



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, JUNE 26, 2023  
5:00 P.M.**

**MINUTES**

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

Mayor DiMaggio called the meeting to order at 5:05 p.m. Roll call indicated the following members were present: Mayor DiMaggio; Trustees Kaiser, McCarthy, Rychlik, Bayer, Hurst, and Laman

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. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

None this month.

**IV. PRESENTATION**

**A. Presentation of the Pavement Management Report—Christopher B. Burke Engineering**

John LaPaglia of Christopher B. Burke Engineering, Ltd. presented the Pavement Management Report along with Lee Fell. After the passage of the 2022 road referendum, the Village requested CBBEL to update the 2018 report to reflect a total cost of approximately \$1.1 million per year for resurfacing and maintenance, not including large-diameter culvert replacement for a 25-year program. The Village has approximately 59.2 miles of roads.

Mayor DiMaggio asked that this information be placed on our website. Ms. Frable noted the selection of roads for repair used to be based upon doing the worst roads first. This program will focus on areas to control construction costs and to minimize disturbance to

neighborhoods. Mr. Fell noted each year, plans will be sent to the utility companies to coordinate projects.

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

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

Mayor DiMaggio reported he met with Gene Albert regarding possible annexation and development of land. He also attended a memorial tree dedication at Community Park, Concerts in the Park, the pickleball court dedication to Steve Riess and the opening of the first cricket pitch in Hawthorn Woods. He also met with Lake County representatives including Chair Sandy Hart to collaborate on Village needs. Mayor DiMaggio also met with the owner of approximately 9 acres south of the Aquatic Center about development ideas. He noted that the Lake County Municipal League is foregoing the Innovation award and will be conducting a “Best of” event for all Lake County communities.

B. Sustainability Committee-----John Bickley, Chair  
Anne Hurst, 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 an Amendment to the Special Use Permit for the Hawthorn Woods Country Club for: I) Approval of Preliminary Plats of Subdivision for Phase 5 and Phase 6 and II) Approval of an Amendment to the Special Use Planned Development for the Hawthorn Woods Country Club for the Proposed Preliminary Re-Plan and Re-Plat of Phase 5 as Set Forth on the Plans and Materials Submitted with the Application, Including, an Increase in Density From 1.41 Dwelling Units Per Acre to 2.26 Dwelling Units Per Acre and an Increase in Residential Lots from 18 to 29 and Phase 6 with an Increase in Density from 1.47 Dwelling Units Per Acre to 2.36 Dwelling Units Per Acre and an Increase in Residential Lots from 36 to 58—Toll Brothers, Inc.

Motion by Rychlik, second by Laman to approve an Ordinance Granting an Amendment to the Special Use Permit for the Hawthorn Woods Country Club for: I) Approval of Preliminary Plats of Subdivision for Phase 5 and Phase 6 and II) Approval of an Amendment to the Special Use Planned Development for the Hawthorn Woods Country Club for the Proposed Preliminary Re-Plan and Re-Plat of Phase 5 as Set Forth on the Plans and Materials Submitted with the Application, Including, an Increase in Density From 1.41 Dwelling Units Per Acre to 2.26 Dwelling Units Per Acre and an Increase in Residential Lots from 18 to 29

and Phase 6 with an Increase in Density from 1.47 Dwelling Units Per Acre to 2.36 Dwelling Units Per Acre and an Increase in Residential Lots from 36 to 58—  
Toll Brothers, Inc.

Trustee Rychlik provided an update to the Board on this project. He noted Toll revised their plans based upon comments from the public hearing. Originally Toll asked for an additional 80-100 lots, but revised their plans to reflect an additional 33 lots.

The Board discussed the density and layout of the proposed plans as well as club amenities. The impact on the road program was also discussed.

Mr. Alex Martin, Toll Brothers, noted there are 21 townhomes plus six lots on the west side of Fairfield Road that are not developed. He noted they are in negotiations with MI Homes to purchase those lots. Ms. Newton mentioned at one point, Toll offered the six lots to Hawthorn Woods, and inquired if Toll would still be open to this. Mr. Martin indicated they have a letter of intent, but they would discuss this matter.

Roll call vote.

Ayes: Rychlik, Hurst, DiMaggio

Nays: Kaiser, Bayer

Abstain: McCarthy, Laman

Absent: None

Motion carried.

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

1. Approval of April 2023 Financial Statements

Motion by McCarthy, second by Rychlik to approve the April 2023 Financial Statements.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

2. Approval of an Amended Authorized Financial Institutions List

Motion by Bayer, second by Hurst to approve an Amended Authorized Financial Institutions List.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

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

Trustee Kaiser reported the committee would be meeting this week, and they are getting ready for the America In Bloom advisors arrival in a few weeks.

