



Village Board of Trustees
February 21, 2023

I. Call to Order

Village President Cecily Kaz called to order the meeting of the Board of Trustees of the Village of Kenilworth at 7:00 pm on February 21, 2023.

Roll Call

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

Trustees:

Trustee Pete Shadek	Present
Trustee Alison Winslow	Absent
Trustee Tim Ransford	Present
Trustee Christopher Ottsen	Absent
Trustee Amy Hannus	Present (Remote)
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
Jaramee Finn	Village Treasurer
Patrick Brennan	Village Manager
Heather McFarland	Assistant to the Village Manager
Greg Jones	Village Attorney
Richard T. Eddington, Jr.	Police Chief
Bryan Carlson	Police Sergeant
Bill Burns	Police Sergeant
Oscar Padilla	Police Sergeant
Nicole Ang	Management Analyst
Jordan Schmidt	Management Analyst

Others, signing in as displayed in Participant List:

J.T. Mohr
Hester McCarthy

1 Jon Biasetti
2 Matt Lojkovic
3
4

5 **II. Approval of Minutes**
6

7 President Kaz asked if there were any questions or comments regarding the following minutes:
8

- 9 **A.** Committee of the Whole – January 10, 2023
- 10 **B.** Committee of the Whole – Closed Session – January 10, 2023
- 11 **C.** Village Board – January 17, 2023
- 12 **D.** Village Board – Closed Session – January 17, 2023
13

14 Hearing none, President Kaz asked for a motion to approve the minutes. Hearing none, she requested a
15 motion to approve the minutes as submitted. Trustee Shadek so moved, and Trustee Kelly seconded the
16 motion.
17

18 **A roll call vote was taken as follows:**
19

20 For: Shadek, Ransford, Hannus, Kelly
21

22 Opposed: None
23

24 The roll call tally was four in favor, and none opposed. President Kaz declared the minutes approved.
25

26 **III. Village President's Report**
27

28 President Kaz began her comments by updating the progress of the Lakefront Enhancement Project. Two
29 meetings featuring the preliminary programming for the project were held to engage village residents and
30 solicit their comments. Presentation slides have been posted on the village website and residents are
31 encouraged to review and comment on them at their convenience. Finally, further meetings will be held in
32 the comings weeks as the architects progress through schematic design.
33

34 She went on to discuss the online survey presently being conducted among residents concerning
35 improvements being considered for the official website of the village. Before undertaking an overhaul of the
36 website, it seemed prudent to actively solicit ideas and commentary from residents regarding the ease of use
37 and general organization of village information.
38

39 Her final remark concerned an appeal made by the residents of 37 Kenilworth Ave to reconsider a ruling made
40 by the village code official pertaining to construction they have proposed in the steep slope zone adjacent to
41 their property. Appeals of this sort come before the Board of Trustees for a decision. President Kaz asked
42 that the Building, Planning and Zoning Committee chaired by Trustee Winslow, review the request and make a
43 recommendation to the full Board for a final decision. The Board agreed with this course of action.
44

45 **IV. Approval of the Warrant List**
46

47 President Kaz then opened the floor for consideration of the Warrant List. Finance Committee Chair Kelly
48 reported that all items looked to be in order. Highlighted payments of Class A warrants were cited for web
49 design consulting to Civic Plus, to Ciorba Engineering for work related to the Green Streets and Brier McClean
50 Streets Projects, and finally to GZA Environmental for work done regarding an analysis of the decommissioned

1 water plant. Class B payments were primarily related to pension and payroll. After a general review with
2 Manager Brennan was satisfactory, Trustee Kelly recommended approval of the warrants as presented.
3 Hearing no further discussion, President Kaz asked for a motion to approve and ratify the warrants as
4 presented. Trustee Kelly moved, and Trustee Shadek seconded the motion to approve the Class A warrants in
5 the amount of \$618,847.07 and to ratify the Class B warrants in the amount of \$239,413.18.

