

**Board of Trustees Meeting
Village of Kenilworth, Illinois
February 11, 2008**

The regular meeting of the Board of Trustees of the Village of Kenilworth, Illinois in the Village Hall was called to order by Village President T. Tolbert Chisum at 7:30 pm on February 11, 2008. Village Clerk Robert A. Hastings called the roll, as follows:

Present:	T. Tolbert Chisum	President
	Jacquelynn Bossu	Trustee
	James Hughes	Trustee
	Cristy Laier	Trustee
	Thomas Terrill	Trustee
	Katie Dold White	Trustee
Absent:	Robert Smietana	Trustee

A quorum was present.

Others Recorded as in Attendance:

<i>Village Officials and Staff</i>	Bradly J. Burke	Manager, Deputy Clerk
	Barbara Adams	Legal Counsel
	Richard Cooper	Treasurer
	John Petersen	Chief of Police
	Ignazio Fiorentino	Superintendent of Public Works
	Kevin Zeoli	Superintendent of Water and

Electricity	Tim Neubeck	Intern
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<i>Signed in using Village Addresses</i>	Pat Babb	349 Ridge Road
	Elizabeth Bannon	328 Raleigh Road
	Frank Cavalier	507 Kenilworth Avenue
	Ann Dumler	645 Melrose Avenue
	Bill Folland	304 Melrose Avenue
	Peter Foradas	424 Warwick Road
	William Holland	342 Sterling Road
	Kelli Kobor	620 Abbotsford Road
	Scott Lien	315 Ridge Road
	Rachel Noel	141 Kenilworth Avenue
	Mary Remien	542 Kenilworth Avenue
	John Roberts	521 Kenilworth Avenue
	Bill Sethness	546 Melrose Avenue
	Sigrid Sola	243 Leicester Road
	Katy Sutter	333 Richmond Road
	Grace Terrill	122 Woodstock Avenue
	Elicia Tippens	532 Kenilworth Avenue
	Tom Ullman	325 Oxford Road
	Gwen Sommers Yant	706 Cummings Avenue

<i>Signed in as Non-residents</i>	Jackie Viban	520 Gregory, Wilmette
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Approval of Minutes

Approval of the draft *Minutes of the Board of Trustees Meeting of January 14, 2008* was requested by President Chisum.

Trustee Terrill moved approval of the minutes as presented, seconded by Trustee Bossu, and ***the Minutes of the January 14, 2008 Board of Trustees Meeting were approved by voice vote without dissent.***

Action Items

Old Business

a. Consideration of a *Resolution Establishing a Revenue/Expenditure Study Committee and Appointing Its Members.*

President Chisum stated he had met with Trustee Terrill and Manager Burke to further discuss the proposed Resolution to establish a Revenue/Expenditure Study Committee. The revised proposed Resolution includes clear reference to expenditure reduction. The start date has been altered to delineate a May 1 formal start date, although the members of the Committee would be encouraged to begin attending Finance Committee meetings immediately. The proposed committee remains the seven members proposed at the prior Board meeting, and would be asked to conclude their work by September 1, 2008 so their report could be presented at the September Board meeting.

Trustee Terrill said he still would prefer the Revenue/Expenditure Study Committee report to the Finance Committee, and attend Finance Committee meetings. He added he wanted the Revenue/Expenditure Study Committee members to assist with the Finance Committee's deliberations on the 2009 budget, as well as look at longer term finance matters. Trustee Terrill added he would like the Revenue/Expenditure Study Committee to have a lot of independence to look at the questions raised.

Resident Holland indicated he was uncomfortable with the idea of two committees looking separately at the same questions. He said he hoped the Revenue/Expenditure Study Committee also would work with and help the Finance Committee determine the fiscal 2009 budget.

There followed a discussion of the appropriate reporting relationship for the Revenue/Expenditure Study Committee, as well as the length of its term and membership and the process for determining the membership. Several Trustees expressed a concern over being asked to "rubber stamp" the proposed membership of the committee or discuss its composition in open session.

Trustee Bossu *moved to Take the Resolution to Establish a Revenue/Expenditure Study Committee and Appoint its Members From the Table for Consideration.* Trustee Terrill seconded, and the ***motion to Take the Resolution to Establish a Revenue/Expenditure Study Committee and Appoint its Members From the Table for Consideration passed by voice vote without dissent.***

Trustee Bossu then *Moved the Proposed Resolution Regarding the Revenue/Expenditure Study Committee, with the following clarifying or modifying changes:*

Third "Whereas" paragraph on page 1: Remove "alternate revenue sources and" and add after "enhancing revenues" the words "and reducing expenditures"

Fourth "Whereas" paragraph on page 1: After "condition and exploring" delete the word "revenue".

