



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
TUESDAY, MAY 21, 2024
5:00 P.M.**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor DiMaggio called the meeting to order at 5:00 p.m. Roll call indicated the following members were present: Mayor DiMaggio; Trustees Kaiser, Rychlik, Bayer, Hurst, and Laman. Absent: Trustee McCarthy.

Also present were Chief Operating Officer Pamela Newton, Chief Administrative Officer and Village Clerk Donna Lobaito, Chief Financial Officer Katreina Koprowski, 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. PRESENTATIONS

- A.** Approval of a Resolution in Appreciation of David Lindquist for his Years of Service to the Village of Hawthorn Woods as a Member of the Planning, Building and Zoning Commission and Zoning Board of Appeals

Motion by Kaiser, second by Hurst to approve a Resolution in Appreciation of David Lindquist for his Years of Service to the Village of Hawthorn Woods as a Member of the Planning, Building and Zoning Commission and Zoning Board of Appeals.

Mayor DiMaggio read the resolution into the record.

Roll call vote.

Ayes: Kaiser, Rychlik, Bayer, Hurst, Laman

Nays: None

Abstain: None

Absent: McCarthy

Motion carried.

- B. Presentation of the Annual Comprehensive Financial Report as of December 31, 2023—
Nick Bava, Sikich

Mr. Bava presented the Annual Comprehensive Financial Report to the Board. He noted this is the 18th 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 prepares an Annual Comprehensive Financial Report and receive an unmodified opinion.

- C. Lake Zurich Area Chamber of Commerce Service Recognition Award—Pamela O. Newton

Mr. Sullivan presented Ms. Newton with the Lake Zurich Area Chamber of Commerce Service Recognition Award.

IV. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Eric Hutchins, 35 Andrew Drive – Mr. Hutchins addressed the Board about the Village’s intent to leave SRACLC. He noted he has a special needs son, and referenced a letter he sent to the Board. He noted the impact it would have on his son and others if the Village withdrew from SRACLC.

Joanne Weick – Ms. Weick commented that her daughter participated in SRACLC programs for many years. She asked the Board as they evaluate the options to make sure they understand the needs of the stakeholders.

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

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

1. Appointment of Mary Kay Kolseth as Chair of the Sustainability Committee

Motion by Hurst, second by Laman to appoint Mary Kay Kolseth as Chair of the Sustainability Committee.

Roll call vote.

Ayes: Kaiser, Rychlik, Bayer, Hurst, Laman

Nays: None

Abstain: None

Absent: McCarthy

Motion carried.

2. Appointment of Teresa Nortillo to the Planning, Building and Zoning Commission

Motion by Hurst, second by Laman to appoint Teresa Nortillo to the Planning, Building and Zoning Commission.

Roll call vote.

Ayes: Kaiser, Rychlik, Bayer, Hurst, Laman

Nays: None

Abstain: None

Absent: McCarthy

Motion carried.

3. SRACLC Presentation—John Buckner, Executive Director

Prior to the presentation, Mayor DiMaggio commented that the Village has a duty to evaluate every tax dollar spent, and the audit presentation earlier in the evening highlighted the deficit in the parks and recreation fund. He spoke about complaints the Village received with difficulties of getting into programs at SRACLC. The Village followed the language in the SRACLC agreement which requires a one-year notice of the intent to leave. He indicated that historically, Hawthorn Woods has the lowest number of participants; however, we pay the highest per capita rate due to the EAV of our homes.

Mr. Buckner mentioned SRACLC was formed in 1976, and Hawthorn Woods joined in 2004. Mr. Buckner reviewed the service programs offered by SRACLC. He noted there are 171 part-time staff/volunteers, 377 programs offered, and 12 individuals from Hawthorn Woods participate in their programming. He also noted the rate for Hawthorn Woods is .01268, which is the lowest in the state.

Mr. Buckner also reviewed SRACLS's 2024/2025 budget and vehicle replacement plan.

Mayor DiMaggio asked as to what the EAV ratio was when the Village first joined SRACLC. Mr. Buckner will provide that information to the mayor.

Members of the Board asked about the waitlists for SRACLC's programs. Mr. Buckner indicated all members have equal opportunities to register and some programs fill up quickly. He also noted that the fee the Village pays is based on EAV, and that all SRA's base membership on EAV.

Cassie Wodrich, SRACLC, spoke of the staffing requirements that impact the limitations in openings.

The use of volunteers was discussed, and the Village offered to promote the need for volunteers on our website.

Mr. Buckner will provide the village with his PowerPoint presentation.

- B. Sustainability Committee-----John Bickley, Chair
Anne Hurst, Trustee Liaison
Mr. Sullivan reported that 699 trees were distributed for Arbor Day.

- 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 the March 2024 Financial Statements

Motion by Hurst, second by Laman to approve the March 2024 Financial Statements.

Roll call vote.

Ayes: Kaiser, Rychlik, Bayer, Hurst, Laman

Nays: None

Abstain: None

Absent: McCarthy

Motion carried.

2. Acceptance of the Annual Comprehensive Financial Report as of December 31, 2023

Motion by Rychlik, second by Hurst to accept the Annual Comprehensive Financial Report as of December 31, 2023.

Roll call vote.

Ayes: Kaiser, Rychlik, Bayer, Hurst, Laman

Nays: None

Abstain: None

Absent: McCarthy

Motion carried.

