



**THE VILLAGE OF HAWTHORN WOODS  
VILLAGE BOARD MEETING  
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS  
MONDAY, NOVEMBER 27, 2023  
5:00 P.M.**

**MINUTES**

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

Mayor DiMaggio called the meeting to order at 5:04 p.m. Roll call indicated the following members were present: Mayor DiMaggio; Trustees Kaiser, McCarthy, Rychlik, Bayer, and Hurst. Trustee Laman was 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/Interim Chief of Police John Malcolm, Public Works Director/Village Engineer Erika Frable, PE, Parks and Recreation Director Brian Sullivan, 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. PUBLIC HEARING**

**A. A Public Hearing for the Fiscal Year 2024 Village Budget**

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

Roll call vote.

Ayes: Kaiser, McCarthy, Rychlik, Bayer, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried, and the public hearing opened at 5:03 p.m.

Ms. York noted the budget had been on public display since October 17, 2023. There were no comments.

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

Roll call vote.

Ayes: Kaiser, McCarthy, Rychlik, Bayer, Hurst  
Nays: None  
Abstain: None  
Absent: Laman

Motion carried, and the public hearing closed at 5:05 p.m.

**B. Truth in Taxation Public Hearing**

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

Roll call vote.

Ayes: Kaiser, McCarthy, Rychlik, Bayer, Hurst  
Nays: None  
Abstain: None  
Absent: Laman

Motion carried, and the public hearing opened at 5:06 p.m.

There were no comments.

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

Roll call vote.

Ayes: Kaiser, McCarthy, Rychlik, Bayer, Hurst  
Nays: None  
Abstain: None  
Absent: Laman

Motion carried, and the public hearing closed at 5:07 p.m.

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

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

Mayor DiMaggio reported on his attendance at the senior luncheon at the Hawthorn Woods Country Club and the ribbon cutting at North Point restaurant. He also attended the Public Works Chili Cookoff and he spoke at the Chamber of Commerce's legislative update breakfast.

**1. Appointment of Trustee Cathy Bayer to the Sustainability Committee**

Motion by Rychlik, second by Hurst to appoint Trustee Cathy Bayer to the Sustainability Committee.

Roll call vote.

Ayes: Kaiser, McCarthy, Rychlik, Bayer, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

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

Trustee Hurst welcomed Trustee Bayer to the committee, and reported on the Adopt-A-Highway event.

- 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

No report this month.

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

1. Approval of August 2023 Financial Statements

Motion by Bayer, second by Hurst to approve the August 2023 Financial Statements.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

2. Approval of the September 2023 Financial Statements

Motion by Rychlik, second by Bayer to approve the September 2023 Financial Statements.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

3. Approval of Budget Transfers

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

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

4. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 3, Subsection 3-1-20.B. Fees Schedule; Title 11, Section 11-1-1, Fees for Certain Activities and Purposes

Motion by McCarthy, second by Kaiser to approve an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 3, Subsection 3-1-20.B. Fees Schedule; Title 11, Section 11-1-1, Fees for Certain Activities and Purposes.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

5. Approval of the Priority Based Budget

Motion by Hurst, second by Bayer to approve the Priority Based Budget.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

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

Trustee Kaiser reported the committee is getting ready for next year. He also expressed concern about the amount of work, and that due to the amount of work, there is a need to add members to the committee. This information will be publicized in the weekly eblasts. Trustee Hurst suggested the Sustainability Committee members could assist with the work of the committee.

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

Mayor DiMaggio reported he met with the police personnel. They are working on securing ballistic shields and stop sticks. Money from the support fund will be used to purchase the ballistic shields. The department is fully staffed.

**VI. NEW BUSINESS**

A. Consent Agenda

1. Approval of the October 16, 2023 Special Joint Finance/Committee of the Whole and Special Village Board Meeting Minutes
2. Approval of Bills List Dated November 2023
3. Approval of Paid List Dated November 2023
4. Approval of an Ordinance Annexing Property to the Village of Hawthorn Woods—22555 Route 176 LLC – Approximately 2.7 Acres Located at the Intersection of Gilmer Road and Illinois Route 176 (PIN#10-28-100-023)
5. Approval of an Ordinance Authorizing the Execution of an Independent Contractor Agreement for STEM, Coding and Robotics Instruction with RoboThink LLC of Lake Bluff, Illinois
6. Approval of an Ordinance Authorizing the Execution of an Independent Contractor Agreement for Art Instruction with Adrift and Found LLC of Hawthorn Woods, Illinois
7. Approval of an Ordinance Ratifying and Confirming a Previously Executed Agreement—DeJames Builders Inc.
8. Approval of an Ordinance Ratifying and Confirming the Execution of a Previously Executed Agreement—Advanced Business Group, LLC
9. Approval of an Ordinance Authorizing the Sale or Disposal of Personal Property Owned by the Village of Hawthorn Woods
10. Approval of an Ordinance Authorizing the Mayor and Village Clerk to Execute a Certain Plat of Easement—School District 95
11. Approval of an Ordinance Authorizing the Mayor and Village Clerk to Execute a Certain Plat of Vacation – School District 95
12. Approval of an Ordinance Authorizing the Execution of an Agreement with Christopher B. Burke Engineering, Ltd.— 2024 Street Program Design Engineering Services
13. Approval of an Ordinance Authorizing the Execution of an Agreement with Christopher B. Burke Engineering, Ltd.—Indian Creek Road Resurfacing/Culvert Replacement/Streambank Stabilization Design Engineering Services
14. Approval of an Ordinance Ratifying a Previously Executed Contract With The Illinois Department Of Central Management Services—Joint Purchasing Requisition For Bulk Rock Salt

