



**Village Board of Trustees**  
March 20, 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 March 20, 2023.

**Roll Call**

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

Trustees:	
Trustee Pete Shadek	Present
Trustee Alison Winslow	Present
Trustee Tim Ransford	Present
Trustee Christopher Ottsen	Present
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
Jaramee Finn	Village Treasurer
Patrick Brennan	Village Manager
Heather McFarland	Assistant to the Village Manager
Greg Jones	Village Attorney
Bryan Carlson	Police Chief
Nicole Ang	Management Analyst
Jordan Schmidt	Management Analyst

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

Vivian Vahlberg  
W. Burns  
John Kiwala  
Vlatka Mcilwaine  
Chrisi DiClementi

1 Paul Ladenthin  
2 John Gottschall  
3 Matthew Lojkovic  
4 Paul Awdisho  
5 John W. Hart  
6 Charles Johnson  
7  
8

9 **II. Approval of Minutes**

10  
11 President Kaz asked if there were any questions or comments regarding the following minutes:

- 12  
13 **A.** Committee of the Whole – February 09, 2023  
14 **B.** Village Board – February 21, 2023  
15 **C.** Village Board – Closed Session -- February 21, 2023  
16 **D.** Village Board – February 23, 2023  
17

18 Trustees corrected the date cited for the start of Police Chief Carlson’s tenure in the Village Board meeting  
19 minutes for February 21, 2023 from March 9, 2023 to March 6, 2023. Hearing no additional comments,  
20 President Kaz requested a motion to approve the minutes as corrected. Trustee Kelly so moved, and Trustee  
21 Ottsen seconded the motion.

22  
23 **A roll call vote was taken as follows:**

24  
25 For: Shadek, Winslow, Ransford, Ottsen, Hannus, Kelly

26  
27 Opposed: None  
28

29 The roll call tally was six in favor, and none opposed. President Kaz declared the minutes approved.  
30

31 **III. Village President’s Report**

32  
33 President Kaz began her remarks by welcoming Police Chief Bryan Carlson to his first Board of Trustees  
34 meeting holding that office. She commented on Chief Carlson’s long tenure with the village and cited his  
35 recent participation in events supporting the Special Olympics Organization.

36  
37 She went on to promote the opportunity for seasonal employment by the Village due to the approach of  
38 “beach season” specifically citing positions available for lifeguards and cashiers.  
39

40 **IV. Approval of the Warrant List**

41  
42 President Kaz then opened the floor for consideration of the Warrant List. Finance Committee Chair Kelly  
43 reported that all items looked to be in order but noted that the unexpected availability of a long-awaited  
44 police vehicle, as well as the discovery of an unposted invoice, were cause for a last-minute change to the  
45 Class A warrant total listed in the meeting documentation distributed last week, the revision of which was  
46 communicated to the Board by email earlier today. Class B payments were unchanged and primarily related  
47 to pension and payroll. Hearing no further discussion, President Kaz asked for a motion to approve and ratify  
48 the warrants as revised. Trustee Ransford moved, and Trustee Ottsen seconded the motion to approve the  
49 Class A warrants in the revised amount of \$196,987.42, and to ratify the Class B warrants in the amount of  
50 \$218,241.24.

1  
2 **A roll call vote was taken as follows:**  
3

4 For: Shadek, Winslow, Ransford, Ottsen, Hannus, Kelly  
5

6 Opposed: None  
7

8 The roll call tally was six in favor, and none opposed. President Kaz declared the warrants approved and  
9 ratified.

10  
11 **V. Regular Scheduled Business**  
12

13 **A. Items for Individual Vote or Discussion**  
14

15 President Kaz then took up items for individual vote or discussion.  
16

- 17 1. Adoption of an Ordinance Approving a Special Use Amendment for the Kenilworth  
18 Assembly Hall – 410 Kenilworth Avenue  
19

