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VILLAGE OF



**Board of Trustees Meeting
February 13, 2017**

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 7:32 pm on February 13, 2017.

ROLL CALL

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

Trustees:

Trustee Scott Lien	Not 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:

Village Officials and Staff:

Patrick Brennan	Village Manager
David Miller	Chief of Police
Susan Criezis	Director, Community Development
James McClamroch, Jr.	Village Clerk
Hart Passman	Village Attorney
Pat Garvey	Village Treasurer
Nadim Badran	Assistant to the Village Manager
Peter Nickell	Management Analyst

1
2
3 **Others, Signing In:**

4 David Ward Resident
5 Justin Mohr Resident
6 Cecily Kaz Resident
7
8
9

10 **AGENDA ITEM II. APPROVAL OF THE MINUTES**

11
12 Trustees addressed the draft minutes from the January 23, 2017 village board meeting
13 and the closed session of the board that same night. No changes were proposed to
14 either set of draft minutes.

15 Trustee Konen offered a motion, and Trustee Lennon seconded the motion, to approve
16 the regular session minutes. The minutes were approved by voice vote without dissent.

17 Trustee Konen then offered a motion, and Trustee Shadek seconded the motion, to
18 approve the closed session minutes. The minutes were approved by voice vote without
19 dissent.

20 **AGENDA ITEM III. VILLAGE PRESIDENT'S REPORT**

21
22 President Russell informed the trustees that the Joseph Sears School Board and the Park
23 District Board have collaborated on the creation of a draft plan to tear down the "village
24 house," build a new facility and renovate the broader Townley Field area. President
25 Russell and Trustee Potter have been briefed on the plan. As any final plan would be
26 reviewed by the trustees around permitting and other procedures, President Russell
27 encouraged the board members to become familiar with the initiative.
28

29 **AGENDA ITEM IV: APPROVAL OF THE WARRANT LIST**

30
31 Trustee Lennon reported that all bills for the month of January had been reviewed, with
32 the total for the Class A warrants being \$1,298,276.94 and Class B warrants being
33 \$241,099.24. Trustee Lennon noted that all invoices appeared to be in order.
34

35 Trustee Lennon offered a motion to approve the January Class A warrants in the total
36 amount of \$1,298,276.94 and ratify the Class B Warrants in the total amount of
37 \$241,099.24. Trustee Konen offered a second to the motion.
38

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

40
41 **For: Lennon, Konen, Shadek, Potter, Winslow**
42 **Against: None**
43

44 The motion was approved with five votes in favor and none opposed.
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AGENDA ITEM V: REGULAR SCHEDULED BUSINESS

A. Items for Consideration by Omnibus Vote

1. Adoption of a Resolution Authorizing Execution of a Fire Service Agreement with the Village of Winnetka for a Term Expiring December 31, 2022

2. Adoption of the Following Items Concerning the Collection of Fees Due to the Village:

a) An Ordinance Amending Chapter 50 and 53 of the Village Code Regarding Appeals

b) A Resolution Regarding Procedures for the Collection of Utility and Service Fees Due to the Village

Village Manager Brennan provided an overview of each individual item of the omnibus vote package as outlined in detail on pages 15-37 of the board packet. He explained that the recommended agreement was substantially similar to prior agreements. The document was adjusted to match the Winnetka change in fiscal year to a calendar year. This caused the typically 5-year agreement to be extended to 5 years and 9 months. The second item on the agenda was an ordinance that modified the Village Code to codify the procedures for appealing amounts due to the Village. Additionally, to implement a change requested by the Board to provide that if the Village fails to respond, the default award is to the appellant, rather than Village.

Upon addressing all questions, Trustee Lennon moved to approve the omnibus items as presented. Trustee Potter seconded the motion.

