

Village of



**Published by the President and Board of Trustees**

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# Village of Kenilworth Newsletter

Volume III

villageofkenilworth.org

June 2008

## Letter from the President

Dear Residents

As we finally welcome warmer weather and attention begins to turn to summer activities and vacation, I would like to take a moment to provide everyone with an update on recent Village business.

First and foremost, I would like to thank our Public Works Department crews for their diligence and hard work in keeping Village streets and sidewalks safe and free of snow throughout the winter months. Our small crew of three dedicated Public Works Department employees worked tirelessly to respond to one of the harshest and longest winters in recent memory. The Public Works Department's fine efforts were often supplemented by support from Water Department and Kenilworth Park District personnel.

I would like to thank all of them for their efforts and commend them on a job well done. If you happen to see any of our dedicated crew, please pass along a kind word and tell them thanks.

During the winter, Village staff, the Village's Finance Committee, and the entire Village Board began work on the budget for Fiscal Year 2009. As I'm sure you are aware, the nation is facing a time of economic uncertainty, and Kenilworth's budget is not immune to changing economic cycles. As such, the Village Board and staff worked diligently to "tighten its belt" in the preparation of the budget for the new fiscal year. That is why the Fiscal Year 2009 budget focuses on completing initiatives started in the previous year, includes no new staff, and no purchases of major equipment or machinery.

An overview of the Fiscal Year 2009 budget can be found in this newsletter on page 7. Related to work on the budget, early in the year, the Village Board discussed how to address future budget needs for the Village. The Village Board considered how to address the growing imbalance in the amount of revenue generated by the Village related to the routine expenditures and infrastructure needs.

In response to this challenge, the Village Board took action to establish a committee of highly qualified residents charged with evaluating Kenilworth's current financial situation and providing recommendations on revenue enhancement, expenditure reduction, services and programs, and financing long-term infrastructure.



T. Tolbert Chisum

The Revenue/Expenditure Study Committee has already met several times, and residents can expect to receive a survey of Village services from this group in the near future. For more information on this new committee or the planned survey, see articles inside this newsletter.

All of the work completed by the Village would not succeed without the capable and dedicated work and efforts of numerous resident volunteers. I would like to extend a special thank you to every resident who served the Village on one of the various boards, committees and commissions.

School is out, so watch out for the kids.

Enjoy Your Summer!

T. Tolbert Chisum

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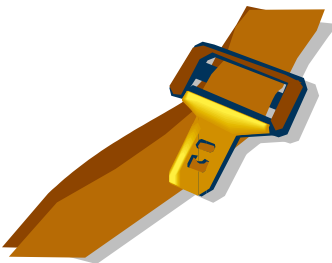
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# Board Action Update

## Recent Activities and Actions of the Village Board of Trustees

In this issue, the business of the Board of Trustees and its committees during the months of April and May 2008 is highlighted. Meeting minutes can be found on the Village website [www.villageofkenilworth.org](http://www.villageofkenilworth.org).

- Approved March, 2008 meeting minutes.
- Approved bills for the month of March in the amount of \$338,873.56.
- Approved an Ordinance authorizing the sale of surplus property. The police will send a decommissioned police cruiser to auction sponsored by the Northwest Municipal Conference.
- Approved raffle request for Joseph Sears Parent Volunteer Association.
- Approved April, 2008 meeting minutes.
- Approved bills for the month of April in the amount of \$144,734.71.
- Approved an Ordinance amending the Emergency Telephone Systems Board Budget to address maintenance costs associated with the first two years of operation of the new communication system.
- Approved an Ordinance adopting the Village of Kenilworth's Budget for Fiscal Year 2008-2009 with amendments. See page 7 of this newsletter for further details and graphs.
- Approved a Resolution authorizing execution of a contract with Water Resources Inc. for an automated water meter reading system. The new water meters will be wirelessly transmitting data in order to more efficiently gauge how much water is being used for meter reading and to report system anomalies.
- Approved an Ordinance amending Section 22 of the Kenilworth Village Code, 1959, concerning the regulation and parking of vehicles. The 6 "30 minute" parking spots directly in front of Village Hall will remain "30 minute" and a handicapped accessible spot shall be created which shall also be a "30 minute" spot.
- Approved an Ordinance Abating a Tax Heretofore Levied for the Year 2007 to Pay the Principal and Interest on \$4,655,000 General Obligation Refunding Bonds, Series 2006B, of the Village of Kenilworth.
- The Village Board took action to direct Village staff and the Village Attorney to prepare an Ordinance for the submittal of the Village of Kenilworth's National Register of Historic Places District Nomination to the State Historic Preservation Agency. Additionally, the Board directed the preparation of a resolution indicating the current Village Board's intention not to pursue local historic districts or a local preservation ordinance. The ordinance and resolution are anticipated to be considered at the June Village Board meeting. To see a complete copy of the National Register District Nomination, please visit the Village's website at [villageofkenilworth.org](http://villageofkenilworth.org)



## Click It or Ticket Safety Belt Mobilization

Police Departments throughout the State of Illinois, participated during the month of May in a traffic safety program intended to reduce fatalities, injuries and the economic costs associated with motor vehicle crashes. The "Click It or Ticket" program is an education and enforcement campaign that raises awareness and emphasizes the importance of safety belt use. In support of this campaign, the Kenilworth Police Department placed a higher level of importance on seatbelt and child safety restraint violations throughout the month of May. Additionally, during the Memorial Day holiday period (May 16 through June 1) Police personnel conducted several special enforcement operations near a few of our top crash locations.

According to the Illinois Department of transportation, "over 1,200 passenger vehicle occupants died in traffic crashes in 2006, and 55 % of those killed were not wearing their safety belt at the time of the crash." For your own safety, please remember to buckle up every trip, every time!

# Finance Study Group Established

At the February 11, 2008 Village Board meeting, an ad hoc "Revenue/Expenditure Study Committee" was established to work with the Finance Committee and the Village Board as it addresses fiscal pressures resulting from property tax cap limitations, stagnant revenue growth, and increasing expenditure requirements including financing of various capital improvement projects. Members of the Study Committee include the following: Steve Hoopes and Fred Steingraber as Committee Co-Chairs, Lois Colberg, Steve Crawford, Dirk Degenaars, Lili Duquette, Scott Lien, Tom Prince and Denise Seminetta. Their backgrounds in business, finance, and public service equip them to study Kenilworth's existing financial condition and explore opportunities for enhancing revenues and reducing expenditures to achieve a balanced budget and the finances needed for capital projects.

In previous years, another group of residents called the "Strategic Planning Group" assisted the Village providing input on the development of a long range financial plan. An outgrowth of this group's work, was development of a financial plan, first utilized in the development of the Fiscal Year 2007-2008 Budget, which provides in depth budget forecasts for the next three years as well as an annual review of capital and special project expenditures for the coming ten years.

It is clear financial pressures will result in deficits in coming years unless action is taken now to look at the various options available to us. The "Revenue/Expenditure Study Committee" will continue its work for one year with the possibility of an extension if it is

necessary. The meetings of the Committee are open to the public, and their agendas will be post online, at the Village Hall, and at the train station in advance of each meeting. Their work will include but is not limited to

- Becoming familiar with the Village's financial structure.
- Contacting other communities as to their approach to revenue generation and expense control in order to establish benchmarks that could be used to evaluate Kenilworth's expenses.
- Evaluating possibilities for joint services.
- Conducting other analyses as appropriate.
- Developing recommendations for the Village Board's consideration pertaining to alternate or additional revenue sources or other opportunities for enhancing revenue and reducing expenses.
- Confirming revenue sources and levels.
- Conducting a review of various Village departments (water, street, police, building and grounds, etc.) in terms of service and quality levels.
- Reviewing the 2006 Home Rule Study Committee Report and Conclusions.

All meeting minutes and agendas are located on the Village of Kenilworth website [villageofkenilworth.org](http://villageofkenilworth.org).

## Village Conducting Survey Regarding Services

The Revenue/Expenditure Study Committee began work in April and has organized this effort around a series of key projects including a review of current Village service priorities and the respective quality levels provided by various Village departments and benchmarking specific services and costs against comparable communities. As a first step in connection with this project, the committee is requesting your participation in a survey to assist in rating the importance of and the performance/effectiveness of existing services. The survey will solicit your input on the principal services of each of the key departments of the Village: Police, Public Works, Water and Electricity and, Administration and General Services.