20 President Kaz asked Assistant to the Village Manager, Heather McFarland to present on this item. She  
21 outlined the history of a request for a Special Use Permit (SUP) by the Kenilworth Park District (District) to  
22 operate a café at the Kenilworth Assembly Hall, which was granted to begin in May of 2022. The initial efforts  
23 in this regard were characterized by District Executive Director John Kiwala as successful, providing the  
24 impetus to ask for an amendment to their SUP to include the ability to prepare and serve food on-site, and  
25 extend the café's hours of operation. Trustees expressed general support of the idea, inquired as to whether  
26 the District would allow the utilization of third-party delivery services for take-out orders given to the café,  
27 discussed adding language to the requested amendment to address this concern, heard discussion between  
28 resident Charles Johnson and Director Kiwala regarding whether there could be a further expansion of  
29 afternoon operating hours in the future, and reviewed the options available to the Board to amend the SUP as  
30 laid out by Village Attorney Jones. Trustees clarified the need to protect the option for limited delivery  
31 services in the revision of language. President Kaz then asked for a motion to approve the Special Use  
32 Amendment as revised with satisfactory language to be provided by Attorney Jones. Trustee Shadek so  
33 moved, and Trustee Hannus seconded the motion.  
34

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

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

39 Opposed: None  
40

41 The roll call tally was six votes in favor, and none opposed. President Kaz declared the ordinance as  
42 amended, adopted  
43

- 44 2. Adoption of the Following Items Concerning the 2023 Roadway Improvements Project:  
45 a) A Resolution Awarding the 2023 Roadway Improvements Project to Chicagoland  
46 Paving Contractors, Inc. of Lake Zurich, Illinois in the Amount of \$290,000

- b) A Resolution Authorizing the Execution of Professional Services Agreement with Ciorba Group of Chicago, Illinois for Construction Management Services in the Amount of \$12,252
- c) A Resolution Announcing the Intended Use of Up to \$165,616.56 from the Rebuild Illinois Bond Fund
- d) A Resolution Announcing the Intended Use of Up to \$136,635.44 from the Motor Fuel Tax Fund

President Kaz asked Management Analyst Nicole Ang to present on these items. Management Analyst Ang recited the history of 2023 Roadway Improvements Project citing the methods used to identify areas for repair, vendors to perform the work, and the sources of funding to be used to pay for the work done. Trustees discussed the work to be done as it compares to past projects, the impact of the proposed work on water runoff, the height of the new curbing, and the specifications for pavement replacement, the durability of the work being done, the problems experienced with similar projects, the choices made to maximize the effectiveness of the available funding and whether a review of the project specifications could be done to address various reservations brought up by trustees. President Kaz then asked for a motion to adopt the resolutions subject to further investigation as to the scope of the project. Trustee Shadek so moved, and Trustee Kelly seconded the motion.

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

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

Opposed: None

The roll call tally was six votes in favor, and none opposed. President Kaz declared the items approved.

- 3. Adoption of a Resolution Approving an Amendment to the Agreement between the Village of Kenilworth and Flock Group, Inc., for the Installation, Maintenance and Use of Three Additional Automatic License Plate Readers as Recommended by the Public Safety Committee

President Kaz introduced the item, and reviewed the history of consideration for this resolution up to this meeting and then asked Trustee Ransford, Chair of the Public Safety Committee (PSC) (Committee) to summarize a recent PSC meeting dedicated to this item. President Kaz also invited commentary from Police Chief Carlson regarding the matter. Chair Ransford discussed the lease terms and accommodations made by Flock Group to concerns raised by the Committee. Police Chief Carlson discussed permitting necessary for the deployment of cameras in certain areas. Trustees discussed the history of employing the cameras, the interaction of Kenilworth with neighboring communities, the end goal of the deployment program, and the contractual constraints required by Flock Group. Chief Carlson responded to those concerns. Trustees went on to discuss strategic decisions that the Village could face in the future, the policy being followed regarding the sharing of accumulated data, the overall cost of the program when it is fully deployed, and strategies the Village might pursue to keep costs as low as possible.

1 President Kaz then asked for a motion to adopt the resolution. Trustee Ransford so moved, and Trustee Kelly  
2 seconded the motion.

3  
4 **A roll call vote was taken as follows:**

5  
6 For: Shadek, Winslow, Ransford, Ottsen, Hannus, Kelly

7  
8 Opposed: None

9  
10 The roll call tally was six votes in favor, and none opposed. President Kaz declared the resolution  
11 approved.

