

VILLAGE OF



KENILWORTH, IL

**Board of Trustees Meeting
January 26, 2015**

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 7:30pm on January 26, 2015.

ROLL CALL

President Russell requested Management Analyst Nadim Badran to call the roll:

Trustees:

Trustee James Hughes	Present
Trustee James McClamroch	Present
Trustee Scott Lien	Present
Trustee Kevin Lennon	Present – 7:32 P.M.
Trustee Ann Potter	Present
Trustee Peter Shadek	Present
President William Russell	Present

A quorum was present.

Others Recorded as in Attendance:

Village Officials and Staff:

Patrick Brennan	Village Manager
David Miller	Chief of Police
Barbara Adams	Village Attorney
Susan Criezis	Director of Community Development
Nadim Badran	Management Analyst
Cary Johnson	Plan Commission, Chair

Others, Signing In:

Larry Thomas-Stanley Consultants	David Ward
James Shannon-Stanley Consultants	Niel Milbert
Mark Mall	Jim Mall
Alison Winslow	Peter Dyson
John Mick-Baxter and Woodman	Dave Gezon
Chris Gezon	Joe Konen
Justin Mohr	Richard Peterson
Will Peterson	Doug Peterson

AGENDA ITEM II. APPROVAL OF THE MINUTES

Trustees addressed the draft December 15, 2014 Village Board meeting minutes as presented at the meeting. Trustee Potter pointed out a few typographical errors in the draft minutes that Village Manager Brennan said he would address accordingly.

President Russell requested a motion to approve the draft minutes of the Village Board of Trustees Meeting of December 15, 2014. Trustee Hughes moved and Trustee Potter seconded the motion to approve the draft minutes of the December 15, 2014 Board of Trustees Meeting. The motion was approved, by voice vote, without dissent.

AGENDA ITEM III. Village President's Report

President Russell addressed two items in his report. The first item was the issuance of a proclamation honoring the services of Jim Mall, the retired owner of the Chez St. Aubin Barber Shop located on Park Drive. Trustee Potter presented Mr. Mall with a gift on behalf of the Kenilworth Historical Society. President Russell acknowledged Mr. Mall's 43 years of service to the community and commended him for his excellent service to his customers. Management Analyst Badran read the proclamation for Mr. Mall, who was then presented with a framed and sealed proclamation.

President Russell then addressed the latest Architectural Review Commission (ARC) appointments. President Russell stated Chairman Bossu has resigned from the ARC. Ms. Bossu wanted to continue providing her services to the Village, but was unable to dedicate the amount of time needed. President Russell stated that Anne Bird will be the new Chairman of ARC effective immediately. President Russell then announced his intent to appoint three new commission members: Al Stepan, Chip Hackley, and Pawel Ozga. President Russell explained the value of each new member's backgrounds as all three work in the field of development, and two of the three are licensed architects. A motion was made by Trustee Hughes to approve the appointments. Trustee Lien offered a second to the motion. The appointments were approved by voice vote.

AGENDA ITEM IV: Approval of the Warrant List

Trustee Hughes, Finance Committee Chairman, reported he had reviewed all bills for the month of December. Trustee Hughes stated the Class A warrants totaled \$358,233.04

for the months of December and January and Class B warrants totaled \$209,343.42 for the month of December. Trustee Shadek pointed out a typographical error in the written description of charges on page 15. Trustee Hughes noted all invoices reviewed appeared to be in order and expenditures are ready for approval by the Village Board.

Trustee Hughes made a motion to approve the items on the November Warrant List, with Class A warrants in the amount of \$358,233.04, and Class B Warrants in the amount of \$209,343.42. Trustee Shadek offered a second to the motion.

A roll call vote was taken as follows:

For: Hughes, McClamroch, Lien, Lennon, Potter, Shadek
Against: None
Absent: None

President Russell declared the motion passed with six votes in favor and none opposed.

