

Winnetka Village Council
REGULAR MEETING
Village Hall
510 Green Bay Road
September 17, 2019
7:00 p.m.

Emails regarding any agenda item are welcomed. Please email contactcouncil@winnetka.org, and your email will be relayed to the Council members. Emails for the Tuesday Council meeting must be received by Monday at 4 p.m. Any email may be subject to disclosure under the Freedom of Information Act.

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Quorum
 - a) October 1, 2019 Regular Meeting
 - b) October 8, 2019 Study Session
 - c) October 15, 2019 Regular Meeting
- 4) Public Comment
- 5) Reports
- 6) Approval of Agenda
- 7) Consent Agenda
 - a) Approval of Village Council Minutes
 - i) September 3, 2019 Regular Meeting3
 - b) Approval of Warrant List dated August 30 - September 12, 20198
 - c) Ordinance No. MC-8-2019: Submission & Approval of Plats of Subdivisions for Planned Developments (Adoption).....9
 - d) Ordinance No. M-8-2019: 949 Fisher Lane - Landmark Designation (Adoption).....13
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 - f) Ordinance No. M-13-2019: 1094 Fisher Crescent Lane Landmark Designation (Adoption).....33
 - g) Resolution No. R-73-2019: Authorizing Agreement with GovHR for Compensation and Classification Evaluation (Adoption).....44
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12) Closed Session	
13) Adjournment	

NOTICE

All agenda materials are available at villageofwinnetka.org (Government > Council Information > Agenda Packets & Minutes); the Reference Desk at the Winnetka Library; or in the Manager's Office at Village Hall (2nd floor). Webcasts of the meeting may be viewed on the Internet via a link on the Village's web site: <http://www.villageofwinnetka.org/government/village-videos/>.

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the Village ADA Coordinator – Megan Pierce, at 510 Green Bay Road, Winnetka, Illinois 60093, 847-716-3543; T.D.D. 847-501-6041.

**MINUTES
WINNETKA VILLAGE COUNCIL
REGULAR MEETING
September 3, 2019**

(Approved: xx)

A record of a legally convened regular meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, September 3, 2019, at 7:03 p.m.

- 1) Call to Order. President Rintz called the meeting to order at 7:05 p.m. Present: Trustees Jack Coladarci, Andrew Cripe, Robert Dearborn, John Swierk, and Anne Wedner. Absent: Trustee Penfield Lanphier. Also present: Village Manager Robert Bahan, Assistant Village Manager Megan Pierce, Village Attorney Stewart Weiss, Finance Director Tim Sloth, Community Development Director David Schoon, Senior Planner Ann Klaassen, Communications Manager Josie Clark, and approximately 20 persons in the audience.
- 2) Pledge of Allegiance. Trustee Cripe led the group in the Pledge of Allegiance.
- 3) Quorum.
 - a) September 10, 2019 Study Session. All of the Council members present except Trustees Swierk and Wedner said they expect to attend.
 - b) September 17, 2019 Regular Meeting. All of the Council members present said they expect to attend.
 - c) October 1, 2019 Regular Meeting. All of the Council members present said they expect to attend.
- 4) Public Comment.

Greer Braun, Bell Lane. Ms. Braun requested better lighting and signage, along with reflector road striping, on Tower Road between Forest Way Drive and Green Bay Road.

Arthur Braun, Bell Lane. Mr. Braun commended Winnetka's Firemedics, who recently evacuated him from his home to the hospital, on their professionalism.

Elisha Gray, Spruce Street. Mr. Gray asked the Village to work with the Park District to develop a maintenance plan for the Green Bay Trail, as this community asset is in need of stewardship.
- 5) Reports:
 - a) Trustees.
 - i) Trustee Swierk reported on the last Plan Commission meeting.
 - ii) Trustee Cripe gave an update regarding the District 36 and Park District stormwater negotiations.
 - iii) Trustee Coladarci reported on a recent Community Conversations at the Farmers' Market.
 - b) Attorney. None.
 - c) Manager. None.

- d) Village President. None.
- 6) Approval of the Agenda. President Rintz removed Item 7(d) from the Consent Agenda for a separate vote. Trustee Swierk, seconded by Trustee Wedner, moved to approve the final form of the Agenda. By voice vote, the motion carried.
- 7) Consent Agenda
 - a) Village Council Minutes.
 - i) August 20, 2019 Regular Meeting.
 - b) Approval of Warrant List dated August 16-29, 2019 in the amount of \$1,279,982.97.
 - c) Resolution No. R-72-2019: Amended GIS Consortium Member Agreement (Adoption).
 - d) Village Green Flag Request. This item was removed from the consent agenda for a separate vote under Item #8.

Trustee Wedner, seconded by Trustee Cripe, moved to approve the foregoing items on the Consent Agenda by omnibus vote. By roll call vote, the motion carried. Ayes: Trustees Coladarci, Cripe, Dearborn, Swierk, and Wedner. Nays: None. Absent: Trustee Lanphier.
- 8) Village Green Flag Request. Manager Bahan explained that the 9/11 flag planting tradition takes place every year to honor victims of the terrorist attack on September 11, 2001.

Charlie, Henry, William, and Julia Cripe, who are organizing the event, invited the community to participate.

Trustee Wedner, seconded by Trustee Dearborn, moved to approve the placement of flags on the Village Green to commemorate the casualties of the 9/11 terrorist attacks. By voice vote, the motion carried.
- 9) Ordinances and Resolutions.
 - a) Ordinance No. MC-8-2019: Submission & Approval of Plats of Subdivisions for Planned Developments (Introduction). Mr. Schoon reviewed several technical amendments to the Village Code pertaining to Planned Developments.

There being no comments or questions from the Council or public, Trustee Cripe, seconded by Trustee Dearborn, moved to introduce Ordinance No. MC-8-2019. By voice vote, the motion carried.
 - b) Ordinance No. M-12-2019: Repealing Ordinance No. M-21-2018 (Introduction/Adoption). Mr. Sloth explained that the 2017 Water Rate Study recommended the Village borrow \$1 million from the Illinois Environmental Protection Agency (IEPA) to help finance water main replacements. However, a recent staff analysis revealed that the Water Fund has performed more favorably than projections had indicated. In light of this new information, the loan is no longer deemed necessary and Staff is recommending repeal of Ordinance No. M-21-2018, which authorized the low-interest IEPA loan.

Trustee Dearborn asked if the water rate increases should be re-examined.

Mr. Sloth explained that the surplus in the Water Fund is due to: (i) unanticipated lower operating expenses; and (ii) non-completion of several capital projects. The Village still needs \$2.5 million in annual revenue to maintain its 100-year replacement cycle.

Manager Bahan added that additional revenue also came from the finalization of the Northfield water contract, and the economies of scale achieved by syncing water main replacements with street repair projects. He said the Council would discuss the water rates more thoroughly at the Budget workshop.

Trustee Wedner, seconded by Trustee Cripe, moved to waive introduction of Ordinance No. M-21-2018. By roll call vote, the motion carried. Ayes: Trustees Coladarci, Cripe, Dearborn, Swierk, and Wedner. Nays: None. Absent: Trustee Lanphier.

Trustee Swierk, seconded by Trustee Dearborn, moved to adopt Ordinance No. M-21-2018. By roll call vote, the motion carried. Ayes: Trustees Coladarci, Cripe, Dearborn, Swierk, and Wedner. Nays: None. Absent: Trustee Lanphier.

- c) Ordinance No. M-14-2019: 901-905 Green Bay Road - Jeannie Balsam Interiors - Special Use Permit (Introduction/Adoption). Mr. Schoon reviewed this request to approve a special use permit to allow an existing business in Hubbard Woods to expand and move into first-floor space in the Commercial Retail Overlay district.

Jeannie Balsam, owner of Jeannie Balsam Interiors. Ms. Balsam explained that the proposed new space is perfect to expand and evolve her current business, and that other locations in Hubbard Woods won't work for her. She noted that she is committed to staying in Winnetka and will be a good neighbor in the Overlay District.

President Rintz called for public comment.

The following audience members recommended approval of the special use permit: Greer Braun, Bell Lane; Dorothy Bickmore, Winnetka; Cynthia Burr, Vivid Art Gallery; Kevin Maloney, owner of 901-05 Green Bay Road; and Sarah Dippold, Hubbard Woods business owner.

The Trustees briefly discussed the request; all were in favor of approving the special use permit and the Council commended Ms. Balsam on her business expansion.

Trustee Wedner, seconded by Trustee Cripe, moved to waive introduction of Ordinance No. M-14-2019. By roll call vote, the motion carried. Trustees Coladarci, Cripe, Dearborn, Swierk, and Wedner. Nays: None. Absent: Trustee Lanphier.

Trustee Swierk, seconded by Trustee Cripe, moved to adopt Ordinance No. M-14-2019. By roll call vote, the motion carried. Ayes: Trustees Coladarci, Cripe, Dearborn, Swierk, and Wedner. Nays: None. Absent: Trustee Lanphier.

- d) Resolution No. R-70-2019: Authorizing Agreement with CivicPlus for Website Redesign (Adoption). Ms. Pierce explained that the Village's website is out of date, does not provide optimal functioning, and is difficult to update and keep current. A Request for Proposals for a website redesign was issued in June, and nine firms responded.

Ms. Pierce said after staff review of the proposals and interviews with three of the vendors, CivicPlus was selected as the preferred vendor, due to their experience in municipal website design.

Brad Berkel, Regional Director of Sales, CivicPlus. Mr. Berkel explained that CivicPlus develops integrated technology platforms for local governments and has extensive experience working with municipalities.

The Council discussed the development of a new website for the Village, and there was consensus to hire CivicPlus to design a new Village website.

There being no public comment, Trustee Wedner, seconded by Trustee Swierk, moved to adopt Resolution No. R-70-2019. By roll call vote, the motion carried. Ayes: Trustees Coladarci, Cripe, Dearborn, Swierk, and Wedner. Nays: None. Absent: Trustee Lanphier.

e) Ordinance No. M-8-2019: 949 Fisher Lane - Landmark Designation (Introduction).

Mr. Schoon explained that the Village's local landmark process includes consideration of the historical and architectural significance of each proposed property.

Ms. Klassen reviewed the landmark process, noting that only the owners of the property can initiate a landmark review, and explaining that the Landmark Preservation Commission (LPC) uses a scoring system to determine the level of significance for each property. Next, she reviewed the three properties under consideration for local landmark status, giving their rating by the LPC.

Mr. Schoon then reviewed the State's property tax assessment freeze program for local landmarks, noting that the qualifications are stringent and not all local landmark awardees apply for it. The program lasts for 12 years, and offers a freeze on assessment increases for the first eight years, followed by a series of escalating assessments for the next four years that ends in current market assessment at year 12. He reviewed a chart showing that the impact of reduced tax dollar revenue is minimal.

Trustee Wedner said the Council needs to discuss the policy question of sanctioning an increased burden on the rest of Winnetka's taxpayers, no matter how small the scale. She noted that the decision to bestow local landmark status also affects the area's other taxing agencies, and the program did not feel fair to her.

Trustee Swierk said the property tax assessment freeze offsets the State's requirement that qualifying homes must first undergo a rehabilitation project in excess of 25% of the property's fair market value; the program encourages renovation by helping the homeowner to recoup that cost.

Trustee Dearborn said the dollar impact from the assessment freeze is de minimis, and the landmark program encourages investment in structures that might otherwise be demolished.

Trustee Coladarci said residents routinely appeal their property taxes, which also affects the overall tax base.

Trustee Cripe explained that it is important to think about taxpayer fairness, given the extremely high property taxes in Winnetka; however, an unintended consequence of that tax burden might be that residents hesitate to improve their homes, knowing their assessment will then go even higher. For a minimal impact on the tax base at large, the landmark program is a reasonable incentive for homeowners to preserve and improve their homes and get a short break from the ensuing higher property tax assessment.

President Rintz called for public comment.

Louise Holland, Chair of the LPC. Ms. Holland explained that only properties that are local landmarks or listed on the National Register of Historic Places can participate in the State's assessment freeze program. She noted that the three cases up for consideration tonight are the first landmark requests the Village has received since 2012, since the 1991 Landmark Ordinance prohibits the LPC from soliciting residents to apply for local landmark status. Finally, she urged the Council to approve the local landmark designation of the three Subject Properties.

Trustee Cripe, seconded by Trustee Swierk, moved to introduce Ordinance No. M-8-2019. By voice vote, the motion carried.

- f) Ordinance No. M-9-2019: 779 Bryant Avenue - Landmark Designation (Introduction).

Trustee Dearborn, seconded by Trustee Cripe, moved to introduce Ordinance No. M-9-2019. By voice vote, the motion carried.

- g) Ordinance No. M-13-2019: 1094 Fisher Crescent Lane Landmark Designation (Introduction).

Trustee Dearborn, seconded by Trustee Cripe, moved to introduce Ordinance No. M-13-2019. By voice vote, the motion carried.

10) Old Business. None.

11) New Business: None.

12) Appointments: None.

13) Closed Session. None.

14) Adjournment. Trustee Dearborn, seconded by Trustee Cripe, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 9:23 p.m.

Recording Secretary



Agenda Item Executive Summary

Title: Approval of Warrant List Dated August 20 - September 12, 2019

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 09/17/2019

Consent: ☒ YES ☐ NO

☐ Ordinance
☐ Resolution
☐ Bid Authorization/Award
☐ Policy Direction
☒ Informational Only

Item History:

None.

Executive Summary:

The Warrant List dated August 20 - September 12, 2019 was emailed to each Village Council member.

Recommendation:

Consider approving the Warrant List dated August 20 - September 12, 2019.

Attachments:

None.



Agenda Item Executive Summary

Title: Ordinance No. MC-8-2019: Submission & Approval of Plats of Subdivisions for Planned Developments (Adoption)

Presenter: David Schoon, Community Development Director

Agenda Date: 09/17/2019

Consent: ☒ YES ☐ NO

☒ Ordinance
☐ Resolution
☐ Bid Authorization/Award
☐ Policy Direction
☐ Informational Only

Item History:

9/3/19 - Village Council Meeting - Introduction of Ordinance MC-08-2019
<https://www.villageofwinnetka.org/assets/1/20/gv-council-pkt-20190903.pdf>

Executive Summary:

On September 17, the Village Council is scheduled to consider adoption of Ordinance No. MC-8-2019, An Ordinance Amending Titles 3 and 16 of the Winnetka Village Code Regarding the Submission and Approval of Plats of Subdivision for Planned Developments. The purpose of this ordinance is to amend sections of the Village Code to clarify sections to be consistent with the intent to have the Planned Development Commission review plats of subdivisions submitted concurrently with planned developments.

The proposed amendments would not change the original intent of the newly adopted planned development regulations and processes; they only more specifically clarify sections of the code to be consistent with the intent to have the Planned Development Commission review plats of subdivisions submitted concurrently with planned developments.

On September 3, the Village Council introduced the Ordinance.

Recommendation:

Consider adoption of Ordinance No. MC-8-2019, An Ordinance Amending Titles 3 and 16 of the Winnetka Village Code Regarding the Submission and Approval of Plats of Subdivision for Planned Developments.

Attachments:

Attachment A: Ordinance No. MC-8-2019

ORDINANCE NO. MC-8-2019

**AN ORDINANCE AMENDING TITLES 3 AND 16 OF THE WINNETKA VILLAGE
CODE REGARDING THE SUBMISSION AND APPROVAL OF PLATS
OF SUBDIVISION FOR PLANNED DEVELOPMENTS**

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and has the authority to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, pursuant to Ordinance No. MC-2-2019, on April 25, 2019, the Village amended Titles 3 and 17 of the Winnetka Village Code, as amended ("***Village Code***"), to create the Planned Development Commission as the body to conduct public hearings and make recommendations to the Village Council for zoning relief related to planned development applications; and

WHEREAS, Ordinance No. MC-2-2019 also amended Chapter 17.58 Planned Developments of the Village Code, to grant the Planned Development Commission the authority to recommend exceptions to the subdivision regulations and underlying zoning district use, lot, space, bulk, yard, and parking regulations; and

WHEREAS, the Village further desires to amend Chapter 3.22 and Chapter 16.08 of the Village Code to further clarify that the Planned Development Commission has the jurisdiction to conduct public hearings and make recommendations on subdivision applications for property proposed to be included in a planned development ("***Proposed Amendment***"); and

WHEREAS, the Village Board has determined that adoption of the Proposed Amendment, as set forth in this Ordinance, will serve and be in the best interest of the Village;

NOW, THEREFORE, the Council of the Village of Winnetka does ordain as follows:

SECTION 1: RECITALS. The foregoing recitals are hereby incorporated into this Section as the findings of the Village Council, as if fully set forth herein.

SECTION 2: JURISDICTION AND PURPOSE. Section 3.22.020, titled, "Jurisdiction and Process," of Chapter 3.22, titled, "Planned Development Commission," of Title 3, titled "Boards and Commissions," is hereby amended to read as follows:

"Section 3.22.020 Jurisdiction and Purpose

The intent and purpose of the Planned Development Commission is to assist the Village Council in making decisions and establishing policies regarding planned

September 17, 2019

M-8-2019

Additions are bold and double underlined; ~~deletions are struck through.~~

developments within the Village. The Planned Development Commission shall have the following specific powers and duties:

- A. To conduct public hearings and make recommendations to the Village Council on applications for planned developments and amendments or alterations to approved planned developments.
- B. **To consider and make recommendations to the Village Council on applications for land subdivisions in conjunction with applications for planned developments or amendments or alterations to approved planned developments, as specified in Title 16 of this Code**
- ~~B~~C. To consult and cooperate with the Village Council and other Village commissions, boards, and departments on matters related to planned developments within the Village.
- ~~E~~D. To periodically review and to make recommendations as the Planned Development Commission may deem necessary regarding amendments to the provisions of this chapter and the provisions of the Zoning Ordinance related to planned developments.
- ~~D~~E. To consider and make recommendations on other matters related to planned developments as may be referred from time to time by the Village Council to the Planned Development Commission.”

SECTION 3: PROCEDURES. Chapter 16.08, titled, “Procedures,” of Title 16, titled “Subdivisions,” is hereby amended by addition of a new section 16.08.040 to read as follows:

“Section 16.08.040 Concurrent Consideration with a Planned Development Application

Notwithstanding anything to the contrary in this Chapter 16.08, in the event that an applicant submits an application for the approval of a preliminary or final plat of subdivision concurrently with the application for approval of a planned development or planned development amendment, the application for approval of the preliminary or final plat of subdivision shall be submitted to the Planned Development Commission instead of the Plan Commission for consideration concurrently with the application for approval of the Planned Development or Planned Development amendment. In the event that an application for approval of preliminary or final plat of subdivision is submitted to the Planned Development Commission, all references in this Chapter to the Plan Commission and the Zoning Board of Appeals shall be deemed to refer to the Planned Development Commission, which shall have

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Additions are bold and double underlined; deletions are struck through.

jurisdiction to provide such relief in accordance with the requirements, procedures, and specifications of this Chapter, including the granting of variations and exceptions to the otherwise applicable subdivision regulations per the requirements of Chapter 17.58.”

