

VILLAGE OF



**Board of Trustees Meeting
March 20, 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 March 20, 2017.

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	Not 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
James McClamroch, Jr.	Village Clerk
Hart Passman	Village Attorney
Pat Garvey	Village Treasurer
Peter Nickell	Management Analyst

Others, Signing In:

Ray Shinkle (Insite-Inc. on behalf of Verizon Wireless)
Katherine Radler
Cecily Kaz
David Ward
Emily Tzur
Hunter Davis
Meredith Daw
Justin Mohr
Sarah Lauton
Jeff Bedwell
Jean Corvine
Mary Collins
Joey Nelanh
Lois Stanley

AGENDA ITEM II. APPROVAL OF THE MINUTES

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

Trustee Shadek offered a motion, and Trustee Potter seconded the motion, to approve the regular session minutes. The minutes were approved by voice vote without dissent.

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

AGENDA ITEM III. VILLAGE PRESIDENT'S REPORT

President Russell informed the trustees that the microwave tower had been successfully installed on the roof of the police station. The microwave tower has been erected temporarily to ensure dispatch connectivity as mandated by state law until other options can be explored. He explained that staff had researched multiple options for the necessary connectivity, and that efforts would continue to identify other options that may be less visible. President Russell then reminded board members to file their respective Statement of Economic Interests by the mandated deadline.

AGENDA ITEM IV: APPROVAL OF THE WARRANT LIST

Trustee Lennon reported that all bills for the month of February had been reviewed, with the total for the Class A warrants being \$356,152.37 and Class B warrants being \$220,424.40. Trustee Lennon noted that all invoices appeared to be in order.

Trustee Lennon offered a motion to approve the February Class A warrants in the total amount of \$356,152.37 and ratify the Class B Warrants in the total amount of \$220,424.40. Trustee Lien offered a second to the motion.

A roll call vote was taken as follows:

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

The motion was approved with five votes in favor and none opposed.

AGENDA ITEM V: REGULAR SCHEDULED BUSINESS

A. Items for Consideration by Omnibus Vote

- 1. Adoption of an Ordinance Amending Chapter 72 of the Village Code to Establish Daily Permit Parking and Amending the Annual Fee Ordinance**
- 2. Authorization to Amend the Employee Handbook Regarding Benefits Offered to Employees Hired On or After April 3, 2017**
- 3. Adoption of a Resolution Waiving the Sealed Bid Requirement and Awarding the Village Hall Surveillance System and Access Control Project to Xtivity Solutions of Elmhurst, Illinois in the Estimated Amount of \$24,790**
- 4. Authorization to Adjust the Annual Salary of the Police Chief Effective January 1, 2017**

Village Manager Brennan provided an overview of each individual item of the omnibus vote package as outlined in detail on pages 15-32 of the board packet located on the village website.

Trustee Potter asked whether there would be a panic button in the police station lobby for use during hours when the station lobby would not have an officer present. Chief Miller said that such a feature would be explored for addition at a later date as the present focus was meeting the basics required by the state mandated deadline.

Trustee Shadek moved to approve the omnibus resolution. Trustee Lennon seconded the motion.

A roll call vote was taken as follows:

For: Shadek, Lennon, Lien, Potter, Konen

Against: None

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

B. Items for Consideration by Individual Vote

5. Adoption of an Ordinance Amending Chapter 116 of the Village Code to Allow for the Sale of Alcoholic Beverages and Amending the Annual Fee Ordinance

In an effort to encourage new services in the village and increase tax revenue, the trustees reviewed a proposed amendment to Village Code to allow for the retail sale, service and consumption of beer, wine and liquor within the Village. The ordinance would create liquor license classifications, establish a liquor commissioner, and amend the annual fee ordinance to set fees for the administration of the new regulations and licenses. The details of the ordinance are outlined in detail starting on page 33 of the board packet located on the village website.

Trustee Shadek stated that based on past surveys and discussions with residents, they would not support encouragement of convenience stores and proposed that the ordinance under consideration be modified so that the cap on retail licenses be set at zero.

Trustee Potter proposed that the hours for sale of alcohol be adjusted from 9am opening to 11am. Village Manager Brennan asked if Trustee Potter's proposal was for all classes or a specific class of license. Trustee Potter said her main concern was around classes covering retail and restaurants. Trustee Konen weighed in that retail establishments would need earlier availability than 11am to run their businesses. President Russell proposed that hours for sale of alcohol be set at 11am for all classes except class B (retail sale).