AGENDA ITEM V: Regular Scheduled Business

A. Items for Consideration by Omnibus Vote

- 1. Adoption of a Resolution Adopting the Affordable Housing Plan 2015 as Recommended by the Plan Commission.**
- 2. Adoption of a Resolution Authorizing the Kenilworth Avenue Preliminary Engineering Services in the Amount of \$13,500 to be Paid from the Motor Fuel Tax Fund.**
- 3. Approval of the Closed Session Minutes from the Board of Trustees for the following dates:**

May 20, 2013	February 18, 2014
June 19, 2013	July 21, 2014
August 20, 2013	August 18, 2014
September 16, 2013	September 22, 2014
	October 20, 2014

Village Manager Brennan thanked the Plan Commission and Director Criezis for her work on the Affordable Housing Plan. Trustee Hughes asked what the affordable housing plan means for Kenilworth. Director Criezis stated that communities with less than ten percent affordable housing are required to adopt a plan with the goal of identifying ways to include affordable housing. The update does not have any significant difference from the prior plan.

President Russell addressed item 2 by stating that the Village has already incorporated the \$13,500 expense in the Capital Improvement Plan for Kenilworth Avenue. A resolution is required to expend funds from the Motor Fuel Tax Fund

There was no discussion regarding item 3.

President Russell asked for a motion to approve the 3 items by omnibus vote. Trustee Potter made a motion to approve omnibus agenda items one through three. Trustee Hughes offered a second to the motion

A roll call omnibus vote was taken as follows:

For: Hughes, McClamroch, Lien, Lennon, Potter, Shadek

Against: None

Absent: None

The motion was approved, six votes in favor and none opposed. President Russell declared the motion passed.

B. Items for Consideration and Discussion

4. Discussion of a Request to Authorize the Release of the Booster Pump Station Project for Sealed Bids by the Village of Wilmette for the Water System Interconnection.

President Russell asked Village Manager Brennan to present the next item. Manager Brennan began his report with an update regarding the recent equipment failures at the water plant. He indicated that the repairs to the low-lift pumps, low-lift vacuum priming system and electrical system are temporary in nature. The goal is to maintain plant operations, but not invest in additional repairs or expensive maintenance until a decision is made on the future of the water plant. Next, Manager Brennan provided an overview of the studies conducted regarding the water plant, water rates, and feasibility of connecting to a neighboring community to purchase potable water. He indicated that the analysis and studies have been to both determine the anticipated future equipment and maintenance costs of the water plant and also to compare the mid-term costs of purchasing versus buying water.

The Public Works Committee met on January 6th to discuss the current status of the water plant analysis. Manager Brennan indicated that at the meeting, the Committee reviewed and discussed the current status of the project, the 5-year budget projection and anticipated capital needs of the water plant. The Committee requested that the Village Manager engage a consultant to examine the water plant and provide a 10-year anticipated capital budget. Manager Brennan stated that he had engaged Stanley Consulting to prepare the study and would report the findings at a future date.

Manager Brennan provided the Village Board with an overview of the current engineer's estimate of construction costs for the Booster Pump Station as provided by Stanley

Consultants. Manager Brennan indicated that the estimated cost for the Kenilworth portion of the project is \$901,500, with the Wilmette portion being \$760,000. Manager Brennan briefly explained the location of the proposed station at Glendenning and Kenilworth Ave and turned the floor over to Mr. Larry Thomas of Stanley Consultants to address questions. When asked what noise residents in the area may hear from the pump station, he responded that at their property line, residents would not hear anything. He stated that the exception would be when the generator went through its periodic test run, during which time the noise would be similar to that of an idling truck. A question was also raised regarding the security of the station. Mr. Thomas responded that the hatches would be protected by a security lock to prevent unauthorized access. When asked about the number of pumps required to operate the station, Mr. Thomas replied that it was designed with one small pump and four larger pumps. The small pump would address most of the overnight and low-demand periods and the larger pumps would be used for high flow and emergency flow requirements. He stated that the system was designed with redundancy to ensure that the Village was reasonably protected against failure.

