

VILLAGE OF



KENILWORTH, IL

**Village Board of Trustees
June 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 p.m. on June 20, 2023.

Roll Call

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

Trustees:

Trustee Tim Ransford	Present
Trustee Christopher Ottsen	Absent
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:

Village Officials and Staff:

Michael Gagnon	Village Clerk
Jaramie Finn	Village Treasurer
Patrick Brennan	Village Manager
Greg Jones	Village Attorney
Bryan Carlson	Village Police Chief
Heather McFarland	Assistant to the Village Manager
Nicole Ang	Management Analyst
Jordan Schmidt	Management Analyst

Others, signing in as displayed in Participant List:

Martha Trotter
Sargent Oscar Padilla
Sargent William Burns
Jack Merriman

1 John Hart
2

3 **II. Approval of Minutes**
4

5 President Kaz then asked if there were any questions or comments regarding the following minutes:
6

7 **A. Committee of the Whole – May 11, 2023**

8 **B. Village Board – May 15, 2023**
9

10 Hearing none, President Kaz asked for a motion to approve the minutes. Trustee Kelly moved, and Trustee
11 Hannus seconded the motion to approve the minutes.
12

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

14 For: Ransford, Hannus, Kelly, Gottschall, Lojkovic
15

16 Opposed: None
17

18
19 The roll call tally was five votes in favor, and none opposed. President Kaz declared the minutes
20 approved.
21

22
23 **III. Village President's Report**
24

25 President Kaz began her comments by reminding the Board of a scheduled meeting as a Committee of the
26 Whole on Tuesday, June 21, 2023, to discuss the planning process for the business district improvement
27 project and to hear a presentation from Police Chief Carlson on emergency procedures. She then introduced
28 Mr. John Hart, President of the Kenilworth Park District (KPD) Board and invited him to present an update of
29 ongoing KPD activities.
30

31 Mr. Hart began by thanking the Village Board for its cooperation with KPD initiatives. He began his remarks by
32 referring to a 2019 decision made by the Sears School District regarding its renovation and remodeling and
33 the impact it had on recreation space shared by KPD. He articulated an effort by both organizations to
34 provide a more “campus-like” environment for the school while addressing needs to improve both the Village
35 House and the Green Bay Bicycle Trail located nearby. He went on to describe a recent lawn mitigation
36 project near the Kenilworth Assembly Hall, the introduction of Food Truck nights, bocce ball and “bags toss”
37 leagues, and assorted children’s activities that have been warmly embraced. He described several grant
38 applications the KPD has undertaken, the improvement of the Assembly Hall patio, and the success enjoyed
39 by the recently established Assembly Hall Café. He reviewed a recent meeting of the Illinois Association of
40 Park Districts which KPD attended, noting how it greatly improved KPD’s understanding of the grant process
41 in the state. He announced an agreement with Sears School to establish a KPD office on school property to
42 assist in running programs and events tied closely with the school. He then discussed strategies pursued by
43 KPD to receive greater grant funds, and the negotiations ongoing to improve the Green Bay Trail (GBT)
44 facilities. President Hart went on to review some of the political strategies the KPD is employing to further its
45 goals and concluded his comments by reviewing the present plans for a KPD Field House on the Townley Field

1 property. Trustees clarified some of President Hart’s comments regarding a proposed sports court and
2 thanked him for the comprehensive review of their plans.

3
4 President Kaz then read a Proclamation Honoring the Public Service of William Burns on the occasion of his
5 retirement from the Kenilworth Police Department. President Kaz thanked Sargent Burns for his twenty years
6 of service to the village, highlighting his tenure as chair of the Police Pension Board. She noted that his service
7 revolver will be presented to him as a parting gift. Police Chief Carlson recognized Sargent Burns as a true
8 professional and a good friend. Sargent Burns thanked the Board and expressed his appreciation for this
9 recognition.

10
11 **IV. Approval of the Warrant List**

12
13 President Kaz then opened the floor for consideration of the Warrant List. Finance Committee Chair Kelly
14 reported that entries on the list all appeared to be in order highlighting continuing Class A payments for road
15 repair, architectural services related to lakefront improvements, and payments for paving work, as well as
16 Class B payroll and pension payments. He then recommended the approval of the warrants as presented.
17 Hearing no further discussion, President Kaz asked for a motion to approve and ratify the warrants as
18 presented. President Kaz requested a roll call vote.

