



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
TUESDAY, MAY 28, 2019
7:00PM**

AGENDA

I. CALL TO ORDER AND ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. OATH OF OFFICE

- A. Administration of the Oath of Office—Steve Riess, Trustee
- B. Administration of the Oath of Office—Dominick DiMaggio, Trustee
- C. Administration of the Oath of Office—Michael David, Trustee
- D. Administration of the Oath of Office—James W. Kaiser, Trustee

IV. 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.

V. PRESENTATION

- A. Tree City USA Presentation – Ryan Mathy and John Sanchez, Hawthorn Woods Public Works Department
- B. Presentation of the Comprehensive Annual Financial Report as of December 31, 2018—Brian LeFevre, Sikich

VI. MAYOR'S REPORT AND COMMITTEE REPORTS

- A. Mayor's Report -----Joseph Mancino, Mayor
 - 1. Appointment of James W. Kaiser as Trustee Liaison to the America In Bloom Committee
 - 2. Approval of Mayor's Monarch Proclamation
- B. Environmental Committee -----John Bickley, Chair
Steve Riess, Trustee Liaison
- C. Zoning Board of Appeals -----John Kosik, Chair
Dominick DiMaggio, Trustee Liaison
- D. Planning, Building and Zoning Commission -----Jim Merkel, Chair
Dominick DiMaggio, Trustee Liaison

- E. Finance Committee ----- Jayne Kosik, Chair
 Kelly Corrigan, Trustee Liaison
1. Acceptance of the Comprehensive Annual Financial Report as of December 31, 2018
 2. Acceptance of the Auditor’s Communication to the Board of Trustees as of December 31, 2018
 3. Approval of the Annual Treasurer’s Report for the Year Ended December 31, 2018
- F. America In Bloom Committee-----Megan Masana, Chair
 James W. Kaiser, Trustee Liaison

VII. NEW BUSINESS

A. Consent Agenda

1. Approval of the April 22, 2019 Village Board Meeting Minutes
2. Approval of Bills List Dated May 2019
3. Approval of Paid Invoice List Dated May 2019
4. Approval of an Ordinance Authorizing the Execution of a Reciprocal Agreement on Exchange of Information Between the Village of Hawthorn Woods and the Illinois Department of Revenue
Updated agreement with the Department of Revenue to share confidential sales tax information with certain Village staff.
5. Approval of an Ordinance Authorizing the Execution of Phase 1 of a Two Part Survey of Evergreen Trees in Certain Village Properties as Set Forth in the Contract with Apex Landscaping, Hawthorn Woods, Illinois
Agreement provides for the inventory of evergreen trees in half the Village parks.
6. Approval of an Ordinance Ratifying and Confirming the Execution of a Previously Executed Agreement—Keurig Dr. Pepper
Agreement provides for the lease of cold drink equipment to be used at the Aquatic Center.
7. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 3-1-3; License Required; and Title 3, Section 3-1-20.B—Fee Schedule
Text amendment removes language from the Village Code relating to the Hawthorn Woods Women’s Club Garage Sale, and reduces the business license fee for garage sales from \$250.00 to \$25.00.
8. Approval of an Ordinance for the Approval and Acceptance of an Agreement for an Open Space Land Acquisition and Development Grant (OSLAD) With the Illinois Department of Natural Resources to Provide Matching Grant Funding for the Development and Restoration of Meadowlark Park and Arboretum

The purpose of this ordinance is to approve an agreement with the Illinois Department of Natural Resources to provide financial assistance to the Village of Hawthorn Woods for the development and restoration of lands for public outdoor recreational purposes. The specific funding is a 50% matching grant offered through the Open Space Land Acquisition and Development (OSLAD) Grant Program totaling \$105,100.

9. Approval of a Resolution Adopting a Policy Regarding Expense Reimbursement
Expense Reimbursement policy complies with the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5), effective January 1, 2019.
10. Approval of Letter of Support Regarding the Des Plaines River Watershed-Based Plan
Village Staff recommends sending the letter of support for the Des Plaines River Watershed-Based Plan to the Lake County Stormwater Management Commission.

B. Items for Separate Action

1. None this month.

VIII. OLD BUSINESS

- A. None this month.

IX. 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
 - c. Community Development Department 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

X. EXECUTIVE SESSION

- A. 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)

XI. ADJOURNMENT