President Russell stated that Manager Brennan has been working on the draft business points for a water purchase agreement with Wilmette. He stressed that the decision to purchase water has not been made and that the construction of the pump station is not approved. He stated that Manager Brennan has requested authorization to direct the release of sealed bid requests for the water interconnection project. By obtaining bids, the Village would be better able to predict the overall costs of the project and know what future costs would be anticipated. President Russell stated that the contract negotiation with Wilmette was a key part of the project and that if the financials do not work for Kenilworth, the project would not proceed. The Board of Trustees reached a consensus to authorize the Village Manager to proceed with the release of the project for bids.

Manager Brennan stated that an alternate item was included in the proposed bid documents. He stated that during a past discussion of the project, the potential to install a 12" water main under Green Bay Road was presented. He indicated that the Public Works Committee had inquired about the anticipated cost of the new water main and more information about the need for the additional 12" loop to the distribution system. Manager Brennan stated that the engineer's estimate for the Green Bay interconnection was \$455,000. Mr. Thomas explained that the Village only has one 12" water main connecting the water distribution system across Green Bay Road. He indicated that the existing main is of the 1920's vintage and that if it were to break, one side of the Village would not receive the necessary water pressure or flow. The Trustees discussed the need for the water main and President Russell asked Mr. Thomas how important it was for the Village to install the water main on a scale of 1 to 10 in his opinion. Mr. Thomas stated, "9!"

Upon the conclusion of the discussion, Manager Brennan was further directed to continue his contract negotiations with the village of Wilmette and report back to the Village Board.

5. Discussion of the Impact of Cellular Antennas upon the Stability of the Elevated Water Tank during Weather Events.

President Russell stated that the Trustees would next discuss how cellular antennas are impacting the water tank. He explained that staff had recently learned that it may be necessary to remove the cell antennas from the water tank and he had asked the Plan Commission to consider alternate locations for the antenna should the need arise. President Russell asked Manager Brennan to explain his findings. Manager Brennan stated that Sprint approached the Village several months prior with a request to install three new cellular antennas on the water tower. Manager Brennan explained that he reviewed the previous requests from Sprint and the most recent structural stability report which was completed in March 2012. The report indicated that the equipment change requested by Sprint in 2012 could occur, but that operational restrictions must be implemented. Manager Brennan explained that the restrictions limited the maximum capacity of the 200,000 gallon water tank to no more than 160,000 gallons of water and no less than 20,000 gallons. The restrictions were due to impacts on the structural stability of the tank in high winds.

Manager Brennan stated that the operational limitations significantly impacted the Village's ability to operate the water distribution system, primarily due to the loss of water storage capacity. Therefore, it was his strong recommendation that the Village take steps to remove all operational restrictions on the water tank. A second structural stability study was commissioned by the Village in 2014 and that study confirmed the operational limitations. It also noted that the limitations would be removed if all antennas were removed from the water tank. The study also indicated that a geotechnical analysis may offer additional options for increasing the soil bearing capacity.

Manager Brennan stated that the wireless carriers have been modifying equipment on a regular basis. He explained that since the Sprint request was received, both AT&T and Verizon Wireless have approached the Village regarding the installation of equipment on the water tank. With three wireless carriers having a presence on the water tank and an additional carrier requesting a presence, Manager Brennan stated that he needed to ascertain how to respond to the requests. For the existing carriers, the lease agreements only provide certain circumstances whereby the Village can deny a request to modify equipment. He recommended that if the Village Board desires to have all cellular equipment removed from the water tank, an alternate antenna site should be considered. He explained that the propagation maps he has viewed indicated that

without the antennas in Kenilworth, residents would experience an appreciable deterioration in cellular service.