Section III. Members Appointed at the bottom of page 1: Change the statement to read: "The membership of the Revenue/Expenditure Study Committee is to be discussed and decided upon in Executive Session."

Section IV. Term of Appointment on page 2: Add to the title "*and Compensation*". After "shall serve from" in line 2 insert "the date of adoption of this resolution for a period of one year, and shall serve without compensation." Delete "May 1, 2008 ... to the commencement of their term," and capitalize the "T" in the following "the". Remove the period following "Budget" at the end of the Section, and replace it with ", the following 3 Year Budget Projections and the 10 Year Capital Budget."

Section VII. Charge of the Committee on page 2: Revise it to read as follows: "The role and responsibilities of the Revenue/Expenditure Study Committee shall be to

- a. Become familiar with the Village's financial structure and gain an understanding of the current financial reporting structure;
- b. Contact other communities similar to Kenilworth in size and demographics regarding their approach to revenue generation and expense control, and if possible, establish benchmarks that could be used to evaluate Kenilworth's expenses;
- c. Conduct other analyses as deemed appropriate;
- d. Evaluate possibilities for joint services; and
- e. Develop recommendations for Village Board consideration pertaining to potential alternate or additional revenue sources or other opportunities for enhancing revenue and reducing expenses to achieve a balanced budget and meet the Village's capital improvement needs."

Section VIII. Timeline for Contemplated Work on page 2: After "The Revenue/Expenditure Study Committee shall deliver to the" insert "Finance Committee" and delete "Village Board not later than September 1, 2008"; and replace "addressing expenditure pressures" with "expense reduction".

Trustee Hughes seconded the motion. A discussion followed covering whether the proposed Revenue/Expenditure Study Committee should report to the Finance Committee or the full Village Board, and when its report should be due. It was the consensus of the Board, accepted by Trustees Bossu and Hughes, to change Section VIII to read at the beginning "The Revenue/Expenditure Study Committee shall advise the Finance Committee of its efforts from time to time and deliver to the Finance Committee and Village Board meeting as a Committee of the Whole, not later than January 1, 2009" and continue with "its written report ...".

Trustee White said she felt the proposed membership of the Revenue/Expenditure Study Committee should be retained. They are a group of qualified citizens who have already been asked and have agreed to donate their time and energy to the Village. This commitment should not be pushed aside easily. President Chisum reviewed how committee appointments were to be made by the President, with the advice and consent of the Trustees. Several Trustees stated they felt advice regarding the appointments could not be given in open session without it being uncomfortable for all concerned. Counsel Adams advised while appointments may be discussed in closed session, final action may not be taken in closed session. In light of these issues, *Trustee Bossu proposed deleting Section III from the Resolution as amended*, and Trustee Hughes agreed as seconder of the motion.

After further discussion and comments also from residents attending the meeting, a roll call vote was taken on the motion as amended.

For: Bossu, Hughes, Laier, Terrill
Opposed: White
Abstain: None

Clerk Hastings announced the **vote to Approve Amended Resolution R2008-03 Establishing a Revenue/Expenditure Study Committee and Appointing Its Members was four for and one opposed.** President Chisum declared the motion passed.

New Business

a. Consideration of an *Ordinance Approving the Official Zoning Map of the Village of Kenilworth, Illinois.*

Manager Burke noted now that the Comprehensive Plan has been adopted, the Official Zoning Map needs to be updated. State law provides if there are any changes in the zoning map in a given calendar year a new map is to be published by March 31 of the following year. In light of the June 2005 changes in the zoning classification for 13 lots in the area of Ivy Court and Abbotsford Road, adoption of a new official zoning map is needed. Village staff has worked with the Village's planning consultant, Houseal Lavigne, to prepare the proposed Zoning Map for adoption

Trustee Bossu moved *Approval of Ordinance No.992 Approving the Official Zoning Map of the Village of Kenilworth, Illinois,* Trustee Hughes seconded, and a roll call vote was taken.

