

VILLAGE OF



KENILWORTH, IL

Committee of the Whole Special Meeting May 11, 2023

I. Call to Order

Village President Cecily Kaz called to order the special meeting of the Committee of the Whole of the Board of Trustees of the Village of Kenilworth (the "Committee") at 6:29 PM on May 11, 2023.

Roll Call

President Kaz requested that the Clerk call the roll and the results were as follows:

Trustees:

Trustee Pete Shadak	Present
Trustee Alison Winslow	Absent
Trustee Tim Ransford	Absent
Trustee Christopher Ottsen	Present
Trustee Amy Hannus	Present
Trustee Walter Kelly	Present
President Cecily Kaz	Present

A quorum was present in person and via video conference.

Others Recorded as in Attendance:

Village Officials and Staff:

Michael Gagnon	Village Clerk
Patrick Brennan	Village Manager
Heather McFarland	Asst to the Village Manager
Jordan Schmidt	Management Analyst

Others, signing in as displayed in Participant List:

John Gottschall
 Matt LaKovic
 Justin Mohr

II. Update and Discussion Concerning the Water Plant / Lakefront Enhancements Project

1 President Kaz asked Manager Brennan to update the Board regarding the effort to enhance the Village's
2 lakefront property and repurpose the decommissioned water plant. Manager Brennan narrated a slide
3 presentation that reviewed the history of the effort to date, the schedule for the project overall, the progress
4 toward the completion of the schedule to date, and the contributions of Village residents, in-house staff,
5 retained service providers, and other stakeholders in meeting that schedule. He directed the Board's
6 attention to an upcoming public meeting that would mark the beginning of the next phase of progress. He
7 then provided compilations of research conducted to understand and describe the desires and expectations
8 of Village residents for the project. Using this information as a basis for preparation, the consulting architects
9 developed a set of alternatives that would be presented to residents at that meeting scheduled for May 17,
10 2023.

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12 After reviewing the preliminary alternatives being suggested, trustees discussed the direction of overall
13 strategy, whether this strategy is still valid and supported, the legal constraints the project would be subject
14 to, the specific advantages and disadvantages of each alternative, certain elements that any alternative
15 should possess, the experiences of neighboring communities in similar situations, the wisdom of completing
16 the project in phases, strategies for controlling costs, cost/benefit considerations for various elements of the
17 project, the need for taking safety measures when the Village encourages a wide variety of water activities in
18 a limited area, variations of the presented alternatives, complaints from residents regarding the present
19 configuration of the lakefront, visions for the building repurposing, design ideas for waterfront exposure,
20 support being provided for the Kenilworth Sailing Club, and the constraints and advantages of existing
21 structures and land configurations.

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23 Manager Brennan concluded his comments with a summarization of what decisions will be facing the Board
24 and in what time sequence they will likely occur. Trustees expressed concerns about managing resident
25 expectations for the project, other capital projects being completed or considered by overlapping public
26 entities and the pressure it applies to resident tax bills, the wide variation of potential cost across the various
27 alternatives being considered and managing the residents understanding of where progress toward
28 completion of the project stands.

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30 Trustees concluded their comments with a discussion about the cost of the project and how to express it to
31 residents. Issues brought up were total costs, effect on property tax bill, and the possibility, timing, and
32 constraints of a voter referendum, should it become necessary. Manager Brennan responded to these
33 comments by presenting an analysis of the Village finances and how, assuming certain constraints needed to
34 maintain the Village's strong record of financial management, they might be affected by the present list of
35 Board funding priorities. This analysis prompted further discussion among Trustees about the Village's annual
36 budget in general, as well as the timing and strategy for funding the list of projects specifically.

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38 President Kaz, hearing no further discussion, asked Ms. Heather McFarland, Assistant to the Village Manager
39 to present on the next agenda item.

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41 **III. Update and Discussion Concerning the Status of Significant Projects for 2023**

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43 Ms. McFarland began her remarks with a discussion of the Building Permit Process Improvement Project that
44 has been ongoing. She outlined the targeted changes the staff addressed to improve and streamline this

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1 process in order to make things easier for residents, contractors, staff, and service vendors to adhere to
2 permitting regulations and thereby observe Village building codes. She characterized the project as largely
3 completed and that initial reactions have been generally positive from all stakeholders. Trustees discussed
4 past practices and complaints, reviewed how new procedures addressed these concerns, and clarified their
5 understanding of the overall project. They went on to applaud staff for how effectively they had addressed an
6 outstanding problem under rigorous time constraints.

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8 Analyst Jordan Schmidt presented on the next project to be discussed with the Board, updating the Village
9 website. Mr. Schmidt outlined the steps taken by staff, assisted by an outside consultant, to achieve a
10 collection of measurable outcomes. He reviewed the people involved, the schedule of meetings, the
11 development process for improvement deliverables, the review process for content, the roles played by
12 outside vendors and staff, and the process followed to keep the project moving forward. Trustees discussed
13 the practices of surrounding communities, the need for flexibility as new demands on the website materialize,
14 the value of analyzing website usage data, the staff's dedication to responding to resident input, and the
15 potential for coordinating website traffic among all the governing bodies that affect Kenilworth residents.

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17 Analyst Schmidt then presented an update of Brier Street/MacLean Avenue/Park Drive Water Main Project.
18 He reviewed the present schedule as being in the final stages and appears to have come in under the budget
19 limit. Trustees discussed elements of the payment process for vendors, the extended construction schedule,
20 the concern among residents to lead service line replacement activity prompted by the project, and the plans
21 for further projects of this nature.

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23 Ms. McFarland then asked the Board to view a recorded message prepared by management analyst Nicole
24 Ang regarding recent roadway rehabilitation in the Village. In her remarks, analyst Ang reviewed activity
25 among a number of streets over a time period beginning in February 2023. She reviewed contractor
26 performance, actual cost relative to budgeted cost, and resident response. Trustees discussed the expansion
27 of the effort to other streets in the Village and tactics for estimating the potential costs going forward.

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29 In a second recorded message, Ms. Ang updated the Board on the progress of the effort to line deteriorating
30 sanitary sewers with a special epoxy resin in order to restore performance to an acceptable level. All areas in
31 need emergency attention were addressed and the project has phased into those simply needing repair. The
32 vendor has performed the needed services efficiently, and costs for the project are under control.

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34 Manager Brennan then addressed the Green Bay Road Realignment Project. He reviewed interactions with
35 the Village of Winnetka and the targeted vendor, Ciorba Group. He outlined the plan to develop the area
36 jointly and share costs accordingly. Trustees reviewed sources of funding, the area to be realigned, the
37 concept being pursued, the history of past efforts, the stakeholders to be contacted, the present status of the
38 project and next steps going forward.

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40 Manager Brennan then reviewed a list of projects coming up in the near future. They included the Kenilworth
41 Train Station Rehabilitation by Metra, Kenilworth Water Tank Warranty Repairs, Green Bay Road Vegetation
42 Maintenance, and Porous Parkway Rehabilitation from the Green Streets Phase 1 construction. Trustees
43 responded with a discussion of around the scope of the train station upgrade, the Village's ability to provide
44 input, and the possibility of purchasing the site outright from Union Pacific Railroad. Concerning the water

1 tank, trustees inquired about whether new equipment could be camouflaged by landscaping, safety and
2 security issues, and the potential for vandalism. Regarding the Porous Parkway Rehabilitation trustees
3 reviewed annual maintenance costs related to the use of porous asphalt, the possibility of replacing porous
4 asphalt with porous pavers, strategies to address maintenance and performance issues between Green
5 Streets Phase I and Phase II, and the timeline for making potential changes going forward.

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7 Manager Brennan completed his comments by presenting an analysis of staff activity among five major
8 categories and the ebb and flow of total activity among these groups on a monthly basis. He underscored
9 how he and his staff have worked together to address this workflow, and the probability that present staffing
10 will be adequate for the month-to-month projected workflows throughout FY 2023. Trustees clarified their
11 understanding of the categories, the approach of staff, and possible ways to realign the schedule of certain
12 activities to smooth out total demand for staff resources over the year.

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14 **IV. Business from the Public.**

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16 President Kaz opened the floor to members of the public to discuss any business. There was none.

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18 **V. Adjourn**

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20 With no further business, President asked for a motion to adjourn the meeting. Trustee Shadek offered a
21 motion to adjourn the meeting and Trustee Kelly seconded the motion.

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23 A voice vote was taken with none opposed. President Kaz declared the meeting adjourned at 8:57 pm.

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