

VILLAGE OF



KENILWORTH, IL

**Village Board of Trustees
July 17, 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 July 17, 2023.

Roll Call

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

Trustees:

Trustee Tim Ransford	Present (non-voting)
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:

Village Officials and Staff:

Michael Gagnon	Village Clerk
Patrick Brennan	Village Manager
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:

Alla
Kathy Routliffe

II. Approval of Minutes

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

1
2 **A. Committee of the Whole – June 21, 2023**

3 **B. Village Board – June 20, 2023**

4
5 Hearing none, President Kaz asked for a motion to approve the minutes. Trustee Gottschall moved, and
6 Trustee Hannus seconded the motion to approve the minutes.

7
8 **A voice vote was taken as follows:**

9
10 For: Ottsen, Hannus, Kelly, Gottschall, Lojkovic

11
12 Opposed: None

13
14 Absent: Ransford

15
16 The roll call tally was five votes in favor, and none opposed. President Kaz declared the minutes
17 approved.

18
19
20 **III. Village President’s Report**

21
22 President Kaz began her remarks by alerting the Board that there will be public notifications sent out
23 encouraging residents to join the Plan Commission, the Architectural Review Board, and the Building
24 Commission. Candidates with architectural and engineering backgrounds in both residential and commercial
25 real estate should be encouraged to join.

26
27 She then acknowledged the pending departure of Management Analyst Nicole Ang. She recited highlights of
28 Ms. Ang’s many contributions to Village initiatives citing her characteristic hard work, diligence, and
29 professionalism in each instance. On behalf of the Board, she thanked Ms. Ang for her selfless dedication to
30 her work. Ms. Ang thanked the Board and expressed appreciation for the recognition she received.

31
32 **IV. Approval of the Warrant List**

33
34 President Kaz then opened the floor for consideration of the Warrant List. Finance Committee Chair Kelly
35 reported that entries on the list all appeared to be in order highlighting continuing Class A payments for work
36 related to ongoing lakefront improvements, emergency sewer repairs, and expenses related to the annual
37 audit of the Village finances, as well as Class B payroll and pension payments. He then recommended the
38 approval of the warrants as presented. Hearing no further discussion, President Kaz asked for a motion to
39 approve and ratify the warrants as presented.

40
41 Trustee Kelly moved, and Trustee Gottschall seconded the motion to approve the Class A warrants in the
42 amount of \$234,042.28, and to ratify the Class B warrants in the amount of \$229,598.24.

43
44 **A roll call vote was taken as follows:**

45
46 For: Ottsen, Hannus, Kelly, Gottschall, Lojkovic

47

1
2 Opposed: None

3
4 Absent: Ransford

5
6 The roll call tally was five votes in favor, and none opposed. President Kaz declared the warrants
7 approved and ratified.
8
9

10 **V. Regular Scheduled Business**

11
12 President Kaz then turned the discussion to Items for Omnibus Vote or Discussion, by reading each one out
13 loud.
14

15 **A. Items for Consideration by Omnibus Vote**

- 16 1. Adoption of an Ordinance Approving an Amendment to Chapter 150 of the Kenilworth
17 Code of Ordinances Concerning Approved Roofing Materials
18
19 2. Adoption of a Revised Electronic Attendance at Meetings Policy
20
21 3. Adoption of a Resolution Awarding the 2023 Asphalt Patching Contract to Chicagoland
22 Paving Contractors, Inc. of Lake Zurich, Illinois in the Estimated Amount of \$20,000
23

24 President Kaz then asked if there were any questions related to these items. Trustees questioned the need to
25 amend the Code of Ordinances Concerning Approved Roofing Materials. Manager Brennan explained it was
26 to bring the Village Code in line with prevailing operating procedures. Hearing no further questions, she
27 asked for a motion to approve the items as presented. Trustee Hannus so moved, and Trustee Lojkovic
28 seconded the motion.
29

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

31
32 For: Ottsen, Hannus, Kelly, Gottschall, Lojkovic
33

34 Opposed: None
35

36 Absent: Ransford
37

38 The roll call tally was five votes in favor, and none opposed. President Kaz declared the items adopted.
39

40 **A. Items for Consideration by Individual Vote**

- 41
42 4. Authorization to Engage Survey Services for the Water Plant and Public Beach in the
43 Estimated Amount of \$10,000
44

45 President Kaz introduced this item by describing it as another step in the lakefront improvement project being
46 undertaken by the Village. She asked Manager Brennan to provide some background information. Manager
47

1 Brennan explained the scope of the work and his reaction to the wide disparity in price among potential
2 bidders for the work. He related conversations he had with vendors which led him to believe competent bids
3 for the full scope of work should be submitted for an estimated sum no larger than \$15,000 and asked the
4 Board to authorize a higher estimated amount than originally proposed in the Board packet. Trustees clarified
5 Manager Brennan's conversations with vendors, the timing of the work to be done and when acceptable bids
6 will be received, and whether all important stakeholders have been consulted regarding the work. Manager
7 Brennan assured the Board that all was in order. Hearing no further discussion, President Kaz asked for a
8 motion to authorize the item amended to reflect an estimated amount of \$15,000. Trustee Kelly so moved,
9 and Trustee Gottschall seconded the motion.

10

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

12

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

14

15 Opposed: None

16

17 Absent: Ransford

18

19 The roll call tally was five votes in favor, and none opposed. President Kaz declared the item authorized as
20 amended.

21

22 **Report of Committees**

23

24 No Committee reports were made.

25

26 **VI. Report from Staff**

27

a. Community Development

28

b. Finance

29

c. Police

30

31 Police Chief Carlson began his remarks by acknowledging the work of Management Analyst Nicole Ang for the
32 benefit of the department and thanking her for her service. He noted department activity related to storm
33 damage, gas-powered leaf blowers, a Sears School parking plan, previously reported June activity, and the
34 success of departmental training activity at an outdoor shooting range. He reviewed the status of personnel
35 in the department and acknowledged several service anniversaries. Trustees clarified the status of part-time
36 personnel in the department and the obstacles facing the department to meet part-time personnel staff
37 goals. President Kaz commended the Chief for the success achieved in meeting the department's full-time
38 personnel staffing goals.

39

40 d. Public Works

41 e. Legal Counsel

42 No report

43 f. Village Manager

44

1 Manager Brennan began his remarks by outlining some near-term expectations the board should have
2 regarding the lakefront improvement project. Trustees inquired whether there was 2023 YTD data available
3 regarding lakefront activity which could be used in the pending discussions and Manager Brennan agreed to
4 look into it.

5
6 On another note, Trustees brought up the performance of the newly paved street using permeable pavers.
7 The water drainage on these streets was remarkably effective.

8
9 **VII. Business from the Public**

10
11 There was no business from the public.

12
13 **VIII. Adjourn**

14
15 Having no further business to discuss, President Kaz asked for a motion to adjourn the meeting. Trustee
16 Lojkovic so moved, and Trustee Kelly seconded.

17
18 **A voice vote was taken as follows:**

19
20 For: Ottsen, Hannus, Kelly, Gottschall, Lojkovic

21
22 Opposed: None

23
24 Absent: Ransford

25
26 The roll call tally was five votes in favor, and none opposed. President Kaz declared the meeting adjourned at
27 7:24 pm.

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