



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
TUESDAY, MAY 23, 2023  
5:00 P.M.**

**MINUTES**

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

Mayor DiMaggio called the meeting to order at 5:02 p.m. Roll call indicated the following members were present: Mayor DiMaggio; Trustees Kaiser, McCarthy, Rychlik, Bayer, and Hurst. Absent was Trustee David.

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/Village Engineer Erika Frable, PE, Parks and Recreation Director Brian Sullivan, Community Development Director Chris Heinen, Director of Community Engagement Amy Mason, and Village Attorney Patrick Brankin.

**II. PLEDGE OF ALLEGIANCE**

**III. ACCEPTANCE OF ELECTION RESULTS**

Motion by Rychlik, second by Kaiser to accept the Abstract of Votes for the April 4, 2023 Consolidated Election.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: David

Motion carried.

**IV. OATH OF OFFICE**

**A. Administration of the Oath of Office—Anne Hurst**

Mayor DiMaggio administered the oath of office to Anne Hurst.

**B. Administration of the Oath of Office—Cathy Bayer**

Mayor DiMaggio administered the oath of office to Cathy Bayer.

C. Administration of the Oath of Office—Farah Laman

Mayor DiMaggio administered the oath of office to Farah Laman. Trustee Laman thanked the public for their support.

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

**John Skarb, 22 Rosewood Lane** – Mr. Skarb asked about development plans for the property behind his home and along Indian Creek Road, and expressed concern about drainage onto his property. Staff will respond to Mr. Skarb’s concerns. He also commented on dying trees and their removal, as well as speeding traffic on Darlington Drive.

VI. **PRESENTATION**

Brian LeFevre, from Sikich, presented the 2022 Annual Comprehensive Financial Report to the Board. He noted this is the 17<sup>th</sup> 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. LeFevre reviewed various aspects of the audit and the fund balance of various funds.

VII. **MAYOR’S REPORT, COMMITTEE REPORTS AND OTHER REPORTS**

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

Mayor DiMaggio reported he participated in the ribbon cutting ceremony for the Wintrust Bank groundbreaking at Quentin and Rt. 22. He also met with the development team consisting of Ms. Newton, Ms. Lobaito, Ms. Frable and Mr. Heinen about upcoming and potential development, and he participated in the annual golf outing hosted by the Village.

B. Sustainability Committee-----John Bickley, Chair  
Anne Hurst, Trustee Liaison

Trustee Hurst reported there was no meeting, but commented on the tree giveaway with 548 trees and 267 milkweed plants distributed. The committee participated in the Adopt-A-Highway program along Old McHenry Road, and they will be discussing ways to honor the late Trustee Riess. There will be a park dedication on June 4 at Bridlewoods Park.

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

Trustee Rychlik reported the Toll Brothers public hearing was continued to June 13, 2023.

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

1. Approval of March 2023 Financial Statements

Motion by Kaiser, second by Rychlik to approve the March 2023 Financial Statements.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: Laman

Absent: None

Motion carried.

2. Acceptance of the Annual Comprehensive Financial Report as of December 31, 2022

Motion by McCarthy, second by Bayer to approve the acceptance of the Annual Comprehensive Financial Report as of December 31, 2022.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: Laman

Absent: None

Motion carried.

3. Acceptance of the Auditor's Communication to the Board of Trustees as of December 31, 2022

Motion by Hurst, second by Kaiser to approve the acceptance of the Auditor's Communication to the Board of Trustees as of December 31, 2022.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: Laman

Absent: None

Motion carried.

4. Approval of the Annual Treasurer’s Report for the Year Ended December 31, 2022

Motion by Kaiser, second by McCarthy to approve the Annual Treasurer’s Report for the Year Ended December 31, 2022.

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

5. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods by the Addition of Title 3, Chapter 12, Imposing a Hotel/Motel Tax

Motion by Hurst, second by Kaiser to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods by the Addition of Title 3, Chapter 12, Imposing a Hotel/Motel Tax.

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

F. Hawthorn Woods In Bloom-----Lauren Vondrasek, Chair  
James W. Kaiser, Trustee Liaison  
Trustee Kaiser reported the America In Bloom judges will be in town in July, and Mayor DiMaggio will be hosting a reception at his home one of the evenings.

G. Public Safety Department-----Mayor Dominick DiMaggio, Liaison  
Mayor DiMaggio indicated there was no meeting this month, but did report on some graffiti in one of the parks. Mr. Malcolm will get pricing on cameras for the parks. He also reviewed with the Board the use of the Flock cameras.

