

**THE VILLAGE OF HAWTHORN WOODS
SPECIAL VILLAGE BOARD MEETING
94 MIDLOTHIAN ROAD, HAWTHORN WOODS, ILLINOIS
MONDAY, APRIL 26, 2021
5:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor DiMaggio called the meeting to order at 5:01 p.m. Roll call indicated the following members were present: Mayor DiMaggio, Trustees Kaiser, Kosik, Riess, McCarthy, Rychlik. Trustee David was absent.

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

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.

None this month.

IV. MAYOR’S REPORT AND COMMITTEE REPORTS

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

Mayor DiMaggio reported he volunteered at the mass vaccination site at the Lake County Fair Grounds earlier in the month. He noted how well organized the event is being run. Mayor DiMaggio also reported that he met with Chris Heinen regarding the Community Development Director’s position. The Village has gone without a staff Community Development Director for a few years. Mayor DiMaggio indicated his main goal is to increase commercial development in the Village.

Additionally, Mayor DiMaggio reported that he participated in a Zoom meeting recently with the police department. Today, the Village received the certification of the April 6, 2021 election. He noted there may be a compatibility of office issue the Village is examining with a write-in candidate. Mayor DiMaggio also reported that he has reached out to Gene Albert regarding the annexation of Kathy’s Lakeside Bar & Grill. Finally, Mayor DiMaggio reported he participated in the Governor’s Home Town Award Zoom meeting.

1. Appointment of John Malcolm to the Board of Police Commissioners.

Motion by Kaiser, second by Kosik to appoint John Malcolm to the Board of Police Commissioners.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, McCarthy, Rychlik

Nays: None

Absent: David

Motion carried.

2. Appointment of Harry Mazzone to the Board of Police Commissioners.

Motion by Riess, second by Kaiser to appoint Harry Mazzone to the Board of Police Commissioners.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, McCarthy, Rychlik

Nays: None

Absent: David

Motion carried.

3. Appointment of Tom Stevens to the Board of Police Commissioners

Motion by Rychlik, second by McCarthy to appoint Tom Stevens to the Board of Police Commissioners.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, McCarthy, Rychlik

Nays: None

Absent: David

Motion carried.

4. Approval of an Ordinance Authorizing the Execution of an Employment Agreement—Chris Heinen, Director of Community Development

Motion by Riess, second by Rychlik to approve an Ordinance Authorizing the Execution of an Employment Agreement—Chris Heinen, Director of Community Development.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, McCarthy, Rychlik

Nays: None

Absent: David

Motion carried.

Mr. Heinen addressed the Board and thanked them for his appointment. He outlined his background in community and economic development with other municipalities, his building background with a builder, and his career with Rolf Campbell & Associates.

Ms. Newton commented that Mr. Heinen's unique background in community and economic development and the building industry is well suited for our Village. She noted we need economic development to subsidize residential taxes.

B. Sustainability Committee-----John Bickley, Chair

Steve Riess, Trustee Liaison

Trustee Riess reported the Village was recently awarded the Tree City USA designation. He displayed the flag for all to see. He indicated the Village should qualify for the Growth City Award this year. The committee and Amy Mason continues to develop the website. Trustee Riess reported the Village will be celebrating Arbor Day/Earth Day on May 1, and will have 600 saplings to give away.

Trustee Riess introduced Robin Groom, Sustainability Coordinator, to present the Green Business Program. Ms. Grooms reviewed the document with the Board and noted there are incentives for businesses to incorporate green actions into their business operations. It was the consensus of the Board to have staff proceed with the program.

C. Zoning Board of Appeals-----John Kosik, Chair

Thomas Rychlik, Trustee Liaison

Trustee Rychlik reported the ZBA held a training workshop in February to review zoning standards, which lead to a text amendment public hearing before the Planning, Building and Zoning Commission.