SECTION 4: EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED this ____ day of _____, 2019, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2019.

Signed:

Village President

Countersigned:

Village Clerk

Published by authority of the
President and Board of Trustees of
the Village of Winnetka, Illinois, this
____ day of _____, 2019.

Introduced: _____, 2019

Passed and Approved: _____, 2019

September 17, 2019

M-8-2019

Additions are bold and double underlined; ~~deletions are struck through.~~



Agenda Item Executive Summary

Title: Ordinance No. M-8-2019: 949 Fisher Lane - Landmark Designation (Adoption)

Presenter: David Schoon, Director of Community Development

Agenda Date: 09/17/2019

Consent: ☒ YES ☐ NO

☒	Ordinance
☐	Resolution
☐	Bid Authorization/Award
☐	Policy Direction
☐	Informational Only

Item History:

09/03/19 - Village Council Regular Meeting - Introduction of Ordinance M-8-2019 - <https://www.villageofwinnetka.org/assets/1/20/gv-council-pkt-20190903.pdf#page=179>

Executive Summary:

At the Village Council meeting on September 3, the Village Council adopted a motion by a vote of 4-1, introducing Ordinance No. M-8-2019 to designate the Walter T. and Katherine D. Fisher House at 949 Fisher Lane as a locally designated landmark. Prior to approving introduction of Ordinance No. M-8-2019, the Council discussed the State of Illinois's Residential Property Tax Assessment Freeze Program and the potential impact it may have on Winnetka taxpayers.

Above is a link to the agenda materials previously provided for the September 3 meeting, which contains more details regarding the request.

Recommendation:

Consider adoption of Ordinance No. M-8-2019, designating the Walter T. and Katherine D. Fisher House at 949 Fisher Lane as a locally designated landmark.

Attachments:

Ordinance No. M-8-2019

AN ORDINANCE DESIGNATING 949 FISHER LANE AS A LANDMARK

WHEREAS, Jeffrey Watts and Karen Watts ("**Owners**") are the owners of the property commonly known as 949 Fisher Lane, Winnetka, Illinois, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Subject Property**"); and

WHEREAS, the Subject Property is improved with a single family home known as the Walter T. and Katherine D. Fisher House ("**Fisher House**"); and

WHEREAS, Chapter 15.64 of the Winnetka Village Code ("**Village Code**"), titled "Landmark Preservation," sets forth standards and procedures for preserving, protecting, enhancing, rehabilitating, and regulating buildings, structures, objects, and places of historical, cultural, or architectural significance ("**Landmark Regulations**"); and

WHEREAS, pursuant to Section 15.64.040 of the Landmark Regulations, the Owners submitted an application for the designation of the Subject Property as a landmark to the Director of Community Development for consideration by the Landmark Preservation Commission ("**Commission**"); and

WHEREAS, pursuant to, and in accordance with, the Landmark Regulations, a duly noticed public hearing of the Commission to consider the Owners' application was held on March 4, 2019; and

WHEREAS, on March 4, 2019, the Commission made findings, which findings are attached as **Exhibit B**, and evaluated the application and the Subject Property using the Village's System for the Evaluation of Landmarks and gave the Subject Property an overall score of 89.8, resulting in the highest rating of "unique"; and

WHEREAS, pursuant to the findings made by the Commission and the overall rating of the Subject Property as unique, the Commission: (i) determined that the Subject Property meets the criteria for the evaluation of landmarks set forth in the Landmark Regulations; and (ii) unanimously recommended that the Village Council designate the Subject Property as a landmark; and

WHEREAS, the Village Council has considered the recommendation of the Commission and has determined that it is in the best interest of the Village and its residents to accept the findings and recommendation of the Commission, which findings are incorporated herein, and approve the designation of the Subject Property as a landmark;

NOW, THEREFORE, the Council of the Village of Winnetka do ordain as follows:

SECTION 1: RECITALS. The foregoing recitals are hereby incorporated into this Section 1 as the findings of the Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: LANDMARK DESIGNATION. In accordance with, and pursuant to, Section 15.64.040 of the Village Code, the Village Council hereby designates the Subject Property as a locally designated landmark.

SECTION 3: EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED this ____ day of _____, 2019, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2019.

Signed:

Village President

Countersigned:

Village Clerk

Published by authority of the President and Board of Trustees of the Village of Winnetka, Illinois, this ____ day of _____, 2019.

Introduced: September 3, 2019

Passed and Approved: _____, 2019

EXHIBIT A
LEGAL DESCRIPTION OF SUBJECT PROPERTY

That part of Block 2 in the Hubbard Estate Subdivision in the Northeast fractional $\frac{1}{4}$ of Section 17, Township 42 North, Range 13, East of the Third Principal Meridian, commencing at a point on the West line of said Block 2, 200 Feet South of the North line thereof, thence East along a line parallel to and 200 Feet South of the North line of Block 2, 245.3 Feet to the Northwest corner of Lot 1 in the Fisher Subdivision of part of Block 2 aforesaid, thence South along the West line of Lot 1 aforesaid, 211 Feet to the Southwest corner of Lot 1 aforesaid, thence Westerly along the Southerly line of Block 2 aforesaid, 322.7 Feet, more or less, to the Southwest corner of said Block 2, thence Northerly along the Westerly line of said Block 2, 123.5 Feet, more or less to the place of beginning, in Cook County, Illinois.

Commonly known as 949 Fisher Lane, Winnetka, Illinois.

PIN: 05-17-200-044-0000

EXHIBIT B
LANDMARK PRESERVATION COMMISSION FINDINGS
(SEE ATTACHED EXHIBIT B)

EXHIBIT B



CONSIDERATION OF LANDMARK ELIGIBILITY

Walter T. and Katherine D. Fisher House
949 Fisher Lane, Winnetka

This report is an integral part of the March 4, 2019 Landmark Preservation Commission meeting minutes and is also compiled based on the submitted application for local landmark designation written by Susan Benjamin and Gwen Sommers Yant of Benjamin Historic Certifications.



Figure 1 – 949 Fisher Lane (May 2019)

Findings of the Commission

Based on the System for the Evaluation of Landmarks contained in Chapter 15.64 of the Village Code titled “Landmark Preservation” (see attached rating sheet), 949 Fisher Lane was rated a “Unique” property with a score of “89.8”.

Architectural Type, Style and Period. The Walter T. and Katherine D. Fisher House was built in 1929 in the International style. The Commission found the house to be a high-style example of an architectural style

that is rare in Winnetka and which retains a high degree of integrity. Few residences were built in the International style in Winnetka or in other villages on the North Shore. Rarer still were large high-style International style houses on large lots, or examples of the style dating from the 1920's.

Based on these facts, the architectural type, style and period of the home were judged to be "extremely rare", with a rating of "5".

Method of Construction. The Fisher House is constructed of brick and is unique due to its planar surfaces, crisp geometry and sparseness of detail. It is constructed of quality materials (ex. copper flashing, steel windows) and exhibits a high quality of craftsmanship (ex. brickwork, interior handrail, terra cotta drinking fountain) and detail (ex. built-ins, door design). The Commission also found the house to be unique in that the major design consideration was based on function, not style. The intent was to design a home that was totally functional for a family of two adults and several children and to embrace outdoor activities, hence the upper level and roof deck. Furthermore, the Fisher House received wide critical acclaim from the architectural, arts and popular presses, being featured in *The Architectural Record* (November, 1929), *The Arts* (February, 1930) and *House Beautiful* (March, 1930).

With regard to rarity in method of construction, the home was judged to be "extremely rare" and therefore rated a "5".

Association with an Historical Event, Person, or Cultural Activity. Walter T. and Katherine D. Fisher were the original owners and owned the property until 1963 when the property was purchased by Edwin M. Bush, Jr. and Susanne Bradley Bush. The estate of Susanne Bradley Bush Wilcox sold the property to the current owners in 2018.

The Fisher House has a strong association with the life and activities of persons who contributed to historic and cultural events – most directly with: (1) owners Walter T. and Katherine D. Fisher who made significant contributions on the local, state and even national levels during the 35 years they resided in the house, (2) architect Howard Fisher, (3) U.S. Secretary of the Interior and Mrs. Walter L. Fisher, the parents of Walter T. Fisher, (4) modern artist Margaret Fisher, and (5) modern dancer/choreographer Ruth Page.

With regard to association with an historical event, person or cultural activity, the Commission rated the home as a "5", association at the state, county or local level.

Association with an Architect or Master Builder. The architect for the Fisher House was Howard Taylor Fisher, the youngest brother of owner Walter T. Fisher. This was the first house by Howard Fisher; he was 25 years old when he designed the home. Howard's design of the Fisher House was considered remarkable and published in many articles and gained praise from the time it was first built. He was ahead of his time, which was noteworthy for an architect of his age. The Fisher House was designed at the time European modernism was just being introduced to the United States. Howard went on to have a distinguished career as an architect, city planner and educator. Howard Fisher became a leading pioneer in the field of prefabricated houses, starting the innovative company General Houses, Inc. The company's first project was on a nearby lot along Winnetka's lakefront. Howard Fisher was recognized with the American Institute of Architects' (AIA) highest honor – election as a Fellow. His importance extends beyond architecture, to city planning, with his involvement in the development of GIS technology.

The Commission rated the home as a "5", association with an architect on a national level.

Established or Familiar Visual Feature. The Fisher House is located at the northeast corner of Fisher Lane and Fisher Crescent Lane. The Commission felt that this is a grand and very unique home that is certainly recognizable in the neighborhood. Therefore, the Commission rated the home as a “symbol of a neighborhood or a conspicuous and familiar structure in the context of the entire Village,” warranting a score of “4”.

Originality. With the exception of a greenhouse that was added above a porch on the southeast corner of the home, which has since been removed, there have not been any structural alterations to the home. In fact, the original steel windows and cork floor all remain. Given the fact there have been no major alterations, the Commission rated the home’s alterations of design integrity as “excellent”, warranting a score of “5”.

Age of Structure. The Fisher House was constructed in 1929, therefore, the home warrants a score of “3”.

Alteration of Surrounding Properties (View from Property). Some homes in the neighborhood have been torn down and replaced with new homes but many of the original prominent homes still remain intact. The Commission determined the existing conditions of the surrounding area to consist of “minor alterations”, which warranted a score of “3”.

Alteration of Original Site (View of Property). The large lot has been heavily landscaped for years; many of the original trees planted by the Fishers remain today. The Commission determined the condition of the site to be “original”, which warranted a score of “5”.

Structural Condition. The Commission determined the structural condition to be “exceptional”, which warranted a score of “5”.

Resolution

The Landmark Preservation Commission found the Walter T. and Katherine D. Fisher House at 949 Fisher Lane to be highly significant and more than satisfy the criteria for local landmark designation. The Commission found the property to be historically significant given its strong association with three generations of the accomplished family of nationally-prominent lawyer, civic reformer and conservationist Walter L. Fisher and his wife Maybel Taylor Fisher. Additionally, the Commission found the Fisher House to be significant due to its association with the architect Howard T. Fisher. Lastly, the Commission found the Fisher House to be architecturally significant based on its sophistication, quality, integrity and rarity of the International style. The Commission found the Fisher House to be one of the most unique homes in the Village and is excited to recommend such an outstanding example of International architecture that maintains remarkable integrity.

Based upon these considerations and the System for Evaluation rating of “Unique”, with a score of “89.8”, the Commission unanimously voted to recommend that the Village Council designate the Walter T. and Katherine D. Fisher House at 949 Fisher Lane as a local landmark.

Respectfully Submitted,

Louise Holland
Katie Comstock
Chris Enck
Laura Good

Joseph Stewart
Beth Ann Papoutsis
Paul Weaver

SYSTEM FOR THE EVALUATION OF LANDMARKS

TIER 1

CATEGORY	FACTORS	POINT VALUE	WEIGHT*	SCORE
Rarity: Architectural Type, Style and Period	-Extremely Rare	⑤	<u>10</u>	<u>50</u>
	-Rare	4		
	-Somewhat Rare	2		
	-Common	0		
Rarity: Method of construction and its application	-Extremely Rare	⑤	<u>1</u>	<u>5</u>
	-Rare	4		
	-Somewhat Rare	2		
	-Common	0		
Association with an Historical Event, Person, or Cultural Activity	-National	5	<u>1</u>	<u>5</u>
	-State, County or Local	⑤		
	-None	0		
Association with an Architect or Master Builder	-National	⑤	<u>1</u>	<u>5</u>
	-State, County or Local	5		
	-Architect or builder identified but of no known importance	1		
	-Architect or builder unknown	0		
Established or Familiar Visual Feature	-Symbol of Village as a whole	5	<u>1</u>	<u>4</u>
	-Symbol of a neighbor- hood or a conspicuous and familiar structure in the context of the entire Village	④		
	-A conspicuous and familiar structure in the context of a neighborhood	3		
	-Not particularly conspicuous or familiar	0		
Tier 1 Score			<u>69</u>	
(Add Above 5 lines)				

*The (or a) category with the highest point value is given a weight of 10. All other categories are weighted 1.

TIER 2

CATEGORY	FACTORS	POINT VALUE		WEIGHT		SCORE
Alteration of (Originality) Design Integrity	-Excellent	5				
	-Good	4				
	-Fair	3	x	10	=	50
	-Poor	0				
Age of Structure	-pre-1900	5				
	-1900-1930	3	x	4	=	12
	-1931-1950	2				
	-1951 to present	1				
Alteration of Surrounding Properties (View from Property)	-Original	5				
	-Minor Alterations	3	x	4	=	12
	-Major Alterations	0				
Alteration of Original Site (View of Property)	-Original	5				
	-Minor Alterations	3	x	3	=	15
	-Major Alterations	0				
Structural Condition	-Exceptional	5				
	-Good	3	x	3	=	15
	-Fair	1				
	-Deteriorated	0				
Tier 2 Score						104
(Add Above 5 Lines)						20.8
Avg. Tier 2 Score						(Divide Total by 5)

<u>69</u> Tier 1 Score	+	<u>20.8</u> Avg. Tier 2 Score	=	<u>89.8</u> Total Score
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Level of Significance

<u>Total Points</u>	<u>Category</u>
80-94	Unique
65-79	Significant
50-64	Important



Agenda Item Executive Summary

Title: Ordinance No. M-9-2019: 779 Bryant Avenue - Landmark Designation (Adoption)

Presenter: David Schoon, Director of Community Development

Agenda Date: 09/17/2019

Consent: ☒ YES ☐ NO

☒	Ordinance
☐	Resolution
☐	Bid Authorization/Award
☐	Policy Direction
☐	Informational Only

Item History:

09/03/19 - Village Council Regular Meeting - Introduction of Ordinance No. M-9-2019 - <https://www.villageofwinnetka.org/assets/1/20/gv-council-pkt-20190903.pdf#page=267>

Executive Summary:

At the Village Council meeting on September 3, the Village Council adopted a motion by a vote of 4-1, introducing Ordinance No. M-9-2019 to designate the Albert M. and Anna B. Kales House at 779 Bryant Avenue as a locally designated landmark. Prior to approving introduction of Ordinance No. M-9-2019, the Council discussed the State of Illinois's Residential Property Tax Assessment Freeze Program and the potential impact it may have on Winnetka taxpayers.

Above is a link to the agenda materials previously provided for the September 3 meeting, which contains more details regarding the request.

Recommendation:

Consider adoption of Ordinance No. M-9-2019.

The Ordinance would designate the Albert M. and Anna B. Kales House at 779 Bryant Avenue as a locally designated landmark.

Attachments:

Ordinance No. M-9-2019

AN ORDINANCE DESIGNATING 779 BRYANT AVENUE AS A LANDMARK

WHEREAS, Joan Keller-Evanich and Kevin Evanich ("**Owners**") are the owners of the property commonly known as 779 Bryant Avenue, Winnetka, Illinois, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Subject Property**"); and

WHEREAS, the Subject Property is improved with a single family home and detached garage; and

WHEREAS, Chapter 15.64 of the Winnetka Village Code ("**Village Code**"), titled "Landmark Preservation," sets forth standards and procedures for preserving, protecting, enhancing, rehabilitating, and regulating buildings, structures, objects, and places of historical, cultural, or architectural significance ("**Landmark Regulations**"); and

WHEREAS, pursuant to Section 15.64.040 of the Landmark Regulations, the Owners submitted an application for the designation of the Subject Property as a landmark to the Director of Community Development for consideration by the Landmark Preservation Commission ("**Commission**"); and

WHEREAS, pursuant to, and in accordance with, the Landmark Regulations, a duly noticed public hearing of the Commission to consider the Owners' application was held on June 3, 2019; and

WHEREAS, on June 3, 2019, the Commission made findings, which findings are attached as **Exhibit B**, and evaluated the application and the Subject Property using the Village's System for the Evaluation of Landmarks and gave the Subject Property an overall score of 86.6, resulting in the highest rating of "unique"; and

WHEREAS, pursuant to the findings made by the Commission and the overall rating of the Subject Property as unique, the Commission: (i) determined that the Subject Property meets the criteria for the evaluation of landmarks set forth in the Landmark Regulations; and (ii) unanimously recommended that the Village Council designate the Subject Property as a landmark; and

WHEREAS, the Village Council has considered the recommendation of the Commission and has determined that it is in the best interest of the Village and its residents to accept the findings and recommendation of the Commission, which findings are incorporated herein, and approve the designation of the Subject Property as a landmark;

NOW, THEREFORE, the Council of the Village of Winnetka do ordain as follows:

SECTION 1: RECITALS. The foregoing recitals are hereby incorporated into this Section 1 as the findings of the Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: LANDMARK DESIGNATION. In accordance with, and pursuant to, Section 15.64.040 of the Village Code, the Village Council hereby designates the Subject Property as a locally designated landmark.

SECTION 3: EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED this ____ day of _____, 2019, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2019.

Signed:

Village President

Countersigned:

Village Clerk

Published by authority of the
President and Board of Trustees
of the Village of Winnetka,
Illinois, this ____ day of _____,
2019.

Introduced: September 3, 2019

Passed and Approved: _____, 2019

EXHIBIT A
LEGAL DESCRIPTION OF SUBJECT PROPERTY

Parcel 1: The South 35 feet of Lot 4, Lot 5 except that part thereof described as follows: Beginning at the Southeast corner of said Lot 5; thence Southwesterly along the Southerly line of Lot 5 (being also a division line between said Lots 5 and 7) 47.5 feet; thence Northeasterly along a straight line, 51.29 feet to a point on the East line of said Lot 5, 12 feet North of the Southeast corner of said Lot 5; thence South along the East line of said Lot 5, 12 feet to the point of beginning.