The survey is to be completed by Kenilworth property owners who are residents in the Village and at least 21 years of age, and no more than 2 residents per household should complete the survey. The survey may be completed either online or via a paper format. To participate online, you will be provided with a secure link to the survey provided via email notification. The list of emails used to distribute the survey will be generated from the Police Department's Crime Prevention Alert Email database. If your email is not on the list and you would like to complete the survey in the web-based format, please email your email address to [tneubeck@villageofkenilworth.org](mailto:tneubeck@villageofkenilworth.org) with the subject line "Survey Email." To complete the survey in a paper or hardcopy format, you may obtain a hardcopy of the survey at the Kenilworth Village Hall beginning Friday, June 6, 2008, between 8:30 a.m. and 5:00 p.m. Monday through Friday. In order to include your survey input, we will need to receive your response no later than June 20, 2008. After this date, the survey will not be able to be accessed through the email system and hardcopies of the survey will no longer be accepted.

# Why Do I Need a Permit?

Often residents ask “why do we need a building permit?” The Community Development Department is charged with the responsibility concerning life safety issues in the built environment and the enforcement of the zoning requirements of the Village. The building code adopted by the Village states that “the purpose of the building code is to provide minimum standards for the protection of life, limb, health, property, environment and for the safety and welfare of the consumer, general public, and the owners of and occupants of buildings regulated by this code.” For these reasons, a permit is required.

A building permit is a license which grants legal permission to start construction of a building project. Permits allow the enforcement of the codes which have been adopted as law. The permit also provides the means for the Village to inspect construction to ensure that standards are met and appropriate materials are used. The enforcement of codes is carried out to protect the public health, safety, and welfare.

Before any construction or remodeling work may begin, a permit must be obtained. The Village checks to be sure that the proposed work is permissible under existing zoning ordinances and building codes. If a permit is not obtained, the work will be stopped until a permit is issued, a fine will be added to the cost of the building permit, and any work performed without a permit may be subject to removal at the inspector’s determination.

After the permit is issued, the work will be inspected by the Village building inspector to assure that the workmanship is satisfactory and in accordance with various codes. The owner’s and public’s interest and property values are also protected.

## **PERMITS ARE REQUIRED FOR:**

- New house or garage
- New addition to an existing home
- Alteration to a structure
- Structural repairs

### • **Site Work:**

Patios, decks, stairs, walks  
Fences, arbors, trellises  
Driveway paving  
Railings  
Sheds  
Swimming pools

### • **General:**

Chimneys, fireplaces, flues  
Kitchen remodeling, cabinets, appliances  
Bath remodeling  
Porches – open and enclosed  
Windows – change in size or location  
Doors – change in size or location  
Framing - floors, walls, roofs  
Interior & exterior demolition  
Skylights  
Stairways  
Roofing – re-roofing & tear-offs  
Fuel tank removal

### • **Plumbing, Mechanical, Electrical**

Furnaces, heating units  
Central air conditioning  
Sump pumps, drain tile – interior & exterior  
Sewer repair, clean outs  
Hot tubs, Jacuzzis, spas  
Lawn sprinkler systems  
Interior piping changes  
Water service upgrades  
Electrical outlets, wiring changes  
Electrical service upgrade, new electrical panel  
Electric back-up generators

### • **Special / Miscellaneous:**

Signs, awnings and canopies  
Elevators, wheelchair lifts  
Tents – more than 7 days

### • **Public Property:**

Carriage and public sidewalks  
Driveway aprons – new, repair  
Street openings & parkway openings

## **PERMITS ARE NOT REQUIRED FOR:**

Playground equipment, tree houses  
Moveable sheds  
Landscaping (hardscapes require permit)  
Replacing windows in existing openings  
Replacing exterior siding, shingles  
Replacing gutters, downspouts  
Tuck pointing mortar  
Water heater replacement  
Window air conditioners  
Wall coverings, painting  
Patching, repair walls & ceilings

## **PERMIT PROCESS**

Submit a completed permit application (building permit, fence permit, tree permit) with all the necessary information (i.e. plans, plats of survey, work proposal).

The plans and/or other documents submitted are reviewed for compliance with the Village’s building codes (building, electrical, mechanical, plumbing) and Village ordinances (zoning, tree preservation, other ordinances). Permit applications that involve new houses, new garages, additions to an existing house, and impervious surfaces will have a zoning review, in addition to a plan review. After the permit application is approved, you will be notified that the permit is ready and the cost of the permit. Payment is made at the time the permit is issued.