D. Planning, Building and Zoning Commission-----Jim Merkel, Chair

Thomas Rychlik, Trustee Liaison

1. Approval of an Ordinance Granting an Amendment to a Certificate of Approval for a Monument Sign—Countryside Meadows—Approximately 79.2 Acres Located Approximately 1,450 Feet South of the Intersection of Gilmer and Schwerman Roads

Motion by Kaiser, second by Rychlik to approve an Ordinance Granting an Amendment to a Certificate of Approval for a Monument Sign—Countryside Meadows—Approximately 79.2 Acres Located Approximately 1,450 Feet South of the Intersection of Gilmer and Schwerman Roads.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, McCarthy, Rychlik
Nays: None

Absent: David
Motion carried.

2. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods; Title 9, Section 9-16-7, Variations

Motion by McCarthy, second by Kosik to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods; Title 9, Section 9-16-7, Variations.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, McCarthy, Rychlik
Nays: None
Absent: David
Motion carried.

E. Finance Committee-----Jayne Kosik, Chair

Jodi McCarthy, Trustee Liaison

Mayor DiMaggio recognized Trustee Kosik for her dedication and service to the Village as a Trustee and Member/Chair of the Finance Committee. Trustee Kosik expressed her appreciation to the Board, staff and residents for the experience of serving the public.

Trustee Kosik reported that the committee met in April and reviewed the first draft of the audit, which will be presented to the committee and Board in May. She noted BS&A is up and running now. Trustee Kosik commented that she has asked Ms. York for more details on the state of Illinois payments and reporting. The committee also discussed with staff the future of the Aquatic Center, and she found staff to have a well thought out plan. Trustee Kosik also reported that Ms. Newton was present at the meeting and discussed the road referendum options with the committee.

Trustee Riess indicated he would like to explore purchasing land to the north of the Aquatic Center for expansion purposes. He suggested a committee of the whole with the Finance Committee, Village Board and Planning, Building and Zoning Commission.

1. Approval of the February Financial Statements

Motion by Riess, second by Kosik to approve the February Financial Statements.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, McCarthy, Rychlik
Nays: None
Absent: David
Motion carried.

F. Hawthorn Woods In Bloom-----Margo Pelak, Chair

James W. Kaiser, Trustee Liaison

Ms. Newton noted the committee will be meeting later this week. She reported the Executive Director of America In Bloom will be visiting Hawthorn Woods in October. Representatives from Audubon International will be stopping by this summer as well.

V. NEW BUSINESS

A. Consent Agenda

1. Approval of the March 22, 2021 Special Village Board Meeting Minutes
2. Approval of Bills List Dated April 2021
3. Approval of the Paid List Dated April 2021
4. Approval of an Ordinance Ratifying and Confirming the Execution of a Previously Executed Agreement—Invoice Cloud
5. Approval of an Ordinance Authorizing the Execution of an Agreement—The Village of Hawthorn Woods, The Lake County Board of Health—Animal Care and Control Services Agreement
6. Approval of an Ordinance Authorizing the Mayor and Chief Operating Officer to Enter Into an Independent Contractor Agreement with Phil Carona of the Lake County Stars Baseball
7. Approval of a Resolution—Arbor Day Proclamation
8. Approval of a Resolution Recognizing National Police Week 2021
9. Approval of a Resolution Recognizing Public Works Week 2021—“Stronger Together”
10. Approval of a Resolution Recognizing National Boating Week May 22-28, 2021

Items #2, #4 and #5 were removed from the Consent Agenda.

Motion by Rychlik, second by Kaiser to approve the Consent Agenda with the exception of items #2, #4 and #5.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, McCarthy, Rychlik

Nays: None

Absent: David

Motion carried.

Motion by Riess, second by Rychlik to approve item #2, Approval of Bills List Dated April 2021.

Trustees McCarthy noted she would need to abstain.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, Rychlik

Nays: None

Absent: David

Abstain: McCarthy

Motion carried.

Motion by Riess, second by Kosik to approve Consent Agenda Item #4, Approval of an Ordinance Ratifying and Confirming the Execution of a Previously Executed Agreement—Invoice Cloud.