Parcel 2: That part of Lot 7 described as follows: Beginning at a point in the Southerly line of Lot 5 of said Subdivision of Blocks 26 and 41 (being also a division line between said Lots 5 and 7) 47.5 feet Westerly of the Southeast corner of said Lot 5; thence Westerly along the Southerly line of said Lot 5, 47.5 feet to the Westerly line of said Lot 7; thence South along the Westerly line of Lot 7, 12 feet; thence Northeasterly along a straight line, 51.29 feet to the point of beginning, all in the Subdivision of Blocks 26 and 41 in Lake View Subdivision (Lake View Subdivision being a Subdivision of the Southeast Quarter of Section 17 and the Southeast Quarter of Section 16, Township 42 North, Range 13, East of the Third Principal Meridian, according to the Plat recorded July 13, 1857, in Book 133, Page 76, as Document Number 889987) in Cook County, Illinois.

Commonly known as 779 Bryant Avenue, Winnetka, Illinois.

PIN: 05-17-409-009-0000

EXHIBIT B
LANDMARK PRESERVATION COMMISSION FINDINGS
(SEE ATTACHED EXHIBIT B)

EXHIBIT B



CONSIDERATION OF LANDMARK ELIGIBILITY

Albert M. and Anna B. Kales House
779 Bryant Avenue, Winnetka

This report is an integral part of the June 3, 2019 Landmark Preservation Commission meeting minutes and is also compiled based on the submitted application for local landmark designation.



Figure 1 – 779 Bryant Avenue

Findings of the Commission

Based on the System for the Evaluation of Landmarks contained in Chapter 15.64 of the Village Code titled “Landmark Preservation” (see attached rating sheet), 779 Bryant Avenue was rated a “Unique” property with a score of “86.6”.

Architectural Type, Style and Period. The Albert M. and Anna B. Kales House was built in 1909 in the English Arts & Crafts style. The Commission found the house to be an exceptional example of an historic or vernacular style. Furthermore, the Commission found the home to be extremely rare since the Village does not have many homes designed by Howard Van Doren Shaw.

Based on these facts, the architectural type, style and period of the home were judged to be “extremely rare”, with a rating of “5”.

Method of Construction. The Kales House is constructed of stucco, which is relatively common in the Village. According to the current property owners, the basement of the Kales House was one of the first poured concrete foundations. Taking that into consideration and based on the date of construction, the Commission rated the rarity in method of construction to be “rare”, warranting a score of “4”.

Association with an Historical Event, Person, or Cultural Activity. The Albert M. and Anna B. Kales House was designed by nationally recognized architect Howard Van Doren Shaw. Based on this fact, the Commission rated the home as a “5”, association at the national level.

Association with an Architect or Master Builder. As previously noted, the architect for the Kales House was Howard Van Doren Shaw. After graduating from Massachusetts Institute of Technology, Shaw returned to Chicago in 1891 and joined the Jenney & Mundie Firm. This firm was a training ground for new architects, such as Daniel Burnham and Louis Sullivan. In 1894 Shaw established his own practice in Chicago. Shaw built a house for his family in Lake Forest in 1897. Soon thereafter he began building many more homes in Lake Forest. These houses exhibited Shaw’s Arts and Crafts style. He soon became the most recognized architect for country houses in Lake Forest in the early 19th century, around the time he designed the Kales House. Shaw focused on American and English styles of the Arts and Crafts style. On many of his homes, Shaw collaborated with renowned landscape architect Jens Jensen. In 1906, Shaw became a member of the American Institute of Architects (AIA) and was made a Fellow the following year. He was awarded the AIA Gold Medal shortly before his death in 1926. Shaw’s students included David Adler and Edward H. Bennett, who became notable architects in their own right.

The Commission rated the home as a “5”, association with an architect on a national level.

Established or Familiar Visual Feature. The Kales House is located on the east side of Bryant Avenue between Lloyd Place and Humboldt Avenue. The Commission felt that this is an exceptional home that is certainly recognizable in the neighborhood. Therefore, the Commission rated the home as “a conspicuous and familiar structure in the context of a neighborhood,” warranting a score of “3”.

Originality. The Kales House has received minor alterations over the years. The Cushman family (property owners from 1920-1945) worked with architect Chester Walcott to enclose open porches on the south façade. The Cassin family (property owners from 1979-1993) replaced the original Shaw “sunken garden” with a swimming pool. The current owners added an architecturally sensitive family room (designed by Behles + Behles) at the rear of the home, mimicking the sunroom, in 2012. The Commission found the alterations to the home to be of high quality and sensitive to the original design of the home and rated the home’s alterations of design integrity as “excellent”, warranting a score of “5”.

Age of Structure. The Kales House was constructed in 1909, therefore, the home warrants a score of “3”.

Alteration of Surrounding Properties (View from Property). Many of the homes in the neighborhood were built after the Kales House in 1909. Some homes in the neighborhood have also been torn down and replaced with new homes. The property is adjacent to the Christ Church property which has remained intact. The Commission determined the existing conditions of the surrounding area to consist of “minor alterations”, which warranted a score of “3”.

Alteration of Original Site (View of Property). The current owners replaced a single frame detached garage with a detached three-car stucco garage, while matching the house in color and design. The only other alteration as viewed from the street was a custom built wood fence that replaced a chain-link fence. The Commission determined the condition of the site to be “minor alterations”, which warranted a score of “3”.

Structural Condition. The Commission determined the structural condition to be “exceptional”, which warranted a score of “5”.

Resolution

The Landmark Preservation Commission found the Albert M. and Anna B. Kales House at 779 Bryant Avenue to be highly significant and more than satisfy the criteria for local landmark designation. The Commission found the property to be historically significant as well as architecturally significant due to its association with architect Howard Van Doren Shaw. Additionally, the Commission found the Kales House to be an exceptional example of the English Arts & Craft style and unique in the Village as there are very few Howard Van Doren Shaw homes remaining in the Village.

Based upon these considerations and the System for Evaluation rating of “Unique”, with a score of “86.6”, the Commission unanimously voted to recommend that the Village Council designate the Albert M. and Anna B. Kales House at 779 Bryant Avenue as a local landmark.

Respectfully Submitted,

Louise Holland
Katie Comstock
Chris Enck
Laura Good
Joseph Stewart
Beth Ann Papoutsis
Paul Weaver

SYSTEM FOR THE EVALUATION OF LANDMARKS

TIER 1

CATEGORY	FACTORS	POINT VALUE	WEIGHT*	SCORE
Rarity: Architectural Type, Style and Period	-Extremely Rare	5	<u>1</u>	<u>5</u>
	-Rare	4		
	-Somewhat Rare	2		
	-Common	0		
Rarity: Method of construction and its application	-Extremely Rare	5	<u>1</u>	<u>4</u>
	-Rare	4		
	-Somewhat Rare	2		
	-Common	0		
Association with an Historical Event, Person, or Cultural Activity	-National	5	<u>1</u>	<u>5</u>
	-State, County or Local	5		
	-None	0		
Association with an Architect or Master Builder	-National	5	<u>10</u>	<u>50</u>
	-State, County or Local	5		
	-Architect or builder identified but of no known importance	1		
	-Architect or builder unknown	0		
Established or Familiar Visual Feature	-Symbol of Village as a whole	5	<u>1</u>	<u>3</u>
	-Symbol of a neighbor- hood or a conspicuous and familiar structure in the context of the entire Village	4		
	-A conspicuous and familiar structure in the context of a neighborhood	3		
	-Not particularly conspicuous or familiar	0		

Tier 1 Score 67
(Add Above 5 lines)

*The (or a) category with the highest point value is given a weight of 10. All other categories are weighted 1.

TIER 2

CATEGORY	FACTORS	POINT VALUE		WEIGHT		SCORE
Alteration of (Originality) Design Integrity	-Excellent	5				
	-Good	4				
	-Fair	3	x	10	=	50
	-Poor	0				
Age of Structure	-pre-1900	5				
	-1900-1930	3	x	4	=	12
	-1931-1950	2				
	-1951 to present	1				
Alteration of Surrounding Properties (View from Property)	-Original	5				
	-Minor Alterations	3	x	4	=	12
	-Major Alterations	0				
Alteration of Original Site (View of Property)	-Original	5				
	-Minor Alterations	3	x	3	=	9
	-Major Alterations	0				
Structural Condition	-Exceptional	5				
	-Good	3	x	3	=	15
	-Fair	1				
	-Deteriorated	0				
Tier 2 Score						98
(Add Above 5 Lines)						
Avg. Tier 2 Score						19.6
(Divide Total by 5)						

<u>67</u> Tier 1 Score	+	<u>19.6</u> Avg. Tier 2 Score	=	<u>86.6</u> Total Score
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Level of Significance

<u>Total Points</u>	<u>Category</u>
80-94	Unique
65-79	Significant
50-64	Important



Agenda Item Executive Summary

Title: Ordinance No. M-13-2019: 1094 Fisher Crescent Lane - Landmark Designation (Adoption)

Presenter: David Schoon, Director of Community Development

Agenda Date: 09/17/2019

Consent: ☒ YES ☐ NO

☒ Ordinance
☐ Resolution
☐ Bid Authorization/Award
☐ Policy Direction
☐ Informational Only

Item History:

09/03/19 - Village Council Regular Meeting - Introduction of Ordinance No. M-13-2019 - <https://www.villageofwinnetka.org/assets/1/20/gv-council-pkt-20190903.pdf#page=300>

Executive Summary:

At the Village Council meeting on September 3, the Village Council adopted a motion by a vote of 4-1, introducing Ordinance No. M-13-2019 to designate the Willoughby Walling House at 1094 Fisher Crescent Lane as a locally designated landmark. Prior to approving introduction of Ordinance No. M-13-2019, the Council discussed the State of Illinois's Residential Property Tax Assessment Freeze Program and the potential impact it may have on Winnetka taxpayers.

Above is a link to the agenda materials previously provided for the September 3 meeting, which contains more details regarding the request.

Recommendation:

Consider adoption of Ordinance No. M-13-2019.

The Ordinance would designate the Willoughby Walling House at 1094 Fisher Crescent Lane as a locally designated landmark.

Attachments:

Ordinance No. M-13-2019

ORDINANCE NO. M-13-2019

AN ORDINANCE DESIGNATING 1094 FISHER CRESCENT LANE AS A LANDMARK

WHEREAS, Edward McNabola and Katherine McNabola (collectively, "**Owners**") are the owners of the property commonly known as 1094 Fisher Crescent Lane, Winnetka, Illinois, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Subject Property**"); and

WHEREAS, the Subject Property is improved with a single family home designed by architect Robert Seyfarth, which was constructed in 1919 after a fire ("**Willoughby Walling House**"); and

WHEREAS, Chapter 15.64 of the Winnetka Village Code ("**Village Code**"), titled "Landmark Preservation," sets forth standards and procedures for preserving, protecting, enhancing, rehabilitating, and regulating buildings, structures, objects, and places of historical, cultural, or architectural significance ("**Landmark Regulations**"); and

WHEREAS, pursuant to Section 15.64.040 of the Landmark Regulations, the Owners submitted an application for the designation of the Subject Property as a landmark to the Director of Community Development for consideration by the Landmark Preservation Commission ("**Commission**"); and

WHEREAS, pursuant to, and in accordance with, the Landmark Regulations, a duly noticed public hearing of the Commission to consider the Owners' application was held on August 5, 2019; and

WHEREAS, on August 5, 2019, the Commission made findings, which findings are attached as **Exhibit B**, and evaluated the application and the Subject Property using the Village's System for the Evaluation of Landmarks and gave the Subject Property an overall score of 83.6; and

WHEREAS, pursuant to the findings made by the Commission and the overall rating of the Subject Property as unique, the Commission: (i) determined that the Subject Property meets the criteria for the evaluation of landmarks set forth in the Landmark Regulations; and (ii) unanimously recommended that the Village Council designate the Subject Property as a landmark; and

WHEREAS, the Village Council has considered the recommendation of the Commission and has determined that it is in the best interest of the Village and its residents to accept the findings and recommendation of the Commission, which findings are incorporated herein, and approve the designation of the Subject Property as a landmark;

NOW, THEREFORE, the Council of the Village of Winnetka do ordain as follows:

SECTION 1: RECITALS. The foregoing recitals are hereby incorporated into this Section 1 as the findings of the Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: LANDMARK DESIGNATION. In accordance with, and pursuant to, Section 15.64.040 of the Village Code, the Village Council hereby designates the Subject Property as a locally designated landmark.

SECTION 3: EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED this ____ day of _____, 2019, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2019.

Signed:

Village President

Countersigned:

Village Clerk

Published by authority of the President and Board of Trustees of the Village of Winnetka, Illinois, this ____ day of _____, 2019.

Introduced: September 3, 2019

Passed and Approved: _____, 2019

EXHIBIT A
LEGAL DESCRIPTION OF SUBJECT PROPERTY

Lot "B" in Walling Subdivision a resubdivision of Lot 4 in Hubbard Estates Subdivision in the Northeast Fractional $\frac{1}{4}$ of Section 17, Township 42 North, Range 13 East of the Third Principal Meridian, recorded as Document Number 22327820 on June 11, 1895 in Book 69 on Page 22 of Cook County, Illinois according to the Plat thereof recorded December 16, 1975 as Document Number 23325764 in Cook County, Illinois (except that part of Lot "B" in Walling Subdivision described as follows: Commencing at the Northerly most Northwest corner of Lot "C" in Walling Subdivision, being a resubdivision of Lot 4 in Hubbard Estates Subdivision in the Northeast Fractional $\frac{1}{4}$ of Section 17, Township 42 North, Range 13 East of the Third Principal Meridian; Thence South 19 Degrees, 54 Minutes, 04 Seconds East a distance of 116.76 Feet; Thence South 70 Degrees, 05 Minutes, 56 Seconds West a distance of 129.12 Feet to the Southerly most Northwest corner of said Lot "C" also being the point of beginning; Thence still South 70 Degrees, 05 Minutes, 56 Seconds West along Lot "C" property line extended Westerly a distance of 30.00 Feet; Thence South 19 Degrees, 54 Minutes, 04 Seconds East a distance of 36.98 Feet to a point on the Westerly extension of the Southerly lot line of said Lot "C", Thence East along the Westerly extension of the Southerly lot line of Lot "C" a distance of 32.06 Feet to the Southwest corner of said Lot "C"; Thence North 19 Degrees, 54 Minutes, 04 Seconds West along the Westerly line of Lot "C" a distance of 48.29 Feet to the point of beginning), in Cook County, Illinois.

Commonly known as 1094 Fisher Crescent Lane, Winnetka, Illinois.

PIN: 05-17-200-103-0000

EXHIBIT B
LANDMARK PRESERVATION COMMISSION FINDINGS
(SEE ATTACHED EXHIBIT B)

EXHIBIT B



CONSIDERATION OF LANDMARK ELIGIBILITY

Willoughby Walling House *1094 Fisher Crescent Lane, Winnetka*

This report is an integral part of the August 5, 2019 Landmark Preservation Commission meeting minutes and is also compiled based on the submitted application for local landmark designation written by Susan Benjamin and Gwen Sommers Yant of Benjamin Historic Certifications.



Figure 1 – 1094 Fisher Crescent Lane (Spring 2019)

Findings of the Commission

Based on the System for the Evaluation of Landmarks contained in Chapter 15.64 of the Village Code titled "Landmark Preservation" (see attached rating sheet), 1094 Fisher Crescent Lane was rated a "Unique" property with a score of "83.6."

Architectural Type, Style and Period. Willoughby Walling purchased the property in 1904, which consisted of a summer home. By 1907 the Wallings decided to make the summer house a four-season home. In 1919 the house was destroyed in a fire. The Wallings quickly decided to rebuild that same year and hired architect Robert Seyfarth to design the home. Seyfarth designed the home in the Arts and Craft style. The unornamented stucco walls and emphatic horizontality reflect Seyfarth's progressive Prairie School experience; its roofline and window treatments connect to the historical styles gaining popularity in the late 1910's and 1920's. A simple geometry governs the design of the house. Detailing is sparse but strategically placed to accentuate the doorway and windows and complement the linear massing of the house. The Commission found the house to be a significant, high-quality example of the Arts and Crafts style and rare because Robert Seyfarth did not design many homes in the Arts and Craft style.

Based on these facts, the architectural type, style and period of the home were judged to be "rare," with a rating of "4."

Method of Construction. The Walling House is constructed of stucco and most likely a wood frame. At the time of construction, stucco was touted as a miracle material. The Commission found the use of stucco in the Arts and Crafts style at this time to be somewhat rare because many homes built during this time were built with wood siding or brick.

With regard to rarity in method of construction, the home was judged to be "somewhat rare" and therefore rated a "2."

Association with an Historical Event, Person, or Cultural Activity. The sole owners during the house's historic period (i.e. more than 50 years from the present) were the Walling family (1904-1976). Willoughby Walling attended the University of Chicago and graduated in 1899; he went on to graduate from Harvard Law School in 1901. His wife Frederika attended Radcliffe. Both came from very prominent well-connected families. Mr. Walling built a successful career in finance and gained a strong reputation for his civic and philanthropic endeavors. In fact, Willoughby devoted his energies to public service by the time he was in his forties. During the Great Depression, Mr. Walling was a member of the advisory board of the Reconstruction Finance Corporation, a government corporation begun in 1932 to provide financial support to state and local governments and to make loans to shore up businesses.

Willoughby Walling came from a family of three generations of physicians, which instilled a strong interest in public health. During and after World War I, Mr. Walling had leading roles in the Red Cross. By 1919 he was vice-chairman of the National American Red Cross. He was also director of the Chicago Chapter of the American Red Cross. Mr. Walling's advancement of public health extended far beyond the Red Cross. He was chairman of the board of the Cook County School of Nursing (1934-1937). He was also a trustee of Chicago's first hospital for African Americans, Provident Hospital. From 1928 until his death in 1938, Mr. Walling chaired the Illinois Board of Public Welfare Commissioners. For his work in that role, he was honored in 1937 as a "Citizen Fellow" by the Institute of Medicine for "outstanding service to the institutions of the state."

In Winnetka, Mr. Walling played an important role in the community's legendary shift in the early 20th century to the progressive education philosophy. Willoughby and Frederika were part of a group of Winnetka parents who desired the high academic standards of Eastern boarding schools, but not the separation from family life it demanded. Hence, the group founded North Shore Country Day School in 1919. Willoughby founded the school's Parent Association in 1919 and served on the Board of the school, then as president of the board of directors from 1933-1938. The lower school building was named in his

honor. Mr. Walling was also a founding director of the Graduate Teacher's College of Winnetka, a small, internationally-recognized teacher training program that continued until the 1950's. Willoughby Walling was also one of the 63 distinguished members of the Plan Commission who worked with Edward Bennett on the 1921 *Plan of Winnetka*. Mr. Walling served on the Plan Commission along with renowned architects such as Edwin Clarke and community leaders such as Ayres Boal.

Willoughby Walling made significant contributions elsewhere on the North Shore. He was chairman of the founding board of Ravinia Festival Association, a non-profit established after Ravinia closed during the Great Depression in 1931. Mr. Walling was also one of the three incorporators of Indian Hill Golf Club in 1912.

