

VILLAGE OF



KENILWORTH, IL

## Committee of the Whole Special Meeting June 21, 2023

### I. Call to Order

Village President Cecily Kaz called to order the special meeting of the Committee of the Whole of the Board of Trustees of the Village of Kenilworth (the "Committee") at 6:06 p.m. on June 21, 2023.

#### Roll Call

President Kaz requested that the Clerk call the roll and the results were as follows:

#### Trustees:

Trustee Tim Ransford	Present
Trustee Christopher Ottsen	Absent (Arrived via phone at 7:30 p.m.)
Trustee Amy Hannus	Present
Trustee Walter Kelly	Present
Trustee John Gottschall	Present
Trustee Matt Lojkovic	Present - Remote
President Cecily Kaz	Present

A quorum was present in person and via video conference.

#### Others Recorded as in Attendance:

##### *Village Officials and Staff:*

Patrick Brennan	Village Manager
Bryan Carlson	Chief of Police
Oscar Padilla	Sergeant
Bill Burns	Sergeant
Heather McFarland	Asst to the Village Manager
Nikki Ang	Management Analyst
Jordan Schmidt	Management Analyst

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

Justin Mohr
Vicki Thompson

1           **II.       Presentation Regarding the Emergency Operations Plan**

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3 Due to staff availability, President Kaz asked to adjust the agenda and discuss item III first. Hearing no  
4 objections, President Kaz introduced the item and asked the Police Department to provide an overview.  
5 Sergeant Oscar Padilla introduced the item and explained the importance of having an emergency operations  
6 plan that would help provide a framework for emergency responses. Sgt. Padilla continued and provided  
7 examples of different types of disasters, parties involved in the response team, and mass communication  
8 during events. Sgt. Padilla also explained that responses were incident driven, with each potentially requiring  
9 a different response.

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11 The trustees discussed different components of the emergency operations plan, including the role of  
12 communication during an emergency. The trustees then discussed the Highland Park incident and the result  
13 of having an emergency operations plan. Sgt. Padilla explained the different communication tools the Village  
14 has at its disposal, including the Village email, text notification, the RAVE alert system, and IPAWS, an alert  
15 sent to all phones located within a geographical area. Chief Carlson mentioned that with the systems  
16 currently in place, he received the initial call over the radio and was able to provide immediate support to  
17 Highland Park. Next, the trustees discussed the review process of the emergency operations plan, and the  
18 frequency of training once they've been approved. Sgt. Padilla informed the Board of the last comprehensive  
19 plan update was completed in 2020 and explained that officers complete frequent training that is shared with  
20 the department. Hearing no further comment, President Kaz thanked Chief Carlson and Sgt. Padilla for  
21 providing this important overview.

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23           **III.       Presentation Regarding the Village Development Process**

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25 President Kaz introduced the next item and asked Village Counsel, Greg Jones, to provide an overview. Mr.  
26 Jones began by reviewing the steps the Village had already taken in the development review process. Next,  
27 Mr. Jones provided a high-level overview of several key components of the review process, including those  
28 involved, the public hearing procedures, standards used in the process, and identifying key decision-makers.  
29 Mr. Jones then explained the types of applications and processes each may require, and legal matters that  
30 could potentially occur. The trustees discussed what had been reviewed so far, including the impact of Village  
31 Code on the process and how often it is reviewed, and the use of conditions on approvals.

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33 Mr. Jones next reviewed the Village's Planned Unit Development (PUD) regulations. He then explained that  
34 the current process could take a minimum of six meetings before the potential developer receives a building  
35 permit. President Kaz asked if that level of review would cause concern with developers, and at what point  
36 would a PUD be discussed as a potential option. Mr. Jones responded that the process could be considered,  
37 but thought it would not be a deciding factor for potential developers. After the trustees were informed of  
38 the review process, they discussed the PUD regulations and expressed their concerns over the restrictive  
39 process.

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41 President Kaz summarized what had been reviewed so far, and thanked Mr. Jones for his overview. Based on  
42 the discussion, the Board directed the Plan Commission to review the PUD regulations.

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44           **IV.       Business from the Public.**

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President Kaz opened the floor to members of the public to discuss any business. There was no business from the public.

**V. Closed Session**

Hearing no further public business, President Kaz asked for a motion to adjourn to closed session. Trustee Ransford offered a motion to convene in Closed Session for the purpose of discussing the purchase of real property for use by the Village and to consider the setting of a price for the sale or lease of Village property. Trustee Hannus seconded the motion.

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 at 7:51 pm, the meeting was in closed session.

At 8:42 p.m. Trustee Ransford offered a motion to leave closed session; Trustee Gottschall seconded the motion. The meeting was reopened to the public.

**VI. Adjourn**

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

A voice vote was taken with none opposed. President Kaz declared the meeting adjourned at 8:42 p.m.