



**THE VILLAGE OF HAWTHORN WOODS
SPECIAL VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, NOVEMBER 22, 2021
6:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor DiMaggio called the meeting to order at 6:01 p.m. Roll call indicated the following members were present: Mayor DiMaggio; Trustees Kaiser, Riess, David, McCarthy, and Rychlik. Trustee Bayer was absent.

Also present were Chief Administrative Officer and Village Clerk Donna Lobaito, Interim Chief of Police Larry Maraviglia, Director of Public Safety John Malcolm, Public Works Director/Village Engineer Erika Frable, PE, Parks and Recreation Director Brian Sullivan, Community Development Director Chris Heinen, and Village Attorney Patrick Brankin.

Mayor DiMaggio stated that due to the ongoing pandemic, it has been determined it is not prudent or practical to meet in person, and tonight's meeting would be held on Zoom. Ms. Lobaito was present at Village Hall for the duration of the meeting.

II. PLEDGE OF ALLEGIANCE

III. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

John Manfredi, 18 Palisades – Mr. Manfredi offered comments on the 2022 budget and asked questions about the staffing in the police department.

IV. PUBLIC HEARING

A. A Public Hearing for the Fiscal Year 2022 Village Budget

Motion by Kaiser, second by Rychlik to open the public hearing.

Roll call vote.

Ayes: Kaiser, Riess, David, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: Bayer

Motion carried, and the public hearing was opened at 6:07 p.m.

There were no comments from the Board or the public on the 2022 budget.

Motion by Kaiser, second by Rychlik to close the public hearing.

Roll call vote.

Ayes: Kaiser, Riess, David, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: Bayer

Motion carried, and the public hearing was closed at 6:08 p.m.

V. MAYOR'S REPORT, COMMITTEE REPORTS AND OTHER REPORTS

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

Mayor DiMaggio reported he met with the police department over Zoom to introduce the new interim chief of police, and that he met with the AIB representatives. He participated in the Meadowlark Park dedication, and two tree memorials in our parks. Additionally, he had a meeting regarding property acquisition.

1. Presentation of Green Business Award to IKL Microgreens

Robin Grooms, Sustainability Coordinator, presented the first Green Business Award to IKL Microgreens. Mr. and Mrs. Clute were on the call to accept the award and talk about their business in Hawthorn Woods.

2. Appointment of Cathy Bayer to the Finance Committee

Motion by Riess, second by McCarthy to appoint Cathy Bayer to the Finance Committee.

Roll call vote.

Ayes: Kaiser, Riess, David, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: Bayer

Motion carried.

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

Trustee Riess reported that the committee was busy finalizing the Tree Management Plan. He noted the Adopt-A-Highway clean-up was completed with the assistance of the Girl Scouts. There will be a tree giveaway on May 7, 2022.

Trustee Kaiser reported on the aging in place meetings. There will be meetings on November 29, 2021 and December 8, 2021.

C. Zoning Board of Appeals-----John Kosik, Chair
Thomas Rychlik, Trustee Liaison

No report this month.

D. Planning, Building and Zoning Commission-----Jim Merkel, Chair
Thomas Rychlik, Trustee Liaison

No report this month.

E. Finance Committee-----Jayne Kosik, Chair
Jodi McCarthy, Trustee Liaison

1. Approval of the August 2021 Financial Statements

Motion by Riess, second by David to approve the August 2021 Financial Statements.

Roll call vote.
Ayes: Kaiser, Riess, David, McCarthy, Rychlik
Nays: None
Abstain: None
Absent: Bayer
Motion carried.

2. Approval of the September 2021 Financial Statements

Motion by Riess, second by McCarthy to approve the September 2021 Financial Statements.

Roll call vote.
Ayes: Kaiser, Riess, David, McCarthy, Rychlik
Nays: None
Abstain: None
Absent: Bayer
Motion carried.

3. Approval of Budget Transfers

Motion by McCarthy, second by Kaiser to approve the Budget Transfers.

