 and #18 were removed from the agenda.

Motion by DiMaggio, second by Kosik to approve the Consent Agenda as presented with the exception of items #5, #15, #17 and #18.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

Motion by Riess, second by DiMaggio to refer Consent Agenda Item #5, Approval of an Ordinance Authorizing the Mayor and Village Clerk to Execute a Certain Plat of Easement—Apex Landscaping Stormwater Management Easement, back to staff.

Ms. Frable noted that the plat needed some language added prior to Board consideration.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

Motion by DiMaggio, second by Kosik to approve Consent Agenda Item #15, Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 1, section 1-4-4—General Penalty; Section 1-4-4E Settlement Amount Enumerated.

Trustee Kosik asked for the background information on this text amendment. Chief Paulus indicated the last increase by the Village was in 2014 when the state increased their fines.

Roll call vote.

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

Motion by Corrigan, second by David to approve Consent Agenda Item #17, Approval of a Release of Countryside Meadows Bond No. 1101079 in the Amount of \$85,697.79 and Cash Surety in the Amount of \$68,302.21—Street Improvements.

Trustee Corrigan indicated that there was a scriveners' error in Mr. Gawronski's letter to Ms. Frable dated January 6, 2020. She clarified the correct amount for the 10% maintenance bond is \$15,400.

Roll call vote.

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

Motion by Corrigan, second by DiMaggio to approve Consent Agenda Item #18, Approval of an Ordinance Authorizing the Execution of a Bill of Sale and Assignment for Countryside Meadows Street Improvements—Taylor Morrison of Illinois, Inc.

Trustee Corrigan indicated that since this agenda item was related to Consent Agenda Item #17, she pulled this from the Consent Agenda as well.

Roll call vote.

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

B. Items for Separate Action

1. Authorization to Draw on Pulte’s Maintenance Letters of Credit – N2 and N3 Subdivision Improvements

Motion by Corrigan, second by DiMaggio to refer the Authorization to Draw on Pulte’s Maintenance Letters of Credit – N2 and N3 Subdivision Improvements, back to staff.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

VI. OLD BUSINESS

- A. None this month.

VII. ADMINISTRATION REPORTS

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

Ms. Newton reported that her annual report was on the dais. She noted that the Dark Skies committee is reviewing our case this month. Trustee Kaiser suggested that Ms. Newton’s annual report be provided to builders.

- 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’s Annual Report

Ms. Lobaito reported that the Village received a grant through the Metropolitan Mayors Caucus to be used to get the word out about the 2020 Census.

- b. Village Clerk’s Annual Report

Ms. Lobaito reported that vehicle sticker and dog tag purchases are due

January 31, 2020. She also reported that she had filed the referendum ordinance at the County Clerk's office and that the referendum question will be on the March 17, 2020 General Primary Election ballot.

Trustee Corrigan asked if the citizen advisory committee could provide an update to the Board. Village Attorney advised that since the Board's approval of the referendum ordinance, staff and elected officials cannot be involved in the process. Ms. Newton indicated that a Q & A will be a part of the next eblast and newsletter.

The Board also discussed the possibility of taking over the streets in the Country Club as a part of the referendum process. Trustee David will attend their next HOA meeting regarding this matter.

1. Approved Record Disposal Certificate—Local Records Commission

Ms. Lobaito reported that the Village has received approval from the Local Records Commission to dispose of certain documents. No Board action was required.

c. Community Development Department Annual Report

Ms. Lobaito's annual report is in the packet.

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

a. Finance Department Annual Report

Ms. Kazenas' annual report is in the packet. She reported that the auditors were out for field work, and that the Board members should be receiving their fraud questionnaires via email. The audit will be conducted the third week in February.

b. Human Resources Department Annual Report

Ms. Kazenas' annual report is in the packet.

c. Risk Management Department Annual Report

Ms. Kazenas' annual report is in the packet.

d. Business Continuity Work Group Annual Report

Ms. Kazenas' annual report is in the packet.

3. Chief of Police—Jennifer R. Paulus
 - a. Police Department Annual Report

Chief Paulus' annual report is in the packet. Trustee Corrigan commended Chief Paulus for her report.

4. Director of Public Works/Village Engineer—Erika M. Frable, PE
 - a. Public Works Department Annual Report

Ms. Frable's annual report is in the packet. She noted the generator at Public Works has been a positive addition, but that her fleet is aging.

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

Mr. Sullivan's annual report is in the packet. He also reported on his recent IAPD seminar he attended.

VIII. 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 Probable or Pending Litigation and the Discussion of Executive Session Minutes.

Motion by DiMaggio, second by Kosik to enter into Executive Session for the purposes of Probable or Pending Litigation and the Discussion of Executive Session Minutes.

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 7:44 p.m.

IX. ADJOURNMENT

The regular session of the Village Board meeting reconvened at 8:07 p.m.

Motion by Corrigan, second by David to adjourn the regular meeting. Upon a voice vote, the motion carried and the meeting adjourned at 8:08 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Donna Lobaito". The signature is written in black ink and is positioned above the printed name and title.

Donna Lobaito
Village Clerk