**VIII. NEW BUSINESS**

A. Consent Agenda

- 1. Approval of the April 24, 2023 Village Board Meeting Minutes
- 2. Approval of Bills List Dated May 2023

3. Approval of Paid List Dated May 2023
4. Approval of a Resolution Recognizing National Public Works Week 2023  
“Connecting the World Through Public Works”
5. Approval of a Resolution Recognizing Police Week
6. Approval of a Resolution Proclaiming the Week of June 19-25, 2023 as National Pollinator Week

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

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

#### B. Items for Separate Action

1. Approval of an Ordinance Authorizing the Mayor and Village Clerk to Award and Execute the contract for the 2023 Street Program to Peter Baker & Son Co Inc in the amount of \$522,307.20

Motion by Kaiser, second by McCarthy to approve an Ordinance Authorizing the Mayor and Village Clerk to Award and Execute the contract for the 2023 Street Program to Peter Baker & Son Co Inc in the amount of \$522,307.20.

Ms. Frable reported the Village is using some Rebuild Illinois funds for the project. The priority will be given to roads that never received concrete ribbons in years past. She noted Peter Baker was the low bidder. She anticipated the road construction will take 6 – 8 weeks.

Roll call vote.

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

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 expressed gratitude to staff for their work at the golf outing. She noted on August 9, Canadian National and America In Bloom will be in town for the Phase II Indian Creek Preserves ribbon cutting. She also reported America In Bloom will host a summit in Hawthorn Woods and is inviting the Lake County communities to attend. Lastly, a second memorial garden is being prepared this year by the Hawthorn Woods In Bloom committee.

B. Report from the Village Attorney

Mr. Brankin indicated he would provide a report in Executive Session.

C. Annual Reports from Department Heads

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

Ms. Lobaito reported on her follow up with the Village's Statement of Economic Interest filers, review of the amended personnel manual and her assistance to Mr. Heinen with development projects.

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

Ms. York reported on her review of the amended personnel manual, and thanked Brian LeFevre for his work on the audit, and she thanked Jayne Kosik for her direction.

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

Director Malcolm reported on his work with Middle School North and Spencer Loomis School, the High Five Friday last week, the National Day of Prayer, the status of officers in training, and department training with neighboring departments.

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

Ms. Frable reported on National Public Works Week.

a. Continuation of IDOT/LCDOT Report

Ms. Frable reported on the pavement management report, which will come before the Village Board next month. She also reported on the progress of construction at Old McHenry and Darlington. The Gilmer and Midlothian roads' surface course has been installed, and there will be a detour on Old

McHenry Road for the replacement of a culvert near the schools. Drones were flown today over the OMX project.

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

Mr. Sullivan thanked Ms. Lobaito for her donation at the golf outing. The first cricket pitch was completed this week. A dedication will take place on June 4, 2023. Ms. Johnson continues to interview and train life guards. The Aquatic Center will open this Saturday.

6. Director of Community Development – Chris Heinen

Mr. Heinen noted his department has been very busy with permits and development inquiries. He indicated Ms. Lobaito has been helping him with some historical research on certain projects. He continues to coordinate with Ms. Frable on future projects and grant opportunities. He has been in talks with Aqua Illinois to extend sewer and water service to the north. Soon we will see the ground breaking for the Barn at Timber Pointe. He also reported MI Homes had anticipated 27 building permits in 2023 and to date, they have secured 30 in the Hawthorn Woods Country Club.

7. Director of Community Engagement – Amy Mason, MPA, CPRP

Ms. Mason thanked the Board and staff for their work at the golf outing. There were 133 golfers this year, and she will have a full financial report next month. Summer concerts begin on June 2. Blackshaw Messel Group of Compass Real Estate paid \$5,000 to sponsor all summer concerts this year. The Woodchuck program is going strong this year with 95 registrants.

Mayor DiMaggio thanked Stephen Hurst for the pictures he has been taking at many of the Village events.

**XI. EXECUTIVE SESSION**

A. Probable or Pending Litigation – 5 ILCS 120/2© 11 and Executive Session Minutes – 5 ILCS 120/2(c) 21

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

**XII. ADJOURNMENT**

Motion by Hurst, second by Kaiser to adjourn the meeting to Executive Session.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

The meeting adjourned at 6:48 p.m.

Respectfully submitted,



Donna Lobaito  
Village Clerk