After the permit has been issued, you may begin construction. Call the Village to schedule inspections of the work as indicated on the Required Inspection Sheet. Upon completion of the work, call the Village for a final inspection to close out the permit process. A Certificate of Occupancy is required for new houses and existing homes that were unoccupied during construction.

# Upcoming Meetings/Events

## June 2008

- **RESCHEDULED - June 9 Village Board Meeting Rescheduled to June 16, 2008**
- Monday, June 16 - Zoning Board of Appeals Meeting - 7:00 p.m.
- Monday, June 16 - **Rescheduled** Village Board Meeting - 7:30 p.m.
- Thursday, June 19 - Revenue/Expenditure Study Committee Meeting - 5:30 p.m.
- Wednesday, June 25 - Building, Planning, and Zoning Committee Meeting - 7:30 p.m.

## July 2008

- Tuesday, July 1 - Finance Committee Meeting - 5:00 p.m.
- Friday, July 4 - Independence Day - **VILLAGE OFFICES CLOSED**
- Monday, July 7 - Plan Commission Meeting - 7:30 p.m.
- Thursday, July 10 - Park Board Meeting 5:00 p.m.
- Monday, July 14 - Village Board Meeting - 7:30 p.m.
- Wednesday, July 16 - Building, Planning, & Zoning Committee Meeting - 7:30 p.m.
- Thursday, July 17 - Revenue Expenditure Study Meeting - 7:30 p.m.
- Monday, July 21 - Building Review Commission Meeting - 7:30 p.m.

## August 2008

- Monday, August 4 - Plan Commission Meeting - 7:30 p.m.
- Tuesday, August 5 - Finance Committee Meeting - 5:00p.m.
- Thursday, August 7 - Park Board Meeting - 5:00 p.m.
- Monday, August 11 - Village Board Meeting - 7:30 p.m.
- Monday, August 18 - Zoning Board of Appeals Meeting - 7:30 p.m.
- Thursday, August 21 - Revenue/Expenditure Study Committee Meeting - 5:30 p.m.
- Wednesday, August 27 - Building, Planning, & Zoning Committee Meeting - 7:30 p.m.

**Residents are encouraged to attend Village Board and Committee meetings. Dates are subject to change. Check the Village of Kenilworth website at [www.villageofkenilworth.org](http://www.villageofkenilworth.org) or call Village Hall at 847-251-1666 to confirm. Meetings are generally held at Village Hall unless otherwise noted.**

## Reminder: Care for New Parkway Trees

It is parkway tree planting time again in Kenilworth, but this year is different. During the August 23<sup>rd</sup> storm, the Village lost nearly 80 park and parkway trees, in addition to many trees on private property. This great loss comes after many years in which the removal of public trees as a result of age, Dutch Elm Disease or other factors has outnumbered plantings. Trees are an important part of the Village's character, and the Village and its residents must be proactive in maintaining and continually renewing our tree population.

Although parkway trees are the responsibility of the Village, manpower is simply not available and so we ask residents to help. Here are some hints to assist you in the care of the tree for the first few years.

1. Trees must compete with grass and other plants for water. Water the newly planted tree about once per week, especially in dry spells. The ground should be well soaked so that it will sink into the root zone. Be careful; trees can be killed by over-watering.
2. Trees do not need fertilizing during the first year as they live off the ball. Thereafter, if the leaves are pale or the growth is slow, you should fertilize in the Spring. Fertilizers for this purpose are available at garden shops and hardware stores, and you should follow the instructions given.
3. Pruning the tree when needed can improve the appearance and prevent future troubles.
4. Try to eliminate dead or unsightly branches and shoots. Remove sprouts near the base of the tree and crossed branches. If a "v" crotch develops, remove one of the members if possible. Do not leave stubs when you prune, as they die and it allows decay fungi to enter the tree. If cuts are more than 1 inch in diameter, you should put some type of antiseptic tree dressing on the cut. All trees are guaranteed for a period of one year. NOTE: Please inspect your tree late in the following summer and notify the Nursery if it needs to be replaced during the fall planting season.
5. Leave the burlap around the trunk to prevent sunscald (remove after 2 years or when it drops off).

