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VILLAGE OF



KENILWORTH, IL

**Board of Trustees Meeting Minutes
May 15, 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 7:04 p.m. on May 15, 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
Jaramie Finn	Village Treasurer
Patrick Brennan	Village Manager
Bryan Carlson	Village Police Chief

Others, signing in as displayed in Participant List:

Charles Johnson
Paul Ladenthin
Chick Evans
Lauryn Pappas

1 **II. Approval of Minutes**
2

3 President Kaz asked if there were any questions or comments regarding the following minutes:
4

5 **A. Village Board – April 17, 2023**

6 **B. Village Board – April 17, 2023 – Closed Session**
7

8 Hearing none, President Kaz asked for a motion to approve the minutes. Trustee Ottsen moved, and
9 Trustee Shadek seconded the motion to approve the minutes.
10

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

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

15 Opposed: None
16

17 The roll call tally was six in favor, and none opposed. President Kaz declared the minutes approved.
18

19 **III. Village President’s Report**
20

21 President Kaz began her report by reminding residents that a meeting will take place on Wednesday,
22 May 17 at 7:00 pm at the Kenilworth Assembly Hall regarding proposed improvements to the Kenilworth
23 lakefront property. The meeting will provide an update of the progress toward shaping design
24 alternatives for the project and offer an opportunity for residents to provide feedback. The meeting will
25 be facilitated by Woodhouse Tinucci Architects, the design firm retained by the village for the project.
26 She encouraged anyone interested to attend the meeting and reminded those who cannot make the
27 meeting that there will be information available on the village website very soon thereafter, as well as
28 during the upcoming Memorial Day celebration planned by the village. She stressed the desire of the
29 Board that residents have ample time and opportunity to provide their thoughts and desires for the
30 project.
31

32 To conclude her report, President Kaz introduced Mr. Chick Evans, operator of the Kenilworth restaurant
33 Great Coast Commons and outlined a request he would like to make to the Village regarding the
34 provision of space to diners of his restaurant for bicycles and strollers during periods of warm weather.
35 His request would involve lining one public parking space in front of his restaurant with multiple trough-
36 like planter boxes in order to cordon off the area and provide a convenient space for the temporary
37 placement of equipment brought by diners not arriving by car. The planters would provide a scenic
38 barrier during hours of operation and would be removed when the restaurant is closed.
39

40 Trustees clarified with Mr. Evans along with his wife and business partner Lauryn Pappas, their vision of
41 how the placement and removal of the planters would operate, how it would affect take-out order
42 traffic, whether there were legal considerations to take into account, whether there were safety issues
43 to consider and, at the behest of Police Chief Carlson, the wisdom of affixing adequate reflectors.
44 Trustees voiced general agreement with the idea, voicing support for a village-based business. Manager
45 Brennan outlined a procedure that would allow the Board to approve a trial period for granting the
46 request to provide more information. President Kaz determined that all the Trustees were supportive
47 and encouraged Mr. Evans and Ms. Pappas to proceed with the plan as proposed.
48

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

2
3 President Kaz then opened the floor for consideration of the Warrant List. Finance Committee Chair
4 Kelly reported that entries on the list all appeared to be in order highlighting continuing Class A
5 payments for engineering work and accounting services, as well as Class B pension payments to the
6 Village of Winnetka related to their provision of fire prevention services to the Village. Hearing no
7 further discussion, President Kaz asked for a motion to approve and ratify the warrants as presented.
8 President Kaz requested a roll call vote.

9
10 Trustee Shadek moved, and Trustee Ransford seconded the motion to approve the Class A warrants in
11 the revised amount of \$662,251.64, and to ratify the Class B warrants in the amount of \$221,256.64.

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

13
14 For: Shadek, Winslow, Ransford, Ottsen, Hannus, Kelly

15
16 Opposed: None

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

21
22 **V. Regular Scheduled Business**

23
24 President Kaz then turned the discussion to Items for Individual Vote or Discussion.

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

- 26 i. Acceptance of the Annual Financial Report for the Period January 1 through
27 December 31, 2022

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29
30
31 President Kaz relayed that because only a draft of the report is available and is still in the process of
32 being reviewed by staff, the Annual Financial Report has not been distributed to the Board of
33 Trustee for review. This will take place in the coming days and weeks. She then asked for a motion
34 to postpone consideration of this item until the next Board meeting in June. Trustee Winslow so
35 moved, and Trustee Hannus seconded the motion.

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

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

39
40 Opposed: None

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42
43 The roll call tally was six in favor, and none opposed. President Kaz declared the motion passed.

