



**THE VILLAGE OF HAWTHORN WOODS
SPECIAL VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, JUNE 20, 2022
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, Bayer, McCarthy and Rychlik. Trustees Riess and David were absent.

Also present were Chief Operating Officer Pamela Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Chief Financial Officer Katreina York, 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 Robert Kenny.

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 was being 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

None this month.

IV. PRESENTATION

- A. Presentation of the Annual Comprehensive Financial Report as of December 31, 2021—
Brian LeFevre, Sikich

Brian LeFevre, from Sikich, presented the 2021 Annual Comprehensive Financial Report to the Board. He noted this is the 16th year the Village has been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting. Sikich is presenting an unmodified opinion, which is the highest level of opinion. Less than 1% of communities our size prepare an Annual Comprehensive Financial Report and receive an unmodified opinion.

Mr. Sikich reviewed various aspects of the audit, and noted the Village exceeds its goal of having a 35% fund balance. He noted the parks and recreation fund has a \$364,000 deficit and the Aquatic Center is running at a loss.

The Village contributed \$411,000 towards the Police Pension Fund in 2021, which was the recommendation of the actuary, and their fund balance is \$6,763,000. He reported that IMRF is well funded.

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

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

Mayor DiMaggio reported he participated in the Rt. 53 task force to discuss connection of bike trails and attractions that will bring people out. He also reported on discussions about the former EJ&E railway being retrofitted for passenger cars with a hub in Long Grove. He met with the Lake County Municipal League to discuss obtaining grants, and he attended the Indian Creek ribbon cutting last week. He also thanked Ms. Newton, Ms. Frable, and Ms. York for attending so many homeowners’ association meetings to get the word out about the upcoming road referendum.

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

No report this month.

C. Zoning Board of Appeals-----John Kosik, Chair
Cathy Bayer, Trustee Liaison

No report this month.

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

1. Approval of an Ordinance Granting Final Plat Approval – Hartman Subdivision – Approximately 2.36 Acres Located at 24836 Old McHenry Road

Motion by Kaiser, second by Rychlik to approve an Ordinance Granting Final Plat Approval – Hartman Subdivision – Approximately 2.36 Acres Located at 24836 Old McHenry Road.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: Riess, David

Motion carried.

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

1. Approval of the April Financial Statements

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

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: Riess, David

Motion carried.

2. Acceptance of the Annual Comprehensive Financial Report as of December 31, 2021

Motion by McCarthy, second by Kaiser to accept the Annual Comprehensive Financial Report as of December 31, 2021.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: Riess, David

Motion carried.

3. Acceptance of the Auditor's Communication to the Board of Trustees as of December 31, 2021

Motion by Bayer, second by Kaiser to accept the Auditor's Communication to the Board of Trustees as of December 31, 2021.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: Riess, David

Motion carried.

4. Approval of the Annual Treasurer's Report for the Year Ended December 31, 2021

Motion by Bayer, second by Rychlik to approve the Annual Treasurer's Report for the Year Ended December 31, 2021.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik

Nays: None
Abstain: None
Absent: Riess, David
Motion carried.

F. Hawthorn Woods In Bloom-----Lauren Vondrasek, Chair
James W. Kaiser, Trustee Liaison

Trustee Kaiser noted the next meeting will be held on June 22, 2022. The AIB judges will be in town July 19-21, 2022. Trustee Kaiser also reported he was in attendance at the groundbreaking ceremony at Indian Creek, and it was nice for representatives of Canadian National and AIB to be present to see their money at work.

G. Public Safety Department-----Mike David, Trustee Liaison

No report this month.

VI. NEW BUSINESS

A. Consent Agenda

1. Approval of the May 23, 2022 Village Board Meeting Minutes
2. Approval of Bills List Dated June 2022
3. Approval of the Paid List Dated June 2022
4. Approval of an Ordinance Authorizing the Appointment of an Interim Chief of Police
5. Approval of an Ordinance Ratifying and Confirming a Previously Executed Agreement with J&M Displays, Inc. for the Third of July, 2022 Independence Day Celebration Fireworks Display
6. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 2, Chapter 13, Sustainability Committee
7. Acceptance of the NPDES Report Phase II, Permit Year 19 Annual Report
8. Approval of the Popular Annual Financial Report for the Year Ended December 31, 2021
9. Approval of a Resolution Designating July as Parks and Recreation Month

Motion by McCarthy, second by Rychlik to approve the Consent Agenda.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: Riess, David

Motion carried.

B. Items for Separate Action

1. Approval of an Ordinance Authorizing the Execution of the Fifth Amendment of the Stonebridge Subdivision Improvement Agreement – HDP Stonebridge LLC

Motion by Kaiser, second by Bayer to approve an Ordinance Authorizing the Execution of the Fifth Amendment of the Stonebridge Subdivision Improvement Agreement – HDP Stonebridge LLC.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: Riess, David

Motion carried.

VII. OLD BUSINESS

- A. None this month.

VIII. ADMINISTRATION REPORTS

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

Ms. Newton reported on the Indian Creek ribbon cutting ceremony, the road referendum, and new plantings at Community Park by an Eagle Scout candidate.

- B. Report from the Village Attorney

No report this month.

- C. Annual Reports from Department Heads

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

Ms. Lobaito's report is in the packet.

- b. Village Clerk's Report

Ms. Lobaito reported on recent FOIA requests and determinations by the Public Access Counselor, solicitor's permits, and a fees analysis staff is working on to be presented to the Finance Committee in the near future.

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

Ms. York reported on the status of property tax distributions and research on financial institutions for investment options. Mayor DiMaggio asked about the status of the Sister Cities Fund and how this money could be used towards our residents.

3. Public Safety Director – John Malcolm
 - a. Public Safety Department’s Report

Director Malcolm reported on the status of lateral transfers, new officer testing, grant work, the 3rd of July festivities, training and block parties. Mayor DiMaggio asked about the Sister Cities money going towards cameras in the Aquatic Center parking lot.

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

Ms. Frable thanked the Board for their earlier approval of the NPDES report. She has submitted two projects to the Lake County Council of Mayors for STP funds. The two projects are Indian Creek Road and Acorn Drive. Ms. Frable attends weekly meetings regarding the improvements at Gilmer and Midlothian Roads.

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

Mr. Sullivan reported on the season and daily passes at the Aquatic Center. He noted both are up compare to last year.

6. Director of Community Development – Chris Heinen
 - a. Community Development Department’s Report

Mr. Heinen reported on the event venue status, commercial development at Quentin and Rt. 22, the status of MI Homes at the Hawthorn Woods Country Club, the site plan for phases 5 and 6 at the Hawthorn Woods Country Club, interest in Owl Haven Farms, the annexation of Kathy’s Lakeside Bar and Grill and the Gilmer Roadhouse, and the Gilmer/Midlothian Road industrial park.

IX. EXECUTIVE SESSION

Mayor DiMaggio noted there would not be an Executive Session this evening.

X. ADJOURNMENT

Motion by Kaiser, second by Rychlik to adjourn the special meeting.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: Riess, David

Motion carried.

The meeting adjourned at 6:38 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk