

**Board of Trustees Meeting  
Village of Kenilworth, Illinois  
September 10, 2007**

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 7:32 pm on September 10, 2007. Village Clerk Robert A. Hastings called the roll, as follows:

<b>Present:</b>	T. Tolbert Chisum	President
	Jacquelynn Bossu	Trustee
	James Hughes	Trustee
	Cristy Laier	Trustee
	Robert Smietana	Trustee
	Thomas Terrill	Trustee
	Katherine White	Trustee

**Absent:** None

***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

<i>Signed in using Village Addresses</i>	Peter Dyson	521 Roslyn Road
	William Holland	342 Sterling Road
	John Roberts	521 Kenilworth Avenue
	Grace Terrill	122 Woodstock Avenue

<i>Signed in as Non-residents</i>	Daniel Kelly and family	Wilmette
	Mark Marcus	3716 North Clark Street, Chicago
	Scott T. Smith	Winnetka-Kenilworth Fire Chief

**Approval of Minutes**

Approval of the draft *Minutes of the Board of Trustees Meeting of August 7, 2007* was requested by President Chisum.

Trustee Bossu moved approval of the minutes of August 7, 2007 as presented, seconded by Trustee Hughes, and ***the Minutes of the August 7, 2007 Board of Trustees Meeting were approved by voice vote without dissent.*** Clerk Hastings thanked the Trustees for their cooperation in completing the minutes before the meeting.

**Employee Recognition, Resolutions**

Trustee White said this a very special evening, with a number of awards to be made within the police department. She called on Police Chief Petersen to provide the background and present the awards.

**a. - c. Police Department Recognitions**

Chief Petersen described the June 19, 2007 life saving incident in which jogger Mr. Daniel Kelly of Wilmette was found on the ground outside the police department unconscious and determined to be in cardiac arrest. Officer Earl Tuckman was the first responder and recognized the seriousness

of the situation. Using a defibrillator donated by the Kenilworth United Fund, heart function was restored. In his resuscitation efforts Officer Tuckman was supported by Lieutenant Philip Brunell, Communications Officer Thomas Pozniak, and Community Service Officer Dean Waxstein. Police Department Commendations were awarded as follows: a Life Saving Commendation Award to Officer Tuckman, and Life Saving Honorable Mention Awards to Lieutenant Brunell, Communications Officer Pozniak, and Community Service Officer Waxstein.

Chief Scott Smith of the Winnetka-Kenilworth Fire Department was introduced by Police Chief Petersen to speak on behalf of the Winnetka-Kenilworth Fire Department. Chief Smith awarded a fire department life saving award to Officer Earl Tuckman, noted the value of the CPR training received by the police officers, and commended each member of the department for their prompt life saving action.

Chief Petersen noted a grateful Mr. Daniel Kelly and a number of his family members were in the audience. Mr. Kelly was recognized and spoke eloquently of his appreciation of the officers' actions in saving his life.

Police Chief Petersen described a bomb scare that occurred in Kenilworth the same afternoon of June 19. Lieutenant Philip Brunell was in charge at the time, and moved quickly to take control of the situation and coordinate the activities of over 30 area emergency personnel who responded. The response included involvement of the FBI. An orderly evacuation of the immediate area was coordinated, the bomb defused, and residents were able to return safely to their homes. A Police Department Commendation Award for Response to a Bomb Scare was awarded to Lieutenant Brunell.

Trustee Hughes moved *Trustee Agreement With the Kenilworth Police Department Commendation Awards – a Life Saving Award to Officer Earl Tuckman; Life Saving Incident Honorable Mention Awards to Lieutenant Philip Brunell, Communications Officer Thomas Pozniak, and Community Service Officer Dean Waxstein; and a Police Department Commendation Award for Response to a Bomb Scare to Lieutenant Brunell.* Trustee Bossu seconded the motion, and the **Police Department Commendation Awards were approved by voice vote without dissent.**

d. *Resolution Honoring Village and Park District Employees for Their Efforts in Responding to the August 2007 Storm Damage*

President Chisum read a Resolution Honoring Village and Park District Employees for Their Efforts in Responding to the August 2007 Storm Damage. He noted the response of all of the Village's employees was incredible, and he was extremely proud of their actions. Trustee Terrill noted he had found Office Coordinator Mary Cole was still answering the phone and assisting residents at 6:30 pm the day of the storm. Manager Burke added all of the staff had put in many extra hours.

Trustee White moved *Resolution R2007-13 Honoring Village and Park District Employees for Their Efforts in Responding to the August 2007 Storm Damage, seconded by Trustee Hughes, and Resolution R2007-13 Honoring Village and Park District Employees for Their Efforts in Responding to the August 2007 Storm Damage was approved by voice vote without dissent.*

**Action Items**

a. *Consideration of a Request to Permit the Installation of Vegetation in the Public Right of Way – 515 Roslyn Road.*

Manager Burke reviewed the background on the request, noting that on September 27, 2004, Building Permit #10094 was issued to resident Peter Dyson for the construction of a new residence at 515 Roslyn Road. The Building Permit included a new driveway and other impervious surfaces, and on January 9, 2006 a revised permit was approved to include a different driveway configuration and minor changes to paving near the garage doors. While the approved site plan

drawing also included landscaping, this part of the site plan drawing was not reviewed because the Village does not issue permits for landscaping.

In the summer of 2007, a resident complained about bushes planted in the parkway of 515 Roslyn Road and requested that they be removed. The current Village Code in Chapter 31, Streets and Sidewalks, Section 31-7 Encroachments, Poles, etc. states: "It is unlawful for any person to erect or maintain any building, fence, tree, shrub, bush or any structure which encroaches upon any public street, sidewalk, alley or public property, ... without first obtaining a permit therefore from the village manager or the village board."

In a follow up discussion with resident Dyson regarding the vegetation in the parkway, Mr. Dyson indicated he had received permission from former Village Manager Max Slankard for the bushes to be in the public right-of-way. However, no record of that discussion has been found in Village files.

Resident Dyson submitted a letter to the Village Board requesting permission to allow the vegetation in the parkway at 515 Roslyn Road, along with a supporting letter from Mark Marcus of Private Gardens, Public Places, in Chicago. Resident Dyson made a verbal presentation of the material in the letter, describing how he had been contacted by the Bentley Museum at the University of Michigan, who were gifted Jens Jensen's landscape drawings. Staff at the Bentley Museum had found the 1906 Landscape Plan and Plant List for 521 Roslyn Road that included an adjacent property. That plan, with adjustments for the current driveways and garages, formed the basis for the current planting. Resident Dyson described how he had expended considerable time and money searching for historically correct plants, and the installation was initiated in 2006, the 100<sup>th</sup> anniversary of Jensen's design. He distributed pictures of the Jens Jensen Park in Highland Park showing various aspects of Jensen's typical design features, including parkway plantings.

A wide-ranging discussion ensued, in which resident Dyson was applauded for his efforts to authentically reproduce Jensen's original concept. However, concern was expressed as to whether it was appropriate to permit the parkway planting without a record of approval, and other considerations such as what protections the Village should secure if it allowed the planting, whether allowing the planting would set a precedent, what other parkway plantings there are that should be considered, and whether there are safety considerations such as a height limitation relative to small children protection or avoidance of underground cables and pipes that should be a part of allowing any parkway planting. Resident Dyson noted there are five other instances of parkway plantings on Roslyn Road, and a number of others in the Village, and urged the trustees to take the impact on those situations into consideration.

Manager Burke noted Lake Forest gives its public works department authority to oversee parkway concerns, with some guidelines. Counsel Adams provided some examples of different types of conditions and restrictions that might be considered, including safety and liability concerns, and noted that if the requested planting were to be approved the standards set should be able to be applied to other situations in a non-discriminatory fashion. Clerk Hastings asked if the decision on the planting could be deferred, pending a decision as to what parkway plantings would be acceptable, what limitations or disclaimers should be required, and how other existing parkway plantings should be treated. President Chisum stated he wished to bring the issue to a vote and asked for a motion.

Trustee Terrill moved to *Approve the Installation of the Parkway Planting at 515 and 521 Roslyn Road Based on the Original Jens Jensen Design, Subject to Such Disclaimers as the Village Deems Appropriate*. The motion was seconded by Trustee Smietana and a roll call vote was taken.

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

Clerk Hastings announced the **vote to Approve the Installation of the Parkway Planting at 515 and 521 Roslyn Road Based on the Original Jens Jensen Design, Subject to Such Disclaimers as the Village Deems Appropriate was none for and six opposed.** President Chisum declared the motion had failed.

Discussion whether there might be a better way in which to respond to resident Dyson's request followed. President Chisum said he would like to refer the matter to the Streets, Drainage and Public Works Committee to deal with the parkway planting and related issues. Trustee White moved to *Refer the Dyson Request to Committee and Ask the Applicant to Hold the Situation as it Now Exists Pending a Decision*, seconded by Trustee Laier. Counsel Adams advised the proper motion would be to *Reconsider and Refer to Committee Pending Determination of Policy*, which change was accepted by Trustees White and Laier. Trustee Terrill added the resolution of the issue should occur in a reasonable time frame.

A voice vote was taken and the revised ***motion to Reconsider the Request to Permit the Installation of Vegetation in the Public Right of Way – 515 and 521 Roslyn Road – and Refer It to Committee Pending a Determination of Policy*** was approved without dissent.

b. Consideration of an *Ordinance Temporarily Suspending Right-of-Way Permits for Facilities governed by Public Act 95-0009.*

Manager Burke reminded the trustees that at the August 7, 2007 Village Board meeting possible adoption of a model right-of-way construction/control ordinance had been referred to the Streets, Drainage and Public Works Committee (SDPW). The referral was made in response to a staff recommendation such an ordinance be considered in light of changes in recent state law pertaining to video franchising authority. With the adoption of Public Act 95-0009, issues pertaining to local right-of-way control have been raised and the Metropolitan Mayors Caucus, the IML, and Chicago Councils of Government are working together again to develop an amendment to a model right-of-way construction/control ordinance (drafted originally in the late 1990s) which conforms to the new state law. This state law gives cable television companies the ability to apply for statewide franchising authority rather than requiring franchise negotiations with each individual municipality and may impact a municipality's ability to regulate work in its public right-of-way. At the time the act passed both the house and senate, the Metropolitan Mayors Caucus advised those communities that have not previously enacted the IML model right-of-way construction/ control ordinance to consider taking such action. Following discussion at the SDPW August 28, 2007 meeting, it was unanimously recommended the Village Board approve a 90 day moratorium for the completion of the drafting of the needed amendments to the original model ordinance to conform to the recent change in state law.

Trustee Hughes noted neighboring communities are generally proceeding similarly. Manager Burke added the language in the proposed Ordinance provides for emergency permits if they should be needed. Counsel Adams said she expects the model modified ordinance to be completed in the next few weeks.

Trustee Hughes moved to *Approve Ordinance #985 Temporarily Suspending Right-of-Way Permits for Facilities governed by Public Act 95-0009*, seconded by trustee Bossu, and a roll call vote was taken.

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

Clerk Hastings announced the **vote to Approve Ordinance #985 Temporarily Suspending Right-of-Way Permits for Facilities governed by Public Act 95-0009 was six for and none opposed.** President Chisum declared the motion passed.

c. Consideration of a *Resolution Approving the Award of a Contract to Schroeder & Schroeder, Inc. for the 2007 Kenilworth/Northfield Curb, Sidewalk and Pavement Replacement Program in the Amount of \$55,450.*

The history of joint contracting for annual sidewalk/curb rehabilitation projects with the Village of Northfield, which began in 2002, was provided by Manager Burke. Northfield initiated the original joint bid, intended to obtain more favorable pricing, which expired this year, so Kenilworth took its turn in issuing the new bid documents. The bid specifications are identical to those of previous years, and provide the option the two communities may elect to extend the contract annually for a period of up to five years with a potential cost adjustment based upon the consumer price index (CPI).

Bids were opened on August 10, 2007 for an estimated 11,000 square feet of sidewalk removal and replacement, 500 square feet of accessible curb ramps, and 150 linear feet of curb removal and replacement combined for both communities. A total of seven bids were received, with the low bidder Schroeder & Schroeder Inc., of Skokie, Illinois. Schroeder & Schroeder Inc., which satisfactorily has performed sidewalk and curb and gutter removal and replacement work for the Village in the past, proposes to undertake the work for a total contract amount of \$55,450. The Kenilworth Fiscal Year 2008 budget includes \$42,000 for the 50/50 resident cost share sidewalk replacement program, so the net Kenilworth cost of the project is anticipated to be approximately \$21,000.

Manager Burke indicated the aggressive pricing from Schroeder & Schroeder seems to indicate their interest in returning to be a supplier to the Village. Manager Burke clarified the total contract amount includes the price for work in both Kenilworth and Northfield, which is why the contract cost exceeds the amount depicted in the Village of Kenilworth budget for sidewalk removal and replacement. Superintendent of Public Works Fiorentino confirmed his approval of the proposed contract award, as did President Chisum. In response to a question, Manager Burke agreed the curb edge from the Schwab office at the corner of Green Bay and Park Drive west was in need of replacement and would be included. He also noted in the past letters have been sent to certain residents and business owners with deteriorating sidewalks encouraging them to participate, which is expected to happen again this year.

There being no further questions, Trustee Hughes moved *Approval of Resolution R2007-14 to Award a Contract to Schroeder & Schroeder, Inc. for the 2007 Kenilworth/Northfield Curb, Sidewalk and Pavement Replacement Program in the Amount of \$55,450*, Trustee Terrill seconded the motion, and a roll call vote was taken.

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

Clerk Hastings announced the **vote to Approve Resolution R2007-14 to Award a Contract to Schroeder & Schroeder, Inc. for the 2007 Kenilworth/Northfield Curb, Sidewalk and Pavement Replacement Program in the Amount of \$55,450 was six for and none opposed.** President Chisum declared the motion passed.

d. Consideration of a *Resolution Appointing a Director and Alternate Director to the Solid Waste Agency of Northern Cook County (SWANCC).*

Manager Burke explained the terms of the Village's Director and Alternate Director on the SWANCC Board normally would expire April 30, 2008. However, Director Trustee Laier move from the Chair of the Streets, Drainage and Public Works Committee and was replaced by Trustee Hughes, so she has resigned as Director. It is therefore proposed to replace Trustee Laier with Trustee Hughes as the Director for the balance of the term ending April 30, 2008, and appoint Trustee Hughes as the Director and Manager Burke as the Alternate Director for an additional year term ending April 30, 2009.

Trustee White moved *Approval of Resolution R2007-15 Appointing Trustee Hughes as Director and continuing Manager Burke as Alternate Director to the Solid Waste Agency of Northern Cook County (SWANCC), and extending their terms for a year through April 30, 2009*, seconded by Trustee Smietana, and ***Resolution R2007-15 Appointing Trustee Hughes as Director and Manager Burke as Alternate Director to the Solid Waste Agency of Northern Cook County (SWANCC) Through April 30, 2009 was approved by voice vote without dissent.***

e. *Review and Authorize Payment of \$190,664.38 in August, 2007 Accounts Payable.*

Trustee Terrill reported he had reviewed and approved essentially all of the items. Larger items over \$5,000.00 were \$7,450.00 to Sikich, LLP for annual audit work for the Village and Police Pension Fund, \$5,500.00 to Sunrise Tree Service for removal of six trees prior to the August storm, and escrow refunds totaling \$49,531.00. Trustee Terrill said it was enlightening to go over the bills, and encouraged other trustees to join in the review. He feels Manager Burke does an excellent job of determining where each bill should be charged, and added there are several levels of review and approval. Trustee Laier observed the American Underground charge belonged in the Sewer budget.

