



**THE VILLAGE OF HAWTHORN WOODS
SPECIAL VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
TUESDAY, MAY 26, 2020
5:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

The Special Village Board meeting was conducted via Zoom, and Mayor DiMaggio and Village Clerk Lobaito were present at Village Hall participating via Zoom.

Mayor DiMaggio called the meeting to order at 5:03 p.m. Roll call indicated the following members were present: Mayor DiMaggio, Trustees Kaiser, Kosik, Riess, and David. Trustee Corrigan was absent.

Also present via Zoom were Chief Operating Officer Pamela Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Chief of Police Jennifer Paulus, Public Works Director/Village Engineer Erika Frable, PE, Parks and Recreation Director Brian Sullivan, and Village Attorney Patrick Brankin.

Trustee Corrigan arrived via Zoom at 5:04 p.m.

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.

Roxanne and Del Bliss, 1 Cherry Hill Circle – Mr. and Mrs. Bliss expressed concern about their neighbor's elevated garden at 3 Cherry Hill Circle. Mr. Brankin commented that the pictures of the elevated garden shown at the meeting do not meet the definition of a fence in the Village Code, and that staff had consulted with the Village of Mundelein Building Department. He said he would like to research the matter further and suggested the Board refer this issue back to staff.

Karen Kedzierski – Ms. Kedzierski commented that she lives next door to the garden as well and is concerned about the look as well.

Jamie Breslaw, 5 Lagoon Drive – Ms. Breslaw addressed the Board about amending the Village Code to allow for temporary pools, but excluding the easy-set pools because of aesthetics and safety. She indicated temporary would mean the pool has to be taken down.

Board members asked several questions of clarification, and the Board asked Ms. Breslaw to send her research to Ms. Lobaito for further review.

IV. PRESENTATION

- A. Presentation of the Comprehensive Annual Financial Report as of December 31, 2019—
Brian LeFevre, Sikich

Mr. LeFevre, Sikich, presented the presented the Comprehensive Annual Financial Report as of December 31, 2019 to the Village Board. He noted that this was the 14th consecutive year the Village has been awarded the Certificate of Achievement for Excellence in Financial Reporting. He presented an unmodified opinion, which is the highest level of opinion to be offered by an auditor. Less than 1% of communities with a population less than 10,000 achieve an unmodified opinion.

V. MAYOR'S REPORT AND COMMITTEE REPORTS

- A. Mayor's Report-----Dominick DiMaggio, Mayor

1. Recognition of the Garden of the Month

Mayor DiMaggio recognized the current winner of the Garden of the Month; a family in the Hawthorn Trails subdivision.

Mayor DiMaggio reported on his phone call with Congressman Sean Casten about the distribution of funds to municipalities regarding COVID-19. He also reported on the anticipated reduction in the LGDF revenues. Mayor DiMaggio also commented about participating in weekly ELT meetings on Zoom, and that he learned of concerns about the public utilizing the restrooms in the lobby of Village Hall. Ms. Newton indicated Public Works had looked into this concern in the past, but there were challenges with putting up a wall to keep the public from accessing areas of the Village Hall without staff knowledge. The Board discussed this concern and offered various suggestions. Ms. Newton indicated she would send the Board the research staff conducted. Chief Paulus suggested locking the bathroom doors thus requiring people to obtain a key from staff.

2. Reappointment of Doug Samz to the Board of Trustees of the Police Pension for a Two Year Term

Motion by Corrigan, second by Riess to Reappointment of Doug Samz to the Board of Trustees of the Police Pension for a Two Year Term .

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

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

No report this month.

- C. Zoning Board of Appeals-----John Kosik, Chair
Jodi McCarthy, Trustee Liaison

1. Approval of an Ordinance Granting a Certain Variance—Michael and Kelly Scaramella—Lot Area Coverage—20 Tournament Drive North

Motion by Corrigan, second by Riess to approve an Ordinance Granting a Certain Variance—Michael and Kelly Scaramella—Lot Area Coverage—20 Tournament Drive North.