The Willoughby Walling House is historically significant for its association with the nationally, state and locally important original resident of the house, Willoughby Walling. Therefore, with regard to association with an historical event, person or cultural activity, the Commission rated the home as a "5," association at the national level.

Association with an Architect or Master Builder. The architect for the Walling House was Robert Seyfarth. Seyfarth is a highly respected architect whose houses are an important part of the fabric of North Shore architecture. Some of his houses have been recognized individually as local landmarks and as contributing buildings in historic districts. Having designed a large number of notable houses, especially on the North Shore, Seyfarth's work had considerable visual impact on shaping the architectural character of the neighborhoods in which they were built. Because of its architectural value, the Walling House contributes to the historic character of Winnetka's Fisher Lane.

Robert Seyfarth was primarily a residential architect, designing over 200 homes. His clientele were well off merchants and businessmen. Willoughby Walling was among the most distinguished of his clients. Seyfarth worked for George Maher in the early 1900's. During that time he supervised many residential projects and worked on Maher's designs for Northwestern University. Seyfarth's H. C. Dickinson House at 7150 S. Yale in Chicago was published in the February 1908 issue of *House Beautiful*. In 1909 Seyfarth started his own architectural practice in Chicago. During the 1910's and 1920's, Seyfarth designed houses in Chicago, Evanston, Wilmette, Winnetka, Glencoe, Highland Park, Northbrook, Glenview, Deerfield, Lake Forest, Waukegan, Barrington, Libertyville, River Forest, Oak Park and his former home in Blue Island. His work was published, with some regularity, in *Western Architect*, the *Architectural Record*, *House Beautiful* and *House Garden*.

Robert Seyfarth had a unique harmonizing vision, bridging the gap between the traditional and the innovative. The Walling House exemplifies this synthesis. As evidenced in the home's detailing such as the doorway treatment, Seyfarth's design ingenuity and commitment to fine craftsmanship is exceptional. It is interesting to note that the Walling family valued the home Seyfarth designed for their family so much that he designed two other homes in Winnetka for other Walling family members.

The Commission rated the home as a "5," association with an architect on a national level.

Established or Familiar Visual Feature. The Walling House is located on the east side of Fisher Crescent Lane between Scott Avenue and Fisher Lane. The Commission felt that even though it is a very grand home, it located in a private location on Fisher Crescent Lane and rated the home as "a conspicuous and familiar structure in the context of a neighborhood," warranting a score of "3."

Originality. The historic house, as rebuilt after the 1919 fire, remains largely intact. There has been one major exterior change, located at the service end of the house (the north side). In 1995 the existing attached garage was expanded west to its current location, adding garage space with a family room above. Dormers and cupola were also added to the garage at that time. Given the garage addition was the only major exterior alteration; the Commission rated the home's alterations of design integrity as "excellent," warranting a score of "5."

Age of Structure. The Walling House was originally constructed in 1907 and rebuilt in 1919 after a fire, therefore, the home warrants a score of "3."

Alteration of Surrounding Properties (View from Property). The original lot on which the house was built retained its original configuration from 1895 until 1975 when the property was subdivided into three irregularly shaped lots.

The Commission determined the existing conditions of the surrounding area to consist of "minor alterations," which warranted a score of "3."

Alteration of Original Site (View of Property). Only minor alterations have occurred to the site over the years and the home's main façade remains intact with the exception of two double hung windows that were replaced with casement windows.

The Commission determined the condition of the site to consist of "minor alterations," which warranted a score of "3."

Structural Condition. The Commission determined the structural condition to be "exceptional," which warranted a score of "5."

Resolution

The Landmark Preservation Commission found the Willoughby Walling House at 1094 Fisher Crescent Lane to be significant and more than satisfy the criteria for local landmark designation. The Commission found the property to be significant architecturally for the quality of its materials and its design by the important Illinois architect Robert Seyfarth. Additionally, the Commission found the Walling House to be significant historically for its association with the nationally, state and locally important original resident of the house, Willoughby Walling.

Based upon these considerations and the System for Evaluation rating of "Unique," with a score of "83.6," the Commission unanimously voted to recommend that the Village Council designate the Willoughby Walling House at 1094 Fisher Crescent Lane as a local landmark.

Respectfully Submitted,

Louise Holland
Katie Comstock
Chris Enck
Laura Good

Joseph Stewart
Beth Ann Papoutsis
Paul Weaver

SYSTEM FOR THE EVALUATION OF LANDMARKS

TIER 1

CATEGORY	FACTORS	POINT VALUE	WEIGHT*	SCORE
Rarity: Architectural Type, Style and Period	-Extremely Rare	5		
	-Rare	4	<u>1</u>	<u>4</u>
	-Somewhat Rare	2		
	-Common	0		
Rarity: Method of construction and its application	-Extremely Rare	5		
	-Rare	4	<u>1</u>	<u>2</u>
	-Somewhat Rare	2		
	-Common	0		
Association with an Historical Event, Person, or Cultural Activity	-National	5		
	-State, County or Local	5	<u>1</u>	<u>5</u>
	-None	0		
Association with an Architect or Master Builder	-National	5		
	-State, County or Local	5	<u>10</u>	<u>50</u>
	-Architect or builder identified but of no known importance	1		
	-Architect or builder unknown	0		
Established or Familiar Visual Feature	-Symbol of Village as a whole	5		
	-Symbol of a neighbor- hood or a conspicuous and familiar structure in the context of the entire Village	4	<u>1</u>	<u>3</u>
	-A conspicuous and familiar structure in the context of a neighborhood	3		
	-Not particularly conspicuous or familiar	0		

Tier 1 Score 64
(Add Above 5 lines)

*The (or a) category with the highest point value is given a weight of 10. All other categories are weighted 1.

TIER 2

CATEGORY	FACTORS	POINT VALUE		WEIGHT		SCORE
Alteration of (Originality) Design Integrity	-Excellent	5	x	10	=	<u>50</u>
	-Good	4				
	-Fair	3				
	-Poor	0				
Age of Structure	-pre-1900	5	x	4	=	<u>12</u>
	-1900-1930	3				
	-1931-1950	2				
	-1951 to present	1				
Alteration of Surrounding Properties (View from Property)	-Original	5	x	4	=	<u>12</u>
	-Minor Alterations	3				
	-Major Alterations	0				
Alteration of Original Site (View of Property)	-Original	5	x	3	=	<u>9</u>
	-Minor Alterations	3				
	-Major Alterations	0				
Structural Condition	-Exceptional	5	x	3	=	<u>15</u>
	-Good	3				
	-Fair	1				
	-Deteriorated	0				
Tier 2 Score						<u>98</u>
(Add Above 5 Lines)						
Avg. Tier 2 Score						<u>19.6</u>
(Divide Total by 5)						

<u>64</u>	+	<u>19.6</u>	=	<u>83.6</u>
Tier 1 Score		Avg. Tier 2 Score		Total Score

Level of Significance

<u>Total Points</u>	<u>Category</u>
80-94	Unique
65-79	Significant
50-64	Important



Agenda Item Executive Summary

Title:

Resolution No. R-73-2019: Authorizing Agreement with GovHR for Compensation and Classification Evaluation (Adoption)

Presenter:

Megan E. Pierce, Assistant Village Manager

Agenda Date:

09/17/2019

Consent:

YES



NO

☐

Ordinance

☒

Resolution

☐

Bid Authorization/Award

☐

Policy Direction

☐

Informational Only

Item History:

None.

Executive Summary:

A request for proposals (RFP) for a compensation and classification evaluation (RFP #019-005) was issued on DemandStar on June 6, 2019: the scope of required services is included in the attached RFP. The Village received four responsive proposals. A staff committee reviewed responsive proposals and made recommendations to interview two vendors.

GovHR was selected as the preferred vendor; they are a public sector management consulting firm headquartered in Northbrook. GovHR has conducted similar projects in scope for other municipalities throughout the Chicago-land area, including, but not limited to: Glencoe, Glenview, Arlington Heights, Morton Grove, and Mount Prospect. Additionally, the Village has utilized GovHR in the past for recruitment services.

The purpose of the study is to ensure fiscal stewardship and sustainability regarding pay practices, facilitate attraction and retention efforts in a competitive labor market, and to ensure internal and external equity based on market comparability.

The proposal for the study is \$26,500, under the FY19 budgeted amount of \$28,000.

Recommendation:

Consider adoption of Resolution No. R-73-2019, allowing the Village Manager's Office to enter into an agreement with GovHR in the amount of \$26,500 for the compensation and classification study.

Attachments:

1. Resolution No. R-73-2019
 - a. Professional Services Agreement
 - b. GovHR Proposal
2. Compensation and Classification Evaluation RFP

RESOLUTION NO. R-73-2019

**A RESOLUTION APPROVING A PROFESSIONAL SERVICES
AGREEMENT WITH GOVHR USA, LLC
FOR A COMPENSATION AND CLASSIFICATION EVALUATION**

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes the Village of Winnetka ("**Village**") to contract with individuals, associations, and corporations in any manner not prohibited by law or ordinance; and

WHEREAS, the Village has appropriated funds for a compensation and classification evaluation of Village employees ("**Services**"); and

WHEREAS, on June 6, 2019, the Village requested proposals from firms to provide the Services ("**RFP**"); and

WHEREAS, **four** firms submitted proposals to the Village to provide the Services; and

WHEREAS, the Village Council has determined that the proposal to perform the Services from GovHR, LLC from Northbrook, Illinois ("**Consultant**") provided the proposal that best meets the needs of the Village based on the evaluation criteria set forth in the RFP; and

WHEREAS, the Village Council desires to enter into an agreement with Consultant for the classification and compensation study in an amount not to exceed \$26,500.00 ("**Contract**"); and

WHEREAS, the Village Council has determined that it is in the best interests of the Village and its residents to enter into the Contract with Consultant;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Village of Winnetka, Cook County, Illinois, as follows:

SECTION 1: RECITALS. The Village Council hereby adopts the foregoing recitals as its findings, as if fully set forth herein.

SECTION 2: APPROVAL OF CONTRACT. The Village Council hereby approves the Contract in a final form approved by the Village Manager.

SECTION 3: AUTHORIZATION TO EXECUTE CONTRACT. The Village Council hereby authorizes and directs the Village President and the Village Clerk to execute and attest, respectively, on behalf of the Village, the final Contract after receipt by the Village Manager of two executed copies of the final Contract from Consultant; provided, however, that if the Village Manager does not receive two executed copies of the final Contract from Consultant within 60 days after the date of adoption of this Resolution, then this authority to execute and seal the final Contract will, at the option of the Village Council, be null and void.

SECTION 4: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

ADOPTED this ____ day of September, 2019, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Signed:

Village President

Countersigned:

Village Clerk

EXHIBIT A
AGREEMENT

**VILLAGE OF WINNETKA
PROFESSIONAL SERVICES AGREEMENT**

This **PROFESSIONAL SERVICES AGREEMENT** ("**Agreement**") is dated as of the ____ day of _____, 2019, and is by and between the **VILLAGE OF WINNETKA**, an Illinois home rule municipal corporation ("**Village**"), and the Consultant identified in Section 1.A of this Agreement.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the Village's statutory and home rule powers, the parties agree as follows:

SECTION 1. **CONSULTANT.**

A. Engagement of Consultant. The Village desires to engage the Consultant identified below to perform and to provide all necessary professional consulting services to perform the work in connection with the project identified below:

Consultant Name ("Consultant**"):** GoveHR USA, LLC

Address: 630 Dundee Road, Suite 130, Northbrook, IL 60062

Telephone No.: (847) 380-3240

Email: jcademartori@govhrusa.com

Project Name/Description: Compensation and Classification Evaluation

Agreement Amount: \$26,500

B. Project Description. Consultant shall provide a comprehensive compensation and classification evaluation of base pay and other forms of direct compensation for certain full-time and part-time positions, as more fully described in the proposal attached to this Agreement as **Exhibit A ("**Proposal**")**.

C. Representations of Consultant. The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the Proposal ("**Services**") in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

SECTION 2. SCOPE OF SERVICES.

A. Retention of the Consultant. The Village retains the Consultant to perform, and the Consultant agrees to perform, the Services.

B. Services. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

C. Commencement; Term. The Consultant shall commence the Services immediately upon receipt of written notice from the Village that this Agreement has been fully executed by the Parties ("***Commencement Date***"). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon termination of this Agreement by the Village, but in no event later than the date that is 18 weeks after the Commencement Date ("***Time of Performance***").

D. Reporting. The Consultant shall regularly report to the Village Manager, or his designee, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. Agreement Amount. The total amount paid by the Village for the Services pursuant to this Agreement shall not exceed the amount identified as the Agreement Amount in Section 1.A of this Agreement. No claim for additional compensation shall be valid unless made in accordance with Sections 3.D or 3.E of this Agreement.

B. Invoices and Payment. The Consultant shall submit invoices in an approved format to the Village for costs incurred by the Consultant in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the rates set forth in the Proposal. The Village shall pay to the Consultant the amount billed within 60 days after receiving such an invoice.

C. Records. The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the Village to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement. The records shall be made available to the Village at reasonable times during the term of this Agreement, and for one year after the termination of this Agreement.

D. Claim In Addition To Agreement Amount.

1. The Consultant shall provide written notice to the Village of any claim for additional compensation as a result of action taken by the Village, within 15 days after the occurrence of such action.

2. The Consultant acknowledges and agrees that: (a) the provision of written notice pursuant to Section 3.D.1 of this Agreement shall not be deemed or interpreted as entitling the Consultant to any additional compensation; and (b) any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Section 8.A of this Agreement.

3. Regardless of the decision of the Village relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the work required to complete the Services under this Agreement, as determined by the Village, without interruption.

E. Additional Services. The Consultant acknowledges and agrees that the Village shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement ("***Additional Services***"), regardless of whether such Additional Services are requested or directed by the Village, except upon the prior written consent of the Village.

F. Taxes, Benefits, and Royalties. Each payment by the Village to the Consultant includes all applicable federal, state, and Village taxes of every kind and nature applicable to the Services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits, and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by the Consultant.

G. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the Village of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

SECTION 4. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The Key Project Personnel identified in the Proposal shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the Village's prior written approval.

B. Availability of Personnel. The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the Village as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the Village for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. Approval and Use of Subcontractors. The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the Village in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and

approved in advance by, the Village. The Village's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the Village and consistent with commonly accepted professional practices, the Consultant shall immediately upon notice from the Village remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 5. CONFIDENTIAL INFORMATION.

A. Confidential Information. The term "***Confidential Information***" shall mean information in the possession or under the control of the Village relating to the technical, business, or corporate affairs of the Village; Village property; user information, including, without limitation, any information pertaining to usage of the Village's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. Village Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the Village prior to the time of disclosure of such information to the Consultant pursuant to this Agreement ("***Time of Disclosure***"); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the Village; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the Village to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the Village under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the Village. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 6. STANDARD OF SERVICES AND INDEMNIFICATION.

A. Representation and Certification of Services. The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the Village.

B. Indemnification. The Consultant shall, and does hereby agree to, indemnify, save harmless, and defend the Village against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Consultant's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in Section 6.A of this Agreement.

C. Insurance. The Consultant shall provide, at its sole cost and expense, liability insurance in the aggregate amount of \$1,000,000, which insurance shall include, without limitation, protection for all activities associated with the Services. The insurance shall be for a minimum of \$1,000,000 per occurrence for bodily injury and \$1,000,000 per occurrence for property damage. The Consultant shall cause the Village to be named as an additional insured on the insurance policy described in this Section 6.C. Not later than 10 days after the Commencement Date, the Consultant shall provide the Village with either: (a) a copy of the entire insurance policy; or (b) a Certificate of Insurance along with a letter from the broker issuing the insurance policy to the effect that the Certificate accurately reflects the contents of the insurance policy. The insurance coverages and limits set forth in this Section 6.C shall be deemed to be minimum coverages and limits, and shall not be construed in any way as a limitation on the Consultant's duty to carry adequate insurance or on the Consultant's liability for losses or damages under this Agreement.

D. No Personal Liability. No elected or appointed official or employee of the Village shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed: (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Village and Consultant; or (2) to create any relationship between the Village and any subcontractor of the Consultant.

B. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no elected or appointed Village official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither Consultant nor any person employed or associated with Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Consultant nor any person employed by or associated with Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer, and this Agreement shall, at the Village's option, be null and void.

D. Termination. Notwithstanding any other provision hereof, the Village may terminate this Agreement at any time upon 15 days written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the rates set forth in the Proposal.

E. Compliance With Laws and Grants.

1. **Compliance with Laws.** The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are

provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Consultant shall also comply with all conditions of any federal, state, or local grant received by the Village or the Consultant with respect to this Agreement or the Services. Further, the Consultant shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act.

2. Liability for Noncompliance. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or any of its subcontractors, performance of, or failure to perform, the Services or any part thereof.

3. Required Provisions. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

F. Default. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement ("***Event of Default***"), and fails to cure any such Event of Default within ten business days after the Consultant's receipt of written notice of such Event of Default from the Village, then the Village shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Cure by Consultant. The Village may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

2. Termination of Agreement by Village. The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

3. Withholding of Payment by Village. The Village may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the

Village as the result of any Event of Default by the Consultant or as a result of actions taken by the Village in response to any Event of Default by the Consultant.

G. No Additional Obligation. The Parties acknowledge and agree that the Village is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

H. Village Council Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to, vendors shall be subject to the approval of the Village Council. For purposes of this Section 7.H, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the Village. The Village shall not be liable to any vendor or third party for any agreements made by the Consultant without the knowledge and approval of the Village Council.

I. Mutual Cooperation. The Village agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the Village may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the Village in the performance and completion of the Services and with any other consultants engaged by the Village.

J. News Releases. The Consultant shall not issue any news releases, advertisements, or other public statements regarding the Services without the prior written consent of the Village Manager.

K. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from the Village by the Consultant in connection with any or all of the Services to be performed under this Agreement ("**Documents**") shall be and remain the exclusive property of the Village. At the Village's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the Village.

L. GIS Data. The Village has developed digital map information through Geographic Information Systems Technology ("**GIS Data**") concerning the real property located within the Village. If requested to do so by the Consultant, the Village agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. Limited Access to GIS Data. The GIS Data provided by the Village shall be limited to the scope of the Services that the Consultant is to provide for the Village;

2. Purpose of GIS Data. The Consultant shall limit its use of the GIS Data to its intended purpose of furtherance of the Services; and

3. Agreement with Respect to GIS Data. The Consultant does hereby acknowledge and agree that:

a. Trade Secrets of the Village. The GIS Data constitutes proprietary materials and trade secrets of the Village, and shall remain the property of the Village;

b. Consent of Village Required. The Consultant will not provide or make available the GIS Data in any form to anyone without the prior written consent of the Village Manager;

c. Supply to Village. At the request of the Village, the Consultant shall supply the Village with any and all information that may have been developed by the Consultant based on the GIS Data;

d. No Guarantee of Accuracy. The Village makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use thereof; and

e. Discontinuation of Use. At such time as the Services have been completed to the satisfaction of the Village, the Consultant shall cease its use of the GIS Data for any purpose whatsoever, and remove the GIS Data from all of the Consultant's databases, files, and records; and, upon request, an authorized representative of the Village shall be afforded sufficient access to the Consultant's premises and data processing equipment to verify compliance by the Consultant with this Section 7.L.3.e.

