



**THE VILLAGE OF HAWTHORN WOODS
SPECIAL VILLAGE BOARD MEETING
2 LAGOON DRIVE, HAWTHORN WOODS, ILLINOIS
MONDAY, JULY 21, 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 Operating Officer Pamela Newton, 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 Rick Veenstra.

II. PLEDGE OF ALLEGIANCE

III. PRESENTATIONS

A. Presentation of Certificate of Achievement—Jenna Snyder

Mayor DiMaggio read the Certificate of Appreciation into the record.

B. Presentation of Certificate of Achievement—Yadilinna Ufodike

Mayor DiMaggio read the Certificate of Appreciation into the record.

C. Presentation of Certificate of Achievement—Jerri Alles & Dave Hanley

Mayor DiMaggio read the Certificate of Appreciation into the record.

IV. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

At this time, the public is welcome to address the Board. Please keep your remarks concise and state your name and address so that a staff member can follow up with related information if requested.

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

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

1. Appointment of Katreina Koprowski as the Village Clerk

Motion by Rychlik, second by Bayer to approve the appointment of Katreina Koprowski.

Roll call vote:

Roll call vote:

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

Nays: None

Abstain: None

Absent: None

Motion carried.

Mayor DiMaggio provided a summary of the July 3rd festivities and the America in Bloom tour. He provided accolades to all Village Staff for both events.

B. Sustainability Committee -----Mary Kay Kolseth, Chair
Anne Hurst, Trustee Liaison

Trustee Hurst reported the committee discussed program ideas.

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 May 2025 Financial Statements

Motion by Bayer, second by Kaiser to approve the May 2025 Financial Statements.

Roll call vote:

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

Nays: None

Abstain: None

Absent: None

Motion carried.

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

Trustee Kaiser reported on the America in Bloom reception and read the thank you notes from the America in Bloom judges.

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

Mayor DiMaggio reported that he met with Chief John Malcolm and he would reference Mr. Malcolm’s report for the Public Safety Department.

VI. NEW BUSINESS

A. Consent Agenda

1. Approval of the June 23, 2025 Village Board Meeting Minutes
2. Approval of Bills List Dated July 2025
3. Approval of Paid List Dated July 2025
4. Approval of an Ordinance Authorizing the Mayor to Enter Into an Agreement with Hawthorn Woods Elite Soccer Club
5. Approval of an Ordinance Authorizing the Mayor to Enter Into a Memorandum of Understanding Between the Joint Emergency Telephone System Board of Lake County and the Village of Hawthorn Woods
6. Approval of an Ordinance Amending the Annual Budget for the Village of Hawthorn Woods, Lake County, Illinois For the Fiscal Year Commencing January 1, 2025 and Ending December 31, 2025

Motion by Hurst, second by Kaiser 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. Approval of An Ordinance Authorizing the Chief Operating Officer to Waive the Sealed Bid Process for the Award and Execute the Contract for the MPI Joint Bid: Pavement Rejuvenation Contract to Corrective Asphalt Materials, LLC

Motion by Laman, second by McCarthy, to approve Ordinance Authorizing the Chief Operating Officer to Waive the Sealed Bid Process for the Award and Execute the Contract for the MPI Joint Bid: Pavement Rejuvenation Contract to Corrective Asphalt Materials, LLC.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

2. Approval of an Ordinance Ratifying and Confirming the Execution of a Previously Authorized Expense with Rush Trucks of Huntley, Illinois for the Repair of Truck 22

Motion by Hurst, second by Rychlik, to approve of an Ordinance Ratifying and Confirming the Execution of a Previously Authorized Expense with Rush Trucks of Huntley, Illinois for the Repair of Truck 22.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

3. Approval of an Ordinance Authorizing the Execution of an Agreement with Christopher B. Burke Engineering, Ltd.—Professional Engineering Design Services Acorn, Bruce Circle N & Brierwoods Resurfacing Project (LCCOM project)

Motion by Laman, second by Rychlik to approve of an Ordinance Authorizing the Execution of an Agreement with Christopher B. Burke Engineering, Ltd.—Professional Engineering Design Services Acorn, Bruce Circle N & Brierwoods Resurfacing Project (LCCOM project).