- G. Public Safety Department-----Mayor Dominick DiMaggio, Liaison

No report this month.

## VI. NEW BUSINESS

### A. Consent Agenda

1. Approval of the May, 2023 Special Village Board Meeting Minutes
2. Approval of Bills List Dated June 2023
3. Approval of Paid List Dated June 2023
4. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 11, Section 11-1-2—Draw Down Deposit Agreement
5. Approval of an Ordinance Authorizing the Execution of an Independent Contractor Agreement for Youth Sports Instruction with Hot Shots Sports, LLC of Chicago, Illinois
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 an Ordinance Authorizing the Execution of an Independent Contractor Agreement for Youth Sports Instruction with 5 Star Sports Academy, Inc. of Hainesville, Illinois
8. Approval of an Ordinance Authorizing the Sale or Disposal of Personal Property Owned by the Village of Hawthorn Woods
9. Approval of a Resolution Making a Determination Relative to the Release of Executive Session Minutes and Destruction of Executive Session Tapes Pursuant to the Illinois Open Meetings Act
10. Acceptance of the NPDES Report Phase II, Permit Year 20 Annual Report
11. Approval of the Popular Annual Financial Report for the Year Ended December 31, 2022
12. Approval of a Resolution Designating July as Parks and Recreation Month

Motion by Rychlik, second by Laman 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. Authorization for the Mayor to Sign an Annexation Letter—Borrego Property

Motion by Kaiser, second by Laman to authorize the Mayor to Sign an Annexation Letter—Borrego Property.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

### 2. An Ordinance Authorizing the Execution of the Seventh Amendment of the Stonebridge Subdivision Improvement Agreement – HDP Stonebridge LLC

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

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

### 3. An Ordinance Authorizing the Execution of an Agreement with Christopher B. Burke Engineering Ltd. – 2023 Street Program Phase III Engineering Services

Motion by Bayer, second by Rychlik to approve an Ordinance Authorizing the Execution of an Agreement with Christopher B. Burke Engineering Ltd. – 2023 Street Program Phase III Engineering Services.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

4. An Ordinance Authorizing the Acceptance of the updated Street Maintenance Improvement Report Prepared by Christopher B. Burke Engineering, Ltd., revision date of June 21, 2023

Motion by Hurst, second by Laman to approve an Ordinance Authorizing the Acceptance of the updated Street Maintenance Improvement Report Prepared by Christopher B. Burke Engineering, Ltd., revision date of June 21, 2023.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

Ms. Frable noted that the Hawthorn Woods Country Club roads were added as an appendix and were not included in the overall 2023 Street Maintenance Improvement Report.

## **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 that Sabor A Norte opened and closed in the Cherry Hill Plaza. She invited the Board and staff to the home of Mayor DiMaggio and his wife, Maria for a reception for the America In Bloom advisors.

- 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 she worked with two businesses in obtaining business licenses. She also has been working on researching and reviewing a possible franchise agreement with Aqua Illinois, and she reviewed a traffic maintenance agreement for the events venue.

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

Ms. York reported the audit has been completed. She is working to obtain new credit cards for the Village. The first Lake County tax distribution was received.

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

Director Malcolm reported Sgt. Viramontes will be retiring next month, and that Jacobo Hernandez graduated from the police academy and is in his 14-week field training. One other officer is still in the academy. The written exam for police officers is July 1, and the department has been preparing for the holiday activities. He noted the Flock cameras are up and running in the Village. Mayor DiMaggio inquired about the use of drones for public events.

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

Ms. Frable reported that the pavement program will commence on July 17<sup>th</sup>, and that eblasts will be sent to inform the residents of the construction schedule. The grant for the cold storage paperwork has been signed. Trustee McCarthy made note of the NPDES permit.

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

Mr. Sullivan noted Public Works recently made repairs at the Aquatic Center. He also reported a Little Free Library will be installed by the Rotary at Indian Creek Preserve.

6. Director of Community Development – Chris Heinen

Mr. Heinen reported that The Barn at Timber Ridge is moving along with their construction. Also, he will be meeting with Jonathan Berger to review development plans for his property.

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

Ms. Mason reported on the successful year for the Woodchucks program. She mentioned the Concerts in the Park are in full swing and that she is working with

some food vendors. Staff has been gearing up for the fireworks and parade. She also worked with Mr. Sullivan to provide information to the public on pollinator week. She thanked all the event sponsors this year.

## **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 Rychlik to adjourn the meeting to Executive Session for the purposes of Probable or Pending Litigation and Executive Session minutes.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

The meeting adjourned at 6:29 p.m.

Respectfully submitted,



Donna Lobaito  
Village Clerk