A roll call vote was taken as follows:

For: Lennon, Potter, Winslow, Shadek, Konen

Against: None

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

B. Items for Consideration by Individual Vote

1 **3. Discussion of a Request from the Zoning Board of Appeals to Direct a**
2 **Comprehensive Review of the Village Code as it Pertains to the Allowable Location of**
3 **Air Conditioning Units**
4

5 Director Criezis presented an overview of the situation around air conditioning units and
6 village code, which is outlined on page 38 of the agenda packet. The Zoning Board of
7 Appeals recently unanimously voted to ask the trustees to review the situation.
8

9 Trustee Lennon submitted photos of a Kenilworth home with air conditioning units
10 located on top of the home. President Russell requested that the Building, Planning and
11 Zoning (BPZ) take up review of the matter.
12

13
14 **4. Discussion of a Proposed Ordinance Pertaining to the Creation of Rules and**
15 **Regulations for Local Liquor Licenses**
16

17 Village Attorney Hart Passman provided an overview of a draft ordinance, as outlined in
18 detail on pages 39-66 of the board packet located on the village website, which would
19 modify the village code to create options for the commercial sale of liquor in Kenilworth.
20

21 In 2013, the then current trustees considered the elements of local liquor licensing and
22 were supportive of clarifying village code as a way to encourage local business
23 development and service establishment in the business district, but the concept did not
24 progress into a final ordinance. Staff believes the trustees should revisit this issue as a
25 way to remove obstacles to business development.
26

27 Village Attorney Passman highlighted that the most significant decision facing the
28 trustees with this draft ordinance was how to classify licenses (e.g. on premise sales, off
29 premise sales, special events, all forms of alcohol vs just beer and wine, etc.).
30

31 President Russell said it made sense to include all classes of alcohol so that future
32 establishments, like restaurants, would be able to provide patrons with full service.
33 Several trustees had questions of how this ordinance relates to private functions. Village
34 Attorney Passman conveyed that this proposed ordinance is related to the sales of
35 alcohol not the service of alcohol.
36

37 President Russell asked if there was any consensus from the trustees on how they would
38 like to have staff progress on this matter.
39

40 Trustee Shadek stated that bringing restaurants and bars into the village would be a
41 fundamental change and, as such, he believes more input from residents is warranted.
42 Village Manager Brennan reminded the trustees that the desire for restaurants was
43 supported in previous village surveys and the Green Bay Road development plan.
44

45 Trustee Potter asked Director Criezis if anyone had recently reached out to the village to
46 inquire about acquiring a liquor license. Director Criezis responded that no one had
47 recently contacted the village about liquor licensing, but that if the trustees want to

1 attract local services like restaurants and bars, it was important for the board to
2 proactively clarify the ordinances.

3
4 Trustee Konen stated that he was supportive of re-starting the process and considering
5 the optimal codes for liquor licensing as the village will need to continue to look for new
6 sources of revenue.

7
8 Upon conclusion of the discussion, Manager Brennan stated that he understood the
9 consensus of the Board and would bring a revised ordinance forward during the March
10 meeting. Additionally, he stated that notice of the ordinance being considered would
11 be included in the next edition of the *Kenilworth Contact*.

12
13 No vote was required.

14
15 **AGENDA ITEM VI: REPORT OF COMMITTEES**

16
17 **Building, Planning and Zoning**

18 Nothing to report.

19
20 **Finance**

21 Nothing to report.

22
23 **Public Safety**

24 Trustee Shadek relayed that Chief Miller would cover public safety issues in the Chief's
25 staff report.

26
27 **Public Works**

28 Nothing to report.

29
30
31 **AGENDA ITEM VII: REPORT FROM STAFF**

32
33 **Community Development**

34 Nothing to report.

35
36 **Finance**

37 Nothing to report.

38
39 **Police**

40 Chief Miller provided an update on a few issues.

41
42 First, Chief Miller updated the trustees on the proposed solution to reduce the number
43 of construction vehicles taking up residential parking during longer-term projects. He
44 discussed that if a construction project was above a certain dollar amount, residents
45 would be provided with a set number of placards that could be placed under the
46 windshield of designated construction vehicles. If more construction parking was
47 needed on a residential street (vs. on the resident's property), the resident or