Plan Commission Chairman Cary Collins addressed the Village Board. He explained that the Commission had considered President Russell's request to identify a potential secondary site for cellular antennas. He stated that the Commission had a strong preference for keeping the antennas in their current location and not locating a monopole elsewhere in the Village. However, if it was necessary to remove the antennas from the water tank that the Public Works facility was the most obvious site to select.

The Board of Trustees discussed the information presented, need for a cellular presence in the Village, and the expected aesthetic concerns associated with a new monopole. The Trustees asked Chief Miller if there was a public safety benefit associated with a new cellular monopole. He replied that the Police Department is activating a new computer-aided dispatch application and that software communication between the Village and its neighbors has been hampered by existing communications equipment. He stated that having a new monopole would allow the Village to install more reliable communication equipment. The trustees also inquired about the current revenue associated with the cellular antennas. Manager Brennan stated that the Village currently receives approximately \$121,000 annually from the three incumbent carriers and that an additional carrier could bring in an additional \$40,000 to \$50,000 in revenue annually.

The Village Board continued to discuss concerns related to appearance, stability of the water tower, and benefit to the Village should a new tower be constructed. President Russell stated that they need to provide the Village Manager with some direction as to how to proceed with the permits requested by carriers. He inquired if the Board of Trustees would even consider the creation of a new cellular tower should the need exist. He did not want significant staff time invested in a direction that the Board may not be open to considering. The majority indicated a willingness to consider the alternative of a tower if other options were not feasible. At the end of the discussion, the Village Board reached a consensus to direct the Village Manager to contact geotechnical engineering firms to assess the feasibility of making modifications to the existing tower that would both remove the operational limitations and meet the current needs of the carriers. Manager Brennan stated that he would release a request for proposals and report back to the Village Board.

COMMITTEE REPORTS

Building, Planning & Zoning Committee

Trustee Potter said that the Building, Planning & Zoning Committee will hold a public hearing on Wednesday January 28, 2015 regarding a potential moratorium on construction projects located on steep slopes.

She also reported that staff is finalizing the request for proposals for the drainage, grading, and permeability study. The study would play a role into potential modifications of the village regulations along the beachfront and ravine areas. The proposals will be due in late February.

Trustee Potter also reported that her Committee would be discussing the potential for improving property maintenance regulations. She stated that this was recommended by staff after receiving complaints from residents about an abandoned property.

Finance Committee

Trustee Hughes stated that there was nothing to report for the Finance Committee.

Public Safety Committee

Trustee McClamroch stated there was nothing to report for the Public Safety Committee.

Public Works Committee

Trustee Lien reported the last Public Works Committee meeting focused on the water system, booster station, capital needs of the water plant, and the pros and cons of purchasing water.

CHIEF OF POLICE REPORT

Police Chief Miller stated that his department achieved all of their 2014 goals. Their 2015 goals are in development and will be presented at the February Village Board Meeting.

VILLAGE MANAGER REPORT

Village Manager Brennan stated that the Village is close to completing its 2014 annual report which should be completed near the end of the month.

AGENDA ITEM VIII: Business from the Public Related to Items not on the Agenda

Resident David Ward stated the IDNR has approved the permit to construct a breakwater on the beach. Mr. Ward expressed his concerns over who will enforce regulations on this property as it will be state owned. Mr. Ward discussed his concerns over the access to the new state beach area if it is created, stating that in order to access it, people would have to walk across private property. Mr. Ward brought up the concept of the Village or Park District taking ownership of the land. President Russell acknowledged Mr. Ward's concerns but stated it is too soon to act as the Army Corps of Engineers has yet to issue a permit for the resident initiated project,

ADJOURN

With no further business, Trustee Hughes made a motion to adjourn and Trustee McClamroch seconded the motion to adjourn the meeting. The meeting was concluded by voice vote at 9:10 pm.

Respectfully Submitted,

Nadim Badran
Management Analyst

Patrick Brennan
Deputy Village Clerk