



**THE VILLAGE OF HAWTHORN WOODS
COMMITTEE OF THE WHOLE
AND
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, NOVEMBER 26, 2018
6:00PM**

AGENDA

I. CALL TO ORDER AND ROLL CALL – COMMITTEE OF THE WHOLE

II. PLEDGE OF ALLEGIANCE

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMITTEE OF THE WHOLE

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

IV. PRESENTATION

- A. Presentation and Training – Harassment Training Conducted by Roxana Underwood, Clark Baird Smith

V. ADJOURNMENT OF THE COMMITTEE OF THE WHOLE

VI. CALL TO ORDER AND ROLL CALL – VILLAGE BOARD MEETING

VII. 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.

VIII. PUBLIC HEARING

- A. A Public Hearing for the Fiscal Year 2019 Village Budget

IX. MAYOR’S REPORT AND COMMITTEE REPORTS

- A. Mayor’s Report -----Joseph Mancino, Mayor
 - B. Environmental Committee -----John Bickley, Chair
Steve Riess, Trustee Liaison
 - C. Zoning Board of Appeals -----John Kosik, Chair
Dominick DiMaggio, Trustee Liaison
- 1. Approval of an Ordinance Granting a Certain Variation—Aaron and Amy Karstens—Lot Coverage Variation—110 Governors Way

- D. Planning, Building and Zoning Commission -----Vacant, Chair
 Dominick DiMaggio, Trustee Liaison
1. Approval of an Ordinance Granting a Special Use Permit and Certificate of Approval for a Temporary Mobile Classrooms Facility and Related Appurtenances—Community Unit School District 95
 2. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 9, Chapter 9A—AO Architectural Overlay District
- E. Finance Committee -----Jayne Kosik, Chair
 Kelly Corrigan, Trustee Liaison
1. Approval of September, 2018 Financial Statements
 2. Approval of Budget Transfers

X. NEW BUSINESS

A. Consent Agenda

1. Approval of the October 22, 2018 Village Board Meeting Minutes
2. Approval of the Bills List Dated November 2018
3. Approval of Paid Invoice List Dated November 2018
4. Approval of an Ordinance Authorizing the Execution of a Certain Redesign Service Agreement—Civic Plus
Agreement to update the Village’s website with new technology and enhanced security.
5. Approval of an Ordinance Authorizing the Execution of a Letter of Agreement with Mike Truppa Communications
This agreement extends the engagement for the consulting services of a communications firm to assist the Village with special projects and initiatives.
6. Approval of an Ordinance Authorizing the Execution of an Agreement—Family Service of Lake County
Ordinance renews annual contract for the Village’s employee assistance program.
7. Approval of an Ordinance Authorizing the Execution of the Audit Engagement Letter for the Audit of the Financial Statements for the Year Ended December 31, 2018 – Sikich, LLP
The ordinance authorizes the execution of the audit engagement letter with Sikich, LLP. The Village is in the final year of a three year contract with Sikich for audit services.
8. 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 \$169,331 for Property, Casualty, and Workers Compensation Insurance
Ordinance provides for the general liability, workers compensation, auto liability, umbrella, crime bonds, cyber liability and compensation for the Village’s insurance broker, Arthur J Gallagher Risk Management Services, Inc. The total insurance cost of \$169,331 represents a 2.5% increase. Included in this total is \$15,949 service fee

for Arthur J Gallagher Risk Management Services, Inc. which represents the fifth consecutive year of a zero percent increase.

