

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37

VILLAGE OF



**Board of Trustees Meeting  
May 16, 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 May 16, 2016.

**ROLL CALL**

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

<b>Trustees:</b>	
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
Nadim Badran	Management Analyst
Peter Nickell	Management Analyst
James McClamroch	Village Clerk
Barbara Adams	Village Attorney

**Others, Signing In:**

Katherine Radler

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43

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

Trustees addressed the draft April 18, 2016 Village Board meeting minutes as presented. No changes were proposed.

Trustee Konen offered a motion, and Trustee Lennon seconded the motion, to approve the minutes of the April 18, 2016 Board of Trustees meeting. The minutes of the meeting were approved by voice vote without dissent.

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

President Russell reminded the trustees of the special meeting of the village board on May 17<sup>th</sup> at the Village House to discuss the proposed relocation of cellular antenna to a new monopole. He announced the rain-barrel acquisition program, available to residents, and conveyed how important it is that residents within the KW2023 construction zone have awareness of the opportunity to replace lead service lines while construction is underway.

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

Village Manager Brennan noted that the first pay request for Berger Excavating Contractors was received after the warrant list was prepared. He requested that the Trustees consider amending the Warrant List to include Pay Request #1 in the Class B Warrants in the amount of \$412,682.99. He stated that future pay requests will be received in time to make the board packet.

Trustee Lennon reported that all bills for the month of April had been reviewed, with the total for the Class A warrants being \$183,992.63 and Class B warrants being \$221,114.67 in addition to the Berger Pay Request for \$412,682.99. Trustee Lennon noted that all invoices appeared to be in order.

Trustee Lennon offered a motion to approve the April Class A warrants in the total amount of \$183, 992.63 and amend the Class B Warrants to include the Berger Pay Request in the amount of \$412,682.99 for a total Class B amount of \$633,797.66. Trustee Lien offered a second to the motion.

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

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

1 The motion was approved, six votes in favor and none opposed. President Russell  
2 declared the motion passed.  
3  
4  
5  
6  
7

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

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

11 **1. Ratification of the Authorization for the Joseph Sears School Parent Volunteer**  
12 **Association to Serve Alcoholic Liquor on Richmond Road in Conjunction with the**  
13 **Annual Fundraising Event on May 14th.**  
14

15 Village Manager Brennan asked for ratification of authorization for this past event.  
16

17 **2. Adoption of a Resolution Waiving the Formal Bidding Process and Authorizing**  
18 **Execution of a Contract with Schroeder & Schroeder of Skokie, Illinois for the 2016**  
19 **Sidewalk Replacement Project in the Amount not to Exceed \$26,000.**

20 Village Manager Brennan stated that it was not often that the village has a single  
21 bidder such a project, but that for the last four to five years, Schroeder has been the  
22 lowest bidder for the Municipal Partnering Initiative.

23 Trustee Shadek asked about the quality of Schroeder's work product. Village  
24 Manager Brennan responded that the quality was very good.

25  
26 **3. Adoption of a Resolution Waiving the Formal Bidding Process and Authorizing**  
27 **Execution of a Contract with the Detroit Salt Company of Detroit, Michigan for the**  
28 **Purchase of Bulk Road Salt in the Amount not to Exceed \$26,070.**  
29

30 Manager Brennan explained that the Village worked with several other communities  
31 to jointly bid for the 2016-2017 bulk road salt needs.  
32

33 **4. Authorization to Execute an Intergovernmental Agreement with the Metropolitan**  
34 **Water Reclamation District of Greater Chicago for the Residential Rain Barrel**  
35 **Program.**

36 Village Manager Brennan explained the rain-barrel program, which would be made  
37 available to residents if the omnibus resolution is approved. Made available by the  
38 MWRD, residents would be able to receive rain-barrels for use on their properties.

1 Trustee Potter asked what the barrels looked like. Village Manager Brennan stated  
2 that they were waist-high drums that connect to downspouts. Trustee Konen  
3 commented that the barrels can be painted. Trustee Lien asked if there was a limit on  
4 the number of barrels per property. Village Manager Brennan responded that the  
5 limit per residential property was four. Trustee Potter asked if the churches and  
6 school had been contacted about the opportunity for rain-barrel acquisition. Village  
7 Manager Brennan responded that his staff would coordinate with the churches and  
8 school.

