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VILLAGE OF



**Board of Trustees Meeting
October 17, 2016**

CALL TO ORDER

Village President William Russell called to order the regular meeting of the Board of Trustees of the Village of Kenilworth in the Kenilworth Village Hall, Kenilworth, Illinois at 7:31 pm on October 17, 2016.

ROLL CALL

President Russell requested Village Clerk James McClamroch, Jr. to call the roll:

Trustees:	
Trustee Scott Lien	Present
Trustee Kevin Lennon	Present
Trustee Ann Potter	Present
Trustee Joe Konen	Present
Trustee Alison Winslow	Present
Trustee Peter Shadek	Present
President William Russell	Present

A quorum was present.

Others Recorded as in Attendance:

<i>Village Officials and Staff:</i>	
Patrick Brennan	Village Manager
David Miller	Chief of Police
Susan Criezis	Director, Community Development
Peter Nickell	Management Analyst
James McClamroch, Jr.	Village Clerk
Pat Garvey	Treasurer
Hart Passman	Village Attorney

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Others, Signing In:

Derrick Price	Rep. Park District
Caleb Lowery	Rep. Park District
Justin Mohr	
John Kiwala	Director of Parks
Eleanor Prince	Resident
Cary Johnson	Chair, Plan Commission
Heidi Higgins	President, Park District
Tom Shaffer	Resident
M. C. Gouge	Resident
John Anton	Resident
Katherine Radler	Winnetka

AGENDA ITEM II. APPROVAL OF THE MINUTES

Trustees addressed the draft minutes from the September 19, 2016 Village Board meeting and August 9, 2016 Committee of the Whole meeting. No changes were proposed. Trustee Konen offered a motion, and Trustee Lennon seconded the motion, to approve each set of minutes. The minutes from both meetings were approved by voice vote without dissent.

AGENDA ITEM III. VILLAGE PRESIDENT’S REPORT

President Russell spoke on two matters. First, he reminded all in attendance of the upcoming town hall meeting to be held on October 25th and encouraged attendance. Second, as the first wave of Kenilworth 2023 project work wraps up, President Russell called attention to the need to explore reconsideration of the issue of Home Rule as a mechanism to create options for additional ways to fund the next phase of projects without impacting property taxes.

AGENDA ITEM IV: APPROVAL OF THE WARRANT LIST

Trustee Lennon reported that all bills for the month of September had been reviewed, with the total for the Class A warrants being \$820,072.36 and Class B warrants being \$217,246.02. Trustee Lennon noted that all invoices appeared to be in order.

Trustee Lennon offered a motion to approve the September Class A warrants in the total amount of \$820,072.36 and ratify the Class B Warrants in the total amount of \$217,246.02. Trustee Shadek offered a second to the motion.

A roll call vote was taken as follows:

1
2 **For: Lennon, Shadek, Potter, Konen, Winslow, Lien**
3 **Against: None**
4

5 The motion was approved with six votes in favor and none opposed.
6
7

8 **AGENDA ITEM V: REGULAR SCHEDULED BUSINESS**
9

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

11 **1. Adoption of the Following Items Concerning Chapter 55 of the Village Code:**
12

13 **a) Adoption of an Ordinance Amending Section 55.001 of the Village Code**
14 **Regarding Supervision of Streets and Sidewalks**
15

16 **b) Adoption of an Ordinance Amending Chapter 55 of the Village Code**
17 **Regarding Alteration of Village Streets**
18

19 **2. Adoption of a Resolution to Approve the Tentative Plat of Subdivision for 437 and**
20 **439 Sheridan Road as Recommended by the Plan Commission**
21

22 **3. Adoption of an Ordinance Granting a Special Use for the Operation of the**
23 **Kenilworth Assembly Hall at 410 Kenilworth Avenue as Recommended by the Zoning**
24 **Board of Appeals**
25

26 Village Manager Brennan provided an overview of each individual item of the omnibus
27 vote package. With respect to item 1(a), where the proposed ordinance would allow
28 the Village Manager to specify a designee to supervise and enforce provisions of the
29 Village Code regarding streets, Trustee Potter inquired whether this designee would be
30 a village employee, contractor, or both depending on the situation.
31

32 Village Manager Brennan stated that currently only village employees are authorized to
33 issue citations. However, he acknowledged that in the future it may be advisable for
34 some citations to be handled by contractors to allow for efficient use of a small village
35 staff. Trustee Potter stated that she was less comfortable if contractors were engaged.
36 Village Manager Brennan stated that as the ordinance is currently drafted, it only allows
37 for village staff to supervise and enforce and that future action by the Trustees would be
38 required before contractors could issue citations.
39

40 Trustee Winslow then moved to approve items 1-3 as presented. Trustee Potter
41 seconded the motion.

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

43 **For: Winslow, Potter, Konen, Lennon, Shadek, Lien**
44 **Against: None**

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The motion was approved and President Russell declared the motion passed.

