

**Village of Kenilworth, Illinois**  
**Minutes of a Finance Committee Meeting**  
**Conducted by the Board of Trustees as a Committee of the Whole**  
**at the Kenilworth Village Hall, 419 Richmond Road**  
**6:00 pm, January 10, 2007**

Finance Committee Chairman Craig A. Miller called the meeting to order at 6:10 p.m. Village Clerk Robert A. Hastings noted the attendance constituted a quorum, confirmed by Village Manager Burke as follows:

<b>Present:</b>	Tolbert Chisum (arrived at 6:35 pm)	Village President
	Craig A. Miller	Village Trustee
	Jackie Bossu	Village Trustee
	Robert Smietana	Village Trustee
	Cristy Laier	Village Trustee
	Katie White	Village Trustee
<b>Absent:</b>	John Vitt	Village Trustee

***Village Officials and Staff Present:***

Bradly J. Burke	Manager, Deputy Clerk
Richard V. L. Cooper (arrived at 6:15pm)	Treasurer
John Peterson	Superintendent of Police
Susan Criezis	Director, Community Development
Iggy Fiorentino	Public Works Superintendent
MaryAnn VanDyke	Finance Administrator
Kevin Zeoli	Water Dept. Superintendent

***Others Recorded as in Attendance Using a Village Address:***

Jim Hughes	538 Kenilworth Avenue
Ken Davis	716 Kent Road
Steven Arroyo	711 Roger Avenue

Finance Committee Chairman Miller introduced the agenda for the meeting and provided a brief overview of the Village's recent long-range financial planning efforts. He called on Manager Burke to present background material for the meeting.

Manager Burke proceeded to provide a Powerpoint presentation entitled "Village of Kenilworth Long Term Planning: Capital Projects and Operational Changes" which further highlighted the purposes and goals of the meeting. Manager Burke said the Village has a long history of a planned and thoughtful approach to providing municipal services and infrastructure maintenance; however, this planning activity was never committed to a written document. Manager Burke explained as part of the long-range financial planning activities a documented approach to planning is being developed. Manager Burke noted the Village's bond rating reflects our planning. Manager Burke said the goal of this planning effort is to chart a road map for the "big picture focus" of the Village over the next 3 to 5 years. At tonight's meeting, each Department will review their priorities for the coming years in order to assist the Board in developing this strategic plan.  
*(Treasurer Cooper was seated)*

Trustee Laier questioned information presented in the first few slides of the presentation, saying they needed clarification. Chairman Miller noted the objective of tonight's meeting is not to focus on details, but to provide everyone an opportunity through this process to put their ideas and suggestions on the table. Chairman Miller urged everyone to keep an eye on the goal and the bigger picture.

Trustee Laier said she wanted to be sure the information was correct and noted only about half the streets in town have been repaved in the last fifteen years, not all of them. She said many of the streets north of Kenilworth Avenue and east of Green Bay Road have not been resurfaced, although some of them are on the list of potential streets to be addressed next. Trustee Laier added only 15% of the sanitary sewers have been relined, and no storm sewers. Superintendent Fiorentino agreed.

Trustee Bossu asked to see a map depicting the water mains that have been replaced and what mains still need replacing. Superintendent Zeoli said about 30% of the water mains have been replaced. Chairman Miller noted the feeder mains have not been replaced; however, the main distribution mains throughout the community have been addressed.

Manager Burke said the important message to take from this summary information and data on capital projects is that the Village has been planning and addressing its infrastructure needs. Manager Burke noted he hears residents say the Village has done nothing in terms of planning or addressing infrastructure needs, and a statement of this type is simply not true.

Manager Burke turned the meeting over to Chief John Petersen who presented a review of Police Department priorities. Chief Petersen said he is using a multi-pronged approach. He said there is much new technology which the current building is not set up for, and explained there is a need for additional electrical service and more space. Chief Petersen noted the police department serves 24/7, which also means considerably higher wear and tear on facilities than a single 40 hour shift per week. Chief Petersen said the Police Department takes a structured approach regarding capital equipment expenditures and considers officer safety and the useful life of equipment when determining its capital equipment needs.