Trustee Potter asked if the Liquor Control Commissioner designee could appoint others to create a commission. Village Attorney Passman responded that this was a possibility.

With discussion exhausted, the trustees proposed amending three elements of the ordinance and then voting on approval. The proposed changes:

1. Setting the Class B – Retail Sales license cap at zero.
2. Amending the starting hour of operation for each license class to 11am, except Class B – Retail Use which would be set at 9am.
3. On page 22 of the ordinance (page 57 of the board packet) under Special Events (A) (3), that "12 ounces" be changed to "16 ounces."

Trustee Konen moved to approve the resolution, as amended. Trustee Lennon seconded the motion.

A roll call vote was taken as follows:

For: Konen, Lennon, Lien, Shaddek, Potter

Against: None

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

6. Discussion of a Request from Verizon Wireless to Pursue the Lease of Village Property for the Installation of Cellular Communications Equipment

A representative, hired on behalf of Verizon Wireless presented the background and rationale for the Verizon Wireless desire to have a presence within Kenilworth; he also discussed potential options for installation of requisite Verizon equipment. He presented data and analysis on behalf of Verizon showing a coverage level in Kenilworth that is below the standard Verizon desires. These materials are included in detail beginning on page 64 of the board packet located on the village website.

The representative explained that the need for presence in, and increased coverage throughout, the village was both in response to current need and anticipated future capacity requests. The representative said Verizon is open to consideration of all options that work for the residents of Kenilworth, but that the two most obvious options at present were adding equipment to the water tower and surrounding park (pending structural analysis) and installation of a unipole (a flagpole looking structure) at the public works yard.

The representative was clear with those in attendance that Verizon has not started a formal process, but his presentation and availability at the meeting was meant to begin a dialogue with residents, village staff, trustees and other stakeholders.

President Russell then opened up questions from the trustees.

Trustee Lennon asked whether Verizon had actually received any customer complaints about the coverage levels within Kenilworth. The representative said that Verizon has Kenilworth on its priority list for better coverage and would only be doing so if it anticipated the customer need.

Trustee Lien asked whether below grade equipment storage was possible. The representative responded that it was possible but likely cost prohibitive. Village Manager Brennan added that an above ground generator would still be required to provide emergency power to any below grade installation in case of flooding.

Trustee Shadek commented that at places like Disney World the cellular equipment is present but hidden well to protect the experience and asked the representative if there were similar installation alternatives available. The representative said he has helped create a wide variety of solutions from installing “mono-pines” and “mono-oaks” which resemble trees to placing cellular antennas within church steeples.

Trustee Potter asked who had generated the coverage map included in the materials. The representative replied that their engineers had supplied the map but that they would be happy to have an independent, third party engineer review the coverage study.

President Russell summarized that at the present time there appeared to be three core options to consider.

1. Locating Verizon equipment at the water tower.
2. Building a unipole at the public works yard.
3. Refusing to proceed with any new request from Verizon

President Russell then invited feedback from those in attendance at the meeting.

A Kenilworth resident from Ivy Court expressed that she was against any proposal that would have a cellular site close to her house.

A Winnetka resident who said the contemplated unipole at the public works yard would be in his “backyard” said he does not believe there is a problem with Verizon coverage. He also asked about whether installation of Verizon equipment at New Trier High School (NTHS) was an option. The representative said NTHS has not responded to multiple messages and therefore he concludes that they won’t lease their property to Verizon.

A Kenilworth resident said that the trustees should not “kick the can down the road” and that the village needs a long-term solution not a “band-aid” approach.

A Kenilworth resident said that installation of more equipment on the grounds at the water tower site would ruin the park.

Village Clerk McClamroch asked whether Verizon and/or village staff has made a *specific* outreach to NTHS. The representative responded that NTHS has not responded to Verizon requests for engagement.

Village President Russell then asked the trustees for their opinions on the matter, after hearing this introductory feedback from those in attendance.

Trustee Potter expressed support for pursuing the water tower location unless the stability analysis precludes the option.

Trustee Shadek stated that he wanted to better understand customer demand before making a decision and encouraged the representative to explore more options, including a renewed dialogue with NTHS and discussion with Kenilworth churches.