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

4. Approval of an Ordinance Adopting the Village of Hawthorn Woods Building Code

Trustee Hurst discussed the additional financial burden

Motion by Kaiser, second by Laman to approve Ordinance Adopting the Village of Hawthorn Woods Building Code.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

5. Approval of an Ordinance Adopting the Village of Hawthorn Woods Fire Code

Motion by Rychlik, second by Laman to approve Ordinance Adopting the Village of Hawthorn Woods Fire Code.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

6. Approval of an Ordinance Adopting the Village of Hawthorn Woods Fuel Gas Code

Motion by Rychlik, second by Kaiser to approve Ordinance Adopting the Village of Hawthorn Woods Fuel Gas Code.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

7. Approval of an Ordinance Adopting the Village of Hawthorn Woods Mechanical Code

Motion by Rychlik, second by Kaiser to approve Ordinance Adopting the Village of Hawthorn Woods Mechanical Code.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

8. Approval of an Ordinance Adopting the Village of Hawthorn Woods Property Maintenance Code

Motion by Rychlik, second by Kaiser to approve Ordinance Adopting the Village of Hawthorn Woods Property Maintenance Code.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

9. Approval of an Ordinance Adopting the Village of Hawthorn Woods Residential Building Code

Motion by McCarthy, second by Laman to approve Ordinance Adopting the Village of Hawthorn Woods Residential Building Code.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

10. Approval of an Ordinance Adopting the Village of Hawthorn Woods Electric Code

Motion by Rychlik, second by Kaiser to approve Ordinance Adopting the Village of Hawthorn Woods Electric Code.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

11. Approval of an Ordinance Adopting the Village of Hawthorn Woods Accessibility Code

Motion by Rychlik, second by Kaiser to approve Ordinance Adopting the Village of Hawthorn Woods Accessibility Code.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

12. Approval of an Ordinance Adopting the Village of Hawthorn Woods Illinois Energy Conservation Code

Motion by Rychlik, second by Kaiser to approve Ordinance Adopting the Village of Hawthorn Woods Energy Conservation Code.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

Motion carried.

13. Approval of an Ordinance Adopting the Village of Hawthorn Woods Plumbing Code

Motion by Rychlik, second by Kaiser to approve Ordinance Adopting the Village of Hawthorn Woods Plumbing Code.

Roll call vote.

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

Nays: None

Abstain: None

Absent: None

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 stated her report would be sent to the Village Board after further review.

- B. Report from the Village Attorney

Mr. Veenstra did not have a report.

- C. Reports from Department Heads

1. Chief Financial Officer's Report – Katreina Koprowski, MBA, MSA

Ms. Koprowski's report is in the packet.

2. Public Safety Director/Interim Chief of Police's Report – John Malcolm

Mr. Malcolm reported on the red-light camera permits and a status update on LakeComm.

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

Ms. Frable reported on the cleaning company that started in July and roadwork that is scheduled for the rest of the summer.

4. Director of Community Development's Report – Chris Heinen

Mr. Heinen reported on the status of Starbucks, provided an update on the remodeling of the former Oregano's Café, and provided an update on building permits.

5. Director of Parks & Recreation's Report – Amy Mason, MPA, CPRP

Ms. Mason reported on the July 3rd festivities and thanked Village employees for their assistance on the event. She also provided updates on the resurfacing of the tennis courts and the Meadowlark Park accessibility project.

IX. EXECUTIVE SESSION

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

There was no Executive Session meeting this evening.

X. ADJOURNMENT

Motion by Kaiser, second by Laman to adjourn the meeting.

Voice vote.

Ayes: 6

Nays: 0

Abstain: 0

Absent: 0

Motion carried.

The meeting adjourned at 6:37 p.m.