

VILLAGE OF



KENILWORTH, IL

**Committee of the Whole
Special Meeting Minutes
September 6, 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 6:08 p.m. on September 6, 2023.

Roll Call

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

Trustees:

Trustee Tim Ransford	Present (Remote, Non-Voting)
Trustee Christopher Ottsen	Present
Trustee Amy Hannus	Present
Trustee Walter Kelly	Present
Trustee John Gottschall	Present
Trustee Matt 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
Heather McFarland	Assistant to the Village Manager
Jordan Schmidt	Management Analyst
Molly Burns	Management Analyst

AGENDA ITEM II: Discussion Concerning Development of the FY2024 Budget

President Kaz opened the meeting by asking Assistant to the Village Manager McFarland to present on this item. Her presentation was organized around the following points: an overview of Village Infrastructure, the potential capital requirements related to addressing infrastructure needs, economic conditions that could

1 affect the fiscal constraints on the Village, the methodology used for budget planning, and the immediate
2 next steps facing the Board to complete the budgeting process. She began by describing the scope of her
3 presentation as including items that could be addressed by the Board in the FY2024 Budget (the Budget) but
4 did not necessarily need to be addressed should fiscal constraints limit the possibility. She underscored that
5 staff wanted to present the Board with an array of choices for which the Board could set priorities.
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7 She began her comments on infrastructure by dividing the topic into two sub-groups: utility infrastructure
8 pertaining to streetlights, village street pavement, street curbs, sanitary sewers, and water mains; and facility
9 infrastructure which pertain to village hall, public works facilities, former water treatment plant, beach
10 facilities, pumping and reducing stations and parking lots. Trustees clarified some terminology and
11 categorization as she spoke. She then provided the specific analysis of each sub-category used as the basis of
12 recommendations for the FY 2024 budget being made to the Board. Trustees clarified various aspects of the
13 staff analysis relative to cost, technology, durability, and timing. Ms. McFarland went on to present other
14 potential capital expenditures not covered by her previous comments including those related to the lakefront
15 improvement project, improvements to the Green Bay Road Corridor, and consulting costs related to
16 updating the Village zoning code.
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18 Ms. McFarland then asked Manager Brennan to present on factors impacting the financial position of the
19 village as it relates to the FY 2024 budget. He began by reviewing the aspects of his analysis including revenue
20 trends, expenditure trends, fund balances, primary capital funding sources, capital project funding, and long-
21 term debt service obligations. He described the data he gathered, the methodology for analyzing that data,
22 and the recommendations that emerged from his effort. Trustees clarified terminology, reviewed
23 assumptions used in his presentation, and reviewed specific itemizations underlying generalized amount
24 totals. Manager Brennan went on to review the recent history of revenue and expenditure fluctuations taking
25 into specific account the village's use of long-term bonding to supplement the funding of major projects, the
26 interaction among the funds, the aspects of these maneuvers that are important to rating agency evaluations,
27 and the potential for new sources of revenue.
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29 Trustees discussed past presentations made by staff and recent initiatives to improve revenue sources.
30 Manager Brennan continued by presenting his view of macro-economic conditions that could influence the
31 success of FY 2024 budgeting efforts including price and wage inflation, national economic growth, housing
32 sales, corporate profits relative to the Personal Property Replacement Tax (PPRT) in Illinois, consumer
33 spending, job growth and compensation and benefit trends. Using Illinois Municipal League data, Manager
34 Brennan provided FY 2023 estimates of revenues per capita for the State of Illinois Local Government
35 Distributive Fund (LGDF), Use Taxes, Motor Fuel Tax, Transportation Renewal Fund, Consumption Taxes, and
36 the PPRT. Using those figures, he provided projections for FY 2024. He then reviewed the likely progression
37 of revenue payments to take place before the end of FY 2023, the likely process the Board will follow to
38 determine the tax levy needed for the FY 2024 budget, recent changes in property tax assessments, and
39 changes to levies from other local government entities affecting Village residents. He concluded his
40 presentation by describing his personal approach to budgeting and how it would influence recommendations
41 he would make to the Board for FY 2024 budget priorities. Trustees clarified some of Manager Brennan's
42 comments and reviewed his recommended agenda. Manager Brennan then provided a visual presentation of
43 the progress made by the village in upgrading the efficacy of the Village fire hydrants to protect residents'
44 lives and property. He commended the present Board for continuing to provide funds for this effort.

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President Kaz thanked staff for their comprehensive presentation. Trustees inquired regarding the decision-making process for infrastructure project recommendations.

AGENDA ITEM III: Business from the Public.

President Kaz opened the floor to members of the public to discuss any business. No one expressed a desire to address the group.

AGENDA ITEM IV: Closed Session

Hearing no further public business, President Kaz asked for a motion to adjourn to closed session. Trustee Kelly 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 Gottschall seconded the motion.

A roll call vote was taken as follows:

For: Ottsen, Hannus, Kelly, Gottschall, Lojkovic

Opposed: None

The roll call tally was 5 votes in favor, and none opposed. President Kaz declared the motion passed at 7:16 pm and asked unauthorized persons to clear the room.

AGENDA ITEM V: Adjourn

With no further business, President asked for a motion to adjourn the meeting. Trustee Lojkovic offered a motion to adjourn the meeting and Trustee Gottschall seconded the motion. A voice vote was taken with all in favor, none opposed. President Kaz declared the meeting adjourned at 7:56 pm.