For: Bossu, Hughes, Laier, Terrill, White
Opposed: None
Abstain: None

Clerk Hastings announced the **vote to Approve Ordinance No. 992 Approving the Official Zoning Map of the Village of Kenilworth, Illinois was five for and none opposed.** President Chisum declared the motion passed.

b. *Review and Authorize Payment of \$353,020.39 in January, 2008 Accounts Payable.*

Trustee Terrill stated he had reviewed the bills and found them all in order. Larger bills included in the total are from the Village of Winnetka, \$212,549.13 for fire protection for the second half of the year; Chicago Communication Service, LLC, \$10,304.55 to be paid from the E-911 Fund for radios (\$9,896.00) and the balance for maintenance; Morton Salt, \$6,107.10 for road safety salt; and escrow refunds totaling \$17,940.00. A number of other payments of less than \$5,000 are included in the total to be approved.

Trustee Terrill moved to *Authorize Payment of \$353,020.39 in January, 2008 Accounts Payable,* Trustee White seconded, and a roll call vote was taken.

For: Terrill, White, Bossu, Hughes, Laier
Opposed: None
Abstain: None

Clerk Hastings announced the ***vote to Authorize Payment of \$353,020.39 in January, 2008 Accounts Payable was five for and none opposed.*** President Chisum declared the motion passed.

Committee Reports

Police and Fire - Katie Dold White, Chair (Newsletter)

Trustee White reviewed in detail Chief Petersen's report covering January, 2008 police activity. There were 463 calls for service, with 2 Part I offenses, both Thefts valued at over \$300. Five Part II offenses were reported, including 3 Deceptive Practices and 2 Narcotics arrests. Officers made 1 arrest for Driving Under the Influence, and 3 arrests for other traffic misdemeanors. In response to questions Chief Petersen clarified Deceptive Practices are things such as identify theft, and narcotics arrests can range from possession to distribution.

In addition, the Police Department responded to 17 Fire and Ambulance Calls, 19 Burglar Alarms, 4 Construction Complaints, 1 Domestic Troubles, 17 Animal Complaints and Aided Outside Agencies on 3 occasions. Patrol officers investigated 12 Suspicious Persons/Circumstances Incidents and responded to 6 Traffic Crashes, 1 involving injury.

Chief Petersen expects to have the Police Department Annual Report completed and available for distribution to the Trustees at the March meeting. In response to a question regarding its general availability, Chief Petersen said he feels the report should go first to the Board, and shortly thereafter hard copies will be available to the public and it also will be placed on the Police Department website.

Trustee White noted Officer Douglas Glanz has been awarded an Honorable Mention for commendable recent performance in apprehending a driver of a motor scooter stolen in a neighboring community. The driver also was then linked to additional burglaries. A confirming letter and certificate have been presented.

Trustee White mentioned the Crime Prevention Alert which had been issued on January 20, and encouraged any residents who had not already done so to list their email addresses with the Police Department so they could receive such alerts promptly.

Finance – Thomas Terrill, Chair

Trustee Terrill said he had nothing additional to add.

Community Affairs – Cristy Laier, Chair

Trustee Laier said 30-40 people had attended the forum session regarding possible National Register Historic District designation for the Village. Consultants Ted Hild and Susan Benjamin spoke about the variety of architectural styles that shaped Kenilworth, presented facts about the National Register, described the nomination process for potential listing on the National Register of Historic Places, and outlined the opportunities for public input built into the process. Trustee Laier said there were many questions asked at the forum, so she would like to review some of the key items for the Trustees and residents in attendance.

Trustee Laier said it is important for Village residents to clearly understand the benefits as well as the lack of regulations of a National Register Historic District designation. She is preparing materials for inclusion in the Newsletter and a future mailing to Village residents as part of the educational process. Trustee Laier went through a thorough description of the Village Board and Community Affairs Committee history of researching and evaluating whether to pursue

listing in the National Register of Historic Places. In summary, she noted advantages of the designation should include:

- Educational information for current and future residents – an understanding of the Village's history, planning and architecture
- Increased community pride, because such listing carries considerable prestige
- Reinforcement of the value of community assets which are being recognized by others such as inclusion in the AIA list of 150 Best Places, CAF tours, Crain's and other articles
- National recognition for which few entire villages would likely be eligible.
- The designation is completely honorary, not regulatory or restrictive in any way
- It responds to the overwhelming support of our residents for preserving the important aspects of Village history which have been shown in all community surveys and questionnaires
- Financial incentive programs for renovation of contributing residential *and* commercial properties, including a possible assessment freeze, in which residents could elect to participate if they desired
- Nomination is an opportunity to attract new residents and businesses.

