

VILLAGE OF



KENILWORTH, IL

**Board of Trustees Meeting Minutes
April 17, 2023**

I. Call to Order

Village President Cecily Kaz called to order the regular meeting of the Board of Trustees of the Village of Kenilworth in the Kenilworth Village Hall, Kenilworth, Illinois at 7:00 p.m. on April 17, 2023.

ROLL CALL

President Kaz requested that Village Clerk call the roll:

Trustees:

Trustee Pete Shadek	Remote
Trustee Alison Winslow	Present
Trustee Tim Ransford	Present
Trustee Chris Ottsen	Present
Trustee Amy Hannus	Absent
Trustee Walter Kelly	Present
President Cecily Kaz	Present

A quorum was present.

Others Recorded as in Attendance:

Village Officials and Staff:

Jaramee Finn	Village Treasurer
Patrick Brennan	Village Manager
Bryan Carlson	Police Chief
Greg Jones	Village Attorney
Nicole Ang	Management Analyst
Bill Burns	Sergeant
Oscar Padilla	Sergeant
Joanne Staral	Community Service Officer
John Gottschall	Trustee Elect
Matt Lojkovic	Trustee Elect

1 **Others, signing in:**

2 Anthony Zogal

Metrop. Water Reclamation District

3 Patrick

Metrop. Water Reclamation District

4
5 Manager Brennan stated that Trustee Shadek reported in advance that he needed to participate
6 remotely due to work obligations. There were no objections from the quorum present.

7
8 **II. Approval of Minutes**

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

11 A. Village Board – March 20, 2023

12 B. Village Board – Closed Session – March 20, 2023

13 Upon review, Trustee Kelly offered a motion to approve the open session and closed session minutes of
14 the Village Board meeting dated March 20, 2023 and Trustee Ransford seconded the motion.

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

16
17 For: Shadek, Winslow, Ransford, Ottsen, Kelly

18
19 Opposed: None

20
21 The roll call tally was five in favor, and none opposed. President Kaz declared the minutes approved.
22

23 **III. Village President's Report**

24
25 President Kaz addressed the group and reported that she was issuing a proclamation declaring April 28th
26 as Arbor Day in Kenilworth. She reported that this is the second consecutive year the Village has
27 received Tree City USA designation and thanked those involved for achieving that designation.

28
29 Next, President Kaz asked Trustee Winslow to present an update regarding the regional leaf blower
30 working group. Trustee Winslow explained that she represented the Village on a regional workgroup
31 tasked with evaluating leaf blower regulations, the impacts of full or partial bans upon their use, and
32 preparing a written report with recommendations. She summarized the group's findings and indicated
33 that Kenilworth, with its seasonal use ban was reasonably aligned with its neighboring communities.
34 She indicated that the overall recommendation is to work toward a permanent ban on the use of
35 gasoline-powered leaf blowers through a phased approach as technology improves for battery-operated
36 or electric units. In closing, Trustee Winslow recommended that the Village Board monitor future
37 regulations imposed by Winnetka and Wilmette to determine if Kenilworth's ordinance should be
38 modified to align.

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

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43 President Kaz then opened the floor for consideration of the Warrant List, and asked the Chairman of
44 the Finance Committee, Trustee Kelly to present the warrants.

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2 Trustee Kelly, reported he had reviewed all bills as presented in the monthly packet. He pointed out
3 several expenditures of note in the warrants. Trustee Kelly stated that all of the requested payments
4 and those listed for ratification were in order and that he recommended the Board authorize the
5 warrant lists.

6
7 Trustee Kelly offered a motion and Trustee Shadek seconded the motion to approve the Class A
8 warrants in the amount of \$222,957.88 and Class B warrants in the amount of \$227,528.79, as
9 presented.

10
11 **A roll call vote was taken as follows:**

12
13 For: Shadek, Winslow, Ransford, Ottsen, Kelly

14
15 Opposed: None

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17 The roll call tally was five votes in favor and none opposed. President Kaz declared the
18 motion passed.

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21 **V. Regular Scheduled Business**

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23 **A. Items for Individual Vote or Discussion**

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

- 26
27 1. Authorization to Execute a Professional Services Agreement with ZTP Studio of
28 Evanston, Illinois for Building and Planning Division Services in the Approximate
29 Amount of \$58,383

30 President Kaz asked Village Manager, Patrick Brennan, presented on this item. Manager Brennan stated
31 that the proposed agreement was a renewal of the prior agreement with a 3% increase in the hourly
32 rate and a reduction in the maximum hours of services. He addressed questions from the Trustees and
33 President Kaz opened the floor to a motion on the item. Trustee Winslow offered a motion to authorize
34 execution of the agreement as presented in the Board Packet. Trustee Ottsen seconded the motion.

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

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

39
40 Opposed: None

41
42 The roll call tally was five votes in favor and none opposed. President Kaz declared the
43 motion passed.

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1 2. Approval of a Waiver of the Village Code Limitation on Work Hours as Requested
2 by the Metropolitan Water Reclamation District to allow Overnight Work
3 Rehabilitating a Sewer Line under Sheridan Road

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5 President Kaz asked Village Manager, Patrick Brennan, present on this item. Village Manager Brennan
6 offered a short overview of the requested waiver of work hours and yielded the floor to Mr. Anthony
7 Zogas who was representing the Metropolitan Water Reclamation District of Greater Chicago (MWRD).
8 He explained that the MWRD was about to solicit a Sheridan Road sewer rehabilitation project for bids.