19
20 Trustee Kelly moved, and Trustee Gottschall seconded the motion to approve the Class A warrants in the
21 amount of \$609,409.40, and to ratify the Class B warrants in the amount of \$273,411.38.

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

24
25 For: Ransford, Hannus, Kelly, Gottschall, Lojkovic

26
27 Opposed: None

28
29 The roll call tally was five votes in favor, and none opposed. President Kaz declared the warrants
30 approved and ratified.

31
32
33 **V. Regular Scheduled Business**

34
35 President Kaz then turned the discussion to Items for Omnibus Vote or Discussion, by reading each one out
36 loud.

37
38 **A. Items for Consideration by Omnibus Vote**

39 1. Appointment of Trustees to Board Committees as Follows:

40 **• Building, Planning and Zoning**

- 41 ○ Amy Hannus – Chair
42 ○ Christopher Ottsen
43 ○ Matt Lojkovic

44 **• Finance**

- 45 ○ Walter Kelly – Chair
46 ○ Tim Ransford

- John Gottschall
- **Public Safety**
 - Tim Ransford – Chair
 - Amy Hannus
 - Matt Lojkovic
- **Public Works**
 - Chris Ottsen – Chair
 - Walter Kelly
 - John Gottschall

2. Authorization to Hire One Full-time Police Officer to Fill an Anticipated Vacancy

3. Adoption of an Ordinance Declaring Certain Items as Surplus Property and Authorizing the Sale or Disposal Thereof

4. Adoption of a Resolution Authorizing the Execution of a Contract with Schroeder & Schroeder for the 2023 Sidewalk Replacement Program in the Amount Not to Exceed \$26,000

5. Approval of a Change Order to the Contract with Chicagoland Paving in the Amount of \$18,549.19

President Kaz then asked if there were any questions related to these items or whether any Trustees preferred to remove any item from omnibus consideration. Hearing no questions or requests, she asked for a motion to approve the items as presented. Trustee Ransford so moved, and Trustee Gottschall seconded the motion.

A roll call vote was taken as follows:

For: Ransford, Hannus, Kelly, Gottschall, Lojkovic

Opposed: None

The roll call tally was five votes in favor, and none opposed. President Kaz declared the appointments made, and the items authorized, adopted, and approved.

B. Items for Consideration by Individual Vote

6. Acceptance of the Annual Financial Report for the Period January 1 through December 31, 2022

President Kaz introduced Ms. Martha Trotter, partner at the public accounting firm Sikich LLP and requested her comments on the audit of the Annual Financial Report (AFR) for FY 2022. Ms. Trotter outlined the three reports she will be commenting on, the annual Audit of Financial Statements (AFS), the Board Communication Report (BCR), and the Management Letter (ML).

1 She announced that Sikich would provide a clean, unmodified opinion regarding the audited financial
2 statements of the Village which is considered the highest commendation a public auditor can make. She
3 acknowledged the cooperation of Village staff and thanked them for their help in gathering the information
4 needed. She discussed various sections of the AFS calling details to the Board's attention, she explained some
5 of the procedures followed in the auditing process, she highlighted changes in the report from the AFS for FY
6 2021, and pointed out information to be found in the AFS's footnotes and the supplemental information
7 section.

8
9 She then defined the purpose of the Board Communication Report and what information can be found within
10 it, the process followed to compile the information, the regulatory requirements met by issuing the BCR, and
11 citation of upcoming Government Accounting Standards Board (GASB) pronouncements that could impact the
12 Village going forward.

13 She then turned to the Management Report section of her presentation citing one comment regarding audit
14 investment adjustments reported that raised questions, elicited responses, and satisfied the audit process.

15

16 President Kaz thanked Ms. Trotter for her thorough presentation of the information and, hearing no further
17 comments, asked for a motion to accept the Annual Financial Report as presented. Trustee Kelly so moved,
18 and Trustee Hannus seconded the motion.

19

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

21

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

23

24 Opposed: None

25

26 The roll call tally was five votes in favor, and none opposed. President Kaz declared the Annual Financial
27 Report accepted.

28

29 7. Adoption of a Resolution Authorizing Execution of a Professional Services Agreement with
30 the Ciorba Group of Chicago, Illinois for Green Bay Road Design Services in the Estimated
31 Amount of \$109,200

32

33 Manager Brennan gave a brief history of this item and its association with the Green Bay Road Improvement
34 effort, specifically relating to a cost-sharing arrangement to be put in place with the Village of Winnetka and
35 the State of Illinois Department of Transportation. Trustees discussed the strategy being employed by the
36 Village, the process to be followed to complete this phase of the project, and the schedule and timing of
37 completion.

