

VILLAGE OF



KENILWORTH, IL

Committee of the Whole Special Meeting

February 9, 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 6:04 pm on February 09, 2023.

Roll Call

President Kaz requested that the Clerk call the roll and the results were as follows:

Trustees:

Trustee Pete Shadek	Present
Trustee Alison Winslow	Present
Trustee Tim Ransford	Present
Trustee Christopher Ottsen	Present (Remote)
Trustee Amy Hannus	Present
Trustee Walter Kelly	Present
President Cecily Kaz	Present

A quorum was present in person and via video conference.

Others Recorded as in Attendance:

Village Officials and Staff:

Michael Gagnon	Village Clerk
Patrick Brennan	Village Manager
Heather McFarland	Asst to the Village Manager
Nicole Ang	Management Analyst
Jordan Schmidt	Management Analyst

Others, signing in as displayed in Participant List:

M. LaBeau
Zafiro Papastratakos
Matt Lojkovic
Sean

1 **II. Presentation of Implemented Enhancements to the Building Permit Process.**

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3 President Kaz opened the discussion regarding implemented enhancements being undertaken to the building
4 permit process. These included a review of the process as a whole, the resident experience with the process,
5 and integration with the Village website. She then asked Heather McFarland, Assistant to the Village
6 Manager, to present the Board with a progress report. Ms. McFarland spoke to a slide presentation that
7 highlighted objectives such as improving the time it takes to apply for and receive a building permit, the
8 preferred method for applicants to apply for a building permit, expanding the access to the information
9 generated by engaging in the building permit process, and how the building permit process can make more
10 efficient use of Village resources.

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12 Her comments included specific proposals regarding the acceptance and dispersion of permitting fees, the
13 digitization of application documents, simplified instructions for each permit that might be required for a
14 project, and the organization of information pertaining to each permit type in a way that allows the applicant
15 to monitor the progress toward final approval. She took time to address work done to centralize the newly
16 organized process online and integrated with the Village website. She finalized her comments by discussing
17 standards of performance Village staff would use to measure success as well as the timeline throughout FY
18 2023 for implementing the new proposals.

19
20 Trustees discussed the ability to track individual permit categories regarding performance and effectiveness,
21 the principal users of the permitting process, strategies employed by neighboring communities, storage and
22 analysis of information that will be gathered in this process over time, the integration of other Village
23 resources for code enforcement, strategies for improving participant involvement in the process, using Village
24 staff more effectively, the effectiveness of the consulting firm being used by the Village to complete this
25 project, improving the inspection process and applicant reaction to the beginning stages of this effort.
26 Hearing no further discussion, President Kaz thanked Ms. McFarland and complimented her on an informative
27 presentation.

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29 **III. Continued Discussion Concerning 2023 Projects and Staffing Options.**

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31 President Kaz then turned the Committee’s attention to the next agenda item, discussing 2023 projects and
32 staffing options. She asked Manager Brennan to present on this item. Manager Brennan offered a slide
33 presentation profiling two staffing alternatives he is suggesting as a response to prior directives from the
34 Village Board regarding the need to strengthen the Village staff resources in the face of heightened service
35 challenges facing the Village. He profiled his understanding of the Board’s directives, illustrated his proposals
36 using organization charts, described the differences in staff alignment and workload between the two
37 proposals, characterized the impact on the FY 2023 budget from each alternative, contrasted positive and
38 negative aspects for each proposal, amplified his philosophy for managing and developing Village human
39 resources and how it interacts with each alternative, and described how he vetted his suggestions against
40 peer municipalities.

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42 Trustees discussed the qualities of past successes achieved by former staff members, the role of marketing in
43 this process, a timeline for implementing his proposed changes, striking the appropriate balance between
44 staff services and contracted consulting services, the qualifications and salary expectations of newly created

1 staff positions, the underlying assumptions Manager Brennan used in developing his suggestions, the
2 individual components of each proposal that appealed to them, the strengths and weaknesses of present staff
3 resources, the short-term and long-term personnel needs of the Village, the unique requirements of working
4 for the Village, the distribution of existing, high-priority projects under each alternative, the impact of each
5 proposal on others areas of the Village. President Kaz inquired as to what Manager Brennan would like to
6 hear from the Committee. He requested that the Committee provide him with a directive to pursue one of his
7 suggestions or to develop new ones. The Committee identified the alternative that was more attractive to
8 them and instructed Manager Brennan to pursue the recruitment and hiring of a new Assistant Village
9 Manager. He thanked the Committee for their direction and pledged to keep them updated on his progress.

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11 **IV. Business from the Public**

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13 President Kaz opened the floor to members of the public to discuss any business. There was none.

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15 **V. Closed Session**

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17 President Kaz asked for a motion to convene in closed Session for the purpose of discussing the employment,
18 performance and/or compensation of specific employees, and deliberating the salary schedule for one or
19 more classes of municipal employees. Trustee Kelly so moved. Trustee Shadek seconded the motion.

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21 **A roll call vote was taken as follows:**

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23 For: Shadek, Winslow, Ransford, Ottsen, Hannus, Kelly,

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25 Opposed: None

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27 The Board went into closed session at 7:12 pm.

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29 The meeting was reopened to the public at 8:58 pm.

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31 **VI. Adjourn**

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33 With no further business, President asked for a motion to adjourn the meeting. Trustee Shadek offered a
34 motion to adjourn the meeting and Trustee Winslow seconded the motion.

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36 **A roll call vote was taken as follows:**

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38 For: Shadek, Winslow, Ransford, Ottsen, Hannus, Kelly,

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40 Opposed: None

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42 The roll call tally was six votes in favor, and none opposed. President Kaz declared the meeting adjourned at
43 8:58 pm.

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