1 contractor would have to purchase daily parking permits at \$3/day/vehicle. The intent
2 of the program is to reduce the number of construction vehicles on residential streets
3 during long-term projects. President Russell asked if this program would cover cement
4 trucks; the Chief responded that it would not. The trustees expressed unanimous
5 support for this initiative.
6

7 Second, Chief Miller outlined some of the major goals for his department for 2017.
8

9 Third, Chief Miller updated the trustees on the progress of the dispatch consolidation
10 efforts, including an issue that had just emerged earlier in the day as it relates to
11 microwave connectivity to the Village of Glenview. To meet the state mandated
12 deadline, there must be connectivity from Kenilworth through to the Village of Glenview
13 via Winnetka. As such the only way to accomplish this connectivity before the July
14 deadline, a temporary 30-foot microwave tower needs to be installed on top of the
15 Kenilworth police station.
16

17 President Russell stated that he and village staff had just learned of this requirement
18 and that this was a only a temporary action until longer-term solutions can be evaluated
19 and deployed.
20

21
22 **Public Works**

23 Nothing to report.
24

25
26 **Legal Counsel**

27 Nothing to report.
28
29

30 **Village Manager**

31 Village Manager Brennan provided an update on several matters.
32

33 First, Village Manager Brennan informed the trustees that the new, federally mandated,
34 reflective street signs were up on the east side of the village and the west side signs
35 would be lowered slightly to see if it improved upon the reflectivity at night.
36

37 Second, he told the trustees that landscaping would begin around the booster pump
38 station as weather warms up.
39

40 Third, he relayed that the first \$600,000 check from the MWRD related to the KW2023
41 project has been received by the village.
42

43 Fourth, Village Manager Brennan said that after nearly two years of attempts, there are
44 still around 30 houses that have not been made available for access to read the new
45 meter system. He said staff has sent letters and made outbound phone calls and will
46 continue to contact the relevant homeowners. The letters would indicate that if a

1 response is not received in a timely basis, their water service could be temporarily
2 disconnected.

3
4 Fifth, he informed the board that he has not yet been able to source suitable candidates
5 for the open role leading public works. He has identified a staffing firm who can help
6 and the cost of that contract is being negotiated.

7
8 Trustee Potter inquired as to whether Verizon Wireless has made a formal request for
9 access to the village for cellular services. She also asked if Village Manager Brennan
10 thought it was coincidental that the second large urn was cracked like the first one.
11 Village Manager Brennan said that he had asked personnel to remove the dirt and
12 investigate the situation further. Regarding Verizon, he anticipated that they would
13 address the Board in March with a new proposal.

14
15
16 **AGENDA ITEM VIII: BUSINESS FROM THE PUBLIC RELATED TO ITEMS NOT ON THE AGENDA**

17 Resident David Ward asked whether the village staff and relevant contractors were clear on the
18 maintenance requirements for the permeable asphalt which has been installed as part of the
19 KW2023 plan. Director Criezis confirmed that relevant parties are aware and she, personally,
20 has been examining the area two times per week to ensure no excess leaves and debris are
21 blocking the area.

22
23
24 **AGENDA ITEM IX: CLOSED SESSION**

25 At 8:48 p.m., Trustee Lennon offered a motion to enter closed session for the purposes of
26 discussing the employment, performance and compensation of an employee. Trustee Konen
27 seconded the motion. At 8:55 Trustee Shadek offered a motion to leave closed session; Trustee
28 Potter seconded the motion.

29
30
31 **AGENDA ITEM X: ADJOURN**

32 With no further business, Trustee Lennon offered a motion, and Trustee Konen seconded the
33 motion, to adjourn the meeting. The meeting was adjourned by voice vote at 8:56 p.m.

34
35 Respectfully Submitted,

36
37 James McClamroch, Jr.
38 Village Clerk