Roll call vote.
Ayes: Kaiser, Riess, David, McCarthy, Rychlik
Nays: None
Abstain: None
Absent: Bayer
Motion carried.

4. Recommendation to Place Tax Levy Question on 2022 Ballot for Street Maintenance Program

Ms. McCarthy reported the Finance Committee recommends placing the tax levy question on the June 2022 ballot. She noted the SSA road program expires in 2022, and the impact of the proposed tax levy would be comparable to what residents are paying now.

Ms. Kosik, Finance Committee Chair, noted the cost would be about \$1 million per year.

Mayor DiMaggio said he was looking for Board consensus to move forward with the referendum question in June. This question on the ballot would allow for the residents to decide. It was the Board consensus to place the question on the ballot.

5. Recommendation to Approve the Call of Aquatic Center Bonds and Refinancing, as Recommended by Finance Committee

Trustee McCarthy reported the Village has the opportunity to borrow against our own funds to refinance the Aquatic Center debt, and pay ourselves interest. By doing so, we will cut the timeframe on this debt from seven to five years. Ms. York indicated this would save the Village approximately \$250,000 in interest.

Mr. Jeff Schuppel, bond consultant, spoke about the risks about borrowing money from the sewer fund. He noted the initial purchase would be \$1,103,000. It was the consensus of the Board to approve the call of the aquatic center bonds and refinance the debt with the sewer fund.

F. Hawthorn Woods In Bloom-----Margo Pelak, Chair
James W. Kaiser, Trustee Liaison
Trustee Kaiser indicated the committee will be meeting later this year.

G. Public Safety Department-----Mike David, Trustee Liaison
Trustee David reported that he met with Director of Public Safety, John Malcolm regarding collaboration with the department and the Board. He reported on the importance of communications and future meetings.

VI. NEW BUSINESS

A. Consent Agenda

- 1. Approval of the October 25, 2021 Joint Finance/Committee of the Whole/Village Board meeting
- 2. Approval of Bills List Dated November 2021

3. Approval of the Paid List Dated November 2021
4. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Section 11-1-1L—Aquatic Center Fees
5. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 1, Section 1-5-2—Meetings of the Board
6. 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, 2021 – Sikich, LLP
7. Approval of a Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code for 2020—BLR 14230
8. Approval of a Resolution—Municipal Estimate of Maintenance Costs for 2020—BLR 14231
9. Approval of a Resolution—Request for Expenditure/Authorization of Motor Fuel Tax Funds for 2020—BLR 09150

Item #3 was removed from the Consent Agenda.

Motion by Kaiser, second by McCarthy to approve the Consent Agenda with the exception of item #3.

Roll call vote.

Ayes: Kaiser, Riess, David, McCarthy, Rychlik
Nays: None
Abstain: None
Absent: Bayer

Motion carried.

Motion by Riess, second by McCarthy to approve item #3, Approval of the Paid List Dated November 2021.

Roll call vote.

Ayes: Riess, David, McCarthy, Rychlik
Nays: None
Absent: Bayer
Abstain: Kaiser

Motion carried.

B. Items for Separate Action

1. Approval of an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2022 and Ending December 31, 2022

Motion by Kaiser, second by Rychlik to approve an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2022 and Ending December 31, 2022.

Roll call vote.

Ayes: Kaiser, Riess, David, McCarthy, Rychlik
Nays: None
Abstain: None
Absent: Bayer

Motion carried.

2. Approval of an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2022 and Ending December 31, 2022, of the Village of Hawthorn Woods, Lake County, Illinois

Motion by Riess, second by McCarthy to approve an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2022 and Ending December 31, 2022, of the Village of Hawthorn Woods, Lake County, Illinois.

Roll call vote.

Ayes: Kaiser, Riess, David, McCarthy, Rychlik
Nays: None
Abstain: None
Absent: Bayer

Motion carried.

3. Approval of an Ordinance Authorizing the Execution of an Agreement – Public Works 2-Ton Truck

Motion by Kaiser, second by McCarthy to approve an Ordinance Authorizing the Execution of an Agreement – Public Works 2-Ton Truck.