3. Acceptance of the Auditor’s Communication to the Board of Trustees as of December 31, 2023

Motion by Rychlik, second by Laman to accept the Auditor’s Communications to the Board of Trustees as of December 31, 2023.

Roll call vote.

Ayes: Kaiser, Rychlik, Bayer, Hurst, Laman

Nays: None

Abstain: None

Absent: McCarthy

Motion carried.

4. Approval of the Annual Treasurer’s Report for the Year Ended December 31, 2023

Motion by Laman, second by Bayer to approve the Annual Treasurer’s Report for the Year Ended December 31, 2023.

Roll call vote.

Ayes: Kaiser, Rychlik, Bayer, Hurst, Laman

Nays: None

Abstain: None

Absent: McCarthy

Motion carried.

- F. Hawthorn Woods In Bloom-----Lauren Vondrasek, Chair
James W. Kaiser, Trustee Liaison
Trustee Kaiser reported the America In Bloom visit will be during the first week in June.
The committee meets again tomorrow.

- G. Public Safety Department-----Mayor Dominick DiMaggio, Liaison
No report this month.

VI. NEW BUSINESS

A. Consent Agenda

1. Approval of the April 15, 2024 Village Board Meeting Minutes
2. Approval of Bills List Dated May 2024
3. Approval of Paid List Dated May 2024
4. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 8, Section 8-1-1, Appendix N—Approved and Prohibited Exterior Building Materials
5. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 8, Section 8-1-5, Subsection 903.2, Where Required
6. Approval of an Ordinance Authorizing the Sale or Disposal of Personal Property Owned by the Village of Hawthorn Woods

7. Approval of an Ordinance Authorizing the Execution of an Independent Contractor Agreement with Do Art Productions
8. Approval of an Ordinance Ratifying and Confirming a Previously Executed Agreement for Construction Observation—Christopher B. Burke Engineering, Ltd.—Community Park Parking Lot
9. Approval of an Ordinance Authorizing the Execution of an Agreement for Construction Observation—Christopher B. Burke Engineering, Ltd.—2024 Street Program
10. Approval of an Ordinance Authorizing the Village to Enter into an Intergovernmental Agreement With the Village of Lake Zurich Regarding the Use of the Village of Lake Zurich Police Holding Facility
11. Approval of a Resolution Proclaiming the Week of June 17-23, 2024 as National Pollinator Week
12. Appointment of Katreina Koprowski as Representative to the Special Recreation Association of Central Lake County (SRACLC)

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

Roll call vote.

Ayes: Kaiser, Rychlik, Bayer, Hurst, Laman

Nays: None

Abstain: None

Absent: McCarthy

Motion carried.

B. Items for Separate Action

None this month.

VII. OLD BUSINESS

A. None this month.

VIII. ADMINISTRATION REPORTS

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

Ms. Newton provided a summary of the golf outing. She also noted there is a trend in the use of EAV for pricing of services. A discussion ensued regarding the Lake County dispatch contract, which pricing structure in part is based upon EAV. Ms. Newton also updated the Board on the America In Bloom tour.

B. Report from the Village Attorney

Mr. Brankin indicated his report would be provided in Executive Session.

C. Reports from Department Heads

1. Chief Administrative Officer/Village Clerk – Donna Lobaito, RMC, CMC

Ms. Lobaito reported on last month's FOIA activity. She also provided a summary of the development work she has worked on with the development team.

a. Approved Records Disposal Certificate—Local Records Commission

Ms. Lobaito mentioned the disposal certificate was placed in the packet for informational purposes only.

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

Ms. Koprowski reported staff will soon be working on the 2025 budget.

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

Director Malcolm reported on the recent DUI and drug arrests. He also noted Deputy Chief Canada participated in a training session for women in law enforcement. He reported the department will participate in an active shooter training session in June at Lake Zurich High School.

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

Ms. Frable reported that two of her employees just received their CDL licenses. Work has begun on the resurfacing of the Community Park parking lot. Drainage work is almost completed on the 2024 street program. Ms. Frable noted staff will be meeting with CLCJAWA and Lake Zurich representatives next week. She also reported that the Indian Creek culvert replacement bids came in higher than expected, and that staff is now working to secure easements.

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

Mr. Sullivan reported that the pool will open later this week. He also announced his retirement effective January 1, 2025.

6. Director of Community Development – Chris Heinen

Mr. Heinen reported that his department is down one employee. He reported on the new single family home construction activity in the Hawthorn Woods Country Club and various infill lots. MI Homes is in for Phases 5 and 6 in the country club, and will be on the Planning, Building and Zoning agenda on June 11. MI Homes is not planning on changing any of the building elevations previously approved by the

Village. We are expecting MI Homes to submit plans for a mixed-use project at Kemper. He also reported on the monument sign at Quentin and Rt. 22, and Little Joey's future plans.

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

Ms. Mason reported on the golf outing and thanked the mayor's circle sponsors. Summer programs will begin on June 13. She also reported on the Waste Management clean up week, the delivery of the newsletter, and she congratulated Brian Sullivan on his retirement announcement.

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

Motion by Bayer, second by Kaiser to adjourn to Executive Session for the purposes of Probable or Pending Litigation and Executive Session Minutes. No business will be conducted after Executive Session.

Roll call vote.

Ayes: Kaiser, Rychlik, Bayer, Hurst, Laman

Nays: None

Abstain: None

Absent: McCarthy

Motion carried.

X. ADJOURNMENT

The meeting adjourned to Executive Session at 7:00 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk