



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
FEBRUARY 18, 2014  
7:00 P.M.**

**MINUTES**

**I. CALL TO ORDER AND ROLL CALL**

Mayor Mancino called the meeting to order at 7:03 p.m. Roll call indicated the following members were present: Mayor Mancino; Trustees Morgan, Corrigan, DiMaggio and David. Trustees Ponzio, and Riess were absent.

Also present were Chief Operating Officer Pamela Newton, Chief Financial Officer/ Human Resources Director Kristin Kazenas, Chief of Police Jennifer Paulus, Public Works Director/Village Engineer Erika Frable, Director of Parks and Recreation Brian Sullivan, Deputy Village Clerk Sandy Hansen and Village Attorney Bob Kenney.

**II. PLEDGE OF ALLEGIANCE**

**III. PRESENTATIONS**

- A. Approval of a Resolution of Appreciation for Driving Under the Influence Arrests—Police Officer Sarah Canada

Mayor Mancino read the resolution into the record. He congratulated Officer Canada for her achievements and encouraged her to keep up the good work.

Motion by DiMaggio, second by Morgan to approve a Resolution of Appreciation for Driving Under the Influence Arrests-Police Officer Sarah Canada.

Roll call vote.

Ayes: Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: Ponzio and Riess

Motion carried.

- B. Approval of a Resolution Recognizing Hawthorn Woods as One of the Ten Safest Cities in Illinois

Motion by DiMaggio, second by Morgan to approve a Resolution Recognizing Hawthorn Woods as One of the Ten Safest Cities in Illinois.

Roll call vote.

Ayes: Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: Ponzio and Riess

Motion carried.

#### IV. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

**Beth Kamman- 1060 Bristol Trail, Lake Zurich** – Ms. Kamman introduced herself as Miss Illinois Scholarship which is a part of Miss America, which helps kids to grow up to be good people. She stated she loves playing softball in Hawthorn Woods and she enjoys the Dance in Motion class at the Aquatic Center. She mentioned they will be performing in Disney World in the summer. She thanked Mr. Sullivan for allowing them to dance at the Aquatic Center. She commented how it was nice to see everyone and thanked Trustee DiMaggio for inviting her tonight.

#### V. MAYOR'S REPORT AND COMMITTEE REPORTS

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

Mayor Mancino reported that last Thursday he attended the third Illinois Tollway Finance Committee meeting where funding options were discussed. They talked about the right-of-way, SSA's and how to maintain environmental standards. He also mentioned there will be an upcoming Land Use Committee meeting soon. Lastly, Mayor Mancino thanked the Board for their comments on the proposed Gilmer intersection improvements. He stated that Lake County is close to making their decision.

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

Trustee DiMaggio stated the Planning, Building and Zoning Commission met briefly only to continue their meeting to next Tuesday, February 25, 2014.

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

Trustee Morgan stated the Committee met briefly for the Emergency Operation Plan. He stated after the success of the table-top emergency exercise, they are planning the next steps in the process.

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

No report this month.

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

No report this month.

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

No report this month.

G. Finance Committee ----- Peter Ponzio, Chair  
Kelly Corrigan, Trustee Liaison

1. Approval of the September, 2013 Financial Statements
2. Approval of the October, 2013 Financial Statements
3. Approval of the November, 2013 Financial Statements
4. Approval of Budget Transfer

Ms. Kazenas stated the Finance Committee met to discuss the financial statements and the budget transfer. Mayor Mancino commented that the Village received the GFOA award again this year thanks to Ms. Kazenas.

1. Approval of the September, 2013 Financial Statements

Motion by Corrigan, second by DiMaggio to approve the September, 2013 Financial Statements.

Roll call vote.

Ayes: Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: Ponzio and Riess

Motion carried.

2. Approval of the October, 2013 Financial Statements

Motion by Corrigan, second by Morgan to approve the October, 2013 Financial Statements.

Roll call vote.

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

3. Approval of the November, 2013 Financial Statements

Motion by Corrigan, second by DiMaggio to approve the November, 2013 Financial Statements.

Roll call vote.

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

4. Approval of Budget Transfer

Motion by Corrigan, second by DiMaggio to approve the Budget Transfers.

Roll call vote.

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

H. Public Works Committee ----- Vacant, Chair  
Trustee Liaison, Vacant

No report this month.

**VI. NEW BUSINESS**

A. Consent Agenda

1. Approval of Minutes from the January 21, 2014 Village Board Meeting
2. Approval of Paid Invoice List Dated February, 2014
3. Approval of Bills List Dated February, 2014
4. Approval of a Resolution Authorizing the Execution of an Intergovernmental Agreement Between the Village of Hawthorn Woods and the Illinois Public Risk Fund

5. Approval of a Resolution Authorizing the Execution of An Agreement with Christopher B. Burke Engineering, Ltd.—Canadian National Crossing Design at Old McHenry Road
6. Approval of a Resolution Authorizing Application to the 2014 ComEd Green Region Program for the Acquisition of Open Space Land Adjacent to the Aquatic Center Facility
7. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Section 11-1-1L—Aquatic Center Fees
8. Approval of an Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Hawthorn Woods

Items #1 and #7 were removed from the Consent Agenda.