Trustee McCarthy reported that the vote from ZBA was 4 – 2, and that the members debated whether the applicant met the standards for a variance. Ms. Lobaito indicted engineering would be reviewed at the time of building permit application.

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

- D. Planning, Building and Zoning Commission-----Jim Merkel, Chair
Jodi McCarthy, Trustee Liaison

No report this month.

- E. Finance Committee-----Jayne Kosik, Chair
Kelly Corrigan, Trustee Liaison

1. Approval of the March Financial Statements

Motion by McCarthy, second by Kaiser to approve the March Financial Statements.

Roll call vote.

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

Nays: None

Absent: None

Motion carried.

Trustee David departed the Zoom meeting at 5:50 p.m.

Trustee Kosik reported on the work of the Finance Committee at their last meeting. She reported that the ELT has been working to reduce expenditures in light of COVID-19. Trustee Kosik also reported that the Village is the recipient of \$522,000 grant to be paid out over three years for the Rebuilt Illinois program. The Village is watching the financial trends, and it was noted that the property tax receipts will be delayed. Trustee Kosik indicated that after much discussion, the Finance Committee is recommending the cancellation of the fireworks show, parade and other summer events including the summer concert series this summer due to COVID-19.

Trustee Corrigan commented that the decision was not easy, but with limited gatherings, the committee did not want to have the police have to monitor gatherings. She said the recommendation is being made for the safety of residents and staff. Discussion ensued, and Mayor DiMaggio suggested that possibly the Village can host a few concerts at the end of July into August.

2. Approval of the Comprehensive Annual Financial Report as of December 31, 2019.

Motion by McCarthy, second by Kosik to approve the Comprehensive Annual Financial Report as of December 31, 2019.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, McCarthy

Nays: None

Absent: David

Motion carried.

3. Acceptance of the Auditor's Communication to the Board of Trustees as of December 31, 2019

Motion by Riess, second by Corrigan to approve the Auditor's Communication to the Board of Trustees as of December 31, 2019.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, McCarthy

Nays: None

Absent: David

Motion carried.

4. Approval of the Annual Treasurer's Report for the Year Ended December 31, 2019

Motion by Corrigan, second by Kosik to approve the Annual Treasurer's Report for the Year Ended December 31, 2019.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, McCarthy

Nays: None

Absent: David

Motion carried.

5. Discussion and Direction on Illinois Municipal League’s Suggestion Regarding Cancellation of Summer Community Events.

This agenda item was previously discussed, and staff has the Board’s direction.

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

Ms. Newton reported that the America In Bloom national competition will proceed this fall with a \$25,000 grant to be awarded to the winner.

Trustee David returned to the Zoom meeting at 6:15 p.m.

VI. NEW BUSINESS

A. Consent Agenda

1. Approval of the March 17, 2020 Special Village Board Meeting Minutes
2. Approval of the March 21, 2020 Special Emergency Village Board Meeting Minutes
3. Approval of the April 27, 2020 Special Village Board Meeting Minutes
4. Approval of Bills List Dated May 2020
5. Approval of the Paid List Dated May 2020
6. Approval of an Ordinance Authorizing the Execution of a Grant Agreement— Illinois Clean Energy Community Foundation
7. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Subsection 11-1-1H.6.e—Cash or Surety Bonds
8. Approval of a Resolution – Request for Expenditure/Authorization of Motor Fuel Tax Funds for 2019—BLR 09150
9. Approval of a Resolution – Final Report of Expenditures for 2019—BLR 13510
10. Approval of a Resolution – Municipal Maintenance Expenditure Statement for 2019—BLR 14310
11. Approval of a Resolution Recognizing National Public Works Week 2020

Item #5 was removed from the Consent Agenda.

Motion by Corrigan, second by Riess to approve the Consent Agenda with the exception of item #5.

Roll call vote.

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

Nays: None

Absent: None
Motion carried.

Motion by Corrigan, second by McCarthy to approve Consent Agenda Item #5, Approval of the Paid List Dated May 2020.