Trustee Laier noted there are numerous National Register Districts within communities on the North Shore and in the Chicago area.

Trustee Laier reviewed the many Board votes which led to proceeding with the National Register nomination process. There have been numerous mailings, Board and Community Affairs Committee meetings, public forums, Newsletter articles and Committee reports which have communicated to Village residents the concept of and process for National Register listing.

Trustee Laier said the questions raised at the most recent community forum focused on the benefits of a National Register listing, including the potential for a tax assessment freeze, as well as the opportunity for residents to approve or oppose the National Register listing. Using presentation boards, she illustrated the concept of a tax assessment freeze and the minimal impact its use likely would have on other taxpayers.

Trustee Laier noted the question of a ballot referendum was discussed at the recent forum, and also has been discussed by past and present Community Affairs Committees. The Committees decided a referendum was not the best option for soliciting public opinion regarding whether to proceed with the National Register process for several reasons: 1. The process itself will provide each property owner, rather than just those residents who are registered to vote and go to the polls, with a built-in mail referendum at the same time educational material describing the proposed district is provided to allow the owner to make an informed choice; 2. Unlike a ballot referendum, which takes place over the course of one day, the property owners are given a 30 day period in which to learn more, to ask questions, and to approve or object to the nomination; and 3. A referendum would require additional Village staff time and expense.

Residents Sethness and Folland indicated support for the National Register district initiative, pointing out the possibility has been under review for over four years and has been thoroughly vetted by Ad Hoc and Community Affairs. Resident Kobor said she had submitted a request containing about 75 signatures to put the question of proceeding on the November ballot. A discussion followed of the technical aspects of including a question on the ballot, and what the costs might be and whether the vote would be other than advisory. Trustee Laier also noted she and Trustee Bossu had spoken with a number of those who had signed the petition, and those to whom they spoke were not aware there is a built-in "referendum" in the nominating

process whereby every property owner will receive a letter and be given 30 days to express their support or opposition to the establishment of a National Register district. The petition signees to whom they spoke also were not fully aware of such things as the fact a National Register Historic District designation is only honorary and does not have restrictions.

Resident Noel stated she felt the process should proceed. Resident Holland added he has found studies showing National Register Historic designation results in higher property values and greater appreciation.

Building, Planning and Zoning – Jackie Bossu, Chair

Trustee Bossu reported permit numbers are up, with 15 issued in January, 2008. The total cost of improvements listed is \$1,430,223.00, with permit fees of \$47,812.33. It appears residents are spending money to improve their homes.

Trustee Terrill noted he has heard about several instances of loud noise from air conditioners and generators, and asked that the current rules be reviewed. Clerk Hastings added the issue is not only the noise level itself, but also the location and screening requirements, as well as whether the noise is occasional or continuous. President Chisum indicated the matter will be considered.

Water and Electricity – Robert Smietana, Chair (Plan Commission)

In Trustee Smietana's absence, Manager Burke reported finished water pumped into the distribution system was above average at 10,327,000 gallons, or an average of 333,000 gallons per day. Year to date pumpage is 16.3% above last year. Manager Burke noted the Water and Electricity Committee will meet at the end of the month to discuss the results of the RFP issued for installation of a new remote /automated meter reading system.

Streets, Drainage and Public Works – James Hughes, Chair

Trustee Hughes summarized the memo prepared by Superintendent Fiorentino, which comments on the higher levels of snow and its impact on increasing the need for snow removal and depleting salt supplies. The Village has used its allotment of salt purchased through the state joint purchasing program, so a contract has been made to acquire an additional 60 tons from American Rock Salt Company which should arrive next week. In the meantime the remaining salt is being used sparingly and conserved by using it in combination with sand.

Trustee Hughes said he has received several complaints about street plowing pushing snow into driveways and crosswalks. Unfortunately that is a byproduct of the plowing that is difficult to avoid. Trustee Hughes noted he also has received positive comments about how quickly and effectively the snow has been cleared in Kenilworth in comparison with nearby communities, and commended Village staff on their efforts. Residents Folland and Sethness added their particular concern for crosswalks, especially on the routes taken by children on the way to school. Trustee Hughes said he would discuss that with Superintendent Fiorentino.

Trustee Hughes said the Public Works Committee will address the issue of parkway plantings at the next meeting.