12  
13 4. Authorization to Execute a Governmental Money Purchase Plan (401a) Agreement with  
14 MissionSquare Retirement as Recommended by the Public Safety Committee

15  
16 President Kaz asked Manager Brennan to present on the item. He began his comments by recounting the  
17 problems being faced by the Kenilworth Police Department when recruiting police officers. He went on to  
18 describe the potential benefits of being able to offer a Governmental Money Purchase Plan (401a) (the Plan)  
19 employment benefit to recruitment candidates. He described the procedure and cost to set up the Plan as  
20 simple and inexpensive for the Village. Trustees inquired as to the policies of neighboring communities in this  
21 regard, delved into the specific advantages of this Plan over other alternatives, discussed the strategy for  
22 using this benefit as a recruitment advantage, the need for the creativity exhibited by this idea, how the Plan  
23 would actually operate, and whether there are unforeseen costs to the Village. President Kaz then outlined  
24 the clarifications facing the Board prior to voting for approval as follows: 1.) to execute the documents to set  
25 up the 401a Plan as presented. 2.) to agree that a salary contribution figure to be used going forward would  
26 be 7%. 3.) to concur with the 401a Plan design as described in meeting materials. She established agreement  
27 among the trustees on each of these clarifications before requesting a vote on the authorization being  
28 considered, and then asked for a motion to approve the authorization subject to the agreed upon  
29 clarifications. Trustee Kelly so moved, and Trustee Winslow seconded the motion as presented by President  
30 Kaz.

31  
32 **A roll call vote was taken as follows:**

33  
34 For: Shadek, Winslow Ransford, Ottsen, Hannus, Kelly

35  
36 Opposed: None

37  
38 **VI. Report of Committees**

39  
40 Turning to the next agenda item, President Kaz asked Trustee Ransford, as Chair of the Public Safety  
41 Committee, to report on a recent meeting. Trustee Ransford noted that it was the first meeting involving  
42 newly appointed Police Chief Carlson and the discussion centered around the pending changes to the Village  
43 contract with Flock Group, the ongoing effort to recruit full and part-time employees for the police  
44 department, and the plans being pursued to equip the Kenilworth Police Force officers with body cameras in  
45 response to recently passed state legislation. Police Chief Carlson described specific recruitment scenarios  
46 that have recently taken place, reiterated the scarcity of qualified candidates, described general strategies

1 being employed by the department to distinguish itself, and summarized recent meetings he attended  
2 regarding recruitment and law compliance.

3  
4 **VII. Report from Staff**

- 5  
6 A. Community Development  
7 B. Finance  
8 C. Police  
9

10 Police Chief Carlson thanked those who attended his swearing in ceremony and recounted a successful police  
11 action that used information gathered by the existing Flock Group cameras. He acknowledged the support  
12 given him at the Polar Plunge fund-raising event.

- 13  
14 D. Public Works  
15 E. Legal Counsel  
16

17 Village Attorney Jones reminded everyone that May 11, 2023, should be the date that full compliance with  
18 the provisions of the State of Illinois Open Meetings Act will be required as emergency measures brought on  
19 by the COVID pandemic will phase out.

- 20  
21 F. Village Manager  
22

23 Manager Brennan discussed the existence of a matching grant from Commonwealth Edison to be used to  
24 install a Electric Vehicle Charging Station. Trustees discussed the cost to the village, the need for such a  
25 station, the location of the proposed installation, the existence of other stations in the area, the timing of the  
26 grant submission, the impact on staff resources to apply for the grant, the potential fee income, the potential  
27 for attracting newcomers to the village, and the strategy for possible future uses. It was decided that applying  
28 for the grant would not be necessary at this time.

29  
30 **VIII. Business from the Public**

31  
32 No business from the public  
33

34 **IX. Closed Session**

35  
36 Having no further public business, President Kaz asked for a motion to adjourn to closed session. Trustee  
37 Ransford offered a motion to convene in Closed Session for the purpose of discussing ongoing, prior or future  
38 criminal investigations, pending, probable or imminent litigation against or by the Village, and to consider the  
39 setting of a price for the sale or lease of Village property. Trustee Kelly seconded the motion.

40  
41 **A roll call vote was taken as follows:**

42  
43 For: Shadek, Winslow, Ransford, Ottsen Hannus, Kelly  
44

45 Opposed: None  
46

47 The roll call tally was six votes in favor, and none opposed. President Kaz declared at 8:34 pm, the  
48 meeting was in Closed Session.  
49

1 The meeting was reopened to the public at 9:49 pm.  
2

3 **X. Adjourn**  
4

5 Having no further business, President Kaz asked for a motion to adjourn the meeting. Trustee Winslow so  
6 moved, and Trustee Ransford seconded the motion.  
7

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

10 For: Shadek, Winslow, Ransford, Ottsen, Hannus, Kelly  
11

12 Opposed: None  
13

14 The roll call tally was six votes in favor, and none opposed. President Kaz declared the meeting  
15 adjourned at 9:49 pm.  
16  
17  
18