SECTION 8. GENERAL PROVISIONS.

A. Amendment. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the Village and the Consultant in accordance with all applicable statutory procedures.

B. Assignment. This Agreement may not be assigned by the Village or by the Consultant without the prior written consent of the other party.

C. Binding Effect. The terms of this Agreement shall bind and inure to the benefit of the Village, the Consultant, and their agents, successors, and assigns.

D. Notice. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of: (a) actual receipt; (b) one business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or (c) four business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8.D, each party shall have the right to change the address or the addressee, or both, for all future notices and

communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Village of Winnetka
510 Green Bay Road
Winnetka, Illinois 60093
Attention: Village Manager

With a copy to:

Holland & Knight LLP
131 S. Dearborn, 30th Floor
Chicago, Illinois 60603
Attention: Peter M. Friedman

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

Joellen Cademartori
Chief Executive Officer
HovHR USA, LLC
630 Dundee Road, Suite 130
Northbrook, IL 60062

E. Third Party Beneficiary. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the Village.

F. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Laws. This Agreement shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

J. Authority to Execute.

1. **The Village.** The Village hereby warrants and represents to the Consultant that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

2. **The Consultant.** The Consultant hereby warrants and represents to the Village that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

L. Waiver. Neither the Village nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the Village or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the Village's or the Consultant's right to enforce such rights or any other rights.

M. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

N. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

O. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

P. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

Q. Exhibits. Exhibits A attached to this Agreement is, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control.

R. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

S. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement this _____ day of _____, 2019.

ATTEST:

VILLAGE OF WINNETKA

By: _____
Village Clerk

By: _____
Village President

ATTEST:

GOVHR USA, LLC

By: _____

By: _____

Title: _____

Its: _____

EXHIBIT A
PROPOSAL



VILLAGE OF WINNETKA, ILLINOIS
Proposal for a Compensation and Classification Evaluation
June 27, 2019
Revised August 30, 2019

INTRODUCTION

The Village of Winnetka is interested in a review of its full and part-time salary ranges and positions for approximately 115 employees in approximately 70 classifications. The updated plan will enable the Village to attract and retain quality personnel with a compensation strategy that is fair and competitive, easy to understand and administer, and financially sustainable. It is a pleasure for GovHR to provide the Village of Winnetka with a Proposal for these services.

QUALIFICATIONS

GovHR USA, LLC ("GovHR") is a public-sector management consulting firm specializing in executive recruitment and management consulting. Our headquarters are in Northbrook, Illinois and we are a certified Female Business Enterprise in the State of Illinois. All services are provided solely for public jurisdictions and not-for-profit entities. GovHR provides service to jurisdictions and agencies in a variety of contemporary issues, providing management, financial, and human resources assistance.

Our organization has a staff of twenty-seven consultants. The company was formed as Voorhees Associates in 2009; however, many of our Consultants also worked together previously at The PAR Group. The PAR Group was a public-sector management consulting firm in business for over 30 years.

A list of clients and the projects performed for them is attached to this Proposal. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client. All of the classification and compensation studies included the use of public sector salary data, and included the following recommendations:

- New classification and compensation plans, assuring internal equity.
- Recommendations for job title changes where appropriate.
- Recommendations on how to deal with specific problems that arose during the course of the study (i.e., compression issues, internal equity issues, market discrepancy issues, etc.)
- Pay plans that were tied to performance.

Additional Studies and a complete list of clients are included on our website at www.govhrusa.com.

630 Dundee Road, Suite 130, Northbrook, IL 60062
Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT INTERIM STAFFING MANAGEMENT AND HUMAN RESOURCE CONSULTING

PROJECT MANAGEMENT

Ms. Joellen Cademartori, Chief Executive Officer and Co-Owner of GovHR, will serve as Project Manager for this Study. Ms. Cademartori will be assisted with employee interviews, data collection and analysis by Gov HR Senior Vice President Charlene Stevens, Vice President Pat Carey, Associate Vice President and Human Resources Specialist Alice Bieszczat, and Corporate Secretary and Compliance Manager Judy Schmittgens. Ms. Cademartori will be responsible for developing the new salary schedules, all client meetings and presentations, and report writing. Biographies for each of the Consultants are attached to this Proposal. Ms. Cademartori's contact information is:

Joellen Cademartori
Chief Executive Officer
GovHR USA, LLC
630 Dundee Road, #130
Northbrook, IL 60062
jcademartori@govhrusa.com
Telephone 847-380-3238

METHODOLOGY AND PROCESS

To accomplish the Village's objectives, GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified several areas where we will need the Village's input/assistance.

I. Meetings, Salary Survey and Job Analysis.

- **Study preparation and project meetings (1st trip/Project Manager)**

Meet with Village representatives to discuss study methods, review organizational charts, personnel rules and regulations, and the current classification and pay plans. Determine problem areas, answer questions, and review the scope and schedule of work. GovHR will require copies of any and all pay plans, the current personnel manual, current job descriptions, and any other relevant information related to salaries.

Establishing comparables.

DELIVERABLE: Group of Comparable Communities

Working with Village staff, and using our broad-based cohort methodology, we will determine a logical survey sample of "like" municipalities that impact the compensation market for the Village. In selecting public employers, we normally use criteria such as number of employees, population served, EAV, budget size, proximity, etc., the purpose of which is to select jurisdictions that are most comparable to the Village.

Employee Kickoff Meeting (2nd trip/Project Manager).

DELIVERABLE: Employee understanding of Study purpose and process

Shortly after the initial project meeting with the Village representative(s), the Project Manager will meet with the employees to explain the scope of the project and to distribute Job Analysis Questionnaire (JAQ) forms. GovHR understands that many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available

when these first meetings are held, they can view a video presentation of the meeting. Employees will then be allowed two (2) weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee's supervisor and returned to GovHR within three (3) weeks of distribution.

- **Prepare and send out salary surveys.**

DELIVERABLE: Salary Surveys

Design and send out a salary survey under Village letterhead to gather salary data and other forms of direct compensation such as stipends, holiday pay, merit bonuses, and longevity for benchmark classifications in the comparable communities. The Consultant will work with Village representatives to select about 35 - 40 benchmark classifications from the positions included in the Study. These classifications will be chosen on the criteria of those that are most common in all entities and that cover all the various pay grades in the Village. In addition to job titles, brief position descriptions are included in the salary survey to make sure we are receiving salary data for "like" positions in the comparable entities.

Note: While GovHR will prepare all the materials to be sent out for the salary surveys, we have found that sending out the survey under the Client's letterhead generates a better/faster response from the survey respondents than when it is sent out under our letterhead/name. In addition, the Village *may* be asked to make one follow up contact to those entities that do not initially respond to the survey requests.

- **Job evaluation analysis and establishment of job classification system (3rd trip/Consultant team).**

Upon return of the JAQs by the Village, GovHR will perform the following:

- Read each JAQ (up to 115) and corresponding Job Description (up to 70) in their entirety.
- Personally interview at least one (1) employee from each job classification to further understand the scope of their job.
- Apply a measurement system of job evaluation factors, using nine (9) main factors used in our job evaluation instrument in order to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize that the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes to same, assuring that the job title and related recommended pay range matches what the employee is actually doing.

Note: A formal job evaluation system, such as the one utilized by GovHR, is an attempt to objectify the reasons that jobs are compensated differently. Most compensation practitioners agree that three (3) basic factors are important in determining compensation. These are: (1) skills required; (2) responsibility; and (3) working conditions. The Equal Employment Opportunity Commission recognizes these three (3) basic factors, along with seniority and performance, as valid determinants of compensation. The nine (9) factors used by GovHR are essentially subdivisions of the first three (3) factors mentioned above. In addition, it is GovHR's practice that, under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA), it is illegal to discriminate in any aspect of employment. GovHR will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will

not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

- Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.

Note: Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

- Review the results of the job evaluation exercise with Village representatives and revise as necessary.

II. Salary Survey Analysis.

DELIVERABLE: Salary Survey Data

DELIVERABLE: New Salary Schedules

The following steps will be included in this component of the Study:

- Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the Village's salaries for the surveyed positions, with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each entity on each class and summarized in an overall table. This data is analyzed to determine the percentage difference between the Village's present pay for each class and the survey data.
- Using the data from the salary surveys, the Consultants will work with the Village to determine the Village's policy with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, the Consultants will use the salary survey data to develop and recommend new salary schedules for the Village's 70 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan. The salary schedules will outline what the specific percentages are between ranges and grades.

Note: GovHR always recommends that there be a merit component associated with the granting of wage adjustments and a recommendation for this will be included in the Village's report.

GovHR will also make appropriate recommendations regarding alternatives to traditional salary increases based in part on information obtained through the salary survey and its knowledge of best practices.

- The Draft and Final Reports will address any issues of concern to the Village, such as salary compression between supervisors and subordinates, policies for employees whose base salaries exceed existing maximums in their pay range, and the financial impact to the Village in implementing recommendations of the Study.

III. Progress Reports (4th trip).

The Consultants will make regular progress reports to the Village as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with key Village staff to review the results of the job evaluation exercise and the proposed new salary schedules.

IV. Draft and Final Report Preparation.

DELIVERABLE: Draft and Final Report

- A draft report will be prepared by the Consultants and sent electronically to the Village that includes:
 - an Executive Summary highlighting the overall scope of the Study and the general observations, outcomes and recommendations contained within the Report;
 - a summary of all aspects of the Study, including recommendations, methods and guidelines for achieving the overall aspects of the Study as well as recommendations for annual maintenance and review of the new plans;
 - assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations.
- Once the Village representatives return review comments, a final report (one hard copy and one electronic copy for reproduction) will be prepared and sent to the Village.

V. Presentation of Findings (5th Trip and 6th Trips).

Make a presentation of findings of the Study to the Village Management Team and the Village Council.

REFERENCES**Village of Glenview, Illinois (2018/19)**

Classification and Compensation Study (55 positions)
Contact: Sarah Schillerstrom, Director of Human Resources
2500 East Lake Avenue
Glenview, IL 60026
sschillerstrom@glenview.il.us
Telephone: 847-904-4538

Village of Orland Park, Illinois (2018)

Classification and Compensation Study (93 positions)
Contact: Stephana Przybylski, Human Resources Director
14700 Ravinia Avenue
Orland Park, Illinois 60462
sprzybylski@orlandpark.org
Telephone: (708) 403-6166

City of McHenry, Illinois (2017)

Classification and Compensation Study (35 positions)
Contact: Ann Campanella, Director of Human Resources
333 S. Green Street
McHenry, IL 60050
acampanella@ci.mchenry.il.us
Telephone: (815) 363-2112

Village of Arlington Heights, Illinois (2016/17)

Classification and Compensation Study (120 positions)

Contact: Mary Rath, Human Resources Director
33 S. Arlington Heights Road
Arlington Heights, Illinois 60005
Mrath@vah.com
Telephone: (847) 368-5000

PROJECT SCHEDULE

A project of this size would normally take about 120 days. We can work with you on a shorter timeframe, if needed. The schedule is contingent, however, upon the timely response from the comparable entities supplying the salary data, and the employees and supervisors in returning the completed JAQs. Any delays in receipt of this information are beyond the control of GovHR and will lengthen the completion of the report.

The following is a detailed breakdown of the proposed work schedule:

- Week 1: Meet with representatives of the Village to discuss the scope of the project, Study methodology and expectations; prepare and distribute salary surveys.
- Week 2: Conduct employee meetings to hand out JAQs and explain the purpose of the Study and the process.
- Week 3 and 4: Return of salary surveys.
- Weeks 4 and 5: Return of JAQs.
- Week 6: Reading of JAQs and job descriptions.
- Week 7: Return with Consultant Team to interview employees.
- Week 8 through 10: Analyze data; prepare new classification and compensation plans; send draft findings to the Village.
- Week 11: Receive return comments from the Village.
- Week 12: Meet with key Village representatives to review preliminary findings.
- Week 13: Prepare Draft Report and send to the Village.
- Week 14: Receive comments from the Village.
- Week 15: Present Final Report to designated Village representatives and Village Council.

GovHR prides itself in adhering to this time frame. Our past clients will confirm our diligence in delivering our report and other deliverables on time.

FEE PROPOSAL

The cost of the services described in GovHR's Proposal for a Classification and Compensation Study is based on the time of our professional and support staff to complete it, as well as miscellaneous expenses such as report reproduction and supply expenses. We estimate the maximum cost of the project based on the above factors and propose a not-to-exceed fee inclusive of expenses.

In keeping with the above statement of our usual practices, we estimate the fee for the entire study to be **\$26,500 (\$25,500 for professional fees and \$1,000 for expenses** and will agree to complete the study for this **fixed fee of \$26,500**. We have listed the cost of our professional fee for each study component below. An invoice for 40% of the professional fee (\$10,200) will be sent after the initial project meeting; a second invoice for 40% of the fees (\$10,200) will be send after delivery of the draft findings; and the

balance of the fees (\$5,100) plus expenses will be due upon project completion. Invoices are payable within 30 days, after which a 2% monthly charge will be added.

Study Phase Breakdown	Hour Breakdown	Cost
I. Meetings, Salary Survey, Job Analysis		
• Study preparation and project meeting (1 st trip)	8 hours	\$1,000
• Establishing comparables	8 hours	\$1,000
• Prepare and send out salary surveys	8 hours	\$1,000
• Employee Kickoff Meetings (2 nd trip)	4 hours	\$500
• Job descriptions and classification plan analysis ➢ Reading of up to 115 JAQs/up to 70 JDs ➢ Employee interviews (3rd trip/Consultant Team) ➢ Analyzing data and establishing classes ➢ Assigning of skill levels	6 hours 60 hours 16 hours 12 hours	\$750 \$7,500 \$2,000 \$1,500
II. Salary Survey Analysis		
• Analyzing salary survey data including other forms of direct compensation	22 hours	\$2,750
• Establishing new salary schedules	16 hours	\$2,000
• Compensation policy analysis and recommendations	8 hours	\$1,000
III. Review of Salary Data and Proposed Salary Schedules with Village Representative(s) (via email and in person meetings/4th Trip)	12 hours	\$1,500
IV. Draft and Final Report Preparation		
• Writing draft report	12 hours	\$1,500
• Final report	6 hours	\$750
• Presentation of Study findings to Village Management and Village Council (5 th and 6 th Trips)	6 hours	\$750
<u>PROJECT HOUR AND COST TOTAL</u>	204 HOURS	\$25,500 plus expenses

NOTE: If the Village accepts our proposal for this project, GovHR will for one (1) year from the date of the signature of this agreement, provide support services at no additional cost. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

Optional Services/Expenses:

Progress Reports – It is customary to have periodic telephone conversations throughout the Study to give progress reports. There will be no charge for these periodic telephone updates.

Additional Site Visits – If the Village chooses to have the Consultant make any additional on-site visits to present the findings of the Study to employees, or any other additional on-site meetings, there would be an additional cost of \$125/hour for professional fees per visit.

Job Description Updates: GovHR will update the Village's job descriptions, if requested, for \$150 per JD. New job descriptions, if needed, are \$250 each.

FLSA Review: GovHR will review the FLSA (exempt/nonexempt) classifications for requested positions at the rate of \$125/hour, with a maximum charge of \$750.

Additional Work: Any additional work or services requested that are not addressed in the Cost Proposal will be billed at the rate of \$125/Hour.

This Fee Proposal is good for a period of three (3) months, after which prices may increase.

CONCLUDING REMARKS

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We are not aware of any conflicts of interest that would prevent us from conducting this Study. GovHR appreciates your consideration of this Proposal and looks forward to the opportunity to work with the Village of Winnetka on this important project.

Sincerely,



Judith M. Schmittgens
Corporate Secretary and Compliance Manager
GovHR USA, LLC

APPENDIX A – CONSULTANT BIOGRAPHIES

Joellen Cademartori Chief Executive Officer and Co-Owner, GovHR USA, LLC

Joellen Cademartori is the Co-Owner of GovHR USA, LLC, a company that combines Voorhees Associates, LLC and GovTempsUSA, LLC. GovHR USA focuses on recruitment, interim staffing, management and human resources consulting and professional development. Prior to creating GovHR USA, Ms. Cademartori founded GovTempsUSA along with Ms. Heidi Voorhees. She has managed the day-to-day operations of the interim staffing firm since its inception in 2011 and has overseen numerous human resources studies, recruitments and related projects.

Ms. Cademartori is currently serving as the Project Manager on several Classification and Compensation Studies in Alaska, Massachusetts, Michigan and Illinois, and has also managed Studies in Connecticut, Indiana, Minnesota and Wisconsin.

Ms. Cademartori is regarded for the commitment and dedication she has shown in her service to local government over her twenty-four year career. She is a seasoned manager, with expertise in public sector human resources management. She has worked in three states: Massachusetts, North Carolina and Illinois; and in six jurisdictions, with populations ranging from 15,000 to 150,000: Holden, Northborough, Yarmouth and Barnstable, Massachusetts; Catawba County, North Carolina; and Evanston, Illinois. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

One of Ms. Cademartori's significant abilities is to think and act strategically. She has the proven ability to start with a conceptual idea, identify stakeholders, develop a scope of work, supervise the agreed upon process, and deliver desired outcomes.

In addition, she is adept at assessing service delivery, identifying efficiencies and areas of opportunities and implementing recommendations. In Evanston, she took a newly formed department of Administrative Services and improved operations in all areas: Finance, Human Resources, Information Technology and Parking Operations, with a 30% reduction in staff.

Ms. Cademartori holds an undergraduate degree in Economics from Worcester State College in Worcester and a Master of Public Administration degree from Northeastern University in Boston, MA. She is a proponent of continuing education and continuous learning. She attended the Senior Executive Institute, Leading, Educating and Developing (LEAD) Program, at the University of Virginia's Weldon Cooper Center for Public Service in 2008.

Ms. Cademartori has valued her professional affiliations throughout her career and has been privileged to serve on numerous local, state and national committees. A highlight was serving on the International City/County Management Association (ICMA) Executive Board from 2001 to 2003.

Patrick W. Carey Vice President

Patrick W. Carey brings over 37 years of public sector management and consulting experience to GovHR USA and is now working on a range of projects for public sector and not-for-profit agencies. Most recently, he assisted on the Classification and Compensation Study in Plainfield, Illinois, and was responsible for interviewing the public safety employees.

Mr. Carey began a law enforcement career with the Glenview, IL Police Department in 1976, and rose through the ranks to become Deputy Chief of Police in 1987. In 1996 he was chosen to become the Chief of Police for Libertyville, IL, and served in that position until retiring in 2010.

