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**Committee of the Whole Special Meeting**  
**January 10, 2023**

**I. Call to Order**

Village President Cecily Kaz called to order the special meeting of the Committee of the Whole of the Board of Trustees of the Village of Kenilworth (the "Committee") at 6:05 p.m. on January 10, 2023.

**Roll Call**

**President Kaz requested a roll call, and the results were as follows:**

Trustees:

- |                            |                                   |
|----------------------------|-----------------------------------|
| Trustee Walter Kelly       | Present                           |
| Trustee Pete Shadek        | Present (remote)                  |
| Trustee Alison Winslow     | Present (remote)                  |
| Trustee Amy Hannus         | Present                           |
| Trustee Christopher Ottsen | Present (arrived after roll call) |
| Trustee Tim Ransford       | Present                           |
| President Cecily Kaz       | Present                           |

**A quorum was present in person and via video conference.**

**Others Recorded as in Attendance:**

*Village Officials and Staff:*

- |                      |                                  |
|----------------------|----------------------------------|
| Patrick Brennan      | Village Manager                  |
| Richard Eddington    | Interim Chief of Police          |
| Heather McFarland    | Assistant to the Village Manager |
| Jordan Schmidt       | Management Analyst               |
| Nikki Ang            | Management Analyst               |
| Zafiro Papastratakos | Permit Coordinator               |

**Others, signing in as displayed in Participant List:**

- Oscar
- B. Burns
- Vicki Thompson
- Leslie
- Unknown Phone Number

1           **II.       Discussion Concerning 2023 Projects and Staffing Options**

2  
3   President Kaz opened the meeting by summarizing the Board’s request to discuss projects and staffing options  
4 following the 2023 budget process. She then asked Manager Brennan to provide an overview of the agenda  
5 item. Manager Brennan explained that he arranged a planning exercise that would require the trustees to list  
6 their goals for a new staff position as they related to Building and Planning, Economic Development,  
7 Administration, Communications, and Potpourri, a category to record items not classified in the other  
8 categories. Manager Brennan further shared that the goals should focus on service delivery areas where the  
9 Village Board believes improvement is warranted.

11   The trustees recorded their ideas under each of the respective categories. Following, President Kaz read the  
12 categories aloud and the group discussed the feedback:

- 13       -   Under Economic Development, several trustees envisioned the business district as becoming a  
14       gathering place with restaurants and to draw new businesses to the area. A trustee requested  
15       strategies that provided both short-term beautification and long-term Green Bay Road improvements.  
16       During the discussion, a member of the public shared support on the listed ideas and offered to assist  
17       with the Winnetka / Northfield Chamber of Commerce.  
18
- 19       -   Communications related suggestions focused on developing an approach that improved resident  
20       outreach and Board communications. The trustees discussed the upcoming website redesign project,  
21       which would focus on improving the user experience and serve as an ideal location for residents to  
22       learn about current and upcoming projects. One suggestion received during the discussion was to  
23       identify all stakeholders, such as new residents, and to find valuable methods that would best convey  
24       information to them. In addition, a trustee recommended creating a calendar of communication  
25       content.  
26
- 27       -   Under the Building and Planning category, suggestions to improve the permitting process included a  
28       review of the fees, code, code compliance, and to consider online permitting. An assessment of the  
29       business district was also discussed, which would proactively identify historically and architecturally  
30       significant properties and buildings.  
31
- 32       -   Goals listed under Administration included a desire to hire an Assistant Village Manager that would be  
33       able to handle a variety of department tasks. The trustees articulated that they believed this position  
34       would alleviate the workload of the Village Manager and could take on projects associated with  
35       capital improvements, economic development, and planning and zoning.  
36
- 37       -   Within the Potpourri category, trustees included miscellaneous ideas not applicable to the other  
38       sections. Listed in this category were desires for additional Zoning Board of Appeals and Building,  
39       Planning, and Zoning Committee support, and staff to address special projects such as the Lakefront  
40       Improvement, Green Bay Road Corridor, and Green Bay Trail. Manager Brennan shared with the  
41       group that short-term projects have been historically contracted out.  
42

43   Following the discussion, Manager Brennan stated that staff would further explore the feedback and ideas  
44 provided by the trustees. Staff would return at the next meeting in February and present options based on  
45 the provided feedback.

1           **III.       Business from the Public**

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3       President Kaz opened the floor for any business that members of the public would like to bring before the  
4       trustees. A member of the public encouraged joining the Winnetka / Northfield Chamber of Commerce to  
5       promote businesses in Kenilworth. Hearing no additional comments from the public, President Kaz asked for  
6       a motion to adjourn to closed session.

7  
8           **IV.       Closed Session**

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10       Trustee Ransford offered a motion to convene in Closed Session for the purpose of discussing the assessment  
11       center process for the next Chief of Police. Trustee Shadek seconded the motion.

12  
13                   **A roll call vote was taken as follows:**

14  
15                   For: Winslow, Ransford, Ottsen, Hannus, Kelly, Shadek

16  
17                   Opposed: None

18  
19       The roll call tally was six votes in favor, and none opposed. The Board entered Closed Session at 7:22 p.m.

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21       At 8:49 p.m., the meeting was reopened to the public.

22  
23           **V.       Adjourn**

24  
25       With no further business, President asked for a motion to adjourn the meeting. Trustee Kelly offered a  
26       motion to adjourn the meeting and Trustee Shadek seconded the motion.

27  
28                   **A roll call vote was taken as follows:**

29  
30                   For: Winslow, Ransford, Ottsen, Hannus, Kelly, Shadek

31  
32                   Opposed: None

33  
34       The roll call tally was five votes in favor, and none opposed. President Kaz declared the meeting adjourned at  
35       8:49 p.m.

36  
37       Respectfully Submitted,

38  
39       Heather McFarland

40       Assistant to the Village Manager