- 44 ii. Authorization to Adjust the Compensation of the Village Manager
- 45
46

1 President Kaz reviewed the background of this item which dated back to the end of FY 2022 and
2 culminated with the impending turnover of two Trustees on the Board. Feedback was given to
3 Manager Brennan and the Board concluded that an adjustment to his compensation was
4 warranted. She then asked for a motion to approve the authorization to Adjust the Compensation
5 of the Village Manager. Trustee Shadek so moved, and Trustee Ransford seconded the motion.
6

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

8
9 For: Shadek, Winslow, Ransford, Ottsen, Hannus, Kelly

10
11 Opposed: None

12
13 The roll call tally was six in favor, and none opposed. President Kaz declared the adjustment
14 authorized.

- 15
16 iii. Adoption of a resolution Awarding the 2023 Sewer Lining Project to Hoerr
17 Construction of Goodfield, Illinois in the Amount Not to Exceed \$100,000
18

19 After Manager Brennan explained that the information in the Board packet was comprehensive,
20 Trustees clarified some details of the resolution. Hearing no further discussion, President Kaz then
21 asked for a motion to adopt a resolution Awarding the 2023 Sewer Lining Project to Hoerr Construction.
22 Trustee Hannus so moved, and Trustee Ottsen seconded the motion.
23

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

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

27
28 Opposed: None

29
30 The roll call tally was six in favor, and none opposed. President Kaz declared the resolution adopted.
31

32 **VI. Report of Committees**

33
34 President Kaz asked Trustee Ransford to report regarding the recent meeting of the Public Safety
35 Committee. He reported on issues regarding the summer beach season. This included a review of past
36 experiences and future preparations on the subject of beach passes, staffing, and interaction with the
37 sailing club. He then went on to discuss law enforcement training coordinated by Sargent Padilla of the
38 Kenilworth Police Department. He pointed out the high level of training readiness the department
39 continues to observe, and complimented the department on its commitment in this area.
40

41
42 **VII. Report from Staff**

- 43 A. Community Development
44 B. Finance

C. Police

Police Chief Carlson reported that recruitment activity for new personnel has been active with interviews, ride-along introductions, and responses to sponsored advertisements as well as word-of-mouth recommendations. He reviewed the process of dealing with the leaf-blower ban that recently went into effect. He reviewed the Sears School Bike Safety Program and the annual school parade, the outreach program “Coffee with a Cop”, and the Memorial Day Open House and Fun Run.

- D. Public Works
- E. Legal Counsel
- F. Village Manager

VIII. Business from the Public

There was none.

IX. Adjourn Sine Die

With no further business, President Kaz asked for a motion to adjourn Sine Die. Trustee Kelly offered a motion to adjourn the meeting Sine Die and Trustee Shadek 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 meeting adjourned Sine Die at 7:35 pm.

Inauguration of the Newly Constituted Village Board

I. Oath of Office for Newly Elected Officials

President Kaz then asked the following persons to stand and recite the Oath of Office for their respective positions:

- | | |
|------------------|-----------------|
| John Gottschall | Village Trustee |
| Matthew Lojkovic | Village Trustee |

Village Clerk Gagnon administered the Oath of Office which each person recited aloud.

Call to Order

Village President Cecily Kaz called to order the meeting of the Board of Trustees of the Village of Kenilworth at 7:38 p.m. on May 15, 2023.

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Roll Call

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

Trustees:	
Trustee Tim Ransford	Present
Trustee Christopher Ottsen	Present
Trustee Amy Hannus	Present
Trustee Walter Kelly	Present
Trustee John Gottschall	Present
Trustee Matthew Lojkovic	Present
President Cecily Kaz	Present

A quorum was present in person and via video conference.

Others Recorded as in Attendance:

<i>Village Officials and Staff:</i>	
Michael Gagnon	Village Clerk
Jaramee Finn	Village Treasurer
Patrick Brennan	Village Manager
Bryan Carlson	Village Police Chief

Others, signing in as displayed in Participant List:

II. Regular Scheduled Business

- 1. Recognition of the outgoing Village Trustees Peter Shadek and Alison Winslow

President Kaz began the discussion of this item by offering her warm appreciation for the service given the Village of Kenilworth by Trustees Shadek and Winslow. She highlighted their many contributions, pointing out specific aspects of their knowledge, wisdom, guidance, and unselfish dedication to making Kenilworth better. Trustees in turn reiterated and expanded on President Kaz’s comments expressing their gratitude and appreciation for the consistent and generous contributions of time and energy both Trustee Shadek and Trustee Winslow made to them personally, as well as to the Board in general over their tenure. Trustees Shadek and Winslow thanked the Board for their many compliments, expressed gratitude to the Village staff for their support, and pride in their membership on the Board.

III. Business from the Public

There was none.

IV. Adjourn

With no further business, President Kaz asked for a motion to adjourn the meeting. Trustee Kelly offered a motion to adjourn the meeting and Trustee Ransford seconded the motion.

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A roll call vote was taken as follows:

For: Ransford, Ottsen, Hannus, Kelly, Gottschall, Lojkovic

Opposed: None

The roll call tally was six votes in favor, and none opposed. President Kaz declared the meeting adjourned at 8:00 pm.