Mr. Carey joined the Illinois Law Enforcement Alarm System (ILEAS) in 2010 as the Regional Emergency Planning Coordinator for the 110 law enforcement agencies in the Illinois counties of Lake, McHenry and northern Cook. He was promoted to Chief of Staff during his work with ILEAS.

During his career, Mr. Carey served on the executive committees and boards of several intergovernmental agencies and associations, including as President of the Northeastern Illinois Regional Crime Laboratory, Lake County Chiefs of Police Association, and as Treasurer for the Northern Illinois Police Alarm System (NIPAS), Secretary for Region 4 of ILEAS, and on the Board of Directors for both the Lake County Metropolitan Enforcement Group and Central Lake County Law Enforcement Communications Consortium. He also served on the Illinois Chiefs Association committee to form ILEAS, the statewide law enforcement mutual aid consortium beginning in 2002, which now includes more than 900 governmental agencies within Illinois as members and is a continuing effort that remains unique within the United States.

Mr. Carey's experience includes extensive work on policy and procedure analysis, including original development of practices to meet new requirements, and for modernizing existing practices to improve risk management aspects, to meet budgetary constraints, and to improve operational efficiency. Those efforts included development of a sustainable police operational analysis to meet the requirements of national accreditation and re-accreditation, development of internal affairs processes, fine tuning recruitment and promotional systems, analysis of comparables for negotiation of labor agreements and compensation analysis studies. Mr. Carey also led the successful development of an employment system for ILEAS, where 75 independent contractors were converted to employees, including preparation of job descriptions, determination of FLSA status, employment conditions, pay and salary scales, payroll practices and employment rules and regulations. He has participated during the selection processes of a variety of governmental positions and promotions, with experience assessing thousands of resumes and job applications, and has served extensively as an interviewer. Mr. Carey has also worked at several locations across the United States as a consultant for a large medical supply company, providing training on early recognition and intervention for workplace violence situations, facility security risk reduction methods, and development of policies for employee access systems.

Mr. Carey has an undergraduate degree from Northwestern University, majoring in Organizational Behavior, and a Master of Science from National Louis University (formerly National College of Education), in Management & Development of Human Resources. He is also a graduate of the Northwestern University Police Administration Training Program.

Charlene Stevens

Senior Vice President

Ms. Stevens recently joined GovHR and has over twenty years of experience in municipal management. Her career spans three states: Minnesota, Kansas and Pennsylvania. Ms. Stevens has worked in both county and city government and her career covers work in urban, suburban and rural communities.

Ms. Stevens is a proven leader in the profession and has had multiple opportunities to serve her profession, including a personal highlight of serving as a Regional Vice President for ICMA early in her career. Ms. Stevens is also proud that she was able to serve on the League of Minnesota Cities' Board of Directors and the Coalition of Greater Minnesota Cities' Board of Directors simultaneously.

Ms. Stevens has expertise in community and civic engagement, having started her career in neighborhood services and led two community wide visioning and strategic planning efforts for two different communities. Charlene is passionate about community engagement and striving to have all diverse voices heard during the process.

Ms. Stevens' results-oriented management has included projects that have expanded parks and preserved greenspace in rapidly developing communities, developed a workforce training center for a large urban county and developed downtown development plans for two communities.

Ms. Stevens' strength is her ability to develop strong partnerships with multiple and diverse stakeholders. Through those partnerships, Ms. Stevens helps communities develop consensus and achievable plans.

Charlene is an innovative problem solver and brings enthusiasm and creativity to her work. Ms. Stevens is proud to have mentored many young professionals throughout her diverse career, including helping to establish women's mentoring groups in three different communities.

Professional Training, Education and Instruction

Master of Public Administration, University of Kansas – Lawrence, Kansas

Bachelor of Arts, International Relations, Pomona College – Claremont, California

Leadership Wichita Graduate

Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program

Instructor, ICMA Mid-Career Institute

Local Government Background

22 Years of Local Government Leadership and Management Experience

City Administrator, Cottage Grove, MN – 2015-2018

City Administrator, Willmar, MN – 2011 – 2015

Assistant County Manager, Sedgwick County, KS – 2006-2011

Assistant Township Manager, Lower Gwynedd, PA – 1999 – 2006

Assistant Township Manager, Buckingham, PA – 1997-1999

Neighborhood Assistant, City of Wichita, KS – 1995-1996

Alice Bieszczat

Associate Vice-President/Human Resources Management Consultant

Alice Bieszczat joined Voorhees Associates in early 2013 and brings almost 20 years of experience spanning the private, non-profit and public sectors to the organization. Ms. Bieszczat has a Master's Degree in Public Service Management and a Bachelor of Science Degree in Mathematics, both from DePaul University. In addition, she has provided human resources consulting services for both Voorhees Associates and The PAR Group, as well as non-profit consulting services for clients including the Ann & Robert H. Lurie Children's Hospital of Chicago, the North Shore Senior Center and the Archdiocese of Milwaukee.

Ms. Bieszczat's most recent consulting assignments for GovHR have included Classification and Compensation Studies in Illinois, Wisconsin, Iowa and Indiana. She has served as the Project Manager for Classification and Compensation Studies in Wisconsin (Algoma, Waukesha, Cross Plains, Evansville, New Berlin and Berlin), Illinois (Des Plaines, Sterling and Dixon), and Iowa (Burlington). She also assisted with numerous studies including those for Munster, Indiana; Joliet, New Lenox, Richton Park and Villa Park in Illinois; and the Baraboo District Ambulance Service in Wisconsin.

Ms. Bieszczat also worked for the Chaddick Institute of Metropolitan Development at DePaul University. During her tenure there she helped implement programs advancing the field of urban planning and design review for municipalities in metropolitan Chicago. Her research on transportation innovations was published in the Transportation Research Journal and featured in national media such as the *New York Times*, *Atlantic Cities* and *Planning Magazine*. She has lectured on transportation innovations in conference, seminar and university settings. At Lurie Children's Hospital of Chicago, Ms. Bieszczat led the Foundation Gifts team in securing leadership gifts to support its community-based outreach programs and the construction of its new facility in downtown Chicago. Ms. Bieszczat began her career in telephony. As a Radio Frequency Engineer for Sprint Cellular and Alltel, she partnered with local maintenance technician teams to plan, design, implement and optimize cellular phone networks nationwide.

Judith M. Schmittgens

Corporate Secretary and Compliance Manager

Judy Schmittgens joined the Company in 2013. She handles the company's licensing and certification requirements, monitors legislation pertinent to the company's business operations, and maintains the corporate records. She also assists with drafting proposals for classification and compensation studies and other business procurement opportunities and has assisted with employee meetings and interviews for studies in Illinois, Connecticut, Massachusetts, Wisconsin and Alaska. Ms. Schmittgens is responsible for reviewing job descriptions for legal compliance and has performed job description updates and FLSA status review for numerous municipalities.

Ms. Schmittgens is an Illinois licensed attorney and has been in private practice for the past eighteen years. Prior to that, she was the Senior Counsel and Manager of Government Affairs for Interstate National Corporation (a division of Fireman's Fund Insurance Company), where she was responsible for contract and policy review, company and agent licensing, and litigation management.

Ms. Schmittgens received her law degree from Indiana University and her Bachelor's Degree in Political Science from Illinois State University.

GovHR CURRENT AND COMPLETED PROJECT LIST		
Client	Study	Year Completed
Falmouth, Massachusetts	Classification and Compensation	In progress
Framingham Library, Massachusetts	Classification and Compensation, Job Descriptions	In progress
Hingham, Massachusetts	Classification and Compensation, Job Descriptions	In progress
Montgomery, Illinois	Classification and Compensation	In progress
Needham, Massachusetts	Classification and Compensation, Job Descriptions	In progress
New Bedford, Massachusetts	Classification and Compensation, Job Descriptions	In progress
New Brighton, Minnesota	Compensation	In progress
Princeton, Illinois	Classification and Compensation	In progress
Seward, Alaska	Classification and Compensation	In progress
Troy, Michigan	Classification and Compensation	In progress
Villa Park, Illinois	Compensation	In progress
Waunakee, Wisconsin	Compensation	In progress
Wilmette Park District, Illinois	Classification and Compensation	In progress
Channahon, Illinois	Compensation	2019
Coal City, Illinois	Compensation	2019
Dartmouth, Massachusetts	Classification and Compensation	2019
McHenry County Conservation District, Illinois	Compensation	2019
Orland Park, Illinois	Classification and Compensation	2019
Oswegoland Park District, Illinois	Classification and Compensation	2019
Glenview, Illinois	Classification and Compensation, Job Descriptions	2018
Greater Peoria Mass Transit Dist., Illinois	Compensation	2018
Moline, Illinois	Classification and Compensation	2018
North Aurora, Illinois	Job Descriptions	2018
Southborough, Massachusetts	Compensation, Job Descriptions	2018
St. Charles Park District, Illinois	Classification and Compensation	2018
Wauconda, Illinois	Classification and Compensation	2018
Westborough, Massachusetts	Classification and Compensation	2018
Woodbury, Minnesota	Classification and Compensation	2018
Lodi, Wisconsin	Compensation—Update	2018
Arlington Heights, Illinois	Classification and Compensation	2017
Baraboo, Wisconsin	Compensation—Update	2017
Bloomfield Township Library, Michigan	Classification and Compensation, Job Descriptions	2017
Geneva, Illinois	Organizational Analysis	2017
ILCMA	Strategic Plan	2017
Joliet, Illinois	Classification and Compensation	2017
Lexington, Massachusetts	Classification and Compensation	2017
Lincolnwood, Illinois	Police Department Analysis	2017

McHenry, Illinois	Classification and Compensation	2017
Morton Grove, Illinois	Executive Coaching and Strategic Plan	2017
Mount Prospect, Illinois	Classification and Compensation	2017
Mukwonago, Wisconsin	Classification and Compensation	2017
Needham, Massachusetts	Compensation	2017
Oak Park Township	HR Needs Assessment	2017
Palatine Park District	Classification and Compensation	2017
Park District of Oak Park, Illinois	Compensation	2017
Rantoul, Illinois	Classification and Compensation	2017
Round Lake, Illinois	Classification and Compensation	2017
St. John, Indiana	Police & Fire Staffing Analysis	2017
South Milwaukee, WI	Streets Department Study	2017
Weston, Massachusetts	Classification and Compensation	2017
Windsor, Connecticut	Classification and Compensation	2017
Algoma Sanitary District	Compensation	2016
Burlington, Iowa	Classification and Compensation	2016
Des Plaines, Illinois	Classification and Compensation	2016
Eastham, Massachusetts	Classification and Compensation	2016
Geneseo Park District, Illinois	Strategic Plan	2016
Glencoe, Illinois	Classification and Compensation	2016
Machesney Park, Illinois	Compensation, Job Descriptions	2016
New Berlin, Wisconsin	Classification and Compensation	2016
Niles, Illinois	Compensation	2016
Pekin, Illinois	Organizational Analysis	2016
Plainfield, Illinois	Classification and Compensation	2016
Rantoul, Illinois	Classification and Compensation	2016
Riverside/ North Riverside, Illinois	Dispatch Consolidation Project	2016
South Barrington, Illinois	Classification and Compensation	2016
South Barrington, Illinois	Police Staffing Analysis	2016
Winnetka Park District, Illinois	Strategic Plan	2016
Berlin, Wisconsin	Classification and Compensation	2015
Dixon, Illinois	Classification and Compensation	2015
Evansville, Wisconsin	Compensation	2015
Franklin Park, Illinois	Compensation	2015
Franklin, Wisconsin	Classification and Compensation	2015
Oregon, Illinois	Compensation and Benefits	2015
Oshkosh, Wisconsin	Public Works Department Analysis	2015
Park District of Highland Park, Illinois	Classification and Compensation	2015
Plymouth, Wisconsin	Recreational Services Analysis	2015
Portage, Wisconsin	Organizational Analysis	2015
Romeoville, Illinois	Classification and Compensation, Staffing Analysis	2015
Schiller Park, Illinois	Police Department Analysis	2015
Southborough, Massachusetts	Classification and Compensation	2015

Sterling, Illinois	Classification and Compensation	2015
Vernon Hills	Public Works Department Analysis	2015
Waukesha, Wisconsin	Classification and Compensation, Job Descriptions	2015
Waupaca, Wisconsin	Job Descriptions	2015
Westmont, Illinois	Compensation	2015

VILLAGE OF WINNETKA COMPENSATION AND CLASSIFICATION EVALUATION

PROPOSER'S SWORN ACKNOWLEDGEMENT

Judith Schmittgens ("Deponent"), being first duly sworn on oath, deposes and states that the undersigned Proposer is organized as indicated below and that all statements herein made are made on behalf of such Proposer in support of its Proposal for the above Contract and that Deponent is authorized to make them.

Deponent also deposes and states that Proposer has carefully prepared, reviewed and checked its Proposal and that the statements contained in its Proposal and in this Acknowledgement are true and correct.

COMPLETE APPLICABLE SECTION ONLY

1. ~~Corporation~~ Limited Liability Company

Proposer is a corporation that is organized and existing under the laws of the State of IL, that is qualified to do business in the State of Illinois, and that is operating under the legal name of GovHR USA, LLC.

The officers of the corporation are as follows:

<u>TITLE</u>	<u>NAME</u>	<u>ADDRESS</u>
President	<u>Heidi Voorhees</u>	<u>630 Dundee Rd Ste 130 Northbrook, IL 60062</u>
Vice President	<u>Joellen Cademartori</u>	<u>630 Dundee Rd Ste 130 Northbrook, IL 60062</u>
Secretary	<u></u>	<u></u>
Treasurer	<u></u>	<u></u>

2. Partnership

Proposer is a partnership that is organized, existing and registered under the laws of the State of pursuant to that certain Partnership Agreement dated as of , that is qualified to do business in the State of Illinois, and that is operating under the legal name of .

The general partners of the partnership are as follows:

APPENDIX E: ACKNOWLEDGEMENTS

NAME

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Individual

Proposer is an individual as follows:

Full name: _____

Residence address: _____

Business address: _____

If operating under a trade or assumed
name that name is: _____

4. Joint Venture

Proposer is a joint venture that is organized and existing under the laws of the State of _____ pursuant to that certain Joint Venture Agreement dated as of _____, that is qualified to do business in the State of Illinois, and that is operating under the legal name of _____.

The signatories to the aforesaid Joint Venture Agreement are as follows:

NAME (and ENTITY TYPE)

ADDRESS

_____ ()	_____
_____ ()	_____
_____ ()	_____

[For each signatory, indicate type of entity (Corporation = "C"; Partnership = "P"; and Individual = "I") and provide, on separate sheets, the information required in Paragraph 1, 2, or 3 above, as applicable]

APPENDIX E: ACKNOWLEDGEMENTS

DATED: June 27, 20 19.

Proposer: GovUR USA

Attest: ✓

By: [REDACTED]

Title: Corporate Secretary

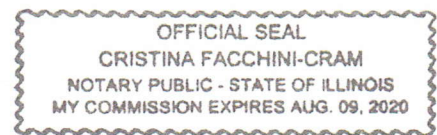
Title: Administrative Services Director

Subscribed and Sworn to before me on

June 27, 20 19.

Notary Public [REDACTED]

My commission expires: August 9, 20 20



**VILLAGE OF WINNETKA
COMPENSATION AND CLASSIFICATION EVALUATION**

PROPOSER'S SWORN WORK HISTORY STATEMENT

Judith Schnittgens ("Deponent"), being first duly sworn on oath, deposes and states that all statements made in this Sworn Work History Statement are made on behalf of the undersigned Proposer in support of its Proposal for the above Contract and that Deponent is authorized to make them.

Deponent also deposes and states that Proposer has carefully prepared, reviewed and checked this Sworn Work History Statement and that the statements contained in this Sworn Work History Statement are true and correct.

IF NECESSARY FOR FULL DISCLOSURE, ADD SEPARATE SHEETS

**JOINT VENTURES MUST SUBMIT SEPARATE
SWORN WORK HISTORY STATEMENTS FOR THE JOINT VENTURE
AND FOR EACH SIGNATORY TO THE JOINT VENTURE AGREEMENT**

1. Nature of Business

State the nature of Bidder's business: GovHR USA

2. Composition of Work

During the past three years, Proposer's work has consisted of:

0 % Federal _____ % As Contractor _____ % Proposer's
Forces

100 % Other Public 0 % As Subcontractor _____ % Subcontractors

0 % Private _____ % Materials

3. Years in Business

State the number of years that Proposer, under its current name and organization, has been continuously engaged in the aforesaid business: 5 1/2 years

(f/k/a Voorhees Associates, est. 7/2009)

APPENDIX E: ACKNOWLEDGEMENTS

4. Predecessor Organizations

If Proposer has been in business under its current name and organization for less than five years, list any predecessor organizations:

<u>NAME</u>	<u>ADDRESS</u>	<u>YEARS</u>
_____	_____	_____
_____	_____	_____

5. Business Licenses

List all business licenses currently held by Proposer:

<u>ISSUING AGENCY</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRATION</u>
None	_____	_____	_____
_____	_____	_____	_____

6. Related Experience

List three projects most comparable to the Work completed by Proposer, or its predecessors, in the past five years:

	<u>PROJECT ONE</u>	<u>PROJECT TWO</u>	<u>PROJECT THREE</u>
Owner Name	<u>Village of Glenview, IL</u>	<u>Village of Orland Park, IL</u>	<u>Village of Arlington Heights, IL</u>
Owner Address	<u>2500 East Lake Ave</u> <u>Glenview, IL 60026</u>	<u>14700 Ravinia Ave</u> <u>Orland Park, IL 60462</u>	<u>33 S. Arlington Heights Road</u> <u>Arlington Heights, IL 60005</u>
Reference	<u>Sarah Schillerstrom,</u> <u>Director of Human Resources</u>	<u>Stephana Przybylski</u> <u>Human Resources Director</u>	<u>Mary Rath, Human Resources Director</u>
Telephone Number	<u>847-904-4538</u>	<u>708-403-6166</u>	<u>847-368-5000</u>
Type of Work	<u>Classification &</u> <u>Compensation Study</u>	<u>Classification &</u> <u>Compensation Study</u>	<u>Classification &</u> <u>Compensation Study</u>

APPENDIX E: ACKNOWLEDGEMENTS

	<u>PROJECT ONE</u>	<u>PROJECT TWO</u>	<u>PROJECT THREE</u>
Contractor	N/A		
(If Proposer was)			
(Subcontractor)			
Amount of Contract			
Date Completed			

DATED: June 27, 2019.

Proposer GovHR USA

Attest

By:

Title: Corporate Secretary

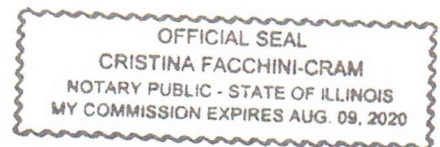
Title: Administrative Services Director

Subscribed and Sworn to before me on

Notary Public

My commission expires:

August 9, 2020





JUNE 20th, 2019

**ADDENDUM NO. 1
COMPENSATION AND CLASSIFICATION EVALUATION
RFP #019-005
VILLAGE OF WINNETKA**

The Request for Proposals for the above referenced project has been amended and/or clarified as follows:

1. There seems to be about 70-80 separate job titles which will be reviewed is that correct?

Yes, all job titles for evaluation are included in Appendix D.