Manager Burke noted the Police Department budgets for a pretty stable level of capital expenditures year after year. Trustee Bossu asked how far into the future the Department looks when creating its capital equipment replacement plan. Chief Petersen said their projections are to the year 2017, but for most things 3-5 years is about how far one can go with reasonable accuracy.

Chief Petersen provided a brief summary of staffing and supervisory issues in the Department which will need to be faced in the coming years. Chief Petersen said he expects 4 of 11 police officers to retire within the next 3 to 8 years. He felt that leadership is the key to smooth changes and he proposes adding an additional supervisory position to provide promotion opportunities for patrol staff. Chief Petersen reported the number of patrol officers is the same as was in place in the 1950s, despite added duties, new technology, and more paperwork to be handled. Chairman Miller noted support staff has been added such as community service officers and dispatch personnel. Chief Petersen clarified no additional sworn police officers have been added since the 1950s.

*(President Chisum was seated.)*

President Chisum reported Trustee John Vitt was not in attendance due to the death of his father. There was a unanimous expression of sympathy for Trustee Vitt's loss.

Resident Hughes asked about plans for patrol car replacements. Chief Petersen said the vehicles are replaced regularly and the costs included in the operating budget.

Chairman Miller asked Chief Petersen to discuss the \$30,000 server the Department has identified as part of their information technology needs. Chief Petersen said he did not know all the particulars, but he understood that the Department needs a back up server because if one server goes down, the Department is without any network, email, or internet access, and much data may be lost. Police Chief Petersen noted the proposed information technology upgrades would result in moving the Village's email system to its own stand alone server to keep this system separated and provide improved security.

Manager Burke proceeded to review the priorities for the Public Works Department including maintaining the existing sewer relining program; developing written road resurfacing programs and tree policy program; reviewing the current curb policy of the Village; and maintaining equipment required for internal operations. Trustee Laier added there is consideration of an alternative approach regarding curbs in some high traffic areas of the Village where there currently are no curbs or buried curbs. Manager Burke explained the new idea for curbs uses a material called grass-crete, which can be installed in parkway areas adjacent to the street or buried curb.

A discussion of the Village's sewer relining program followed. Treasurer Cooper requested a clarification on the estimated \$150,000 cost of the sewer relining program. Trustee Laier noted the Village's program contemplates an expenditure of approximately \$150,000 every three years to reline a portion of the Village's sanitary sewer system.

Public Works Superintendent Fiorentino said for sewer maintenance, relining is more efficient and costs less than digging up the sewer mains and replacing them. Superintendent Fiorentino noted the relining material has a 50 year life expectancy, and helps waste water run more smoothly through the system. Superintendent Fiorentino noted the Village has over 54,880 feet of sewer, of which about 3,000 to 4,000 has been relined over the last several years. Trustee Laier noted sewer relining was last completed in 2002 and 2005.

Trustee Smietana asked when the sanitary sewer was installed. Community Development Director Susan Criezis said staff estimates this installation took place in approximately 1910. Jim Hughes asked if there was something more that the Village could do with the sanitary sewer funds. Chairman Miller said the sewer funds are restricted to use to address the needs of the sanitary sewer system. Mr. Hughes asked if there are some areas now that need to be done in the short term rather than waiting for every third year to do a portion of the system to avoid potential problems. Manager Burke noted the economics of the relining project result in higher costs if the Village were to do smaller relining projects annually. The objective with the current approach is to accrue funds over the course of a few years, and then complete a sizeable project which would allow the Village to take advantage of cost savings due to economies of scale. Chairman Miller said the relining program has been proactive, so the Village could try to stay ahead of problems that might arise.

A discussion of immediate street repaving priorities followed. Manager Burke noted the following streets have been identified as priorities: Ivy Court; Leicester; and Roslyn from Melrose to Cumberland and Cumberland from Roslyn to Essex. Manager Burke noted the estimated repaving costs for these three projects is anticipated to be approximately \$800,000.

