



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, NOVEMBER 28, 2022  
5:00 P.M.**

**MINUTES**

**I. CALL TO ORDER AND ROLL CALL**

Mayor DiMaggio called the meeting to order at 5:03 p.m. Roll call indicated the following members were present: Mayor DiMaggio; Trustees Kaiser, David, Bayer, McCarthy and Rychlik.

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/Interim Chief of Police John Malcolm, Public Works Director and Village Engineer Erika Frable, PE, Parks and Recreation Director Brian Sullivan, Community Development Director Chris Heinen, and Village Attorney Patrick Brankin.

**II. PLEDGE OF ALLEGIANCE**

**III. MAYORAL ANNOUNCEMENT**

**A. Approval of a Resolution in Memory of Trustee Stephen Riess**

Mayor DiMaggio spoke of Trustee Riess' passion for public service over the past 23 years. He read the resolution into the record.

Motion by David, second by Rychlik to approve a Resolution in Memory of Trustee Stephen Riess.

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: None

Motion carried.

**IV. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

**Ted Schweitzer, 2 Winding Branch Rd.** – Mr. Schweitzer recommended the Village consider renaming an existing park or naming a new park after Trustee Riess.

**V. PRESENTATIONS**

- A. Presentation of Girl Scout Silver Awards for Pollinator Gardens
  - a. Creating Twelve Pollinator Gardens on Various Village Cul-De-Sacs – Sarah Amberg, Ameila Borst, and Margareta Leedy – Troop 1409
  - b. Creating Two Raised Planter Boxes at Community Park – Emily Horbus, and Ava Gardner – Troop 45266
  - c. Creation of QR Code to Narrate a Trail Tour at Brierwoods Preserve – Sadie Miller, and Sarah Rich – Troop 1409

Mr. Sullivan and Mayor DiMaggio presented awards to the Girl Scouts in attendance for their commitment to service in the Village of Hawthorn Woods

**VI. PUBLIC HEARINGS**

- A. A Public Hearing for the Fiscal Year 2023 Village Budget

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

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: None

Motion carried.

There were no comments from the Board or the public.

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

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: None

Motion carried.

- B. Truth in Taxation Public Hearing

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

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: None

Motion carried.

Mr. Brankin noted the percent of the levy request is in excess of 5%.

There were no comments from the Board or the public.

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

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: None

Motion carried.

## VII. MAYOR'S REPORT, COMMITTEE REPORTS AND OTHER REPORTS

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

Mayor DiMaggio announced that this would be Trustee David's last Board meeting. He commended Trustee David for his service to the community. Others noted Trustee David's service as well.

#### 1. Appointment of Trustee to Fill the Vacancy of Trustee Stephen Riess

Motion by Kaiser, second by Rychlik to appoint Anne Hurst as Village Trustee.

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik

Nays: None

Abstain: None

Absent: None

Motion carried.

Mayor DiMaggio administered the oath of office.

#### 2. Presentation of the Garden of the Month Winners

Mr. Sullivan and Ms. Vondrasek announced the winners of the Garden of the Month. Mr. Goldberg of 10 Mulberry was present to receive his award.

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

No report this month; however, Mayor DiMaggio announced a trustee liaison would be appointed.

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 a Special Use Permit for a Planned Unit Development for an Event Venue and Granting Certain Relief from the Village's Zoning Ordinance—HH-HW-RE, LLC—Intersection of Gilmer Road and Illinois Route 176

Motion by Rychlik, second by Hurst to approve an Ordinance Granting a Special Use Permit for a Planned Unit Development for an Event Venue and Granting Certain Relief from the Village's Zoning Ordinance—HH-HW-RE, LLC—Intersection of Gilmer Road and Illinois Route 176.

Trustee Rychlik reported the event venue, to be located at Gilmer and Rt. 176, received unanimous approval at the Planning, Building and Zoning Commission meeting.