### You May Need a Tree Permit

If you plan on removing trees from your own property, a Tree Permit is required. Such a permit is required regardless of whether the tree is healthy, diseased, or dead. The Tree Permit Application can be found on the Village website under General Permits, or it can be obtained at the Village Hall. Please ensure that the application is complete in order to ensure a speedy response. For questions regarding the Tree Permit process, please contact the Community Development Department at 847-251-1666.



### Residents Receive Deceptive Mailing

Kenilworth residents may have received a mailing during the week of May 26, 2008 that appeared to come from the Village. Due to the envelop, letterhead, and the way the letter was written, it could appear to be sent by the Village; however, the Village of Kenilworth had no involvement with the mailing nor was the mailing sanctioned by the Village. According to the footnote on the letter, the North Shore-Barrington Association of REALTORS® (NSBAR) apparently sent the letter to Kenilworth residents regarding the impacts of listing the Village of Kenilworth on the National Register of Historic Places. If you would like to view a copy of the envelope used in the mailing or to see a complete copy of the draft Nation Register Nomination, visit the Village’s website at [www.villageofkenilworth.org](http://www.villageofkenilworth.org).

## Kenilworth Beach Opens

The Kenilworth Beach, located at 1 Kenilworth Avenue will open Saturday June 7th and will remain in operation until Labor Day. Below is the application for the Beach Registration. Please fill it out completely and turn into the Village Office or Beach Facility during regular hours. Present beach hours are 9am to 7pm. Have fun!

### VILLAGE OF KENILWORTH

### BATHING BEACH REGISTRATION

Beach regulations posted in bath house – Beach Phone 847-251-6642

Family Season Resident Fee - \$45 – Individual Resident Fee – \$25

Family Season Non-Resident Fee - \$105 – Individual Non-Resident - \$60

Make checks payable to Village of Kenilworth

Return completed application to Village Office or Beach Facility. Please print clearly or type. Record of your family beach privilege will be on file with the Beach Attendants.

Family Surname \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_\_\_

Address \_\_\_\_\_

List Members of household at the above address, requesting registration at Kenilworth Beach for this season.

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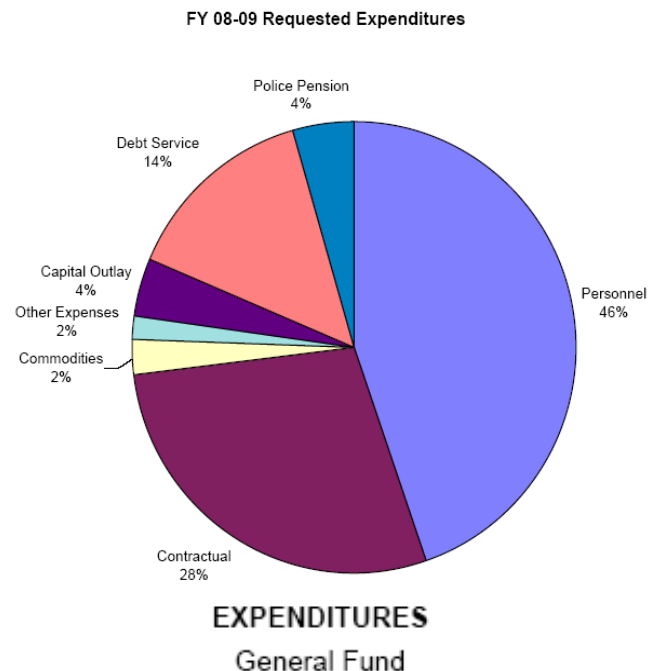
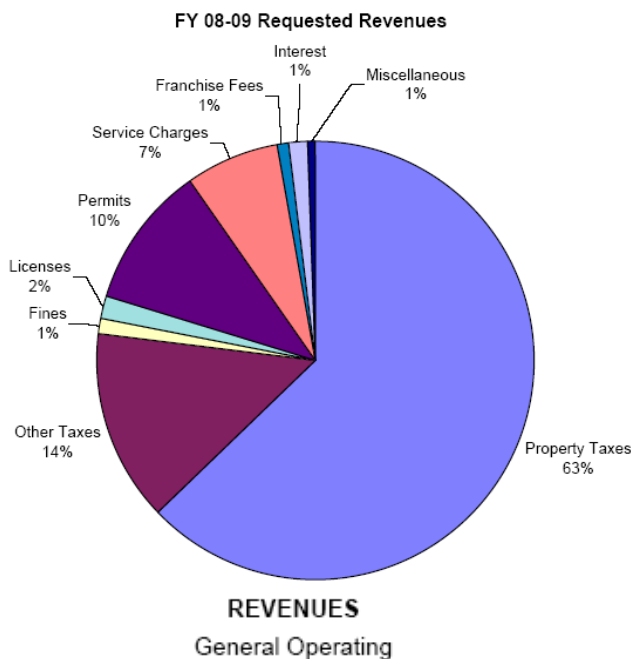
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# Village Board Adopts FY2008-2009 Budget