15. Approval of an Ordinance Authorizing the Chief Operating Officer to Enter into an Agreement with Alliant Insurance Services Inc.
  - Accept the Proposal of Insurance from Alliant Insurance Services, Inc; and
  - Execute “Client Authorization to Bind Coverage”; and
  - Execute “Alliant Insurance Services, Inc Compensation Agreement”; and
  - Expend \$202,855 for Property, Casualty, and Workers Compensation Insurance
16. Approval of Medical, Dental, and Vision Insurance Plans for 2024
17. Approval of a Resolution for Maintenance Under the Illinois Highway Code for 2024—BLR 14220
18. Approval of a Resolution—Local Public Agency General Maintenance for 2024—BLR 14222
19. Approval of a Resolution—Request for Expenditure/Authorization of Motor Fuel Tax Funds for 2024—BLR 09150
20. Approval of a Resolution Designating the Hawthorn Tree as the Official Tree of the Village of Hawthorn Woods
21. Approval of a Resolution Designating the Cheyenne Spirit Echinacea Flower as the Official Flower of the Village of Hawthorn Woods

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

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

#### B. Items for Separate Action

1. Approval of Release of Hawthorn Hills cash surety for the bike path in the amount of \$78,005.63 upon receiving a check in the amount of \$13,632.16 to pay for Pulte’s portion of the bike path

Motion by Kaiser, second by Rychlik to approve the Release of Hawthorn Hills cash surety for the bike path in the amount of \$78,005.63 upon receiving a check in the amount of \$13,632.16 to pay for Pulte’s portion of the bike path.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

2. Approval of Release of Toll Brothers' surety upon receiving surety for updated punch list and Phase 5 and 6 improvements

Motion by Rychlik, second by Kaiser to approve the Release of Toll Brothers' surety upon receiving surety for updated punch list and Phase 5 and 6 improvements.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

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

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

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

4. Approval of an Ordinance Adopting an Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois for the Fiscal Year Commencing January 1, 2024 and Ending December 31, 2024

Motion by Bayer, 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, 2024 and Ending December 31, 2024.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: Laman

Motion carried.

5. Approval of an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2024 and Ending December 31, 2024, of the Village of Hawthorn Woods, Lake County, Illinois

Motion by Rychlik, second by Kaiser to approve an Ordinance Providing for the Levy of Taxes for the Fiscal Year Commencing January 1, 2024 and Ending December 31, 2024, of the Village of Hawthorn Woods, Lake County, Illinois.

Roll call vote.

Ayes: Kaiser, Bayer, McCarthy, Rychlik, Hurst

Nays: None

Abstain: None

Absent: Laman

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 welcomed the owner of the former Borrego property which was just annexed into the Village this evening. She also reported that she and Ms. Stewart will be speaking before the Lake County Sustainability Committee regarding the Dark Skies ordinance. The Hometown Holiday celebration is this Friday.

- 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

Ms. Lobaito reported on the disposal of records, development meetings, the former Borrego property annexation and solicitor permits/complaints.

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

Ms. York reported on the health insurance and general liability insurance renewals. She also thanked the Finance Committee for their feedback on the Priority Based Budget. Those changes were incorporated into the document which was approved this evening.

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

Director Malcolm reported on our officer assistance with the carjacking in Long Grove, their assistance to the fire department with the house fire in town, active shooter drills at District 95 schools, and he highlighted the calls the department received.

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

Ms. Frable reported the trucks are ready for the winter weather. She also reported that Lake Zurich Fire Department will be performing maintenance on their dry hydrants in town. The pavement patching work has been completed. She also reported on CDL training.

a. Snow and Ice Plan Manual

Ms. Frable noted the changes in the manual.

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

Mr. Sullivan reported on the new employee in the department and CPSI training.

6. Director of Community Development – Chris Heinen

Mr. Heinen's report is in the packet. Ms. Newton noted that Wayne Wehde has resigned, and the Village will be recruiting for this position.

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

Ms. Mason reported that the Village Happenings has been delivered to the residents. She also reported on the Craft Fair, Hometown Holiday, Movie in the Barn, and the Lake County Symphony Orchestra. She thanked our sponsors: The Blackshaw Messel Group of Compass Real Estate for the Hometown Holiday and December Movie in the Barn, and Helen Oliveri for the December Senior Gathering.

Trustee Kaiser asked that representatives of Aqua Illinois be present at the January Village Board meeting to provide an update. He also suggested an update on Rt. 53.

County Board Member Adam Schlik offered County Board support to the Village with certain issues.

## **IX. EXECUTIVE SESSION**

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

**X. 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

Nays: None

Abstain: None

Absent: Laman

Motion carried.

The meeting adjourned at 6:12 p.m.

Respectfully submitted,



Donna Lobaito  
Village Clerk