Trustee Smietana asked what the definition of "Long Range Plan" is in the context of tonight's discussion. Trustee Smietana noted there are other roads that may be in need of repaving in the long term. Manager Burke noted the priorities identified tonight have originated with staff. Staff was asked to identify their top priorities and more immediate needs, and the priorities noted in this presentation do not include other issues or projects further out on the horizon. Trustee Laier

explained the Village's Motor Fuel Tax revenue is not adequate to cover the cost of the Village's street repaving needs.

Trustee White asked if the staff could provide information on longer range needs. Chairman Miller said other longer range needs will be discussed tonight.

Treasurer Cooper asked if the Village has a 10 year plan. Manager Burke said a 10-year capital project plan does exist and was last updated in April of last year.

Trustee Laier said she wanted to talk about trees and the Village's removal and replacement programs, noting the Village has many ash trees. A discussion of the Emerald Ash Borer and the Village's approach to a possible insect infestation followed. Superintendent Fiorentino noted 44 trees were donated this year through the tree donation program, and 32 trees were removed.

A discussion of the Village's Tree Preservation Ordinance and tree removal permit fees followed. Manager Burke noted to date the Village has received \$2,500 in tree replacement fees under the Tree Preservation Ordinance. Trustee Smietana expressed his opinion that residents believe revenue generated via tree permits or replacement fees should be used for planting trees throughout the community.

Chairman Miller said the tree problems will be continuing as the reality of the Emerald Ash Borer and other diseases becomes known. Manager Burke noted the Board should be aware of the increased staff time involved in working with residents on issues such as Emerald Ash Borer or Dutch Elm.

Water Superintendent Kevin Zeoli discussed water department needs. He noted Water Department staff spends 80 to 90% of their time completing meter readings and handling complaints. Superintendent Zeoli explained many of the old water meters are 40 to 50 years old, and stated water meter replacement is a priority. An electronic meter reading system will free up staff and is likely to increase revenues.

Superintendent Zeoli discussed street lighting and explained the existing lighting system is original to the Village, and the lights are not grounded, and fuses are underground. He noted Water Department staff therefore have to deal with live wires when they perform maintenance work.

President Chisum asked how rewiring could be completed. Superintendent Zeoli said the answer would be to abandon the old lines and run new lines to a central location, with a disconnection point. Superintendent Zeoli noted ComEd also is very frustrated with our street light system.

Trustee Bossu said residents were informed years ago, as part of the discussion regarding the upgrade to the Water Plant, that meters would be replaced. Chairman Miller said there is newer technology that is better than it was in 2000 when this was first investigated and communicated to the public.

Manager Burke suggested allocating Water Funds for anticipated capital expenditures in a similar fashion to the funds for sanitary sewer relining in the sewer fund, and for street repaving in the Motor Fuel Tax fund.

Trustee Bossu asked if a new meter reading system could be paid for by the income from water sales. Chairman Miller said water revenue is down this year 20-25% because of lower usage. Chairman Miller said the Village needs to set up a restricted fund for Water Department capital expenditures and suggested determining the fund balance at this point in time and creating the fund from this point forward.

Manager Burke discussed administrative needs. He talked about his previous experience in working with management interns who are in the Northern Illinois University training program, and described how the process of recruitment works. The proposed part-time stipend of \$16-18,000 annually is toward the high side of what may be needed, but it recognizes the desire for a top quality recruit and the expense of travel from DeKalb. He noted no health care benefits are provided.

Manager Burke reviewed the Budget Officer format for budgeting. He said it could provide additional flexibility and potentially save staff time and legal costs by permitting easier transfer of funds between expenditure areas when needed rather than the need to approve amendments to the annual appropriation ordinance. Manager Burke noted the budget officer format would eliminate the need for the Village Board to approve an annual appropriation. Chairman Miller noted there was a consensus among the members of the Village Board to move toward a budget officer format.

Manager Burke said he has been giving considerable thought to how the Park Department capabilities can be better integrated with overall Village priorities for greater efficiency. It may also be advantageous to consider the consolidation of Park Department accounting, so long as the necessary separate reporting such as at year end can be handled.

While consulting and legal advice costs recently have been significant, Manager Burke does not see them as remaining at a level sufficient to justify bringing on additional staff coverage long term.

Manager Burke again reminded everyone staff can be more productive when the priorities are clear, so this priority setting process is important. He handed out a sheet listing various items for prioritization, which he requested the trustees to rank as input for the February Finance Committee meeting.

President Chisum asked if a lien had been put on the property with an outstanding \$8,000 water bill. Manager Burke said he is working on the lien for the that property on Green Bay Road.

Village Clerk Hastings asked if in light of the Village Hall space questions, this is the time for a longer term look at Police Department needs. A discussion of Police Department programs and services followed. Resident Hughes asked what bench marks we are using for the Police Department. The Village needs to look at the cost versus the benefits of each of the priorities identified tonight, because there is too much to do. Mr. Hughes noted the Village is faced with a tricky problem. Chairman Miller said the Police Department has prepared an annual report each year which clearly outlines the services provided by the department and the costs of these services.

Resident Hughes asked how the Board could decide which priorities should be the focus, and suggested looking at the benefits first. Chairman Miller said we need to maintain services. Mr. Hughes said the water meter system idea showed the costs and benefits.

Trustee Bossu said if we look at building a new building, we would have to go to the public to issue bonds and the public will want to know details about Police Department programs and services in relation to alternatives. Chairman Miller said the Village may have the bond authority necessary to build an addition to this structure without having to go to a referendum.

Trustee Smietana asked about the fire contract cost to residents versus the cost to Winnetka residents for the same service. He suggested a similar approach might be used to look at our Police Department operations to create a comparison for similar services in other communities.

Trustee Smietana said the Fire Department was an easy decision. President Chisum said it was the same with Perrin Brothers.

Manager Burke urged everyone to be mindful of Village staff and think about how these questions are being asked or presented to the public.

Chairman Miller asked Chief Petersen to put some numbers together comparing costs of services in Kenilworth to other communities.

Trustee Smietana also asked for an explanation of the Village Hall/Historical Society building property. He wondered if this property would be put to better use for housing or some other type of development. Trustee Smietana noted it is important for the Board to understand the highest and best use for the Village Hall property when considering what approach to take regarding the Village Hall building needs. A discussion followed about the Village Hall space needs. Trustee Smietana suggested using the current consultants to help with space planning at the Village Hall. Chairman Miller suggested someone needs to have a conversation with the Historical Society. Chief Petersen said Historical Society members have talked to him about renovating and building needs.

Chairman Miller asked where we stand in regard to putting a plan together in the next 3-4 months. Manager Burke expressed his opinion much of this work could be completed by that time. Chief Petersen said there is a protocol for looking at this and suggested the Chiefs association may provide a good resource for outlining a plan. Trustee Smietana asked if this process would include looking at this from a real estate point of view.

Trustee Bossu asked if Green Bay Road should be included with Administrative Capital planning items. Manager Burke explained the Green Bay Road corridor planning activities have been included in the comprehensive plan activities.

Trustee Bossu asked if the Village has met all of the state requirements for its affordable housing plan. Chairman Miller said the Village's Affordable Housing plan requires the support of outside development, but does not require the Village to invest capital.

A discussion regarding efficient use of Village resources and staff including a discussion of Park District staff and activities followed.

Manager Burke noted as a result of placing all of these items on the table for consideration, the staff is looking to the Board to identify its priorities. Manager Burke noted a lot of issues have been identified; however, not all of these projects can be completed at the same time. Therefore, choices of priorities need to be made and the prioritization can be revisited each year.

Chairman Miller discussed the need to set goals, as well as identify critical tasks. He expressed his opinion maintenance of infrastructure is a critical goal of all cities.

Chairman Miller said we need to decide what to do with trees. Superintendent Fiorentino suggested taking it slow.

Manager Burke suggested picking the top 3-5 priorities, then looking at staff time versus consultant time and the costs involved in achieving the top priorities. He reminded everyone that staff can be more productive when the priorities are clear, so the priority setting process is important. Manager Burke handed out a sheet listing various items for prioritization, and asked the trustees to rank them as input for the February meeting.

Trustee Laier moved to adjourn. Trustee Smietana seconded the motion, and the meeting was adjourned by voice vote without dissent at 9:05 p.m.

Respectfully submitted,

Robert A. Hastings  
Clerk

Bradly J. Burke  
Deputy Clerk