9
10 One of the two rehabilitation methods involved installing a cured-in-place fabric liner into the sanitary
11 sewer. The method required an overnight cure period during which equipment would need to be
12 operated. The generators, heaters, and pumps were not expected to generate much noise during the
13 overnight hours according to Mr. Zogas.

14
15 The bid documents allowed the potential bidders to select a preferred rehabilitation method.
16 Therefore, Mr. Zogas was unsure if the cured-in-place liner process would be selected. However, he
17 sought waiver of the overnight work hour limitation in order to specify that the waiver had been
18 received in the bid documents. He explained that having the waiver authorized increased the potential
19 for favorable bids for the work.

20
21 The Trustees asked a number of questions regarding the process, likelihood of the cured-in-place liner to
22 be preferred, and the timing of the potential project. Mr. Zogas addressed the questions, assured the
23 Trustees that adequate resident notice would be provided, and indicated that he would work with staff
24 on the permit process.

25
26 The Trustees requested that the building permit, if issued contained requirements that:

- 27 1. The generators used be a low decibel (sound attenuated) model;
- 28 2. The hours and duration of work activity be specified on the permit;
- 29 3. The work hour waiver was limited to the cured-in-place liner technology only; and
- 30 4. Residents be provided with advanced notice from the MWRD regarding the work.

31
32 Upon conclusion of the discussion, Trustee Ransford offered a motion and Trustee Kelly seconded the
33 motion to approve the waiver of the Work Hours restrictions as requested for the duration of the
34 project, subject to issuance of a building permit.

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

37
38 For: Shaded, Winslow, Ransford, Ottsen, Kelly

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40 Opposed: None

41
42 The roll call tally was five votes in favor and none opposed. President Kaz declared the
43 motion passed.
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3. Adoption of an Employee Pay Plan to be Effective May 1, 2023

President Kaz asked Manager Brennan to present on the item. Village Manager Brennan explained that the Employee Pay Plan is updated typically on an annual basis. He stated that the more recent updates were tolled while the Village Board worked with staff to plan and implement compensation adjustments over the past two years. Brennan also pointed out the changes in the plan since the prior plan was adopted. He closed by explaining that the updated plan was presented to serve as guideposts for employee compensation and would be updated periodically in the future as needed. Trustee Kelly offered a motion to adopt the Employee Pay Plan as presented in the Board Packet. Trustee Ransford seconded the motion.

A roll call vote was taken as follows:

For: Shadek, Winslow, Ransford, Ottsen Kelly

Opposed: None

The roll call tally was five votes in favor and none opposed. President Kaz declared the motion passed.

VI. Report of Committees

A. Building, Planning, and Zoning

Trustee Winslow explained that the appeal of the Code Official's determination regarding proposed work in the Steep Slope Zone had been heard by the Committee as requested. Before rendering a decision, the appellant requested additional time to consider alternate options and withdrew their appeal in full.

B. Finance

Trustee Kelly stated that the Finance Committee had met on April 13th to discuss the desired criteria for evaluating purchase offers for the Village parcel on Green Bay Road at Roger Avenue. He felt that the discussion was productive and the group was prepared to evaluate any offers received.

C. Public Safety

Trustee Ransford announced that the Committee had scheduled a meeting for April 19th at 6:00 p.m. to discuss a number of items including beach safety. He said that the Committee intended to meet on a monthly basis while necessary.

VII. Report from Staff

A. Community Development

B. Finance

1 C. Police

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3 Police Chief Carlson provided the group with updates concerning staffing, the announced retirement of
4 Sergeant Burns, staff training, and ongoing projects.

5
6 D. Public Works

7 E. Legal Counsel

8 F. Village Manager

9
10 Village Manager Brennan updated the Trustees regarding a new account in Treasury Direct for
11 investments, and the status of the Cumnor/Abbotsford/Park resurfacing project.

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13 **VIII. Business from the Public**

14
15 Sergeant Padilla requested that the Village Board consider reappointing the two Village representatives
16 to the Kenilworth Police Pension Fund Board. President Kaz thanked him for the reminder regarding the
17 terms of office.

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19 **IX. Closed Session**

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21 Hearing no further public business, President Kaz asked for a motion to adjourn to closed session.
22 Trustee Kelly offered a motion to enter into closed session for the purposes of discussing the purchase
23 of real property for use by the Village, and to consider the setting of a price for the sale or lease of
24 Village property. Trustee Winslow seconded the motion.

25
26 **A roll call vote was taken as follows:**

27 For: Shadek, Winslow, Ransford, Ottsen Kelly

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29 Opposed: None

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32 The roll call tally was five votes in favor and none opposed. President Kaz declared at
33 8:11 pm, the meeting was in closed session.

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36 At 9:29 pm Trustee Ottsen offered a motion to leave closed session; Trustee Ransford seconded the
37 motion. The meeting was reopened to the public.

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40 **X. Adjourn**

41 With no further business, Trustee Shadek offered a motion to adjourn the meeting and Trustee Kelly
42 seconded to adjourn the meeting. The meeting was concluded by voice vote at 9:29 pm.

43
44 Respectfully Submitted,

45
46 Patrick Brennan
47 Village Manager