On Tuesday, May 20, 2008 the Village Board adopted the Annual Budget for FY2008-2009. This budget, with revenues in the total amount of \$4,659,379 and expenditures in the total amount of \$5,053,309, is for the Village of Kenilworth operating fund. The projected operating deficit for FY2008-2009 is anticipated to be \$452,430 and will be funded out of the projected surplus from the close of the previous fiscal year as well as existing available reserves. The Village's financial policies indicate an objective to maintain a cash reserve equal to 6 months of operating expenses, and the approved budget is not expected to reduce available cash reserves below the financial policy objective. However, in future years, should the available reserves be utilized to fund the current year's operating budget, the Village Board may be required to revisit the objective of maintaining an available reserve equal to half a year of operating expenses.

The Village provides police protection; fire suppression and ambulance services via a contractual relationship with the Village of Winnetka; street, lighting, and public property maintenance; sanitation and recycling collection services; building code enforcement; water processing and distribution; storm and sanitary sewer collection; and general administrative services. The Village has a full time staff of 26 employees. There is no projected increase in staff or new sources of revenue related to the proposed FY2008-2009 budget. The graphs on this page reflect the approved Fiscal Year 2009 expenditures and revenues of the Village's operating fund.

A copy of the full budget document is available online at the Village of Kenilworth website [www.villageofkenilworth.org](http://www.villageofkenilworth.org). If you have any questions, comments, or concerns regarding the budget, please contact Village Staff.



Property Taxes	\$2,923,569
Other Taxes	\$659,050
Fines	\$53,100
Licenses	80,400
Permits	\$489,000
Service Charges	318,510
Franchise Fees	44,000
Interest	\$60,000
Miscellaneous	\$31,750
<b>Total Revenues</b>	<b>\$4,659,379</b>

Personnel	\$2,284,081
Contractual	\$1,444,356
Commodities	\$125,950
Other Expenses	\$78,900
Capital Outlay	\$212,200
Debt Service	\$735,055
Police Pension	\$221,267
<b>Total Expenditures</b>	<b>\$5,101,809</b>



419 Richmond Road  
Kenilworth, IL 60043

Phone: 847-251-1666  
Fax: 847-251-3908  
E-mail: [info@villageofkenilworth.org](mailto:info@villageofkenilworth.org)

**Contact Information:**

**Village Hall**

419 Richmond Road  
Kenilworth, IL 60043  
847-251-1666  
Open 8:30-5:00 p.m.  
Monday-Friday  
Brad Burke, Village Manager  
Mary Cole, Office Coordinator  
Susan Criezis, Dir. Comm. Dev.  
Maryann Van Dyke, Finance Admin.

**Kenilworth Police Department**

419 Richmond Road  
Kenilworth, IL 60043  
847-251-2141 – Non-Emergency  
John Petersen, Chief

**Winnetka/Kenilworth Fire Department**

428 Green Bay Road  
Winnetka, IL 60093  
847-501-6029 – Non-Emergency  
Scott T. Smith, Chief

**Public Works Department**

347 Ivy Court  
Kenilworth, IL 60043  
847-251-9210  
Ignazio Fiorentino, Superintendent

**Water and Electricity/  
Kenilworth Beach**

1 Kenilworth Avenue  
Kenilworth, IL 60043  
847-251-1094—Water Plant  
847-251-6642—Beach  
Kevin Zeoli, Superintendent

**Kenilworth Park District**

347 Ivy Court  
Kenilworth, IL 60043  
847-251-1691  
Lou Maggi, Superintendent



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