2. We use a questionnaire to gather information about the current status of the Job Tasks and then develop a new Job Description based on an agreed upon format – will that be acceptable?

The Village has current job descriptions for active positions.

3. We assumed that you want up-to-date revised job descriptions for each separate job title is that correct?

The Village has current job descriptions.

4. Your RFP asks that a scoring rubric be provided to the Village. However, our system is copyrighted for our use only and we do not provide it to the community but are very willing to use the system at a very reduced cost for new position over the next 5 years – will that be acceptable?

No, the Village requests to use the scoring rubric for future use in updating and evaluating new and existing positions.

5. Can you describe why the last study was not used or published?

The last compensation study was not inclusive of all Village positions.

6. Can you explain why there are different percent's between each step in the same grade system? Why haven't you used a 2% increase or other percentage between all step in one grade level?

The establishment of the step schedules and step intervals pre-dates current management. The objectives of the compensation study are to evaluate the following: the Village's current pay practices, step schedules of active and inactive positions, intervals of the steps, and the overall position ranges' minimums and maximums compared market comparability. The consultant will provide recommendations for structuring uniform position ranges and step intervals based on market comparability and job responsibilities/requirements.

7. What involvement will the two unions have in reviewing job descriptions, classifications and compensation plans? Or will the consultant make a recommendation and the Village will negotiate the results with the union?

The consultant will recommend a classification system that assigns a salary grade and compensation schedule to each position in the organization. Unions are not involved in the development of job descriptions.

8. Do you want us to show the cost of the C&C Study plus the travel expenses separately or provide a total dollar amount for the whole project?

All proposals must submit a fee sheet for the proposed scope of work. This sheet should reflect the total fee; hours and fees by the various scope components; hourly staff rates, and any travel expenses

9. Do you have a set of Villages, Town's and Cities you have used for salary comparison in the past?

In collaboration with the Village, the consultant will make recommendations on comparable communities.

10. Do you have data from either the region or State to provide information about the comparable Villages and Towns in your area?

The Village has access to some comparable data sources, but the consultant is responsible for recommending the appropriate sources and gather current data to use in the study

11. I am a one person LLC with subcontractors who assist me – would you like me to fill out the section on your forms as an Individual?

Your forms should reflect the business with whom the Village would be contracting with for services. If you intend to use subcontractors, those people should be individually listed, in addition to their experience and how they will support the project.

12. We understand that the Village has 161 employees, and that department heads will not be included in this evaluation. Can you please provide the number of employees and job titles that will be included in this evaluation?

Please refer to the positions included Appendix D in the RFP.

13. Are you seeking an analysis of base pay and additional compensation, or pay and benefits as well? If so, which benefits.

As referenced in the RFP, the Village seeks a consultant to complete a comprehensive compensation and classification evaluation of base pay and other forms of direct compensation for all full-time and part-time positions, not including department heads. The compensation analysis will not include the evaluation of fringe benefits. The scope of work is not meant to include a comparable survey of fringe benefits, such as insurance premiums, holidays, vacation time, etc. However, using or offering certain alternatives to salary increases could include adding fringe benefits the Village may not offer. The intent is to focus on types of alternatives the Village could consider other than salary step increases and cost of living increases.

14. Does the Village have a budget for the study that it can share with us?

\$28,000 was budgeted in FY19.

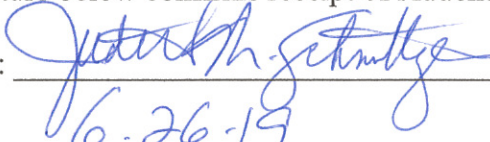
15. Can you please provide the name of the police union? We are not familiar with the acronym MAP.

“MAP” refers to the Metropolitan Alliance of Police.

Acknowledge receipt of this Addendum No. 1, by signing this form and returning it with your sealed proposal. If you have any questions regarding this Addendum No. 1, please contact me at 847-716-3504.

Anthony Vasquez
Assistant Finance Director

The signature below confirms receipt of Addendum No. 1 dated June 20, 2019.

Signature:  Company: Gov HR USA
Dated: 6.26.19

REQUEST FOR PROPOSALS

VILLAGE OF WINNETKA



COMPENSATION AND CLASSIFICATION EVALUATION

RFP #019-005

ISSUED: June 6, 2019

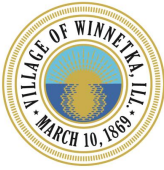
RESPONSES DUE: July 2, 2019

PREPARED BY:

**Megan E. Pierce
Assistant Village Manager
Village of Winnetka
510 Green Bay Road
Winnetka, IL 60093
Telephone: 847-716-3543
mpierce@winnetka.org**

ATTACHMENTS

**APPENDIX A: Employee Census
APPENDIX B: COLA History
APPENDIX C: Merit Program
APPENDIX D: Step Schedules
APPENDIX E: Acknowledgements
APPENDIX F: Contract**



VILLAGE OF WINNETKA REQUEST FOR PROPOSALS: COMPENSATION AND CLASSIFICATION EVALUATION

TECHNICAL SPECIFICATIONS

Section 1: Background

The Village of Winnetka is located in the North Shore region of northern Cook County along Lake Michigan, approximately 16 miles north of Chicago. Winnetka's population is approximately 12,490. The Village is bounded by the Village of Glencoe to the north, the Village of Kenilworth to the south, and Village of Northfield to the west. The Village is a Home Rule community, which operates under the council-manager form of government.

The Village has approximately 152 full-time employees and 9 part-time employees across 7 Village departments. The Village also has two collective bargaining units: one Police union contract representing Patrol Officers (MAP) and one Fire union contract representing Firemedics, Lieutenants, and Captains (IAFF). Approximately 42 employees (28% of the workforce) are covered by a collective bargaining agreement. An employee census (by position) is attached as Appendix A.

Effective January 1, 2019, all IAFF and non-union full-time and part-time employees received a 2.25 percent cost of living adjustment (COLA). MAP employees have not received a COLA due to on-going union contract negotiations. The history of COLAs previously administered to employees is attached in Appendix B. In addition to receiving the annual COLA, employees who are still advancing through the established step schedule for their position are also eligible to receive performance-based step increase(s). Currently, all full-time non-department head positions are assigned a step schedule ranging from five to fifteen steps depending on the department and position. Additionally, the percentages between each step vary by position and department. Part-time positions do not have step schedules.

Departments have individual evaluation tools. Village-wide, there is also a "merit bonus program" that includes a standard evaluation tool. Employees hired after January 1, 2003 ("non-grandfathered employees") that have reached their 10th consecutive year of full-time employment are eligible to receive an annual lump-sum merit bonus based on performance, up to 2.9% of their base pay as part of the Village's "merit bonus program" as outlined in Appendix C. Longer tenured employees hired before January 1, 2003 ("grandfathered employees") are ineligible for the merit bonus program as 2.9% is incorporated into each step of their salary schedules.

In 2011, the Village conducted a partial compensation study, which was not inclusive of all Village positions. While some items were implemented, the formal study was not published.

Section 2: Scope of Work

The Village seeks a consultant (hereinafter referred to as the "Consultant") to complete a comprehensive compensation and classification evaluation of base pay and other forms of direct compensation for all full-time and part-time positions, not including department heads. The compensation analysis will not include the evaluation of fringe benefits. The current FY 2019 step schedules for active and inactive positions are listed on Appendix D.

The Consultant will review the current job descriptions and compensation ranges for active and inactive positions. The objectives of the compensation study are to evaluate the following: the Village's current pay practices, step schedules of active and inactive positions, intervals of the steps, and the overall position ranges' minimums and maximums compared market comparability.

More broadly, the Village is seeking an analysis of its current compensation and classification system, and a comparison of the current practices against best practices for performance based compensation. Ultimately, the Village is seeking to have a pay plan that is easy to administer, not overly complex for employees to understand, and financially sustainable by determining procedures that will ensure internal equity and external competitiveness with similar public-sector comparable positions. Additionally, an outcome of the compensation study is for the Consultant to offer alternatives to improve the Village's pay plan and to recommend potential alternatives to traditional salary increases, which the Village may consider offering.

The Consultant's scope of work includes the following:

- 1. Job Evaluation:** The Consultant will determine the method by which this evaluation will be performed; provided that the evaluation includes a review of incumbent employees' current job descriptions, current responsibilities, and the knowledge, skills, and abilities required to perform in the position. The Consultant will provide recommendations for structuring uniform position ranges and step intervals based on market comparability and job responsibilities/requirements.
- 2. Compensation and Market Comparability Evaluation:** The Consultant will conduct a comprehensive compensation survey of the external regional labor market for positions designated in Appendix D. The consultant will develop a list of comparable communities with input from the Village. The evaluation should consider base pay, as well as other forms of direct compensation, such as stipends, holiday pay, merit-bonuses, longevity, etc.
- 3. Classification System:** The Consultant will recommend a classification system that assigns a salary grade and compensation schedule to each position in the organization. The recommendation must include a scoring rubric by which the essential functions, job requirements (such as formal education, work experience, supervisory responsibility, budgetary responsibility, freedom to act, mathematics ability, writing ability, etc.), and knowledge, skills, and abilities are evaluated to calculate the salary grade. The Consultant shall provide a scoring rubric to the Village for the Village's future use in updating and evaluating new and existing positions. The Consultant shall recommend the frequency with which the Village should adjust salary ranges (versus awarding cost of living and/or merit adjustments within a salary range) to maintain competitive salary ranges within fiscal constraints.
- 4. Incumbent Position Classification Recommendations:** The Consultant shall recommend position classifications for all incumbent positions, including a recommended salary range. The Consultant shall identify any positions which are generally above or below market comparability and provide recommendations to address such differences.
- 5. Alternatives to Traditional Salary Increases:** In an effort to attract and retain the highest qualified employees while maintaining fiscal sustainability, the Village wishes to consider alternatives to traditional salary increases that it may offer in addition to or in lieu of traditional salary increases (examples of such potential alternatives may be one-time/lump-sum performance bonuses, additional paid leave, fringe benefits, etc.).

- 6. Meetings with Staff:** The Consultant shall conduct at least one (1) project kick-off meeting at the start of the project to meet with senior managers regarding the project scope, expectations, and questions. The Consultant will implement on-site meetings with department managers and employees to complete job evaluations. The Consultant shall participate in two (2) meetings to present the draft findings to Village management team, including one (1) meeting at the conclusion of the project to present findings and recommendations to Village management team, and one (1) meeting to present findings and recommendations to the Village Council.

Section 3: Deliverables

The Consultant shall provide the following project deliverables:

1. Written report summarizing findings related to the work undertaken in the Scope of Work and recommendations based on these findings that will enable the Village to implement a salary classification system and best practices. The Consultant will also provide a preliminary overview of the draft findings before finalizing the report.
2. Cost impact related to adjusting positions found above or below market comparability and action plan for implementation.
3. Oral presentations summarizing findings to senior management staff and the Village Council.
4. Data contained in an Excel spreadsheet(s) for the Village to maintain going forward.

Section 4: RFQ Schedule and Response Instructions

The Village anticipates following the schedule described below to issue the request for issuing and reviewing this request for quotations, and completing the project:

Phase	Anticipated Date
Issue request for proposals	6/6/2019
Deadline for questions	6/17/2019
Proposals due	7/2/2019
Interviews	7/15 – 7/26/2019
Award	8/20/2019
Anticipated project completion	No later than December 2019

Each proposal response must include the following:

1. Completed “Acknowledgement” forms (Appendix E).
2. Narrative document which describes the Consultant’s interest in performing the work, including qualifications to perform such work.
3. The names and related work experience of each individual who will perform the work, including the project manager.
4. If a firm, a summary describing the firm and nature of the firm’s previous and current experience performing similar work for units of local government (preferably in Illinois). If an individual, a summary describing the nature of the individual’s previous and current experience performing similar work for units of local government (preferably in Illinois).
5. A list of at least three references for local government clients for which the Consultant has or is performing similar work, including client names, telephone number, and a brief statement describing the scope of work performed.
6. A statement describing any existing or potential conflicts of interest that might affect the individual or firm’s ability to perform the work.
7. Any exceptions taken to this request for quotations must be clearly identified.

Questions regarding the proposal should be submitted by email to Ms. Megan E. Pierce, Assistant Village Manager, at mpierce@winnetka.org no later than June 17, 2019. Responses to questions regarding the proposal will be published by June 20, 2019. Proposals must be submitted to Ms. Megan E. Pierce, Assistant Village Manager, via email at mpierce@winnetka.org no later than **5:00 p.m. on July 2, 2019**.

APPENDIX A

VILLAGE OF WINNETKA BUDGETED EMPLOYEE COMPENSATION CALENDAR YEAR 2019											YEARS OF SERVICE		BASE SALARY*	AUTO ALLOWANCE (4)	EMPLOYER CONTRIBUTION 457	UNIFORMS	HOLIDAY PAY (6)	SPECIALTY PAY (7)	TOTAL COMPENSATION (8)	EMPLOYER PAID			SOCIAL SECURITY (9)	MEDICARE	EMPLOYER STATUTORY PENSION CONTRIBUTIONS (10)				TOTAL EMPLOYMENT COSTS (11)	TIME OFF (DAYS)																																																																																																																																																																																																																																																																																																																																																																		
		Accounting Manager (5)	Accounting Specialist (5)	Accounts Payable Clerk	Accounts Payable Clerk	Administrative Assistant	Administrative Secretary	Administrative Services Manager	Apprentice	Apprentice	Apprentice	Apprentice								Apprentice	Apprentice	Apprentice			Apprentice	Apprentice	Apprentice	Apprentice		Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice	Apprentice

APPENDIX A

VILLAGE OF WINNETKA BUDGETED EMPLOYEE COMPENSATION CALENDAR YEAR 2019													YEARS OF SERVICE		AUTO ALLOWANCE (4)	EMPLOYER CONTRIBUTION 457	UNIFORMS	HOLIDAY PAY (6)	SPECIALTY PAY (7)	TOTAL COMPENSATION (8)	EMPLOYER PAID				SOCIAL SECURITY (9)	MEDICARE	EMPLOYER STATUTORY PENSION CONTRIBUTIONS (10)				TOTAL EMPLOYMENT COSTS (11)	TIME OFF (DAYS)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
CALENDAR YEAR 2019	POSITION	BASE SALARY*	1	2	3	4	5	6	7	8	9	10	11	12							13	14	15	16			17	18	19	20		21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861

APPENDIX A

VILLAGE OF WINNETKA BUDGETED EMPLOYEE COMPENSATION																				
CALENDAR YEAR 2019		YEARS OF SERVICE	BASE SALARY*	AUTO ALLOWANCE (4)	EMPLOYER CONTRIBUTION 457	UNIFORMS	HOLIDAY PAY (6)	SPECIALTY PAY (7)	TOTAL COMPENSATION (8)	EMPLOYER PAID			SOCIAL SECURITY (9)	EMPLOYER STATUTORY PENSION CONTRIBUTIONS (10)			TOTAL EMPLOYMENT COSTS (11)	TIME OFF (DA YS)		
										HEALTH	DENTAL	LIFE		IMRF	POLICE	FIRE		VACATION (12)	SICK	HOLIDAYS
		4	82,191	-	-	790	1,581	275	83,937	24,547	553	91	-	1,230	-	43,057	-	12	10	3
			Police Officer																	
		8	159,676	(4)	2,500	-	-	17,100	179,276	-	553	175	-	2,600	-	-	112,172	12	21	5
		19	150,184	(4)	-	-	-	3,377	153,561	24,547	553	167	-	2,227	-	-	105,504	12	21	5
		30	125,491	-	-	325	4,416	2,517	132,749	24,547	553	139	-	1,925	-	-	91,260	12	12.5	5
		30	125,491	-	-	325	4,416	2,000	130,432	24,547	553	139	-	1,891	-	-	91,260	12	12.5	5
		18	125,491	-	-	325	4,416	2,517	132,749	23,994	553	139	-	1,925	-	-	91,260	12	10.5	5
		26	107,471	-	-	325	3,831	2,000	111,827	24,547	553	120	-	1,622	-	-	78,190	12	12.5	5
		22	114,012	-	-	325	4,012	3,357	121,706	24,547	553	127	-	1,765	-	-	82,912	12	11	5
		15	107,272	-	-	325	3,649	2,593	113,839	24,547	553	120	-	1,651	-	-	77,922	12	11	5
		15	114,012	-	-	325	4,012	2,831	121,180	24,547	553	127	-	1,757	-	-	82,912	12	11	5
		1	72,178	-	-	325	2,540	200	75,243	17,391	553	79	-	1,091	-	-	52,490	12	5	5
		2	76,200	-	-	325	2,682	200	79,407	17,391	553	86	-	1,151	-	-	55,414	12	5	5
		26	98,539	-	-	325	3,468	2,929	105,261	24,547	553	110	-	1,526	-	-	71,660	12	12.5	5
		22	73,905	-	-	325	2,601	200	77,031	17,391	553	82	-	1,218	-	-	53,745	12	11	5
		20	98,539	-	-	325	3,468	2,019	104,351	24,547	553	110	-	1,513	-	-	71,660	12	10.5	5
		16	98,539	-	-	325	3,468	2,000	102,532	24,547	553	110	-	1,487	-	-	71,660	12	10.5	5
		12	73,042	-	-	325	2,540	200	76,107	17,391	553	82	-	1,104	-	-	53,096	12	9	5
		1	73,042	-	-	325	2,540	200	76,107	17,391	553	82	-	1,104	-	-	53,096	12	6	5
		1	104,354	-	-	325	3,621	200	108,500	17,391	553	116	-	1,573	-	-	75,852	12	6	5
		9	95,759	-	-	325	3,370	200	99,654	24,547	553	108	-	1,445	-	-	69,638	12	8	5
		9	95,759	-	-	325	3,370	200	99,654	24,547	553	108	-	1,445	-	-	69,638	12	8	5
		8	95,759	-	-	325	3,370	200	99,654	17,391	553	108	-	1,445	-	-	69,638	12	7	5
		8	95,759	-	-	325	3,370	200	99,654	24,547	553	108	-	1,445	-	-	69,638	12	7	5
		7	95,759	-	-	325	3,370	200	99,654	17,391	553	108	-	1,445	-	-	69,638	12	7	5
		5	90,436	-	-	325	3,208	200	90,436	17,391	553	102	-	1,365	-	-	65,785	12	6	5
		1	73,042	-	-	325	2,540	200	76,107	17,391	553	82	-	1,104	-	-	53,096	12	6	5
			Firefighter																	

*Base salary represents a 12-month calculation.