Mayor DiMaggio expressed concern about calling the facility The Barn as the Village Hall is described as the Barn. Mr. Hammes, the applicant, agreed he would change the name. Specifics related to flood plains, LCDOT approvals, and setbacks of the proposed venue were discussed by the Board. Trustee McCarthy indicated she was looking for more architectural features on the building, and Ms. Newton asked if the Mr. Hammes would consider applying a barn quilt on the building.

After much discussion, Trustee Rychlik amended his motion and Trustee Hurst amended her second to the motion adding a condition that the final architectural design will be approved by the Community Development Director prior to a building permit being issued for the development, in line with the additional architectural features and barn quilt request this evening.

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: None

Motion carried.

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

Trustee McCarthy and Ms. York reported that investments and fees were discussed at the last meeting.

1. Approval of the August Financial Statements

Motion by Hurst, second by McCarthy to approve the August Financial Statements.

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: None

Motion carried.

2. Approval of the September Financial Statements

Motion by Kaiser, second by Bayer to approve the September Financial Statements.

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: None

Motion carried.

3. Approval of Budget Transfers

Motion by Hurst, second by Rychlik to approve the Budget Transfers.

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: None

Motion carried.

4. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 1, Subsection 1-4-4.E, Settlement Amounts Enumerated; Title 3, Subsection 3-1-20.B, Fee Schedule; Title 6, Chapter 1, Vehicle Licenses; Title 6, Section 6-7-2, Violation Authorizing Seizure; Title 10, Subsection 10-3-7.B.2, Criteria for Requiring a Cash Contribution in Lieu of Park Sites; Title 11, Section 11-1-1, Fees for Certain Activities and Purposes

Motion by McCarthy, second by Bayer to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 1, Subsection 1-4-4.E,

Settlement Amounts Enumerated; Title 3, Subsection 3-1-20.B, Fee Schedule; Title 6, Chapter 1, Vehicle Licenses; Title 6, Section 6-7-2, Violation Authorizing Seizure; Title 10, Subsection 10-3-7.B.2, Criteria for Requiring a Cash Contribution in Lieu of Park Sites; Title 11, Section 11-1-1, Fees for Certain Activities and Purposes.

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: None

Motion carried.

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

No report this month.

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

Trustee David indicated there was no meeting this month, and that he would like to stay on as the chair of this committee.

## VIII. NEW BUSINESS

### A. Consent Agenda

1. Approval of the October 24, 2022 Joint Finance/Committee of the Whole/Village Board Meeting Minutes
2. Approval of Bills List Dated November 2022
3. Approval of Paid List Dated November 2022
4. Approval of an Ordinance Authorizing the Execution of an Independent Contractor Agreement for Musical Entertainment Services with Lake County Symphony Orchestra of Gurnee, Illinois
5. Approval of an Ordinance Ratifying a Previously Executed Contract with the Illinois Department of Central Management Services—Joint Purchasing Requisition for Bulk Rock Salt
6. Approval of an Ordinance Authorizing the Mayor and Village Clerk to Enter into an Intergovernmental Agreement Between the Village of Hawthorn Woods and Fremont Township for Shared Responsibility for Snow and Ice Control and Road Maintenance of Certain Streets
7. Approval of an Ordinance Authorizing the Chief Operating Officer to Enter into an Agreement with Arthur J. Gallagher Risk Management Services:
  - Accept the Proposal of Insurance from Arthur J Gallagher Risk Management Services; and
  - Execute “Client Authorization to Bind Coverage”; and
  - Execute “Gallagher Compensation Agreement”; and

- Expend \$188,807 for Property, Casualty, and Workers Compensation Insurance
8. Approval of a Resolution for Maintenance Under the Illinois Highway Code for 2023—BLR 14220
  9. Approval of a Resolution— Local Public Agency General Maintenance for 2023—BLR 14222
  10. Approval of a Resolution— Request for Expenditure/Authorization of Motor Fuel Tax Funds for 2023—BLR 09150

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

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: None

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, 2023 and Ending December 31, 2023

Motion by Kaiser, second by McCarthy to approve an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2023 and Ending December 31, 2023.