B. Items for Consideration by Individual Vote

The items up for consideration for individual vote were taken up in an order different from their summaries below.

4. Adoption of an Ordinance Amending Chapter 153 of the Village Code Regarding Lakefront Lots

Trustee Potter thanked everyone involved in shaping this ordinance over many months and multiple meetings. She then turned to Director Criezis and Michael Blue of Teska Associates who worked on the project to present an overview of the work.

The ensuing presentation covered items including why the village had initiated the project, why steep slopes fail, goals of the proposed regulation, setback and rear lot line considerations, etc. One of the key elements presented was the concept of establishing a definitive rear lot line to remove the dynamic lines created when a rear lot line was defined by the water line to calculate square footage available for building purposes. It was determined that “land not sand” should be used and that the “toe of the bluff” was appropriate to use as the rear lot line.

Brief discussion amongst the trustees ensued and concluded.

Trustee Potter then moved to approve the ordinance as presented. Trustee Winslow seconded the motion.

A roll call vote was taken as follows:

For: Potter, Winslow, Shadek, Lennon, Konen, Lien
Against: None

The motion was approved and President Russell declared the motion passed.

5. Adoption of an Ordinance Amending Chapter 150 of the Village Code to Adopt Drainage and Grading Regulations

Michael Blue then continued his presentation and addressed the proposed drainage and grading regulations. It was noted that the village currently has no regulations in place for such matters and, thus, village staff has no current authority to deal with situations where residents are impacted negatively. The presentation covered the purpose of the proposed regulation, potential impacts and an overview of how storm water is absorbed. Director Criezis then passed out two separate communications pieces which

1 would be used as “user manuals” to make the proposed ordinances more accessible for
2 residents and interested parties (e.g. real estate agents, builders, etc.).
3

4 President Russell inquired as to the process for repairing existing property (e.g. repairing
5 or replacing an existing driveway). Director Criezis responded that the new ordinance
6 would only become relevant where an increase in non-permeable surface was
7 contemplated. President Russell complimented all who involved in tackling this complex
8 issue.
9

10 Trustee Potter moved to approve the ordinance as presented. Trustee Winslow
11 seconded the motion.

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

13 **For: Potter, Winslow, Shadek, Lennon, Konen, Lien**

14 **Against: None**
15

16 The motion was approved and President Russell declared the motion passed.
17
18

19 **6. Adoption of a Resolution Approving a Dispatch Services Agreement Between the**
20 **Village of Kenilworth and Village of Glenview**
21

22 The resolution was presented.
23

24 Trustee Shadek moved to approve the resolution. Trustee Winslow seconded the
25 motion.

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

27 **For: Shadek, Winslow, Lennon, Potter, Konen, Lien**

28 **Against: None**
29

30 The motion was approved and President Russell declared the motion passed.
31
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33 **7. Conduct a Public Hearing as Required by the Bond Information Notification Act**
34 **Concerning the Intent to Issue General Obligation Limited Bonds in the Amount Not to**
35 **Exceed \$600,000 for Financing Various Capital Projects and other Lawful Uses in and**
36 **for the Village**
37

Trustee Lien moved to open the public hearing. Trustee Lennon seconded the motion.

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

39 **For: Lien, Lennon, Shadek, Winslow, Potter, Konen**

40 **Against: None**

1
2 At 7:44 o'clock P.M., the President announced that the public hearing (the "Hearing") to
3 receive public comments on the proposal to sell in the amount of not to exceed \$600,000
4 General Obligation Limited Bonds for the purpose of financing various capital projects and
5 other lawful expenditures in and for the Village was open. He explained that all persons
6 desiring to be heard would have an opportunity to present written or oral testimony with
7 respect thereto.

8
9 The President opened the discussion and asked Manager Brennan to explain the
10 intended purposes of the proposed bond issuance. Manager Brennan stated that the
11 Village annually issues \$600,000 in non-referendum bonds which are repaid through
12 property tax revenue. Village Manager Brennan provided an overview of the purpose of
13 the annual capital financing to fund long-term projects such as replacing water valves,
14 lining existing sewers, etc. He stated that expenditures are for items that have an
15 anticipated usable life greater than one year.

16
17 President Russell opened the discussion to questions from the Trustees. Trustee Konen
18 asked where the bonds would be placed. Village Manager Brennan indicated that bond
19 proceeds would be placed in the general fund. President Russell then opened the floor
20 to questions, comments or written testimony from the public. Hearing none, President
21 Russell asked for a motion to close the public hearing. Trustee Konen moved to adjourn
22 the public hearing. Trustee Lennon seconded the motion.

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

24 **For: Konen, Lennon, Shadek, Winslow, Potter, Lien**

25 **Against: None**

26
27 President Russell declared that the hearing was closed.

28
29
30 **8. Presentation of the Proposed Fiscal Year 2017 Budget**

31
32 Village Manager Brennan relayed that the budget was not ready for review as more
33 expense reductions were necessary. The Trustees agreed to table the item until the
34 next meeting.

35
36 **AGENDA ITEM VI: REPORT OF COMMITTEES**

37
38 **Building, Planning and Zoning**

39 Nothing to report.

40
41 **Finance**

42 A reminder of the upcoming Committee of the Whole meeting on November 8th to
43 discuss police pension issues was provided.

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Public Safety

Trustee Shadek conveyed that there will be an upcoming meeting to renew discussion of resident parking issues.

Public Works

Nothing to report.

AGENDA ITEM VII: REPORT FROM STAFF

Community Development

Nothing to report.

Finance

Nothing to report.

Police

Chief Miller reminded all that the upcoming Committee of the Whole meeting would cover several matters related to the future of the police department. Chief Miller also stated that his team is actively handling a request from a group of concerned residents of Kenilworth Avenue to explore issues of speeding on the roadway west of Green Bay Road. The Chief relayed that data collection, after construction is complete, will allow for a more normalized view of the situation.

Public Works

Nothing to report.

Legal Counsel

Nothing to report.

Village Manager

Village Manager Brennan provided an update on four active projects.

Kenilworth Avenue Repaving Project

Village Manager Brennan stated that he was very impressed, and pleased, with the difference the improved road surface has made in road noise. He stated that the project will be completed soon and remains within the budgeted expenses.

Booster Pump Station and Water Distribution System Project

Village Manager Brennan relayed that delivery of the booster station was delayed due to component sourcing issues and that the station is not expected to be delivered until early December. Trustee Konen asked if upcoming winter conditions would prevent installation of the station. Village Manager Brennan said that, generally, weather would not prevent the installation of the station and that cold weather adjustments may be made for placing concrete. He hoped that the new station would be ready to pump

1 water from Wilmette by the end of the year. The majority of the other water main work
2 for the station had been completed.

3
4 Related to work on Kenilworth Avenue, resident John Anton then spoke and referenced
5 a petition that had been signed by several Kenilworth Avenue residents to ask the
6 village to address the issue of excessive speeds on portions of Kenilworth Avenue west
7 of Green Bay Road. He conveyed that he was engaged with Chief Miller on the matter.
8

9 **Water Tower Soil Testing and Operational Limitations**

10 Village Manager Brennan relayed that the soil bearing pressure test at the water tower
11 site is completed. The report determined that the soil was capable of bearing capacity
12 greater than determined at the time the tower was constructed. As a result, he asked
13 the Burns Engineering to revisit their recommendation for operational imitations. Their
14 analysis determined that the operational limitations are no longer recommended. As a
15 result, Manager Brennan stated that he had revoked the order instituting the
16 operational limitations. **President Russell stated that as a result, the existing cellular**
17 **antennas on the water tower do not need to be removed. However, that the Trustees**
18 **may still need to consider the issue as modifications are requested or another carrier**
19 **pursues a presence in the Village.**
20

21 **KW2023 – Cumberland, Roslyn, Melrose Project**

22 Village Manager Brennan conveyed that Cumberland, Roslyn and Melrose roads east of
23 the bridge have been fully paved. There have been some small depressions found on
24 Roslyn, the larger of which has been fixed and learnings from these depressions will be
25 applied to future design and execution on this project. He also relayed that street
26 lights, which have been turned off in the affected areas, will soon be operational.
27

28 President Russell asked if leaves on the street were to blame for the issues that have
29 been encountered. Village Manager Brennan relayed that he did not think there was a
30 link but would monitor the situation. Trustee Potter asked if there was still an arborist
31 on site as she has noticed some large holes exposing tree roots in the construction area.
32 Village Manager Brennan promised to follow-up on the matter.
33

34
35 **AGENDA ITEM VIII: BUSINESS FROM THE PUBLIC RELATED TO ITEMS NOT ON THE AGENDA**

36 No items were voiced from the public.
37
38

39 **AGENDA ITEM IX: ADJOURN**

40 With no further business, Trustee Konen offered a motion, and Trustee Lennon seconded the
41 motion, to adjourn the meeting. The meeting was adjourned by voice vote at 9:00 p.m.
42

43 Respectfully Submitted,

44
45 James McClamroch, Jr.
46 Village Clerk