Village President – T. Tolbert Chisum

President Chisum indicated his concerns had been covered in the earlier discussions.

Village Treasurer – Richard Cooper

Treasurer Cooper indicated he had nothing to add.

Village Legal Counsel – Barbara A. Adams
Counsel Adams said she also had nothing to add.

Village Manager – Bradly Burke
Manager Burke introduced the new Village Intern, Tim Neubeck. Mr. Neubeck is a Northern Illinois University graduate student.

Manager Burke mentioned several other items. He intends to bring an updated Freedom of Information policy to the Board at the March meeting for consideration. He noted money in the Village's IPTIP accounts had been transferred to an IPTIP Prime account to increase the interest rate earned, although such a transfer reduces liquidity.

Trustee Bossu moved to *Adjourn into Executive Session for the Purpose of Discussing Selection of Members of the Revenue/Expenditure Study Committee*, seconded by Trustee Hughes, and a roll call vote was taken.

For:	Bossu, Hughes, Laier, Terrill, White
Opposed:	None
Abstain:	None

Clerk Hastings announced the ***vote to Adjourn into Executive Session for the Purpose of Discussing Selection of Members of the Revenue/Expenditure Study Committee was five for and none opposed.*** President Chisum declared the motion passed and the Board adjourned into closed Executive Session at 9:45 pm.

The Board returned to regular open session at 10:27 pm.

Trustee Laier moved to *Reconsider Resolution R2008-03 Regarding the Revenue/Expenditure Study Committee*, seconded by Trustee Hughes, and the motion was passed by voice vote without dissent.

Trustee White then moved to *Modify Resolution R2008-03 as Needed to Have a Revenue/Expenditure Study Committee of Nine Members with Two Co-Chairs and a Quorum of Five Members, and to Specify Under "Section III. Members Appointed" the Following:*

- a. *Lois Colberg, 353 Sterling Road*
- b. *Steve Crawford, 615 Park Drive*
- c. *Dirk Deganaars, 723 Cummings Avenue*
- d. *Lili Duquette, 322 Kenilworth Avenue*
- e. *Steve Hoopes, 538 Exmoor Road (Co-Chair)*
- f. *Scot Lien, 315 Ridge Road*
- g. *Tom Prince, 303 Richmond Road*
- h. *Denise Seminetta, 405 Sheridan Road*
- i. *Fred G. Steingraber, 615 Warwick Road (Co-Chair)*

Trustee Hughes seconded the motion, and a roll call vote was taken.

For:	White, Hughes, Bossu, Laier, Terrill
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Opposed: None
Abstain: None

Clerk Hastings announced the ***vote to Modify Resolution R2008-03 as Needed to Have a Revenue/ Expenditure Study Committee of Nine Members with Two Co-Chairs and a Quorum of Five Members, and to Specify Under "Section III. Members Appointed" the Following:***

- a. Lois Colberg, 353 Sterling Road***
- b. Steve Crawford, 615 Park Drive***
- c. Dirk Deganaars, 723 Cummings Avenue***
- d. Lili Duquette, 322 Kenilworth Avenue***
- e. Steve Hoopes, 538 Exmoor Road (Co-Chair)***
- f. Scot Lien, 315 Ridge Road***
- g. Tom Prince, 303 Richmond Road***
- h. Denise Semietta, 405 Sheridan Road***
- i. Fred G. Steingraber, 615 Warwick Road (Co-Chair)***

was five for and none opposed. President Chisum declared the motion passed.

There being no further business, Trustee Terrill moved to adjourn the meeting, Trustee Laier seconded, and *the meeting was concluded by voice vote at 10:53 pm without dissent.*

Respectfully submitted,

Robert A. Hastings
Clerk

Bradly J. Burke
Deputy Clerk

BOARD COMMITTEE COMPOSITION

BUILDING, PLANNING & ZONING: Trustee Jacquelynn Bossu, Chair; Trustees Hughes & Smietana

COMMUNITY AFFAIRS: Trustee Cristy Laier, Chair; Trustees Terrill & White

FINANCE: Trustee Thomas Terrill, Chair; Trustees Laier & White

POLICE & FIRE: Trustee Katherine White, Chair; Trustees Smietana & Terrill

STREETS, DRAINAGE & PUBLIC WORKS: Trustee James Hughes, Chair; Trustees Bossu & Laier

WATER & ELECTRICITY: Trustee Robert Smietana, Chair; Trustees Bossu & Hughes