Roll call vote.

Ayes: Kaiser, Riess, David, McCarthy, Rychlik
Nays: None
Abstain: None
Absent: Bayer

Motion carried.

4. Approval of an Ordinance Authorizing the Execution of the Fourth Amendment of the Stonebridge Subdivision Improvement Agreement—HDP Stonebridge LLC

Motion by McCarthy, second by Kaiser to approve an Ordinance Authorizing the Execution of the Fourth Amendment of the Stonebridge Subdivision Improvement Agreement—HDP Stonebridge LLC.

Roll call vote.

Ayes: Kaiser, Riess, David, McCarthy, Rychlik

Nays: None
Abstain: None
Absent: Bayer
Motion carried.

VII. OLD BUSINESS

- A. None this month.

VIII. ADMINISTRATION REPORTS

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

No report this month.

- B. Report from the Village Attorney

Mr. Brankin will provide his report in Executive Session.

- C. Reports from Department Heads

- 1. Chief Administrative Officer – Donna Lobaito, RMC
 - a. Chief Administrative Officer’s Report

Ms. Lobaito reported that she reviewed building elevations from M/I Homes.

- b. Village Clerk’s Report

Ms. Lobaito reported that she submitted her application to the International Institute of Municipal Clerks for her Certified Municipal Clerk designation, and she recently spoke before the Municipal Clerks of Lake County regarding professional writing.

- 2. Chief Financial Officer – Katreina York, MBA, MSA
 - a. Finance Department’s Report

Ms. York indicated her report was presented earlier in the evening.

- 3. Interim Chief of Police – Lawrence Maraviglia
 - a. Police Department’s Report

Chief Maraviglia reported on traffic stops in October, a tour of the public works facility, and a Zoom call with Lake County 911.

4. Public Safety Director – John Malcolm

a. Public Safety Report

Director Malcolm reported that he has been working on a grant for car videos, establishing testing dates for the new hire eligibility list for police officers and sergeants. He worked on the emergency operations plan and submitted it to Lake County Emergency Management for approval.

Additionally, Director Malcolm commended Sgt. Tennant for changing a tire for a stranded motorist; he commended Sgt. Canada for securing equipment to program portable radios saving the village approximately \$1,000; and he commended Officers Miller and Cvitkovich for saving the lives of a couple individuals in town.

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

a. Public Works Department's Report

Ms. Frable thanked the Board for the new truck for the department. She also reported on the hiring of a maintenance worker to fill a vacancy in the department.

b. Snow and Ice Plan 2022

The plan is found in the packet.

6. Director of Parks and Recreation – Brian J. Sullivan, MPA, CPSI, CPRP

a. Parks and Recreation Department's Report

Mr. Sullivan reported that Ryan Mathy and John Sanchez had moved to snow plowing command for the winter months. Mike Marquardt is working on RPZ certification for the village. The Holiday Craft Fair, the Home Town Holiday, and the Movie in the Barn events are coming soon.

7. Director of Community Development – Chris Heinen

a. Community Development Department's Report

Mr. Heinen reported that the office staff has been busy processing permits, and that there had been an increase of 50 permits in October this year over last October. M/I Homes applied today to construct homes on the vacant lots in the Hawthorn Woods Country Club, and he is working on a potential annexation at the intersection of Rt.176, Gilmer and Hawley. Mr. Heinen is also working on an application from District 95 for a STEAM addition on the school.

VIII. EXECUTIVE SESSION

A. Personnel (5 ILCS 120/2(c) 1): Probable or Pending Litigation (5 ILCS 120/2(c) 11)

Mayor DiMaggio noted there would be no business conducted after Executive Session.

Motion by Kaiser, second by David to adjourn the regular meeting to enter into Executive Session to discuss probable and pending litigation.

Roll call vote.

Ayes: Kaiser, David, Riess, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: Bayer

Motion carried.

IX. ADJOURNMENT

The meeting adjourned 7:20 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk