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VILLAGE OF



**Board of Trustees Meeting  
April 17, 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 7:31 pm on April 17, 2017.

**ROLL CALL**

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

<b>Trustees:</b>	
Trustee Scott Lien	Present
Trustee Kevin Lennon	Present
Trustee Ann Potter	Absent
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
Hart Passman	Village Attorney
Pat Garvey	Village Treasurer
Peter Nickell	Management Analyst
Nadim Badran	Assistant to the Village Manager

**Others, Signing In:**

George Drake  
Cecily Kaz

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

Trustees addressed the draft minutes from the March 20, 2017 village board meeting. Village Manager, Brennan explained there was one correction on page 4 line 12, correcting Trustee Shadek’s statement to “...that based upon past surveys and discussions with residents, they would not support encouragement of convenience stores and proposed that...”

With no other comments on the minutes, Trustee Konen offered a motion, and Trustee Shadek seconded the motion, to approve the minutes as amended. The minutes were approved by voice vote without dissent.

**AGENDA ITEM III. VILLAGE PRESIDENT’S REPORT**

President Russell began his report by asking Police Chief Miller to read a proclamation honoring the Kenilworth United Fund for their donation to the Police Department. Chief Miller explained the donated funds were used to purchase “go bags” for the police squad cars, which offer lifesaving support prior to the arrival of an ambulance. Mr. George Drake was present as a representative of the Kenilworth United Fund, accepted the proclamation, and thanked the Board for their proclamation and offered the organization’s continued support of the Village.

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

Trustee Lennon reported that all bills for the month of March had been reviewed by both himself and Village Manager Brennan. He reported that there was nothing out of the ordinary business that needed to be discussed. Trustee Lennon noted that all invoices appeared to be in order and that he was recommending approval.

Trustee Lennon offered a motion to approve the February Class A warrants in the total amount of \$449,348.33 and ratify the Class B Warrants in the total amount of \$204,453.43. Trustee Lien offered a second to the motion.

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

- For: Lennon, Lien, Konen, Shadek, Winslow**
- Against: None**

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

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**AGENDA ITEM V: REGULAR SCHEDULED BUSINESS**

President Russell requested Manager Brennan explain each of the omnibus items.

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

**1. Adoption of the Employee Pay Plan with an Effective Date of May 1, 2017**

Manager Brennan explained this is the annual compensation plan the Village assembles each year.

**2. Authorization for the Joseph Sears School Parent Volunteer Association to Serve Alcoholic Liquor on Townley Field in Conjunction with the Annual Fund Raising Event Scheduled for May 6, 2017**

Manager Brennan stated that the JSSPVA’s request to serve liquor on public property requires authorization from the Village Board. Manager Brennan also stated that the Village Liquor Control Commissioner would consider the requested permit for the service of alcohol.

**3. Adoption of an Ordinance Declaring Certain Items as Surplus Property and Authorizing the Sale or Disposal Thereof**

Manager Brennan explained the Village was in possession of items that are no longer of use the Village. In order to dispose of the property, the Board would first have to declare the items surplus. The items included a copier to be donated to the Kenilworth Park District, and cellular telephones.

**4. Adoption of a Resolution Waiving the Sealed Bid Process and Awarding the 2017 Sanitary Sewer Lining Contract to Visu-Sewer of Illinois, LLC in an Amount not to Exceed \$60,000**

Manager Brennan explained that this year, Visu-Sewer was selected as the lowest responsible bidder through the Municipal Partnering Initiative program for sewer main lining. Manager Brennan recommended that the Village Board award the sewer lining contract to Visu-Sewer. Trustee Shadek inquired whether the Village has worked with Visu-sewer in the past. Manager Brennan explained the Village has not but neighboring communities have and their work has been noted as acceptable.

**5. Adoption of a Resolution Waiving the Sealed Bid Process and Awarding the 2017 Asphalt Resurfacing Contract to J.A. Johnson of Arlington Heights, IL in an Amount not to Exceed \$38,875**

Manager Brennan explained there are several areas in the Village in need of asphalt resurfacing. J.A. Johnson was determined to be the lowest responsible bidder

1 through the Municipal Partnering Initiative and Brennan recommended that the  
2 Board authorize executing a contract with J.A. Johnson for the this  
3 Year's resurfacing bid.  
4

5 **6. Adoption of a Resolution Waiving the Sealed Bid Process and Awarding the 2017**  
6 **Manhole Lining Contract to High-Tech Waterproofing, LLC of Elmhurst, IL in an**  
7 **Amount not to Exceed \$25,000**  
8

9 Manager Brennan explained that the proposed manhole lining work was not bid  
10 through the MPI program. The product used for this lining process is a sole-sourced  
11 product only available through High-Tech Waterproofing. The process is less  
12 expensive than traditional manhole lining. The process uses a spray foam that  
13 becomes structural as it dries. It was not bid through the MPI as there are not a lot of  
14 communities using the newer product yet. Trustee Konen inquired if the Village has  
15 evidence the lining process works. Manager Brennan stated that Village has used the  
16 product in the past several years and that it also showed a successful track record in  
17 Highland Park.  
18

19 **7. Adoption of an Ordinance Amending Chapter 74 of the Village Code to Prohibit**  
20 **Parking on Cumberland Avenue between Abbotsford Road and Essex Road as**  
21 **Recommended by the Public Safety Committee**  
22

23 Manager Brennan explained that this item was discussed by the Public Safety  
24 Committee and they recommended the ordinance be adopted by the Board.  
25

26 Trustee Shadek made a motion to approve the omnibus items as presented. Trustee  
27 Lien seconded the motion to approve the omnibus items.