9  
10 Trustee Shadek moved to approve the omnibus items 1-4 as presented. Trustee Potter  
11 seconded the motion.

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

13 **For: Shadek, Potter, Lennon, Lien, Konen, Winslow**  
14 **Against: None**

15  
16 The motion was approved and President Russell declared the motion passed.  
17

18 **B. Items for Consideration by Individual Vote**

19 **5. Receipt of the Annual Financial Report Covering the Period January 1, 2015 through**  
20 **December 31, 2015.**

21 By concurrence of the Trustees, the individual vote was prioritized over the omnibus  
22 vote to allow the village's auditor to present and leave before the rest of the agenda  
23 was taken up.

24  
25 Jamie Wiley of Lauterbach and Amen, the village's financial auditor, presented the  
26 annual financial report to the trustees. She noted that it was a clean audit and an  
27 "outstanding" process working with Patrick and his team and at the "highest level"  
28 found in the government.

29  
30 Overall, she stated that in Lauterbach and Amen's opinion it was clean audit and that no  
31 sub-par practices, like journal entries, were present.

32  
33  
34 Trustee Lennon moved to accept the annual financial report from Lauterbach and  
35 Amen. Trustee Lien seconded the motion.

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

37 **For: Lennon, Lien, Potter, Shadek, Konen, Winslow**  
38 **Against: None**

1  
2 The motion was approved and President Russell declared the motion passed.  
3  
4  
5

6 **AGENDA ITEM VI: REPORT OF COMMITTEES**  
7

8 **Building, Planning and Zoning**

9 Trustee Potter relayed that the next BPZ meeting would be on May 23<sup>rd</sup> and will include  
10 a report out from Teska Associates.  
11

12 **Finance**

13 President Russell sent the pension fund report to the finance committee for further  
14 review.  
15

16 **Public Safety**

17 Trustee Shadek relayed that the report from Matrix Consulting regarding consolidated  
18 dispatching requirements is expected this week and that a recommendation would be  
19 forthcoming during June.  
20

21 **Public Works**

22 Trustee Lien conveyed that rather than having consistent Public Works committee  
23 meetings during the KW2023 construction, Village Manager Brennan would regularly  
24 report progress to the entire board.  
25  
26  
27

28 **AGENDA ITEM VII: REPORT FROM STAFF**  
29

30 **Public Works**

31 Village Manager Brennan updated the trustees on the matter of street signs. He  
32 conveyed that the ARC had chosen the black on white, extruded sign with a border,  
33 which the ARC said captured the “essence” of Kenilworth.  
34

35 Trustee Winslow stated that she has held discussions with many residents and that  
36 expressed displeasure that the village has too many signs already and that the trustees  
37 should consider a decision that directs staff to install the signs on the current light poles,  
38 where possible. She said that other villages, such as Evanston, mount signs on light  
39 poles making the signs easier to view and that this step would save the village money on  
40 installing new posts.  
41

42 Trustee Potter concurred with Trustee Winslow that the village has enough signage at  
43 eye level and that mounting the signs on the light posts would allow them to be better  
44 illuminated.  
45

1 President Russell inquired about the updated timing for the project. Village Manager  
2 Brennan said the target was this summer but that exploring new mounting options  
3 might push that date out. He stated that there was not a critical time problem at this  
4 point.

5  
6 Trustee Konen asked if the federal regulations governing this activity detail certain  
7 setback requirements for the signs from the street. Village Manager Brennan stated that  
8 his current review of regulations has only found that the signs must be at least seven  
9 feet from the ground.

10  
11 There was then general discussion amongst the trustees as to whether the residents  
12 should have the opportunity to see several sign options on display with Trustee Shaddek  
13 expressing a desire to test different signs and different mounting options. Trustee  
14 Lennon stated that he thought the trustees should not second-guess committee level  
15 recommendations and that the trustees should back the consensus opinion of the ARC.  
16 President Russell closed the matter by referring the matter back to the ARC. He  
17 directed that the ARC should evaluate a test intersection that displays white, brown and  
18 green background signs and pole vs. streetlight mounting for consideration. He stated  
19 that any of the Trustees are welcome to attend the ARC meeting and asked Manager  
20 Brennan to let the Board know when the matter was scheduled.

21  
22  
23 **Village Manager**

24 Village Manager Brennan updated the trustees on several matters.

25  
26 First, he notified the board that new litigation had been filed against the village related  
27 to a data request under the Freedom of Information Act and that staff is working with  
28 legal counsel on the matter.

29  
30 Second, he provided an update on the KW2023 work within the Cumberland-Roslyn-  
31 Melrose area. He said that visible work had begun including the pruning and removal of  
32 specified trees and the televising of sanitary mains. Additionally, new water main  
33 connections would be underway soon with expected residential water outages of just  
34 15-20 minutes when they are switched to the new water main. He also conveyed that  
35 he expected the shutdown of Roslyn Road to commence on May 31.

36  
37 Trustee Winslow reminded everyone that the Joseph Sears School 8<sup>th</sup> grade graduation  
38 ceremony and parade were slated for early June and asked if school officials were aware  
39 of the upcoming Roslyn Road closure. Village Manager Brennan said that he and Chief  
40 Miller were working with school officials on the situation. President Russell asked if the  
41 affected residents were aware of the closure start date, and period, and Village  
42 Manager Brennan stated that he was on track to hand-deliver notices to homes on  
43 Tuesday.

44  
45 President Russell asked if the Winnetka Fire Department (WFD) was comfortable with  
46 the ability to provide critical services to the homes and residents on Roslyn Road during

1 the closure and Village Manager Brennan relayed that WFD had reviewed the situation  
2 and was comfortable with the plan.

3  
4 President Russell then asked if there was an arborist on scene to ensure trees were  
5 being tagged and protected correctly. Village Manager Brennan stated that pink  
6 ribbons were being placed around trees which the arborist found to be in sick condition  
7 prior to any construction. He stated that the goal was for residents to be aware of the  
8 condition of the weakened trees so the construction is not suspected of causing the  
9 damage.

10  
11 Third, Village Manager Brennan updated the trustees on the status of the booster  
12 station and water distribution improvements. He stated that Bolder Construction was  
13 pressure testing the water main in the alley off of Park Avenue and that the alley has  
14 become quite a mess on the surface. He stated that there were possibly too many joints  
15 in the alley and he may recommend money be spent to repave the alley upon  
16 conclusion of the patching. He said that staff is waiting to acquire the IDOT permit  
17 before they allow work to begin under Green Bay Road.

18  
19 President Russell inquired whether timing was an issue and Village Manager Brennan  
20 said that as long this work was completed before August 15, when the re-work of  
21 Kenilworth Avenue is slated to begin, that it would be fine.

22  
23 Trustee Potter asked about the status of the work scheduled for Robsart Road and if 10<sup>th</sup>  
24 Street in Wilmette would have to be closed. Village Manager Brennan said that one  
25 lane might have to be closed temporarily, but that most of the work was planned for the  
26 parkway. Trustee Potter asked for the affected residents to be notified.

27  
28 Trustee Shadek asked if the water plant has been okay and Village Manager Brennan  
29 stated that a high lift pump had failed recently and was replaced.

30  
31  
32  
33 **AGENDA ITEM VIII: BUSINESS FROM THE PUBLIC RELATED TO ITEMS NOT ON THE AGENDA**

34 A resident in attendance asked if all the trustees would be at the May 17<sup>th</sup> special board meeting  
35 and requested that all presenters and participants at the forum speak loudly so that those with  
36 diminished hearing ability can follow the discussion.

37  
38  
39 **AGENDA ITEM IX: ADJOURN**

40 With no further business, Trustee Lennon offered a motion, and Trustee Shadek seconded the  
41 motion, to adjourn the meeting. The meeting was adjourned by voice vote at 8:42 pm.

42  
43 Respectfully Submitted,

44  
45 James McClamroch  
46 Village Clerk