Trustee Terrill said in the future he wants to review the cost of the various fees for the sale of the \$275,000 of bonds, to determine if in the future there may be alternatives which would result in savings.

Trustee Terrill moved to *Authorize Payment of \$190,664.38 in August, 2007 Accounts Payable*, Trustee Hughes seconded, and a roll call vote was taken.

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

Clerk Hastings announced the ***vote to Authorize Payment of \$190,664.38 in August, 2007 Accounts Payable was six for and none opposed.*** President Chisum declared the motion passed.

### **Committee Reports**

#### **Building, Planning and Zoning – Jackie Bossu, Chair**

Trustee Bossu reported recent Building, Planning and Zoning Committee (BPZ) meetings had focused on minimum and maximum lot widths, lot consolidation and subdivision, and floor area ratio. After hearing input from consultant Houseal Lavigne and discussion, it was the BPZ Committee's consensus at the September 5 meeting to recommend to the Board the following matters be submitted for Public hearing:

- To conserve the character of the Village's existing neighborhoods and address the possibility of lot consolidation and re-subdivision in all zoning districts, the BPZ is recommending adding the following minimum and maximum lot width regulations to the Zoning Ordinance:

- The maximum lot width allowed for any lot be no greater than the second widest lot on the block. This recommendation is identical to the June 2006 recommendation made by the BPZ to the Village Board.
- Implementation of minimum lot widths for each zoning district as follows:
  - R- 1 Corner Lots      100' Minimum Lot Width
  - R-1 Interior Lots      90' Minimum Lot Width
  - R-2 All Lots            75' Minimum Lot Width
  - R-3 All Lots            50' Minimum Lot Width
  - R-4 All Lots            50' Minimum Lot Width
- Due to the proposed change to the minimum lot width for interior lots in the R-1 Zoning District, the BPZ Committee recommends reducing the minimum required lot size for interior lots from the current 17,500 square feet to 15,750 square feet. The committee arrived at 15,750 square feet for interior lots based upon the proposed minimum lot width for interior lots being 90 feet and the typical depth of R-1 District lots being 175 feet ( $90 \times 175 = 15,750$  s.f.).
- BPZ Committee members discussed the Floor Area Table for new homes, currently found in the Zoning Ordinance, in relation to the discussion of lot width and consolidation/subdivision as directed by the Village Board. The Committee also took up discussion of the current Floor Area Table for new homes due to recent findings that the existing table may, in certain instances, permit a home with greater floor area on a lot with less square footage for those lots situated near the various cut-off points in the table. Additionally, it was identified that the FAR table for new homes sometimes resulted in a new home being permitted to have more FAR than a home built prior to October 2005, which was never intended in the creation of the current FAR table.

As a result of its findings and study, the BPZ recommends revising the way in which FAR is calculated to eliminate the existing graduated table and move to an equation which would ensure that the permitted FAR is a linear progression directly related to lot size. The proposal would also ensure no new home is permitted to have more floor area than a home in existence prior to October 2005. The recommended FAR equation for *new construction* is as follows:  $1200 + (.21 \times \text{lot area})$ . The BPZ is not recommending any change to the FAR equations for *existing homes*:  $1200 + (.24 \times \text{lot area})$ .

Trustee Bossu requested Board approval to proceed with the public hearing. Manager Burke said October 3 at the Kenilworth Assembly Hall is the date currently being reserved for the hearing. President Chisum said he would be out of town. Trustee White questioned whether adequate notice could be provided, or if the scheduled Plan Commission Open Houses were too close to the proposed public hearing date. Manager Burke responded the legal notice could be published and a postcard notice both be out by the end of this week. Trustee Bossu noted it is anticipated the Plan Commission also may desire to go to public hearing soon, the discussion of the BPZ proposals has been going on for some time, and the Board has approved moving forward, so it is desired to proceed. Trustee Smietana added the Open Houses are different from a Public Hearing.

Manager Burke stated the Village would proceed with the usual communication and notices. In response to a question he said the Village administration does not maintain an email distribution list. It is not appropriate to use the police department list, since many of those who provided their email addresses for it did so with the understanding the use was to be for public safety and emergency related messages.

Trustee Bossu moved to **Authorize Approval for the Building, Planning and Zoning Committee to hold a Public Hearing on Its Proposed Amendments to the Village's Zoning**

**Code on November 3, 2007.** Trustee Smietana seconded the motion, and it was **approved by voice vote, with Trustee Terrill abstaining.**

Trustee Bossu stated August permit activity with a total cost of improvements of \$1,590,935.13 and fees of \$61,090.04 results in this fiscal year's improvements being slightly above the prior fiscal year.

Trustee Bossu noted the American Institute of Architects (AIA) Illinois Chapter selected 150 great places in Illinois to celebrate AIA's 150<sup>th</sup> anniversary, of which Kenilworth is one. The places are listed on the website [www.Illinoisgreatplaces.com](http://www.Illinoisgreatplaces.com), and a pdf listing can be secured at [www.Illinoisgreatplaces.com/AIA\\_150\\_Illinois\\_Final\\_List.pdf](http://www.Illinoisgreatplaces.com/AIA_150_Illinois_Final_List.pdf). President Chisum said it may be of interest to have a representative of AIA Illinois speak to the Board. Trustee Laier added only two other towns are listed by the AIA, Riverside and Park Forest, both of which are recognized as National Register Historic Districts.

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

Trustee Smietana reported finished water pumped into the distribution system in August 2007 was 17.080 million gallons, or an average of 551,000 gallons per day. This was substantially below the average of 710,000 per day in August, 2006, which appears to be the result of the much higher than average rainfall. However, year-to-date pumpage of finished water continues to be higher than last year.

Reporting as Plan Commission chair, Trustee Smietana said the Comprehensive Plan draft is now available in print and on the website. An executive summary is under discussion. Manager Burke said the postcard notice of the Open Houses will be mailed tomorrow, and copies of the Plan are being made available for review at the local libraries as well as the Village Hall.

Trustee Smietana confirmed the two open houses to provide for community input will be held Saturday, September 29 from 9 am to noon, and Monday, October 1 from 6 to 8 pm at the Kenilworth Village Hall. A Commission meeting to evaluate and incorporate the input received will follow the October 1 open house. Trustee Smietana expects the Plan Commission will request Village Board permission at the October 9 Board meeting to conduct the formal public hearing on the draft Comprehensive Plan.

**Streets, Drainage and Public Works** – James Hughes, Chair

Trustee Hughes briefly summarized the material in the memo prepared by Superintendent Fiorentino, indicating most work the past month has been related to the storm. The staff performed very admirably. Thirty five homes have been recorded as damaged, but there is no word on the extent of the damage as yet.

Manager Burke said the estimated cost so far is \$83,000 for overtime work, \$55,000 for tree removal, and \$3,000 for light pole repair. The total cost could be as much as \$100,000 to complete all of the clean up, tree trimming, etc. Manager Burke noted the Village of Winnetka provided very helpful assistance which was much appreciated. There has not been time to make a replanting cost estimate yet, although several residents have offered suggestions on replanting programs, including providing for tax deductible gifts.

President Chisum asked about clearing trees on private property. Manager Burke responded the Village is picking up branches of 4" diameter or less placed on the parkway, but as stated in the Kenilworth Storm Response Q & A memo owners are asked to have their landscape companies remove larger branches and trees.

Trustee Smietana asked if there were any lessons learned from the storm experience. Manager Burke said he intended to hold a debriefing with staff next week. One item noted was the Village Hall police and administration offices have generator back-up, but the public works facility does not. That caused problems such as being able to pump gasoline, access equipment, and perform maintenance functions and other duties related to the storm response.

Resident Holland asked how the additional costs not planned for in the budget would be covered. Trustee Terrill said Village reserves will be utilized, but some offset is hoped for from the government determination the Village is part of a disaster area.

**Police and Fire - Katherine White, Chair (Newsletter)**

Trustee White reviewed in detail Chief Petersen's report covering August, 2007 police activity. There were 713 calls for service, but no Part I crimes. However, Part II offenses increased to 9 reported, including 1 each criminal damage, criminal trespass and disorderly conduct; 2 obstructing a police officer offences; and 4 illegal possession or use of alcohol incidents. Officers also made 2 arrests for driving under the influence, and 5 arrests for other traffic related offenses.

In addition, the police responded to 27 fire and ambulance calls, 37 burglar alarms, 1 construction complaint, 3 domestic troubles, 19 animal complaints and aided outside agencies on 10 occasions. Patrol officers investigated 13 suspicious persons calls and responses were made to 6 traffic crashes, 1 involving minor injuries. President Chisum added he was pleased to see the decline in traffic crashes from 13 the previous month.

Trustee White remarked about the commendations given earlier in the meeting and how it is indicative of the excellent training received and work done by the Village's police department.

Based on a request signed by residents of the 700 block of Park Drive, the police department has requested a Police and Fire Committee meeting be scheduled to evaluate the need for a change in parking regulations. In the meantime data is being collected on the frequency and volume of cars parked there. The committee would also look at the adjacent 600 block of Park Drive. There was Board consensus to schedule the meeting.

A letter has been sent to every address in the Village which had not registered an email address for inclusion in the crime prevention email alert program. It has resulted in a doubling of the email addresses registered, such that over half (603) of the homes and businesses now have an email on file.

The third and last Prescription Drug and Sharps Disposal Program on August 11 collected 39 bottles of prescription medication and about 350 sharps. The overall program was deemed successful, collecting a total of over 170 bottles of prescription medication and about 2,375 sharps. Chief Petersen said he would contact SWANCC to express support for continuation of the program.

Police Department personnel recommended the Illinois Department of Transportation \$2,500 equipment grant resulting from participation in the Click-It or Ticket program be used for purchase of a laser speed detection device. A LIDAR Kustom Pro-Lite+ unit has been purchased for \$2,511 and is in use. The unit is battery operated and can be used by an officer standing away from his/her vehicle, such as in school related areas. It provides more precise speed detection and its signal is not detectable by radar detectors.

John Croghan, MD, who has been a Village resident since 1993 and is head of the North Shore Physicians Group, recently contacted Chief Petersen about volunteering medical assistance to the Police Department. The possibility of creating a Police Physician Program is being studied.

**Finance** – Thomas Terrill, Chair

Trustee Terrill said he was interested in establishing a blue ribbon committee to study the longer term infrastructure needs of the Village. He referred to Finance Committee meeting minutes from September 2006 where former Trustee Craig Miller brought up the need to review the Village Hall and comments in the December 2006 Finance Committee meeting minutes regarding potential water main and curb needs. He noted solution to the funding problems will require the committee to develop a variety of possible alternatives.

Trustee White noted money was provided in the current year's budget to study the Village Hall. She added Village staff was asked as part of developing the 10 year capital and special projects plan to look at the projected needs. Trustee Terrill agreed \$30,000 was in the budget for a space needs analysis of the Village Hall, and said he has heard very large numbers in preliminary guesses of infrastructure needs, so current income would not be sufficient to pay for them.

Trustee Laier noted the New Trier and Sears school districts do an excellent job of communicating to residents when additional income is likely to be needed. President Chisum stated the Village's plate is full at the moment, staff resources are limited, there is no immediate crisis, so it is not a good time to take on another initiative. Manager Burke noted there were projected budget numbers included as part of the ten year plan for the Village's infrastructure needs. Trustee Terrill said he simply wanted the Board to begin to reflect on whether to get the blue ribbon committee process started. President Chisum said a discussion of Trustee Terrill's suggestion can be an October agenda item.

Trustee Hughes expressed his feeling if the right people are selected it should not put too much demand on the Village staff, and the resulting information gathered could be beneficial. Resident Holland added the current planning has primarily dealt with the first two years, with the third year still under study. Manager Burke clarified the 10 year capital plan, which was approved as part of the Fiscal Year 2008 budget, is intended to cover non-routine, non-operating capital items. Resident Holland said he felt it would be good to get the community involved. President Chisum said the blue ribbon committee idea would be on the October agenda.

**Community Affairs** – Cristy Laier, Chair

Representatives of the Illinois Historic Preservation Agency will speak to the Community Affairs Committee next week, reported Trustee Laier. She plans personally to attend the Kenilworth Historical Society meeting later in the month to discuss the National Register Historic District project with the Society's Board.

Trustee Laier recognized the Kenilworth Council of Garden Clubs for its provision of funds for the garden in front of the Kenilworth Club, and their interest in raising funds to replace the trees which have been lost on Park Drive.

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**Village President** – T. Tolbert Chisum

President Chisum said he was working with Manager Burke on alternatives for tree replacement that would expand funding. He has asked Finance Administrator Van Dyke to look into whether donations can be made tax deductible.

**Village Treasurer** – Richard Cooper

President Chisum said Treasurer Cooper had had to leave because of an early flight in the morning, but left word that financial affairs are in order.

**Village Legal Counsel** – Barbara A. Adams

The Design Review Act has been signed into law as PA95-475 reported Counsel Adams. She explained the bill allows non-Home Rule communities to establish standards for a design review process. Trustee Bossu noted Lake Forest has had a design review process for some 45 years. Counsel Adams stated this Act strengthens the authority to establish design review.

**Village Manager** – Bradly Burke

Manager Burke reported Kenilworth Girl Scouts have indicated an interest in participating in the September Adopt-A-Beach event supported by various private and state environmental groups. Trustee White clarified this is an activity of the “Silver” level Girl Scouts, similar to Eagle Scout for boys. The overall event will take place all along Lake Michigan, with the Kenilworth Girl Scouts covering the Kenilworth beach. Manager Burke said Water Department Superintendent Zeoli and his staff would assist the Girl Scouts.

Manager Burke reminded the board a request had been made to discuss any areas needing addressing. He noted the electorate in recent years has been requesting the elected officials to take action to update the Village’s various ordinances, codes, and zoning regulations. Manager Burke noted much work has occurred in the last few years, and updating of the existing codes and ordinances is ongoing. Manager Burke noted he and Counsel Adams have been working together to bring more focus on procedure to the Village’s board, committee and commission meetings to be sure the Village is in conformity with state laws and regulations. Additionally, Manager Burke noted staff has implemented procedures to improve documentation such as bringing forward resolutions to document purchase approvals, award of contracts and create videotaping guidelines, all as steps to improve internal operations and procedures. Manager Burke said he also has worked with legal counsel and staff to implement procedures for standard contract forms.

Manager Burke stated projects in process or intended include:

- Ongoing updates to Zoning Ordinances
- Adoption of the Comprehensive Plan and a plan of action for its implementation
- Adoption of an Employee Handbook (staff has reviewed an initial draft)
- Re-codification of the Municipal code (the last one was done in 1959)  
    Manager Burke is working with the Administrative Intern on development of a Request for Proposal for Codification Services
- Updating rules and procedures for the Freedom of Information requirements
- Review of video franchising rules as they apply to customer service standards and consumer protections in response to recent changes in state law
- Fees, reimbursements, rules covering any commercial video production in the Village
- Executive session minutes

Trustee Laier inquired how a possible Home Rule decision would affect the codification. Counsel Adams said a change in the Village’s home rule status would not affect the Village’s codification efforts. However, should the Village attain Home Rule status, ordinances passed by the Village would be done pursuant to the home rule authority.

Trustee White said she planned to have the next Newsletter completed by the next Board meeting.

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There being no further business, Trustee Smietana moved to adjourn the meeting, Trustee Hughes seconded, and the meeting was concluded by voice vote at 10:48 pm.

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