6
7 **A roll call vote was taken as follows:**

8
9 For: Shadek, Ransford, Hannus, Kelly

10
11 Opposed: None

12
13 The roll call tally was four voted in favor, and none opposed. President Kaz declared the warrants approved
14 and ratified.

15
16 **V. Regular Scheduled Business**

17
18 President Kaz then began the discussion of items for Omnibus Vote by pulling items 3&5 from consideration
19 under omnibus vote and adding them to the items to be considered by individual vote. She then read aloud
20 the remaining items 1,2 & 4 as follows:

21
22 **A. Items for Omnibus Vote**

23 1. Adoption of the Following Items:

24 a) An Ordinance Waiving the Formal Bidding Process and Authorizing the Purchase of a
25 2023 Ford SUV Police Interceptor from Highland Park Ford of Highland Park, IL, in the
26 Amount of \$44,406

27 b) An Ordinance Declaring a Vehicle as Surplus and Authorizing the Sale or Disposal Thereof

28
29 2. Adoption of an Ordinance Declaring Certain Village Property as Surplus and Authorizing the
30 Sale or Disposal Thereof

31
32 4. Appointment of Eamon Murphy to the Zoning Board of Appeals for a Term Ending February
33 28, 2028

34
35 She then asked if there were any comments from the Board regarding items 1, 2 and 4. Hearing none, she
36 requested a motion to approve the items. Trustee Kelly moved to adopt and approve items 1, 2 and 4 under
37 omnibus vote. Trustee Hannus seconded the motion.

38
39 **A roll call vote was taken as follows:**

40
41 For: Shadek, Ransford, Hannus, Kelly

42
43 Opposed: None

44
45 The roll call tally was four votes in favor, and none opposed. President Kaz declared that agenda items 1,
46 2 and 4 were adopted.

47
48

1 **B. Items for Individual Vote or Discussion**

2
3 President Kaz then took up items for individual vote beginning with what was originally listed as Omnibus
4 item #3.

- 5
6 3. Adoption of a Resolution Approving an Amendment to the Agreement between the Village
7 of Kenilworth and Flock Group, Inc., for the Installation, Maintenance and Use of Three
8 Additional Automatic License Plate Readers (ALPR).

9
10 President Kaz asked Interim Police Chief Eddington to present on this item. Chief Eddington outlined the
11 technical specifications of the item, highlighted service enhancements offered by the vendor, and reviewed
12 the results of consultations among neighboring communities for aligning the services reciprocally to enhance
13 effectiveness for all participants. He urged approval given a pending price increase. He went on to discuss
14 the vendors response to ongoing concerns regarding the management of data collected by their equipment in
15 the form of offering shared access to the collected data for perusal by the Board for a three month trial
16 period. Trustees discussed the present protocol for collecting, reviewing and disposing of the data in
17 question, state statutes that impact this effort, the language of the present contract regarding how data could
18 be shared, who would approve such sharing, and with whom the data could be shared. Attorney Jones
19 commented on the present legal treatment of ALPR services, the general acceptance of these services, the
20 specifics of their contract with the village, and the rational of sharing information offered by the vendor.
21 Manager Brennan and Chief Eddington offered further clarification of certain points regarding the vendor and
22 their services. President Kaz wanted it specified that there has been no changes in the contract as approved
23 originally by the Board when these services were initiated. Trustees agreed that this would alleviate any
24 present concerns being discussed. Trustees cited the absence of two trustees and the need to clarify certain
25 aspects of the proposed revisions to the Village’s ALPR Policy as reasons to refer this item back to the Public
26 Safety Committee (PSC) for further review. PSC Chair Ransford agreed to conduct this review and to come
27 back to the Board with recommendations. President Kaz asked for a motion to refer this item to the Public
28 Safety Committee for further review. Trustee Shadek so moved, and Trustee Kelly seconded the motion.

29
30 **A roll call vote was taken as follows:**

31
32 For: Shadek, Ransford, Hannus, Kelly

33
34 Opposed: None

35
36 The roll call tally was four votes in favor, and none opposed. President Kaz declared the item referred to
37 committee.

