



**THE VILLAGE OF HAWTHORN WOODS
VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
TUESDAY, MAY 27, 2025**

5:00PM

MINUTES

I. CALL TO ORDER AND ROLL CALL

Mayor DiMaggio called the meeting to order at 5:01 p.m. Roll call indicated the following members were present: Mayor DiMaggio; Trustee Kaiser, McCarthy, Rychlik, Bayer, Hurst and Laman. Absent: None.

Also present were 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, Community Development Director Chris Heinen, Parks and Recreation Director Amy Mason, and Village Attorney Patrick Brankin.

II. PLEDGE OF ALLEGIANCE

III. PRESENTATION

A. Certificate of Appreciation – Mary Kay Kolseth

This agenda item was deferred to a future meeting as Ms. Kolseth was not available this evening.

B. Certificate of Appreciation – Jodi Clute

Mayor DiMaggio read the Certificate of Appreciation into the record.

C. Presentation of the Annual Comprehensive Financial Report as of December 31, 2024 – Brian LeFevre, Sikich

Mr. LeFevre presented the Annual Comprehensive Financial Report to the Board. He noted this is the 19th 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.

Last year, the Village expended all ARPA funds. Mr. LeFevre noted the Parks and Recreation fund has been incorporated into the General Fund.

IV. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

None this month.

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

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

Mayor DiMaggio provided a report on the golf outing.

1. Appointment of AJ Balsamo as Chair of the Hawthorn Woods In Boom Committee

Motion by McCarthy, second by Kaiser to approve the appointment of AJ Balsamo as Chair of the Hawthorn Woods In Bloom Committee.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

B. Sustainability Committee -----Mary Kay Kolseth, 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

Trustee Rychlik reported that the MI Homes public hearing for Kemper Ridge is ongoing.

1. Approval of an Ordinance Granting a Certificate of Approval—Hawthorn Woods Country Club for a New Roof

Motion by Hurst, second by Rychlik to approve an Ordinance Granting a Certificate of Approval—Hawthorn Woods Country Club for a New Roof.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

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

1. Approval of the March 2025 Financial Statements

Motion by Laman, second by Rychlik to approve the March 2025 Financial Statements.

Roll call vote:

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

Nays: None

Abstain: None

Absent: None

Motion carried.

2. Acceptance of the Annual Comprehensive Financial Report as of December 31, 2024

Motion by Hurst, second by Laman to accept the Annual Comprehensive Financial Report as of December 31, 2024.

Roll call vote:

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

Nays: None

Abstain: None

Absent: None

Motion carried.

3. Acceptance of the Auditor's Communications to the Board of Trustees as of December 31, 2024

Motion by Bayer, second by Hurst to accept the Auditor's Communications to the Board of Trustees as of December 31, 2024.

Roll call vote:

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

Nays: None
Abstain: None
Absent: None
Motion carried.

F. Hawthorn Woods In Bloom Committee-----Vacant, Chair
James W. Kaiser, Trustee Liaison
Trustee Kaiser reported the America In Bloom judges will be in town July 13 – 15, 2025.

G. Public Safety Department-----Mayor Dominick DiMaggio, Liaison
Mayor DiMaggio and Chief Malcolm met this month, and they would like to implement more emergency training.

VI. NEW BUSINESS

A. Consent Agenda

1. Approval of the April 28, 2025 Village Board Meeting Minutes
2. Approval of Bills List Dated May 2025
3. Approval of Paid List Dated May 2025
4. Approval of an Ordinance Amending the Village Code of the Village of Hawthorn Woods—Title 3, Chapter 4—Peddlers and Solicitors; and Title 11, Section 11-1-1F—General Fees and Charges
5. Approval of an Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Hawthorn Woods
6. Approval of an Ordinance Authorizing the Execution of an Agreement—Party in the Park—Winnie Cooper
7. Approval of an Ordinance Authorizing the Execution of an Independent Contractor Agreement for Youth Soccer Instruction with Hawthorn Woods Elite Soccer of Wauconda, Illinois
8. Approval of an Ordinance Authorizing the Execution of an Agreement with Special Recreation Association of Central Lake County for Vehicle Use
9. Approval of an Ordinance Authorizing the Mayor to Enter Into an Agreement with Kaplan Paving of Hawthorn Woods, Illinois for Excavation and Paving at Meadowlark Park

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

Roll call vote.

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

Abstain: None
Absent: None
Motion carried.

B. Items for Separate Action

1. 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’s report was on the dais.

- B. Report from the Village Attorney

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

- C. Reports from Department Heads

1. Chief Administrative Officer’s Report – Donna Lobaito, RMC, CMC

Ms. Lobaito reported on the status of the computer migration, training with Ms. Koprowski, and the solicitors’ ordinance which was passed this evening. She noted the village will publicize the new requirement for solicitors to submit to fingerprinting and criminal background checks.

2. Chief Financial Officer’s Report – Katreina Koprowski, MBA, MSA

Ms. Koprowski commented on the Annual Comprehensive Financial Report.

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

Director Malcolm reported on emergency management training, which is booked for February 5, 2026, Officer Carillo’s involvement with the Major Crash Investigation Team, Sgt. Behan’s application for a traffic enforcement grant, and a status update on LakeComm.

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

Ms. Frable’s report is in the packet.

5. Director of Community Development’s Report – Chris Heinen

Mr. Heinen reported on the status of the Starbucks and dental office permit applications. He has been in discussions with a commercial developer on the Berger property. He also noted 6 permits have already been issued in Phase 6 of the Hawthorn Woods Country Club, and all townhome permits have been issued. Kemper Ridge public hearing is ongoing, and he provided an update on the remodeling of the former Oregano’s Café.

6. Director of Community Engagement’s Annual Report – Amy Mason, MPA, CPRP

Ms. Mason reported on the golf outing and will provide a financial update at the next Board meeting. The aquatic center will be opening May 31, Woodchucks begins on June 2, and Concerts in the Park begin on June 6. The Village has been a Tree City USA community for 10 years, and in 2024, we were awarded the Growth Award through the National Audubon Society.

IX. EXECUTIVE SESSION

Probable or Pending Litigation – 5 ILCS 120/2(c) 11; Executive Session Minutes – 5 ILCS 120/2(c) 21

Mayor DiMaggio stated there would be no business conducted after Executive Session.

Motion by Hurst, second by Laman to enter into Executive Session for the purposes of Probable or Pending Litigation – 5 ILCS 120/2(c) 11; Executive Session Minutes – 5 ILCS 120/2(c) 21.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

X. ADJOURNMENT

The meeting adjourned to Executive Session at 5:47 p.m.

Respectfully submitted,



Donna Lobaito
Village Clerk