Motion by DiMaggio, second by Corrigan to approve the Consent Agenda with the exception of Items #1 and #7.

Roll call vote.

Ayes: Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: Ponzio and Riess

Motion carried.

Motion by DiMaggio, second by David to approve Consent Agenda Item #1.

Trustee Morgan stated he was not present at the January 21, 2014 Village Board Meeting.

Roll call vote.

Ayes: Corrigan, DiMaggio, David, Mayor Mancino

Nays: None

Abstentions: Morgan

Absent: Ponzio and Riess

Motion carried.

Motion by Corrigan, second by DiMaggio to approve Consent Agenda Item #7.

Trustee Morgan mentioned commented that the Aquatic Center family season pass may be higher than surrounding pools. He stated that for his family it was better not to purchase the pass and just pay as you go. Mr. Sullivan commented staff did review the Aquatic Center fee structure compared to other facilities. He said they felt very comfortable with our fees and did not increase them this year.

Ms. Newton commented that Libertyville is the most comparable to us. She also mentioned she has seen other villages or park districts raise their rates to be comparable to us. She

stated that we added a play feature to enhance value, and due to the poor weather last season we decided not to change the fees.

Trustee Morgan asked who will be handling concessions this year. Mr. Sullivan stated that we were using Pan Handlers again. He mentioned they finished three years with us. Trustee Morgan mentioned that they don't always open on time. Mr. Sullivan said he is aware of this and has addressed it with them. Ms. Newton commented that staff was going to evaluate in-house concessions for next year.

Roll call vote.

Ayes: Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: Ponzio and Riess

Motion carried.

#### B. Items for Separate Action

1. Approval of an Ordinance Annexing Approximately 1.25 Acres of Property to the Village of Hawthorn Woods Pursuant to 65 ILCS 5/7-1-8, 26960 N. Old McHenry Road, PIN #14-06-200-014 and #14-06-200-015 and Generally Located North of Old McHenry and East of Milton Road

Motion by DiMaggio, second by Morgan, to approve an Ordinance Annexing Approximately 1.25 Acres of Property to the Village of Hawthorn Woods Pursuant to 65 ILCS 5/7-1-8, 26960 N. Old McHenry Road, PIN #14-06-200-014 and #14-06-200-015 and Generally Located North of Old McHenry and East of Milton Road.

Mr. Greg Zaffke, 28 Oaks Avenue, Wauconda, introduced himself. He stated that he purchased the property and is planning on opening up an independent coffee house. He mentioned he practices the craft of making coffee. He stated it will be great place for friends and family to hang out. He also commented that the office will also be a charity on site to help families who experienced a crash due to distracted driving. He stated he wants to volunteer services to families who have experienced this type of tragedy. He mentioned the aftermath of a crash really takes a toll on the family members who will need financial and emotional support. He also said he would like to seek out grants as well. He mentioned he was going to name the coffee house Kinfolk Coffee, and hopes to have it opened in January, 2015.

Mayor Mancino commented this was a great vision and he is very excited about the coffee house. He mentioned we can really use a coffee house and thinks Mr. Zafke will feel right at home here.

Ms. Newton mentioned that she was sorry that Trustee Riess was not here today. She stated Trustee Riess encouraged the initial meeting and staff has been working on the R-1 annexation for one year. She also commented that there are two steps to this annexation. The next step would be to rezone the property to B-1.

Roll call vote.

Ayes: Morgan, Corrigan, DiMaggio, David

Nays: None

Abstentions: None

Absent: Ponzio and Riess

Motion carried.

## **VII. OLD BUSINESS**

None this month.

## **VIII. ADMINISTRATION REPORTS**

### **A. Report from the Chief Operating Officer Pam Newton**

#### **1. Village Operations**

Ms. Newton welcomed Kinfolk Coffee and mentioned it was great news. She also welcomed Amy Scholz, who has been recently hired as the Recreation and Public Information Manager. She mentioned that Ms. Scholz came from the Park Ridge Park District. She commented that Ms. Scholz has already sent out an E-blast and has put information about Pulte on our website.

Ms. Scholz introduced herself to the Board. She mentioned she was happy to be here and enjoys working with such a talented staff. She said she is very familiar with the area. She grew up in Mundelein and currently lives in Libertyville. She also mentioned she was with Highland Park Park District for seven years before working at the Park Ridge Park District

#### **2. Economic Development Department Report**

Ms. Newton reported that she and Ms. Lobaito traveled to Glenview and walked through several Pulte homes to look at their product. She mentioned she's working everyday with consultants and staff on the project.

Ms. Newton also reported that staff has seen a concept plan for the Stonebridge property and will be waiting for a preliminary plat application.

Trustee David asked if we were going to require prevailing wages for Pulte and Stonebridge. Ms. Kazenas commented that the Village adopts a prevailing wage ordinance annually however; this requirement only applies to Village contracts. The Village has no authority to require prevailing wage for private developments or contractors.

Ms. Newton then stated that Mariano's had their grand opening recently. She stated that Ms. Kazenas had a meeting with Kildeer and Lake Zurich's CFO's to review the sales tax revenue sharing from Mariano's.

Finally, Ms. Newton mentioned the Village now has sewer flow for the Aquatic Center. She stated last year the Village had to pay \$40,000.00 to haul the waste. She mentioned we will be saving money and we are ready to operate the sewer.

Trustee Corrigan asked if we will be seeing anymore bills from Walter & Son, or if this was our last one. Ms. Kazenas answered we could see a few more bills.

Ms. Frable explained to the Board how the sewer flows through the tank and goes to the Krueger Road lift stations. On an annual basis it will be pumped out for maintenance. She stated Lake County hauled the waste last year and they only charged for their time.

B. Report from the Village Attorney

Mr. Kenney reported he and Attorney Brankin have been working on the Pulte application. He also reported about proposed legislation regarding appeals from rulings by adjudication officers and the impact this legislation could have.

Trustee DiMaggio commented on the conceal carry law. Mr. Kenney commented that with private business they need to put up signs to remind people of the law. Trustee Corrigan mentioned that Lake Zurich sent a letter out to their commercial property owners stating they can purchase a sticker at cost through a link on their website. She suggested we look into doing the same thing in Hawthorn Woods.

C. Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito
  - a. Building Department Report

Report in the Packet

- b. Village Clerk's Office Report

Report in the Packet

2. Chief Financial Officer/Human Resources Director– Kristin Kazenas
  - a. Finance Department Report

Ms. Kazenas reported the auditors will be here next week, and that she anticipates it will go smoothly this year. She also reminded the Board that they should have received their fraud questionnaires. Ms. Kazenas also commented that the meeting with Lake Zurich and Kildeer to discuss the sales tax sharing of Mariano's went well, and that the Village should begin to see the funds in June or July.

- b. Human Resource Department Report

Ms. Kazenas stated she will be updating the employee handbook on the new laws for the concealed carry and medical cannabis.

- c. Risk Management Department Report

No report this month.

3. Chief of Police – Jennifer Paulus

- a. Police Department Report

Chief Paulus' report is in the packet.

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

- a. Public Works Department Report

Ms. Frable reported Public Works has been working on maintenance over at the Aquatic Center for the last couple of days. She also mentioned she has been working on the budget transfers for all the additional snow related overtime which includes the part time staff.

Ms. Frable also reported that we are the owner of the Krueger lift station. She also commented that Public Works will be working on clearing some drains once all the snow melts. She stated they will keep an eye on ditches filled with snow and standing water.

5. Director of Parks and Recreation—Brian Sullivan
  - a. Parks and Recreation, and Special Events

Mr. Sullivan reported that the Winter Carnival will be held this Saturday at the Community Park from 3-6pm. He stated the weather is going to be in the

high 20s that day. He mentioned there are many vendors and 13 volunteers from Stevenson High School. He stated there will be something for everyone to do, such as speed gunning, hardball, throwing snowballs, balloon jump, horse and carriage rides, and a laser light show at the end of the day.

Mr. Sullivan also commented on how the Parks and Recreation Department is expanding their programs. He stated that St. Matthew's is using their facility after school for some of our programs, such as chess and fencing. He stated that St. Matthew's is donating their mats to us that we can use for other classes, such as women's self-defense and early childhood tumbling. He also mentioned how we will be upgrading our ball fields and playgrounds.

Finally, Mr. Sullivan wanted to commend Ms. Newton for working with Hawthorn Woods Country Club in getting them to allow tennis and golf lessons on site. They will also offer cooking classes and how to plan an event, like a wedding.

Trustee Ponzio arrived 8:21p.m.

Mr. Sullivan mentioned that Ms. Scholz is a great addition to the Parks and Recreation Department.

Mayor Mancino mentioned he will be out of town for the Winter Carnival and won't be able to attend. He also welcomed Ms. Scholz as the new Recreation and Public Information Manager, and stated how pleased he is with all the new programs. He also challenged Ms. Scholz to reach out with communications, and to have six press releases a month.

b. Comprehensive Plan Update

Mr. Sullivan reported that he applied for a \$5,000 Grant funded through the State. It is for Commonwealth Edison open lands development. It is available due to the fact that our Master Plan is in progress.

**IX. EXECUTIVE SESSION**

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

Mayor Mancino noted there would be no Executive Session this evening.

**X. ADJOURNMENT**

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

Voice vote.

Ayes: 5

Nays: 0

Abstentions: 0

Absent: 1

Motion carried.

There being no further business the meeting adjourned at 8:28 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sandy Hansen".

Sandy Hansen

Deputy Village Clerk