38

39 Hearing no further discussion, President Kaz asked for a motion to adopt the resolution as presented. Trustee
40 Kelly so moved, and Trustee Ransford seconded the motion.

41

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

43

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

1
2 Opposed: None
3

4 The roll call tally was five votes in favor, and none opposed. President Kaz declared the resolution adopted.
5

6 8. Adoption of the Following Resolutions Concerning Information Technology Services:

7 a) Authorizing a Vote to Dissolve the GovIT Consortium

8 b) Authorizing Execution of a Professional Services Agreement with InterDev of Roswell,
9 Georgia in the Estimated Annual Amount of \$51,000
10

11 President Kaz asked Manager Brennan to discuss this item. He began by reviewing the history of the
12 formation and subsequent dissolution of GovIT Consortium, which was dedicated to the provision of internet
13 technology services to the Village. He then reviewed the negotiations with the replacement provider InterDev
14 of Roswell, Georgia as improving the position of the Village with regard to cost while receiving the same level
15 of technology services and protection. Trustees clarified some of the provisions of the agreement with
16 InterDev and offered comments regarding their experience with aspects of potential services provided.
17 Hearing no further discussion, President Kaz requested a motion to adopt both resolutions as stated. Trustee
18 Hannus so moved, and Trustee Gottschall seconded the motion.
19

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

21
22 For: Ransford, Hannus, Kelly, Gottschall, Lojkovic
23

24 Opposed: None
25

26 The roll call tally was five votes in favor, and none opposed. President Kaz declared the resolutions adopted.
27

28 9. Adoption of a Resolution Authorizing Execution of a Professional Services Agreement with
29 GZA Geo Environmental of Chicago, Illinois for Shoreline Protection Engineering in the
30 Estimated Amount of \$64,900
31

32 President Kaz identified this item as related to the Lakefront Project being undertaken by the Village. She
33 then asked Manager Brennan to discuss the details of this agreement. Manager Brennan reviewed the
34 development for this agreement. He went on to describe the process being followed and the timeline for
35 completion of this phase of the overall project. Trustees clarified the details of the larger Lakefront Project
36 and the specific impact the timing of this phase might have on it, as well as the funding available from outside
37 sources. President Kaz requested a motion to adopt the resolution as stated. Trustee Hannus so moved, and
38 Trustee Gottschall seconded the motion.
39

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

41
42 For: Ransford, Hannus, Kelly, Gottschall, Lojkovic
43

44 Opposed: None
45

1 The roll call tally was five votes in favor, and none opposed. President Kaz declared the resolution authorized.

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3 **Report of Committees**

4 No Committee reports were made.

5

6 **VI. Report from Staff**

7 a. Community Development

8 b. Finance

9 c. Police

10

11 Village Police Chief Carlson reported on department activity since the last Board of Trustees meeting. Those
12 activities included responding to violations of the Village leaf blower ordinance, identifying unpermitted
13 construction sites, participating in the Memorial Day jogging event and annual parade, hosting the
14 Departmental Open House, conducting the bicycle safety program for Sears School second grade students,
15 marshalling the Sears School eighth-grade graduation parade, hosting a meeting and luncheon for North
16 Shore Area Police Chiefs for the first time, conducting a talk and tour of the Police Department for
17 kindergarten children, announcing a retirement event for Sargent William Burns, and coordinating safety
18 efforts with Winnetka and Wilmette regarding their Fourth of July fireworks displays.

19

20 d. Public Works

21 e. Legal Counsel

22 No report

23 f. Village Manager

24

25 Manager Brennan took this opportunity to highlight the level of permit revenue found in the financial report s
26 behind FY 2023 projections. While the overall budget is on course, permit revenue is unlikely to meet
27 projections for the year. He also discussed internal efforts to address landscaping needs of the Village that
28 have had varying degrees of success. Trustees clarified the likely causes of, and remedies being pursued to
29 address the unsuccessful landscaping efforts and the timing of their resolution.

30

31 **VII. Business from the Public**

32

33 There was no business from the public.

34

35 **VIII. Adjourn**

36

37 Having no further business to discuss, President Kaz asked for a motion to adjourn the meeting. Trustee Kelly
38 so moved, and Trustee Hannus seconded.

39

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

41

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

43

44 Opposed: None

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The roll call tally was five votes in favor, and none opposed. President Kaz declared the meeting adjourned at 8:18 pm.