38
39 President Kaz then introduced the second item moved out of consideration by omnibus vote into
40 consideration by individual vote as follows:

- 41
42 5. Adoption of the Following Items Concerning Reciprocal Reporting and Information Sharing:
43 a) Adoption of a Resolution Approving an Intergovernmental Agreement with Kenilworth
44 School District No. 38

1 b) Adoption of a Resolution Approving an Intergovernmental Agreement with New Trier
2 Township High School District No. 203
3

4 She then asked Chief Eddington to present of this item. He began his remarks by giving the history of events
5 that gave rise to these agreements which was collaborated and amplified by Attorney Jones. These remarks
6 included citing state statues impacting these agreements and the reasons for implementing these
7 agreements. Trustees asked for commentary from Chief Eddington regarding his experience both before and
8 during his time at Kenilworth, discussed the potential mistakes that could be made while pursuing
9 enforcement of these agreements, the need for vigilance among participants of these agreements to proceed
10 cautiously, and the support they provide for those entrusted with preserving school safety. Hearing no
11 further discussion, President Kaz asked for a motion to approve the agreements as presented. Trustee
12 Hannus so moved, and Trustee Ransford seconded the motion.

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

15
16 For: Shadek, Ransford, Hannus, Kelly

17
18 Opposed: None
19

20 The roll call tally was four votes in favor, and none opposed. President Kaz declared the item adopted.

21
22 President Kaz then moved to the next item on the agenda.
23

24 6. Appointment of Bryan Carlson as Chief of Police to be Effective March 06, 2023
25

26 President Kaz began consideration of this item by outlining the history of the search for a new Police Chief
27 highlighting the extensive amount of time and effort devoted to its completion. It was her feeling that the
28 absence of two Board members for such an important vote would be unfortunate and asked for a motion to
29 postpone consideration of this item to a time when the full board could be present. She proposed a special
30 meeting to be held on Thursday, February 23, 2023, at 6:30 to consider it. She asked for a motion to continue
31 Item 6 to a Special Meeting of the Village Board on February 23rd at 6:30 p.m. Trustee Ransford offered the
32 motion, and Trustee Kelly seconded the motion.
33

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

35
36 For: Shadek, Ransford, Hannus, Kelly

37
38 Opposed: None
39

40 The roll call tally was four votes in favor, and none opposed. President Kaz declared the motion passed.
41

42 7. Adoption of an Ordinance Approving an Amendment to Chapter 150 of the Kenilworth
43 Code of Ordinances Concerning Drainage and Grading Permit Provisions
44

45 President Kaz asked management analyst Jordan Schmidt to present on this item. He described the problems
46 created by the differences in expirations periods associated with Building Permits and Drainage and Grading
47

1 Permits. Building permits can remain in effect between 12 and 18 months, while drainage and grading
2 permits can remain in effect between 6 and 12 months. As they often acquired simultaneously and as the
3 coordination of the work permitted by contractors can often result in drainage and grading being one of the
4 final phases of a construction project, the differences in expiration dates can come into play requiring
5 reapplication for a permit on projects already approved. After reviewing practices of neighboring
6 communities and finding that virtually all of them have set the expiration dates of such permits to be the
7 same, Mr. Schmidt recommended to the Board to approve the item in order to do the same.

8
9 Hearing no discussion on the item, President Kaz asked for a motion to approve the ordinance and presented.
10 Trustee Kelly so moved, and Trustee Shadek seconded the motion.

11
12 **A roll call vote was taken as follows:**

13
14 For: Shadek, Ransford, Hannus, Kelly

15
16 Opposed: None

17
18 The roll call tally was four votes in favor, and none opposed. President Kaz declared the ordinance
19 adopted.