Trustee David commented that he would abstain as he sold KN95 masks to the Village.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, McCarthy

Nays: None

Absent: None

Abstain: David

Motion carried.

B. Items for Separate Action

1. Discussion and Direction Regarding Reopening Businesses in the Village of Hawthorn Woods

The Board discussed ways the Village can assist businesses with reopening as a result of COVID-19. They discussed outdoor seating, signage without permits, and use of parking lots for restaurant seating. Ms. Newton stated she contacted Oregano's, who indicated they have an outdoor patio, and Little Joey's stated their business is based upon carryout and delivery, and not so much outdoor dining.

VII. OLD BUSINESS

A. None this month.

VI*I. ADMINISTRATION REPORTS

A. Report from the Chief Operating Officer – Pamela O. Newton, MSOL, CM

Ms. Newton reported that Senator McConchie contacted her today to inform her that the Village will be the recipient of \$60,000 for Barn siding, \$200,000 for the Community Park parking lot resurfacing, and \$104,000 to repair the leak in the Public Works roof as well as for the cold storage building.

She also reported that she has been in touch with Senator McConchie and Representative Edly-Allen regarding Lake County holding on to funds to cover COVID-19 expenses which were to be used for the local level and distributed on a per capita basis. They suggested Ms. Newton work with the County to obtain those funds. These funds are separate from the Village's application to FEMA.

Ms. Newton also reported that she participated in a webinar with Ms. Frable and Mr. Fell regarding a grant opportunity; however, the Village does not have a shovel ready project at

this time. Also, the Village is still searching for a new CFO, and GovHR has brought forth the names of 5 candidates. Ms. Newton also reported the Village has received the first installment of property taxes. Finally, Ms. Newton asked for direction from Mr. Brankin on handling the cancellation of summer concert contracts.

B. Report from the Village Attorney

Mr. Brankin noted that he would provide his report in Executive Session.

C. Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito, RMC

a. Chief Administrative Officer's Report

b. Village Clerk's Report

Ms. Lobaito updated the Board on the 2020 Census. She noted that the self-reporting schedule has been extended from July 31, 2020 to October 31, 2020. She encouraged all residents to respond since federal dollars are funneled to the state and village based upon population.

c. Community Development Department Report

Ms. Lobaito reported that in the month of April 2019, 43 building permits were issued compared to 44 in April 2020. Also, 1 new housing permit was issued in April 2019 and 1 was issued in April 2020. Ms. Lobaito reported on her contacts with all major home builders in town to gain an understanding on their companies' position and possible revised projections through years' end. All but one of the builders reported that they have seen increased interest in those looking to purchase homes. She will report this information to the Board on a monthly basis.

2. Interim Chief Financial Officer – David Clark

a. Finance Department's Report

No report this month.

3. Chief of Police – Jennifer R. Paulus, CPC

a. Police Department's Report

Chief Paulus reported floor signs have been purchased to direct people where to stand once Village Hall reopens. She said ticket writing is down; however, offenders will be stopped for the safety of the community. She reported that accidents are down as well. She said the police have been taking this time to educate people about safety.

4. Director of Public Works/Village Engineer – Erika M. Frable, PE
 - a. Public Works Department’s Report

Ms. Frable reported that her staff is readying the offices for employees’ return to work.

5. Director of Parks and Recreation – Brian J. Sullivan, MPA, CPSI, CPRP
 - a. Parks and Recreation Department’s Report

Mr. Sullivan reported on all the activities his staff has been working on to keep our residents engaged during the COVID-19 shutdown. His staff has been taking care of the parks, and that Alex Casler has been working with the parks staff two days per week.

IX. EXECUTIVE SESSION

- A. Probable or Pending Litigation (5 ILCS 120/2(c) 11)

Motion by Corrigan, second by Kosik to enter into Executive Session for the purpose of Probable or Pending Litigation.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Corrigan, McCarthy

Nays: David

Absent: None

Motion carried.

Mayor DiMaggio noted no business will be conducted after Executive Session.

X. ADJOURNMENT

The Special Meeting adjourned into Executive Session at 7:00 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk