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VILLAGE OF



**Board of Trustees Meeting  
January 23, 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 7:33 pm on January 23, 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	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
Nadim Badran	Assistant to the Village Manager
Peter Nickell	Management Analyst

1  
2 **Others, Signing In:**

3 Jeff Bedwell  
4 David Ward  
5

6  
7 **AGENDA ITEM II. APPROVAL OF THE MINUTES**  
8

9 Trustees addressed the draft minutes from the December 12, 2016 Village Board  
10 meeting and the closed session of the board that same night.

11 Trustee Potter asked that the word “fines” be replaced with “fees” on line 5, page 5 of  
12 the December 12 regular meeting meetings. Trustee Lien offered a motion, and Trustee  
13 Winslow seconded the motion, to approve the regular meeting minutes. The minutes  
14 were approved by voice vote without dissent.

15 No changes were proposed to the closed session minutes. Trustee Konen offered a  
16 motion, and Trustee Shadek seconded the motion, to approve the closed session  
17 minutes. The minutes were approved by voice vote without dissent.

18  
19 **AGENDA ITEM III. VILLAGE PRESIDENT’S REPORT**  
20

21 President Russell reminded the Trustees that public works would continue to dominate  
22 the agenda of the Board throughout 2017 and working on frameworks to fund the next  
23 round of the KW2023 plan would take central focus.  
24  
25

26 **AGENDA ITEM IV: APPROVAL OF THE WARRANT LIST**  
27

28 Trustee Lennon reported that all bills for the month of December had been reviewed,  
29 with the total for the Class A warrants being \$475,496.67 and Class B warrants being  
30 \$276,989.01. Trustee Lennon noted that all invoices appeared to be in order.  
31

32 Trustee Lennon offered a motion to approve the December Class A warrants in the total  
33 amount of \$475,496.67 and ratify the Class B Warrants in the total amount of  
34 \$276,989.01. Trustee Lien offered a second to the motion.  
35

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

37  
38 **For: Lennon, Lien, Shadek, Potter, Konen, Winslow**  
39 **Against: None**  
40

41 The motion was approved with six 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 an Ordinance Declaring Certain Items as Surplus Property and Authorizing the Sale or Disposal Thereof**

**2. Adoption of an Ordinance Amending Chapter 33 and 35 of the Village Code to Dissolve the Emergency Telephone System Board and Eliminate the Local Enhanced 911 Surcharge**

**3. Adoption of an Ordinance Amending Chapter 10 of the Village Code Regarding Out-of-Court Settlement Amounts as Recommended by the Public Safety Committee and Amending the Annual Fee Ordinance**

**4. Authorization to Adjust the Compensation of the Village Manager in Accordance with the Employment Agreement of May 20, 2013 as Amended**

**5. Adoption of 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 16-36 of the January 23<sup>rd</sup> Board meeting packet.

Most of the discussion centered on item number 5, a resolution establishing procedures of utility bill collection and fee assignment. Village Manager Brennan conveyed that the genesis of the proposed resolution was to establish a mechanism to collect bills where there was no current recourse. President Russell reminded the Trustees that there were many more residents not paying such bills than one might imagine.

Discussion amongst the Trustees ensued with concern expressed that the proposed resolution, as drafted, caused the appellant to automatically lose the appeal if the Village missed a response deadline. Both the Village Manager and Counsel expressed that the language reflected the requirements in the Village Code. Upon conclusion of the discussion, the consensus of the Trustees was for the Village Manger to prepare the necessary documents to reflect that a failure by the Village to respond would default in favor of the appellant. Also, that if the Village did not respond to a request for an appeal hearing in a timely basis, a second request should be submitted. Manager Brennan acknowledged the consensus and informed the Board that staff would revise the ordinance.

1 Trustee Winslow moved to approve the omnibus resolution for items 1-4. Trustee  
2 Shadek seconded the motion.

3

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

5 **For: Winslow, Shadek, Lien, Lennon, Potter, Konen**

6 **Against: None**

7

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

9

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

11 **6. Discussion Concerning the Potential Process for Evaluating the Future Use the**  
12 **Former Water Treatment Plant**

13

14 President Russell explained that this matter was not an actual vote but an opening  
15 discussion to establish a process by which the Village will explore comprehensive ideas  
16 and options for how to use the water plant and beach facilities in the future. He then  
17 opened the floor for discussion amongst the Trustees.

18

19 Trustee Winslow suggested creating a task force built from a wide range of  
20 constituencies across the village to source initial ideas and then embracing an outside  
21 resource to help with the refinement process. Trustee Potter expressed support and  
22 added that residents close to the beach should be included. President Russell relayed  
23 that it was important to engage younger residents in any process via the Joseph Sears  
24 School.

25

26 Village Clerk McClamroch advocated for placing responsibility for the discovery and  
27 ideation process with the Plan Commission as such an effort is the core charter of that  
28 commission. Trustee Lennon agreed and stated that the Plan Commission is the  
29 appropriate vehicle as it has a standing membership. Trustee Konen also concurred on  
30 the viability on assigning the process to the Plan Commission but wanted to ensure  
31 doing so would not limit idea generation. Trustee Potter reinforced Trustee Konen's  
32 desire to ensure that broad stakeholder representation occur throughout the process no  
33 matter which group handles the process.

34

35 Trustee Shadek stated that he thought the Kenilworth Citizens Advisory Committee  
36 (KCAC) might present a good option to run the process as it is comprised of a wide  
37 arrange of community stakeholders.

38

39 Trustee Lien warned against establishing a new ad hoc committee and agreed we should  
40 leverage existing groups.

41

42 Trustee Winslow suggested that a leveraging group of committed individuals, willing to  
43 commit their time, might be a better approach to ensure getting broad participation of

1 ideas. Trustee Konen thought this approach risked being too open ended and that an  
2 existing standing committee would be the right place to start but agreed with Trustee  
3 Winslow that all ideas are welcome and needed. Trustee Winslow also stated that the  
4 Trustees should absorb lessons learned from Winnetka and their lakefront master plan  
5 process.

6  
7 With debate exhausted, President Russell decided the next step would be to ask the  
8 Plan Commission to review the situation, provide “framing elements” to help guide the  
9 discussion and come back to the Board for further discussion.  
10

11  
12 **AGENDA ITEM VI: REPORT OF COMMITTEES**

13  
14 **Building, Planning and Zoning**

15 Nothing to report.

16  
17 **Finance**

18 Trustee Lennon relayed that upon further analysis with Village Manager Brennan, there  
19 was no longer an interest in pursuing alternative ideas around Village Manager  
20 Brennan’s pension situation.  
21

22 **Public Safety**

23 Trustee Shadek summarized recent activity of the public safety committee. He relayed  
24 that the committee would be scheduling upcoming meetings to address a wide range of  
25 issues including: beachfront safety, continued parking congestion due to construction  
26 and the annual police department goals/plan for 2017.  
27

28 President Russell also asked Trustee Shadek to review the possibility of more  
29 illumination around the crosswalks near the train station with the goal of promoting  
30 pedestrian safety.  
31

32 **Public Works**

33 Nothing to report.  
34  
35  
36

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

38  
39 **Community Development**

40 Nothing to report.  
41  
42

43 **Finance**

44 Nothing to report.  
45

46 **Police**

1 Chief Miller relayed that his 2016 department report will be prepared for next month's  
2 Board meeting and that he is in the process of finalizing 2017 goals. He also informed  
3 the Board that two dispatchers had submitted their letters of resignation as part of the  
4 upcoming dispatch consolidation and with officers covering dispatch until consolidation,  
5 it provides the opportunity to test the leaner policing model under discussion.  
6

7  
8 **Public Works**

9 Nothing to report.  
10

11  
12 **Legal Counsel**

13 Nothing to report.  
14

15  
16 **Village Manager**

17 Village Manager Brennan provided an update on three matters.  
18

19 **Booster Pump Station**

20 Village Manager Brennan informed the Trustees that the booster pump station was now  
21 fully online and that President Russell and Wilmette's President, Bob Bielinski,  
22 celebrated the milestone on January 17<sup>th</sup>.  
23

24 Unfortunately, soon after, there was a flooding event at the booster site which did some  
25 damage to a touch panel. Systems alarms, notifying personnel about the situation,  
26 triggered as designed. Village Manager Brennan is now working with the relevant  
27 parties and contractors to determine probable culpability around the event and assess  
28 possible long-term damage.  
29

30 Several Trustees inquired about the appearance and safety of the above ground  
31 structure at the booster pump station site. Village Manager Brennan relayed that  
32 concrete protections would be put in place as soon as it was warm enough and that  
33 landscaping would occur in the spring.  
34

35 President Russell suggested that all Board members tour the site to fully understand the  
36 quality of the new facility.  
37

38 **Public Works Superintendent**

39 Village Manager Brennan informed the Board that no suitable candidates had surfaced  
40 for the role of Public Works Superintendent but it remains a priority to fill this  
41 leadership role. Five candidates have been interviewed thus far. Village Manager  
42 Brennan asked if there was consensus amongst the Trustees to spend funds to provide  
43 interim supervision and/or accelerate the candidate sourcing process, for which he  
44 received such support.  
45

46 **Verizon Wireless**

1 Village Manager Brennan briefed the Trustees on a recent meeting he had with  
2 representatives of Verizon Wireless who still desire to have their cellular equipment  
3 installed in the Village. He told the Trustees that a more formal request for  
4 consideration is forthcoming.  
5

6 As there is effectively no additional space for such equipment at the water tower,  
7 Verizon is likely to make the formal request for a one carrier monopole at the public  
8 works yard. Trustee Winslow asked if Verizon had provided any details on the potential  
9 height of a proposed structure. Trustee Konen reminded fellow Trustees that there  
10 would be revenue considerations to be factored. Trustee Lennon requested that  
11 residents who live in the area, including proximate Winnetka residents, be made aware  
12 of the renewed interest from Verizon Wireless.  
13

14 Finally, Trustee Potter asked Village Manager Brennan about the historic concrete urn  
15 near the fountain that had cracked in half. Village Manager Brennan believes the root  
16 cause was likely clogged drains and staff was checking on the status of the remaining  
17 urn on the north side of the street.  
18

19  
20 **AGENDA ITEM VIII: BUSINESS FROM THE PUBLIC RELATED TO ITEMS NOT ON THE AGENDA**

21 David Ward suggested that staff use the Village website to solicit and collect input on possible  
22 future uses for the water plant. He also stated that he believes establishing primary discussion  
23 of options for water plant repurposing within the Plan Commission would be a mistake,  
24 believing a wider group of residents should be involved from the outset.  
25

26  
27 **AGENDA ITEM IX: CLOSED SESSION**

28 At 8:45 p.m., Trustee Lennon offered a motion to enter into closed session for the purposes of  
29 discussing the employment, performance and compensation of an employee. Trustee Shadek  
30 seconded the motion. At 9:25 Trustee Lennon offered a motion to leave closed session; Trustee  
31 Potter seconded the motion.  
32

33  
34 **AGENDA ITEM X: ADJOURN**

35 With no further business, Trustee Shadek offered a motion, and Trustee Potter seconded the  
36 motion, to adjourn the meeting. The meeting was adjourned by voice vote at 9:25 p.m.  
37

38 Respectfully Submitted,  
39

40 James McClamroch, Jr.  
41 Village Clerk