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: None

Motion carried.

2. Approval of an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2023 and Ending December 31, 2023, of the Village of Hawthorn Woods, Lake County, Illinois

Motion by Hurst, second by Bayer to approve an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2023 and Ending December 31, 2023, of the Village of Hawthorn Woods, Lake County, Illinois.

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: None  
Motion carried.

3. Approval of Release of Hawthorn Hills Letter of Credit No. 3121851 for the Bike Path in the Amount of \$78,005.63 Upon Receiving a Check in the Amount of \$78,005.63 to be Held as Surety

Motion by McCarthy, second by Hurst to approve the Release of Hawthorn Hills Letter of Credit No. 3121851 for the Bike Path in the Amount of \$78,005.63 Upon Receiving a Check in the Amount of \$78,005.63 to be Held as Surety.

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: None

Motion carried.

4. Approval Authorizing the Draw on Hawthorn Hills Letter of Credit No. 3121851 for the bike path in the amount of \$78,005.63

Mayor DiMaggio struck this agenda item.

5. Approval of an Ordinance Ratifying and Confirming the Execution of a Previously Executed Real Estate Donation Agreement—Susan J. Kirshner, as Trustee of the Susan J. Kirshner Declaration of Trustee Dated February 10, 2017

Motion by Rychlik, second by Bayer to approve an Ordinance Ratifying and Confirming the Execution of a Previously Executed Real Estate Donation Agreement—Susan J. Kirshner, as Trustee of the Susan J. Kirshner Declaration of Trustee Dated February 10, 2017.

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: None

Motion carried.

## **IX. OLD BUSINESS**

- A. None this month.

## **X. ADMINISTRATION REPORTS**

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

Ms. Newton reported that the Hometown Holiday celebration would be held this Saturday at Community Park, and that Trustee Riess's celebration of life would be at the Village Hall on Sunday.

### **B. Report from the Village Attorney**

Mr. Brankin's report will be provided in Executive Session.

### **C. Annual Reports from Department Heads**

#### **1. Chief Administrative Officer – Donna Lobaito, RMC, CMC**

##### **a. Chief Administrative Officer's Report**

Ms. Lobaito updated the Board on the new phone system and the police donation program.

##### **b. Village Clerk's Report**

Ms. Lobaito's report is in the packet.

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

##### **a. Finance Department's Report**

Ms. York reported the annual audit would commence soon.

#### **3. Public Safety Director/Interim Chief of Police – John Malcolm**

##### **a. Public Safety/Police Department's Report**

Director Malcolm reported on personnel, training, Red Ribbon Week, ComEd outage training, and his attendance at various events throughout the month. He acknowledged the hard work of Jan Filenko with the records software management system.

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

##### **a. Public Works Department's Report**

Ms. Frable's report is in the packet.

##### **b. 2023 Snow and Ice Plan**

Ms. Frable commented on the 2023 Snow and Ice Plan.

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

Mr. Sullivan reported that over 600 people attended the craft fair.

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

Mr. Heinen reported there has been a lot of interest in residential and commercial development. Toll Brothers has applied to replat Phases 5 and 6, MI Homes has secured five building permits in the Hawthorn Woods Country Club, and there has been conversations with representatives of the Fiore property. Mr. Heinen also reported on the implementation of a systematic inspection program.

## **XI. EXECUTIVE SESSION**

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

Mayor DiMaggio noted the Board would be entering Executive Session for the purpose of Probable or Pending Litigation with no business being conducted after.

## **XII. ADJOURNMENT**

Motion by David, second by McCarthy to adjourn the meeting to Executive Session.

Roll call vote.

Ayes: Kaiser, David, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: None

Motion carried.

The meeting adjourned at 7:03 p.m.

Respectfully submitted,

Donna Lobaito  
Village Clerk