

VILLAGE OF



KENILWORTH, IL

**Village Board of Trustees
September 18, 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 7:01 p.m. on September 18, 2023.

Roll Call

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

Trustees:

Trustee Tim Ransford	Present (Remote, Voting)
Trustee Christopher Ottsen	Present (Remote, Voting)
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
Bryan Carlson	Village Police Chief

Others, signing in as displayed in Participant List:

Anna Simpson
626-372-4449

II. Approval of Minutes

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

- A.** Village Board – August 21, 2023
- B.** Village Board – Closed Session – August 21, 2023

1
2 Hearing none, President Kaz asked for a motion to approve the minutes as submitted. Trustee Kelly so
3 moved. Trustee Hannus seconded the motion.
4

5 **A voice vote was taken as follows:**
6

7 For: All.
8

9 Opposed: None
10

11 President Kaz declared the minutes approved.
12
13

14 **III. Village President's Report**
15

16 President Kaz commented on a safety presentation made jointly by the Kenilworth Police Department and the
17 Joseph Sears School staff on September 7, 2023, outlining new safety policies and protocols for the upcoming
18 school year. She recommended to anyone interested in reviewing this comprehensive review of community
19 safety to find a recording of the proceedings on the Joseph Sears School website.
20

21 **IV. Approval of the Warrant List**
22

23 President Kaz then opened the floor for consideration of the Warrant List. Finance Committee Chair Kelly
24 reported that entries on the list all appeared to be in order highlighting the end to police pension entries in
25 the Class B warrants going forward after a shift in pension funding by the Village to the State of Illinois. He
26 also pointed out a relatively high bill for water service from the Village of Wilmette. Responding to Trustee
27 questioning, Manager Brennan stated that there is an inquiry presently being made into the possible reasons
28 for the increase in usage. He outlined the process being pursued by his staff to determine whether there are
29 actions to be taken by the Village to correct this trend. Trustee Kelly recommended the approval of the
30 warrants as presented. Hearing no further discussion, President Kaz asked for a motion to approve and ratify
31 the warrants as presented.
32

33 Trustee Kelly moved, and Trustee Gottschall seconded the motion to approve the Class A warrants in the
34 amount of \$169,341.79 and to ratify the Class B warrants in the amount of \$192,090.63.
35

36 **A roll call vote was taken as follows:**
37

38 For: Radford, Ottsen, Hannus, Kelly, Gottschall, Lojkovic
39

40 Opposed: None
41

42 The roll call tally was six votes in favor, and none opposed. President Kaz declared the warrants
43 approved and ratified.
44

45 **Regular Scheduled Business**
46

47
48 President Kaz then turned to items for Omnibus Vote by announcing new member appointments to the
49 following:

1 **A. Items for Omnibus Vote**

2 1. Appointment of Individuals to Serve on the following Commissions: Architectural Review,
3 Plan, and Building Review

4
5 Architectural Review Commission

6 John Pilant to serve as Chair

7 Joel Joyce

8 Erin Paul

9 Plan Commission

10 Anna Simpson

11 Ian Fisher

12 Building Review Commission

13 Viral Mehta

14
15 Trustees discussed the recruitment process and the level of community response to the effort. President Kaz
16 reviewed her experience with this process and cited the wealth of institutional knowledge that remains on
17 these commissions.

18
19 President Kaz then asked for a motion to approve the appointments to the Architectural Review Commission,
20 the Plan Commission, and the Building Review Commission as stated. Trustee Lojkovic so moved, and Trustee
21 Gottschall seconded the motion.

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

24
25 For: All.

26
27 Opposed: None

28
29 President Kaz declared the appointments approved.

30
31 President Kaz then introduced items for individual vote asking Manager Brennan to present on the matter.

32
33 **B. Items for Individual Vote or Discussion**

34 2. Approval of the Budget Goals and Objectives for Fiscal Year 2024

35
36 Manager Brennan asked if there were any questions about any previously presented material. Trustees asked
37 about the status of the Green Bay Road improvement initiative in the budget deliberations, when will there
38 be a discussion regarding the need for additional staffing, the impact of the present status of the Kenilworth
39 Police Department, and any future needs such as body-worn cameras and actions taken during FY 2023 that
40 will impact the budget for FY 2024. Manager Brennan and President Kaz clarified the process that will unfold
41 over the closing weeks and months of FY 2023 that will move the Board past these stated goals and objectives
42 toward declaring a comprehensive budget of village resources to achieve them.

43
44 Hearing now further discussion, President Kaz asked for a motion to approve the Budget Goals and Objectives
45 for Fiscal Year 2024. Trustee Lojkovic so moved, and Trustee Gotschall seconded the motion.

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

2
3 For: Radford, Ottsen, Hannus, Kelly, Gottschall, Lojkovic

4
5 Opposed: None

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7 The roll call tally was six votes in favor, and none opposed. President Kaz declared the motion approved.

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9 **Report of Committees**

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11 Trustee Ransford referred to a recent Public Safety Committee meeting that addressed among other things,
12 the ongoing effort to install body-worn cameras on the Kenilworth Police Force and the village's interaction
13 with the Illinois Foreign Fire Insurance Fund.

14
15 **V. Report from Staff**

16 **A.** Community Development

17 **B.** Finance

18 **C.** Police

19 Police Chief Carlson reported on activity in the month of August including parking improvements, a safety
20 inspection and conference with Holy Comforter Church, the Public Safety Committee meeting, staffing and
21 recruitment, the school crossing guard search, beach safety and attendance, the status of body-worn camera
22 implementation, the implementation of a new evidence management system in Cook County, and a request
23 for funding a fire rescue boat jointly with neighboring communities. Trustees questioned Chief Carlson about
24 Automated License Plate Reader audits, the staffing requirements of utilizing the new Cook County evidence
25 management system, handicapped parking protocols in the village particularly concerning Sears School on
26 school days, and best practices for implementing body-worn camera protocols.

27
28 **C.** Public Works

29 **D.** Legal Counsel

30 **F.** Village Manager

31
32 1. Update concerning the Lakefront Enhancement Project

33
34 Manager Brennan updated the Board on the process of implementing the Lakefront Enhancement Project as
35 to design, cost, construction options, demolition options, the activities of the Lakefront Planning Committee,
36 the near-term schedule for interacting with the residents and the Board. Trustees clarified some of the
37 Manager's comments regarding funding, inquired as to a summary overview of the project in response to
38 resident inquiries, and addressed opportunities for supplemental funding.

39
40 **VI. Business from the Public**

41
42 There was none.

43
44 **VII. Adjourn**

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

48 **A voice vote was taken as follows:**

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For: All

Opposed: None

President Kaz declared the meeting adjourned at 8:00 pm.