20
21 8. Adoption of an Ordinance Approving an Amendment to Kenilworth Code of Ordinances
22 Chapters 33, 152, and 153 Concerning the Plan Commission, Architectural Review
23 Commission, Zoning Board of Appeals, and the Procedures Used to Consider Certain
24 Applications

25
26 President Kaz opened the discussion by asking Attorney Jones to present on this item. He reviewed the
27 history of the effort initiated by the Board in late FY 2022 to improve the quality and efficiency of the Village's
28 zoning review process. He cited examples of recent experiences by village stakeholders, as well as interested
29 parties outside of the village as being unnecessarily cumbersome. He described how neighboring
30 communities have addressed similar issues, as well as how the present collection of reviewing bodies can
31 suffer from a difficulty gathering a quorum of members to complete their work. Unfilled vacancies on
32 reviewing bodies, scheduling conflicts among existing members, and intensity of the workload can all conspire
33 to slow the review process to an unacceptable pace. In response to this there were a number of suggested
34 changes developed by village staff to the present configuration of the review process. These suggested
35 changes were presented to stakeholders for review and comment. He went on to describe the participation
36 of the Zoning Board of Appeals (ZBA) in reviewing and approving of some of the proposed changes and cited
37 some specific examples. He then described those changes that were reviewed and not accepted by the ZBA
38 along with some specific examples. Finally, he described suggested changes on which the ZBA requested
39 comment from the Plan Commission before offering its support. Attorney Jones laid out options the Board
40 could pursue given his comments which included approving all of the recommendations, some of the
41 recommendations, or none of the recommendations. Trustees inquired about the depth and breadth of
42 inclusion among stakeholders in these changes, the reaction of the Building, Planning, and Zoning Committee
43 of the Board, and interacted with ZBA Board member Hester McCarthy regarding this review. Plan
44 Commission Chair J.T. Mohr voiced his support for the ZBA's recommendations. President Kaz offered that
45 while there are some aspects of the proposal that require further review and comment, there are some

1 aspects of the proposed ordinance that could be approved presently. After some clarifying discussion among
2 the Trustees, Attorney Jones and Manager Brennan, she then asked for a motion to that affect.

3
4 Trustee Kelly offered a motion to direct the Plan Commission review and return a recommendation to the
5 Village Board regarding the following options: 1) Consolidating the Plan Commission and Architectural Review
6 Commission, 2) Modifying the process for business district applications that involve multiple requests, and 3)
7 Delegating sign approval authority for compliant sign applications. Trustee Shadek seconded the motion.

8
9 **A roll call vote was taken as follows:**

10 For: Shadek, Ransford, Hannus, Kelly

11
12 Opposed: None

13
14
15 The roll call tally was four votes in favor, and none opposed. President Kaz declared the ordinance, as
16 amended, adopted.

17
18 **VI. Report of Committees**

19
20 No Meetings took place.

21
22 **VII. Report from Staff**

- 23
24 A. Community Development
25 B. Finance
26 C. Police

27
28 Chief Eddington reported on changes to the weekly activity meeting and cited a recent report received
29 regarding a major traffic incident in the village.

- 30
31 D. Public Works
32 E. Legal Counsel

33 No report

- 34
35 F. Village Manager

36
37 Manager Brennan reported that the historic planter on Sheridan Road, north of Kenilworth Avenue destroyed
38 in a Thanksgiving eve crash would be replaced. The company conducting the work would use an existing
39 planter as the model for the replacement.

40
41 **VIII. Business from the Public**

42
43 No business from the public

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45
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1 **IX. Closed Session**

2
3 Having no further public business, President Kaz asked for a motion to adjourn to closed session. Trustee
4 Ransford offered a motion to convene in Closed Session for the purpose of discussing ongoing, prior or future
5 criminal investigations pursuant to 5ILCS 120/2(c)(14). Trustee Shadek seconded the motion.
6

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

8
9 For: Shadek, Ransford, Hannus, Kelly

10
11 Opposed: None

12
13 The roll call tally was four votes in favor, and none opposed. President Kaz declared at 8:13 pm, the
14 meeting now closed.

15
16 The meeting was reopened to the public at 8:42 pm.
17

18 **X. Adjourn**

19
20 Having no further business, President Kaz asked for a motion to adjourn the meeting. Trustee Ransford so
21 moved, and Trustee Kelly seconded the motion. A voice vote was taken with all in favor, none opposed.
22 President Kaz declared the meeting adjourned at 8:42 pm.
23
24