Trustee Kosik asked who would be paying for the convenience fee. Ms. Lobaito responded that this contract has the user paying the fee. She noted in previous years, the credit card convenience fees cost the Village between \$8,000 and \$9,000 per year.

Roll call vote.

Ayes: Kaiser, Kosik, Riess, McCarthy, Rychlik
Nays: None
Absent: David

Motion carried.

Motion by Riess, second by McCarthy to approve Consent Agenda Item #5, Approval of an Ordinance Authorizing the Execution of an Agreement—The Village of Hawthorn Woods, The Lake County Board of Health—Animal Care and Control Services Agreement.

Trustee Riess asked how often this service is used. Chief Paulus responded not too often, but if a resident is involved, they are responsible for paying for this service. Chief Paulus indicated information about this service is on our website. Mayor DiMaggio asked that it be included in an e-blast.

B. Items for Separate Action

1. None this month

VI. OLD BUSINESS

- A. None this month.

VII. ADMINISTRATION REPORTS

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

Ms. Newton reported that the Village will be collecting \$200,000 from M/I Homes for property being developed in Kildeer. These funds relate to water tap on fees. Ms. Newton thanked Trustee Kosik for her service to the community.

- B. Report from the Village Attorney

Mr. Brankin indicated he would provide his report during Executive Session.

C. Reports from Department Heads

1. Chief Administrative Officer – Donna Lobaito, RMC

a. Chief Administrative Officer's Report

Ms. Lobaito noted her report was in the packet. She too thanked Trustee Kosik for her dedication and financial guidance over the years.

b. Village Clerk's Report

Ms. Lobaito's report is in the packet.

c. Community Development Department Report

Ms. Lobaito's report is in the packet.

2. Chief Financial Officer – Katreina York, MBA, MSA

a. Finance Department's Report

Ms. York's report is in the packet. She thanked Trustee Kosik and noted she valued her mentorship.

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

a. Police Department's Report

Chief Paulus's report is in the packet. She thanked Trustee Kosik for her service. She also noted the police department is in need of squad cars. Chief Paulus reported she has been appointed to the Emergency Telephone Systems Board as a representative of the Lake County Chiefs of Police.

Trustee McCarthy asked Chief Paulus what her plan was to replace the funds no longer available to us in the DUI fund. Chief Paulus indicated staff is always seeking grant money, but crime rates are low in the Village, which makes it difficult to be successful in obtaining grant money. She also noted the court fees the Village used to get have diminished greatly.

Chief Paulus noted that the officers are aware of their responsibility for generating some revenue. She indicated there has been more activity in the code violations this year.

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

a. Public Works Department's Report

Ms. Frable reported her staff has been working on opening the Aquatic Center and working on mowers.

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

Mr. Sullivan reminded everyone that the golf outing will be May 17th, and the Village is looking for hole sponsors. The Garden of the Month program starts in May. Also, interviews will be conducted for the recreation specialist position. Mr. Sullivan thanked Trustee Kosik for her years of service to the Village.

VIII. EXECUTIVE SESSION

- A. Personnel (5 ILCS 120/2(c) 1); Acquisition of Land (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)

Mayor DiMaggio indicated the Village Board would adjourn the special meeting to enter into Executive Session for the purpose of Personnel (5 ILCS 120/2(c) 1); Acquisition of Land (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). There will be no business conducted after Executive Session.

Motion by Rychlik, second by Kosik to enter into Executive Session for the purpose of Personnel (5 ILCS 120/2(c) 1); Acquisition of Land (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).

Roll call vote.

Ayes: Kaiser, Kosik, Riess, McCarthy, Rychlik

Nays: None

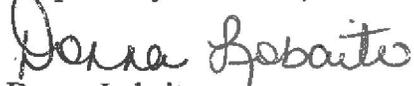
Absent: David

Motion carried.

IX. ADJOURNMENT

The Board adjourned into Executive Session at 6:24 p.m.

Respectfully submitted,



Donna Lobaito

Village Clerk