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

29 **For: Shadek, Lennon, Lien, Winslow, Konen**  
30 **Against: None**  
31

32 The motion was approved and President Russell declared the motion passed.  
33  
34

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

37 **Building, Planning and Zoning**

38 Nothing to report.  
39

40 **Finance**

41 Nothing to report. President Russell asked about the status of the police pension  
42 discussions. Manager Brennan stated the draft report was received on April 13<sup>th</sup> and  
43 will be distributed once the draft is completed.

1  
2 **Public Safety**

3 Trustee Shadek stated Chief Miller would cover their discussions in his staff report.  
4

5 **Public Works**

6 Trustee Lien stated Manager Brennan would address the public work's items.  
7

8 **AGENDA ITEM VII: REPORT FROM STAFF**

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10 **Community Development**

11 Nothing to report.  
12

13 **Finance**

14 Nothing to report.  
15

16 **Police**

17 Chief Miller informed the Board that the Public Safety Committee met to discuss the no  
18 parking regulations on Cumberland, and beach safety. The committee discussed the  
19 concept of installing a seasonal wind fence along the southern jetty and plant beach  
20 grass in between the jetty and the fence to work as a natural barrier. Chief Miller stated  
21 he will obtain proposals to determine the cost. Chief Miller also stated that the  
22 department has received 2 proposals for pedestrian lighting around the train station  
23 and they will evaluate the options.  
24

25 **Public Works**

26 Nothing to report.  
27

28 **Legal Counsel**

29 Nothing to report.  
30

31 **Village Manager**

32 Village Manager Brennan provided an update on several matters.  
33

34 First, Village Manager Brennan informed the trustees that Verizon Wireless  
35 commissioned a comprehensive engineering analysis of the water tower. Manager  
36 Brennan explained it was the most thorough analysis he has seen performed, which  
37 included crews repelling down the side of the water tank to take measurements. Due to  
38 the size of the anchor bolts being smaller than specified, the analysis determined that  
39 the tower was over capacity, but still in the reasonable tolerance of error. Manager  
40 Brennan relayed the message from Verizon that since the tower is over the structural  
41 limits, they are not requesting the placement of any additional antenna on the tower.  
42 Manager Brennan explained that on Friday, April 14<sup>th</sup>, he received a permit application  
43 from AT&T to install new antennas on the water tower and that request would be  
44 reviewed in light of the new information.  
45

46 Second, Manager Brennan explained that he intends to undertake a comprehensive  
47 review of regulatory signage in the village. This process is intended to reduce sign

1 clutter and beautify the Village. He said that signage that is no longer necessary, or in  
2 excess of the required postings will be removed. He asked the Trustees to contact him if  
3 they had any concerns about the initiative.  
4

5 Third, Manager Brennan provided an update of the landscaping around the Booster  
6 Pump Station (BPS). Manager Brennan noted the Village was working with the  
7 Beautification Committee to design the landscaping around the BPS. The landscaping  
8 plan included obscuring the area to the extent possible while still allowing the police  
9 department to monitor the area without too much of an obstruction. The bids received  
10 were in the range of \$20,000, which exceeded estimates. Manager Brennan explained  
11 that they have revised the bids in an effort to reduce the cost. Trustee Winslow  
12 inquired if the Village could completely cover the area and set up a camera to monitor  
13 the area. Manager Brennan noted there is a camera in the station, however, mounting  
14 one outside of the station would require the installation of an elevated pole.  
15

16 Trustee Winslow asked the Board to consider paying for part of the landscaping in  
17 Maggi Park, since it may help screen the BPS. President Russell stated that the Village  
18 and Park District need to evaluate the Intergovernmental Agreement as certain items  
19 have changed, such as the Village now purchasing water rather than producing it.  
20 President Russell stated there are many items of the agreement that need to be worked  
21 through.  
22

23 Fourth, Manager Brennan explained that there are several streetlights not working in  
24 the Village due to shorts in the underground wire. Manager Brennan explained that a  
25 company will be out late this week or early next week to directionally bore new  
26 connecting conduit.  
27

28 President Russell noted the village needs to plan the next stages of the Kenilworth 2023  
29 Infrastructure Improvement Program and noted that he is pleased with how well the  
30 system is working on the completed streets. Trustee Lennon also noted that he was  
31 impressed with how dry the streets were during recent heavy rains. Trustee Winslow  
32 also noted that the porous parkways were functioning well and did not hold water for  
33 very long.  
34

35 **AGENDA ITEM VIII: BUSINESS FROM THE PUBLIC**  
36

37 Upon an invitation from President Russell no one in the audience requested to address the  
38 Board.  
39

40 **AGENDA ITEM IX: CLOSED SESSION**  
41

42 At 8:03 p.m. Trustee Lien offered a motion to enter closed session for the purpose of discussing  
43 actual litigation, and the appointment, employment, and compensation of specific employees.  
44 Trustee Lennon seconded the motion to enter closed session and the meeting was closed to the  
45 general public.  
46

1 At 8:34 p.m. the meeting Trustees returned from Closed Session and reopened the meeting to  
2 the public.

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5 **AGENDA ITEM IX: ADJOURN**

6 With no further business, Trustee Potter offered a motion, and Trustee Shadek seconded the  
7 motion, to adjourn the meeting. The meeting was adjourned by voice vote at 8:34 p.m.

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Respectfully Submitted,

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Patrick Brennan  
Deputy Village Clerk

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