Trustee Lien expressed a similar sentiment of the need for more creativity to open up more options.

Trustee Lennon said that until there is a legal obligation or significant demand from Kenilworth residents, he would not pursue the matter further. If he had to make a current choice from current options, he would favor the water tower placement.

Trustee Konen agreed with Trustee Lennon regarding the water tower location, but his concern was that everyone was not thinking far enough ahead and that a five to ten year approach would be more advantageous.

Village Treasurer Garvey said the consideration of using "small cell" technology should be brought into the discussion to provide more options.

President Russell said that it was his opinion that the water tower was not truly viable as it is not a long-term option and would restrict use of the water tower park for residents. He then thanked the board and those in attendance for their views and asked Village Manager Brennan to initiate additional investigation of alternate options (e.g. churches, NTHS, small cell technology) to further inform the discussion at future board meetings.

AGENDA ITEM VI: REPORT OF COMMITTEES

Building, Planning and Zoning

Trustee Potter alerted the trustees to the upcoming BPZ meeting on April 6, 2017 where the discussion will be focused on updating village code with respect to the location of air conditioner units.

Finance

Nothing to report.

Public Safety

Trustee Shadek stated that there is an upcoming Public Safety Committee meeting on April 10, 2017 which will focus on beach safety, lighting around the pedestrian crossings near the train station and parking on Cumberland Avenue.

Public Works

Nothing to report.

AGENDA ITEM VII: REPORT FROM STAFF

Community Development

Nothing to report.

Finance

Nothing to report.

Police

Chief Miller informed the board that everything is on track to meet the July 1, 2017 state mandated deadline for dispatch consolidation.

Public Works

Nothing to report.

Legal Counsel

Nothing to report.

Village Manager

Village Manager Brennan provided an update on several matters.

First, Village Manager Brennan informed the trustees that staff is testing new lenses for the street lights and requested feedback on the amount of light being emitted through them.

Second, he told the trustees that the Plan Commission is working with a consultant on a pro bono basis to frame the process for discussions around beach/water plant re-use.

Third, he relayed that the temporary microwave tower had been installed at a lower elevation than originally anticipated and that there would either be a panel or a dish at the top of the tower as the main transmission vehicle.

Fourth, Village Manager Brennan said that staff had submitted a grant application to Cook County for a twenty percent cost match to help on the bike path project. This application included letters of support from the Park District and Joseph Sears School Board.

Fifth, he relayed that the village ended the winter season with an excess of road salt and reached agreement with a third party to deliver and store the excess salt for a small fee.

Sixth, he brought forth the good news about the cracked urns along Kenilworth Avenue. He said that a fabricator would be willing to replace the urns at no cost if the fabricator was allowed to commercially market the design. President Russell asked that staff ensure we have the intellectual property right to enter into such an agreement.

Seventh, Village Manager Brennan stated that he has contacted Union Pacific about the need for proper maintenance at the Kenilworth train station now that the station attendant was no longer present. He would like to gain the rights to allow a coffee, or similar, vendor which could provide services and cover the cost of proper maintenance and custodial services.

President Russell asked a couple of questions. First, he inquired as to the status of the hiring for the public works lead. Village Manager Brennan responded that he expected to see some new names in the upcoming week. Second, President Russell asked about the status of landscaping at the site of the booster pump station. Village Manager Brennan said that the landscaping plan was being reviewed by Lois Stanley and Kenilworth Beautification.

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

First, a resident living on the 500 block of Cumnor Road expressed disappointment that no one from the village had informed him, or his neighbors, about the current Park District project under consideration to transform Townley Field, including new parking and roadway configuration in the 500 block of Cumnor Road. President Russell explained that the village has not sent out any notices of the activity as nothing formal has been put in front of the village board to review. He encouraged residents interested in this issue to attend Park District meetings to learn more about the project.

Second, resident David Ward encouraged the village to ask the major cellular carriers with service in town to provide details of their coverage.

Third, resident Lois Stanley, President of the Kenilworth Beautification Committee, shared the landscape designs for Maggi Park (South Park).

AGENDA ITEM IX: ADJOURN

With no further business, Trustee Potter offered a motion, and Trustee Shadek seconded the motion, to adjourn the meeting. The meeting was adjourned by voice vote at 9:09 p.m.

Respectfully Submitted,

James McClamroch, Jr.
Village Clerk