9. Approval of an Ordinance Ratifying and Confirming the Execution of a Previously Executed Broker of Record Letters—Corkill Insurance
Ordinance ratifies the change in the Village of Hawthorn Woods employee benefits insurance broker of record from One Digital to Corkill Insurance.
10. Approval of Medical, Dental and Vision Insurance Plans for 2019
11. Approval of an Ordinance Ratifying and Confirming the Execution of a Previously Executed Agreement – EOSullivan Consulting
Ordinance ratifies the messaging service agreement with EOSullivan Consulting to conduct a phone survey of residents about the proposed referendum question.
12. Approval of a Resolution Adopting a Policy Regarding Sexual Harassment in Employment
Resolution updates the Village’s current sexual harassment policy to comply with the provisions of the new State of Illinois law (Public Act 100-1066).
13. Approval of a Resolution Adopting the Personnel Policies Manual of the Village of Hawthorn Woods
Resolution includes approval of new Village Employee Handbook, updated for current employment laws.
14. Approval of a Resolution Affirming the Adoption of Shared Principles by the Hawthorn Woods Police Department
ILACP initiative to get all Illinois police agencies to affirm to work together to implement shared principles and values statewide.
15. Approval of a Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code for 2018—BLR 14230
16. Approval of a Resolution—Municipal Estimate of Maintenance Costs for 2019—BLR 14231
17. Approval of a Resolution—Request for Expenditure/Authorization of Motor Fuel Tax Funds for 2019—BLR 09150

B. Items for Separate Action

1. Approval of a Condition of Extension of the Effective Date of an Ordinance Terminating Ordinance Number 1382-11, Entitled, “An Ordinance Granting A Special Use Permit—Pugsley & LaHaie—Approximately 11 Acres Located on the Southeast Corner of Quentin and Old McHenry Roads” Thereby Revoking the Special Use Permit Granted Therein
2. Pool Cover Appeal – 61 Deer Point Drive
3. Approval of an Ordinance Authorizing the Execution of an Amendment of the Hawthorn Hills Subdivision Improvement Agreement—Pulte Home Corporation
This agenda item was carried over from last month’s Board meeting. As requested at last month’s Board meeting, attached is an exhibit that depicts the existing sidewalks in Hawthorn Hills. This amendment extends the date for completion of all improvements by one year, except for roadway surface course, driveway aprons, and

parkway tree and landscaping for individual lots which do not have completed homes on them. Sidewalks are the only improvement that would apply to this extension.

4. Review and Acceptance of the Amended Street Maintenance Improvement Report Prepared by Christopher B. Burke Engineering, Ltd.
5. Presentation and Discussion – Pulte Homes Building Elevations—David Cumming
6. Approval of an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2019 and Ending December 31, 2019
7. Approval of an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2019 and Ending December 31, 2019, of the Village of Hawthorn Woods, Lake County, Illinois
8. Discussion on the Storage Location of Garbage Cans
9. Discussion and Direction—Aqua Illinois Water Tower Design
10. Discussion Regarding a Resolution Supporting the No Build Option for Illinois Route 53 (FAP 342) and Supporting Alternate Traffic Congestion Relief Solutions

XI. OLD BUSINESS

- A. None this month.

XII. ADMINISTRATION REPORTS

- A. Report from the Chief Operating Officer – Pamela O. Newton, MSOL, CM
- B. Report from the Village Attorney
- C. Reports from Department Heads
 1. Chief Administrative Officer – Donna Lobaito, RMC
 - a. Chief Administrative Officer’s Report
 - b. Village Clerk’s Report
 2. CFO/Human Resources Director – Kristin N. Kazenas, CPA, MBA, CPFO
 - a. Finance Department’s Report
 - b. Human Resources Department Report
 - c. Risk Management Department Report
 - d. Business Continuity Work Group Report
 3. Chief of Police – Jennifer R. Paulus, CPC
 - a. Police Department’s Report
 4. Director of Public Works/Village Engineer – Erika M. Frable, PE
 - a. Public Works Department’s Report
 5. Director of Parks and Recreation – Brian J. Sullivan, MPA, CPSI, CPRP
 - a. Parks and Recreation Department’s Report
 6. Director of Community Development – Michael Cassata, AICP
 - a. Community Development Department’s Report

XIII. EXECUTIVE SESSION

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

XIV. ADJOURNMENT