- [illegible]

APPENDIX B

Winnetka COLA History

YEAR	2013	2014	2015	2016	2017	2018	2019*
COLA	1.00% + 1.50% = 2.50%	1.00% + 1.75% = 2.75%	1.75%	2.50%	2.50%	2.75%	2.25%

*The 2.25% COLA has only been applied to the salary ranges of Non-Union and IAFF positions. The 2019 COLA amount for Patrol Officers, represented by MAP, has not yet been determined.

APPENDIX C
Village of Winnetka Employee Handbook
Section 4.3 – Merit Pay Program

4.3 MERIT PAY PROGRAM

Merit pay is based on employee performance and the ability to meet goals established by the Department Head or supervisor. Full-time non-union employees hired on or after January 1, 2003 and who are in the 10th consecutive year of full-time employment, may be eligible to receive 0% to 2.9% of their salary annually as a bonus. The amount of merit pay may fluctuate from year to year depending on the employee's performance the previous year.

Merit pay bonuses are generally paid in a lump sum in the pay period following the employee's anniversary date of employment.

Employees who were receiving longevity pay before the effective date of the merit pay program, i.e., prior to January 1, 2013, continue to do so as part of their base pay and are not eligible to participate in the merit pay program.

Longevity and merit pay is subject to budget constraints and is paid only to the extent authorized and budgeted by the Village Council.

APPENDIX D
Village Manager's Office

STATUS	DEPT	POSITION	NG/G	FLSA	Wk/Hrs	# of EEs	A	B	C	D	E	F	G	H	COMMENTS
Active	VMO	Executive Assistant	NG	Non-Exempt	37.5	1	\$ 55,457	\$ 59,724	\$ 63,992	\$ 68,256	\$ 72,523	\$ 76,788	\$ 81,055	\$ 85,315	
								7.69%	7.15%	6.66%	6.25%	5.88%	5.56%	5.26%	
Active	VMO	Economic Development Coord.	NG	Exempt	40	1	\$ 71,575	\$ 75,154	\$ 78,911	\$ 82,857	\$ 86,999	\$ 91,350	\$ 95,918	\$ 100,713	
								5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	
Active	VMO	Human Resources Generalist	NG	Exempt	37.5	1	\$ 64,613	\$ 69,581	\$ 74,558	\$ 79,523	\$ 84,493	\$ 89,462	\$ 94,426	\$ 99,392	
								7.69%	7.15%	6.66%	6.25%	5.88%	5.55%	5.26%	
Active	VMO	Benefits Coordinator	NG	Exempt	40	1	\$ 64,613	\$ 67,844	\$ 71,237	\$ 74,798	\$ 78,538	\$ 82,465	\$ 86,587	\$ 90,918	
								5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	
Active	VMO	Communications Manager	NG	Exempt	40	1	\$ 66,463	\$ 69,786	\$ 73,275	\$ 76,939	\$ 80,786	\$ 84,825	\$ 89,066	\$ 93,519	
								5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	
TOTAL ACTIVE FT EMPLOYEES IN DEPARTMENT						5									
Inactive	VMO	Assistant to Village Manager	NG	Exempt	37.5		\$ 85,336	\$ 91,898	\$ 98,464	\$ 105,031	\$ 111,593	\$ 118,158	\$ 124,721	\$ 131,284	
								7.69%	7.14%	6.67%	6.25%	5.88%	5.55%	5.26%	
Inactive	VMO	Management Analyst	NG	Exempt	37.5		\$ 64,357	\$ 69,304	\$ 74,259	\$ 79,205	\$ 84,156	\$ 89,103	\$ 94,049	\$ 98,995	
								7.69%	7.15%	6.66%	6.25%	5.88%	5.55%	5.26%	

Note: Highlighted cell reflects current employee step as of 5/31/19

"G" = Grandfathered Employee (hired before 1/1/2003)

"NG" = Non-Grandfathered Employee (hired after 1/1/2003)

APPENDIX D
Finance Department

STATUS	DEPT	POSITION	NG/G	FLSA	Wk/Hrs	# of EEs	A	B	C	D	E	F	G	H	COMMENTS
Active	Finance	Asst. Finance Director	NG	Exempt	40	1	\$ 85,808	\$ 92,412	\$ 99,013	\$ 105,613	\$ 112,213	\$ 118,813	\$ 125,417	\$ 132,017	
								7.70%	7.14%	6.67%	6.25%	5.88%	5.56%	5.26%	
Active	Finance	Accounting Manager	NG	Exempt	37.5	1	\$ 75,382	\$ 81,179	\$ 86,983	\$ 92,776	\$ 98,574	\$ 104,371	\$ 110,163	\$ 115,958	
								7.69%	7.15%	6.66%	6.25%	5.88%	5.55%	5.26%	
Active	Finance	Accounting Specialist	NG	Non-Exempt	37.5	1	\$ 54,632	\$ 57,090	\$ 59,660	\$ 62,345	\$ 65,150	\$ 68,081	\$ 71,146	\$ 74,347	
								4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	
Active	Finance	Accounts Payable	G	Non-Exempt	37.5	1	\$ 50,886	\$ 54,799	\$ 58,714	\$ 62,626	\$ 66,543	\$ 70,455	\$ 74,368	\$ 78,283	
								7.69%	7.14%	6.66%	6.25%	5.88%	5.55%	5.26%	
Active	Finance	Accounts Payable	NG	Non-Exempt	37.5	1	\$ 49,450	\$ 53,255	\$ 57,058	\$ 60,859	\$ 64,668	\$ 68,471	\$ 72,273	\$ 76,076	
								7.69%	7.14%	6.66%	6.26%	5.88%	5.55%	5.26%	
Active	Finance	Customer Service Rep.	NG	Non-Exempt	37.5	1	\$ 45,319	\$ 48,804	\$ 52,295	\$ 55,777	\$ 59,263	\$ 62,754	\$ 66,239	\$ 69,725	
								7.69%	7.15%	6.66%	6.25%	5.89%	5.55%	5.26%	
Active	Finance	Meter Reader	NG	Non-Exempt	37.5	2	\$ 45,319	\$ 48,804	\$ 52,295	\$ 55,777	\$ 59,263	\$ 62,754	\$ 66,239	\$ 69,725	
								7.69%	7.15%	6.66%	6.25%	5.89%	5.55%	5.26%	
Active	Finance	Information Systems Mgr.	G	Exempt	37.5	1	\$ 101,470	\$ 109,277	\$ 117,080	\$ 124,885	\$ 132,691	\$ 140,498	\$ 148,304	\$ 156,110	
								7.69%	7.14%	6.67%	6.25%	5.88%	5.56%	5.26%	
TOTAL ACTIVE FT EMPLOYEES IN DEPARTMENT						9									
Inactive	Finance	Accountant	NG	Non-Exempt	37.5		\$ 59,724	\$ 64,318	\$ 68,910	\$ 73,502	\$ 78,099	\$ 82,692	\$ 87,288	\$ 91,881	
								7.69%	7.14%	6.66%	6.25%	5.88%	5.56%	5.26%	
Inactive	Finance	Information Systems Mgr.	NG	Non-Exempt	37.5		\$ 98,610	\$ 106,198	\$ 113,781	\$ 121,368	\$ 128,952	\$ 136,536	\$ 144,123	\$ 151,708	
								7.69%	7.14%	6.67%	6.25%	5.88%	5.56%	5.26%	
Inactive	Finance	Utility Billing	NG	Non-Exempt	37.5		\$ 49,450	\$ 53,255	\$ 57,058	\$ 60,859	\$ 64,668	\$ 68,471	\$ 72,273	\$ 76,076	
								7.69%	7.14%	6.66%	6.26%	5.88%	5.55%	5.26%	

Note: Highlighted cell reflects current employee step as of 5/31/19

"G" = Grandfathered Employee (hired before 1/1/2003)

"NG" = Non-Grandfathered Employee (hired after 1/1/2003)

APPENDIX D

Community Development Department

STATUS	DEPT	POSITION	NG/G	FLSA	Wk/Hrs	# of EEs	A	B	C	D	E	F	G	H	COMMENTS
Active	CD	Asst. CD Director	G	Exempt	37.5	1	\$ 84,002	\$ 90,462	\$ 96,920	\$ 103,381	\$ 109,844	\$ 116,302	\$ 122,766	\$ 129,229	\$3,240 Auto Allowance
								7.69%	7.14%	6.67%	6.25%	5.88%	5.56%	5.26%	
Active	CD	Code Enf. Officer	NG	Non-Exempt	37.5	1	\$ 54,193	\$ 56,902	\$ 59,748	\$ 62,734	\$ 65,871	\$ 69,165	\$ 72,623	\$ 76,254	
								5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	
Active	CD	Permit Coordinator	NG	Non-Exempt	37.5	1	\$ 47,683	\$ 50,909	\$ 55,018	\$ 58,684	\$ 62,353	\$ 66,023	\$ 69,688	\$ 73,356	
								6.77%	8.07%	6.66%	6.25%	5.89%	5.55%	5.26%	
Active	CD	Admin. Assistant	NG	Non-Exempt	37.5	1	\$ 47,093	\$ 50,714	\$ 54,341	\$ 59,773	\$ 61,585	\$ 65,206	\$ 68,827	\$ 72,452	
								7.69%	7.15%	6.67%	6.25%	5.88%	5.56%	5.26%	
Active	CD	Senior Planner	G	Exempt	37.5	1	\$ 76,807	\$ 80,648	\$ 84,679	\$ 88,914	\$ 93,359	\$ 98,027	\$ 102,929	\$ 108,075	
								5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	
Active	CD	Associate Planner	NG	Non-Exempt	37.5	1	\$ 59,305	\$ 62,270	\$ 65,384	\$ 68,653	\$ 72,085	\$ 75,690	\$ 79,475	\$ 83,448	
								5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	
TOTAL ACTIVE FT EMPLOYEES IN DEPARTMENT						6									
Inactive	CD	Asst. CD Director	NG	Non-Exempt	37.5		\$ 79,837	\$ 85,978	\$ 92,115	\$ 98,254	\$ 104,399	\$ 110,537	\$ 116,681	\$ 122,820	
								7.69%	7.14%	6.66%	6.25%	5.88%	5.56%	5.26%	
Inactive	CD	Plans Examiner	NG	Non-Exempt	37.5		\$ 65,728	\$ 70,788	\$ 75,844	\$ 80,901	\$ 85,954	\$ 91,057	\$ 96,070	\$ 101,124	
								7.70%	7.14%	6.67%	6.25%	5.94%	5.51%	5.26%	
Inactive	CD	Senior Planner	NG	Exempt	37.5		\$ 73,000	\$ 76,650	\$ 80,483	\$ 84,507	\$ 88,732	\$ 93,169	\$ 97,827	\$ 102,718	
								5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	
Inactive	CD	Code Enf. Inspector	NG	Non-Exempt	37.5		\$ 46,949	\$ 50,561	\$ 54,174	\$ 57,784	\$ 61,396	\$ 65,007	\$ 68,619	\$ 72,232	
								7.69%	7.15%	6.66%	6.25%	5.88%	5.56%	5.27%	

Note: Highlighted cell reflects current employee step as of 5/31/19

"G" = Grandfathered Employee (hired before 1/1/2003)

"NG" = Non-Grandfathered Employee (hired after 1/1/2003)

APPENDIX D

Police Department

STATUS	DEPT	POSITION	NG/G	FLSA	Wk/Hrs	# of EEs	A	B	C	D	E	F	G	H	COMMENTS
Active	Police	Deputy Police Chief	G	Exempt	40	1	\$ 128,885	\$ 135,670	\$ 142,807	\$ 150,325	\$ 153,563				Village Vehicle
								5.26%	5.26%	5.26%	2.15%				
Active	Police	Commander	G	Exempt	40	2	\$ 113,535	\$ 120,629	\$ 127,726	\$ 134,821	\$ 141,917				
								6.25%	5.88%	5.55%	5.26%				
Active	Police	Sergeant	G	Non-Exempt	40	4	\$ 97,087	\$ 103,155	\$ 109,216	\$ 115,288	\$ 121,358				
								6.25%	5.88%	5.56%	5.27%				
Active	Police	Sergeant	NG	Non-Exempt	40	1	\$ 94,861	\$ 100,248	\$ 106,140	\$ 112,042	\$ 117,939				
								5.68%	5.88%	5.56%	5.26%				
Active	Police	Patrol Officer Before 4/1/12	G	Non-Exempt	40	8	\$ 69,950	\$ 81,340	\$ 86,543	\$ 91,156	\$ 95,743	\$ 98,515			Step F = 10 yrs. Correct per CBA
								16.28%	6.40%	5.33%	5.03%	2.90%			
Active	Police	Patrol Officer After 4/1/12	NG	Non-Exempt	40	11	\$ 69,950	\$ 74,032	\$ 76,193	\$ 82,191	\$ 86,270	\$ 90,352	\$ 94,431	\$ 98,515	Step F = 6 yrs., G = 8 yrs., H = 10 yrs.
								5.84%	2.92%	7.87%	4.96%	4.73%	4.51%	4.32%	
Active	Police	Administrative Services Manager	NG	Exempt	40	1	\$ 73,620	\$ 77,301	\$ 81,166	\$ 85,224	\$ 89,485	\$ 93,960	\$ 98,658	\$ 103,590	
								5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	
Active	Police	Records Specialist	G	Non-Exempt	40	1	\$ 52,433	\$ 55,053	\$ 57,806	\$ 60,698	\$ 63,732	\$ 66,919	\$ 70,265	\$ 73,778	
								5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	
Active	Police	Records Specialist	NG	Non-Exempt	40	1	\$ 50,955	\$ 53,502	\$ 56,177	\$ 58,987	\$ 61,936	\$ 65,033	\$ 68,285	\$ 71,699	
								5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	
Active	Police	Community Service Officer	G	Non-Exempt	40	1	\$ 62,375	\$ 66,275	\$ 70,176	\$ 74,069	\$ 77,969				
								6.25%	5.89%	5.55%	5.27%				
Active	Police	Community Service Officer	NG	Non-Exempt	40	1	\$ 60,615	\$ 64,406	\$ 68,198	\$ 71,981	\$ 75,769				
								6.25%	5.89%	5.55%	5.26%				
TOTAL ACTIVE FT EMPLOYEES IN DEPARTMENT						32									
Inactive	Police	Deputy Police Chief	NG	Non-Exempt	40		\$ 125,254	\$ 131,845	\$ 138,783	\$ 146,089	\$ 149,233				
								5.26%	5.26%	5.26%	2.15%				
Inactive	Police	Commander	NG	Exempt	40		\$ 110,334	\$ 117,232	\$ 124,125	\$ 131,018	\$ 137,918				
								6.25%	5.88%	5.55%	5.27%				
Inactive	Police	Public Safety Analyst	NG	Exempt	40		\$ 58,079	\$ 61,138	\$ 64,357	\$ 67,743	\$ 71,307	\$ 75,061	\$ 79,013	\$ 83,171	
								5.27%	5.26%	5.26%	5.26%	5.26%	5.27%	5.26%	

Note: Highlighted cell reflects current employee step as of 5/31/19
"G" = Grandfathered Employee (hired before 1/1/2003)
"NG" = Non-Grandfathered Employee (hired after 1/1/2003)

APPENDIX D
Fire Department

STATUS	DEPT	POSITION	NG/G	FLSA	Wk/Hrs	# of EEs	A	B	C	D	E	F	G	H	J	COMMENTS
Active	Fire	Deputy Fire Chief	G	Exempt	37.5	1	\$ 128,885	\$ 135,670	\$ 142,807	\$ 150,325	\$ 153,563					Village Vehicle
								5.26%	5.26%	5.26%	2.15%					
Active	Fire	Public Safety Analyst	NG	Exempt	40	1	\$ 58,079	\$ 61,138	\$ 64,357	\$ 67,743	\$ 71,307	\$ 75,061	\$ 79,013	\$ 83,171		
								5.27%	5.26%	5.26%	5.26%	5.26%	5.27%	5.26%		
Active	Fire	Firemedic Pre 4/1/12	G	Non-Exempt	50	9	\$ 73,802	\$ 78,628	\$ 83,453	\$ 88,484	\$ 93,196	\$ 97,914	\$ 100,756			1 Firemedic OOR - \$105,211 until 4/11/20
								6.54%	6.14%	6.03%	5.32%	5.06%	2.90%			
Active	Fire	Firemedic After 4/1/12	NG	Non-Exempt	50	5	\$ 73,802	\$ 75,568	\$ 77,914	\$ 80,684	\$ 83,454	\$ 88,484	\$ 93,196	\$ 97,914	\$ 100,756	Range: S-H
								2.39%	3.10%	3.56%	3.43%	6.03%	5.32%	5.06%	2.90%	
Active	Fire	Fire Lieutenant	G	Non-Exempt	50	4	\$ 103,033	\$ 106,021	\$ 108,176	\$ 111,315	\$ 113,296	\$ 116,577				Range: S, S+10, A, A+10, B, B+10
								2.90%	2.03%	2.90%	1.78%	2.90%				
Active	Fire	Fire Captain	G	Non-Exempt	50	3	\$ 117,092	\$ 120,486	\$ 120,884	\$ 124,389	\$ 124,701	\$ 128,315				Range: S, S+10, A, A+10, B, B+10
								2.90%	0.33%	2.90%	0.25%	2.90%				
TOTAL ACTIVE FT EMPLOYEES IN DEPARTMENT						23										
Inactive	Fire	Deputy Fire Chief	NG	Exempt	37.5		\$ 122,498	\$ 128,944	\$ 135,729	\$ 142,874	\$ 145,949					
								5.26%	5.26%	5.26%	2.15%					

Note: Highlighted cell reflects current employee step as of 5/31/19
"G" = Grandfathered Employee (hired before 1/1/2003)
"NG" = Non-Grandfathered Employee (hired after 1/1/2003)

APPENDIX D
Water and Electric Department

STATUS	DEPT	POSITION	NG/G	FLSA	Wk/Hrs	# of EEs	A	B	C	D	E	F	G	H	I	COMMENTS
Active	W&E	Assistant W&E Director	NG	Exempt	40	1	\$ 119,044	\$ 122,911	\$ 126,906	\$ 131,031	\$ 135,289	\$ 139,687	\$ 144,226	\$ 148,914		
								3.25%	3.25%	3.25%	3.25%	3.25%	3.25%	3.25%		
Active	W&E	Distribution Engineer 1	NG	Exempt	40	1	\$ 83,103	\$ 85,803	\$ 88,593	\$ 91,473	\$ 94,444	\$ 97,514	\$ 100,681	\$ 103,955		
								3.25%	3.25%	3.25%	3.25%	3.25%	3.25%	3.25%		
Active	W&E	Distribution Superintendent	G	Non-Exempt	40	1	\$ 103,354	\$ 106,555	\$ 109,751	\$ 113,047	\$ 116,447	\$ 119,949	\$ 123,551	\$ 127,252		Village Vehicle
								3.10%	3.00%	3.00%	3.01%	3.01%	3.00%	3.00%		
Active	W&E	Electric Plant Superintendent	NG	Non-Exempt	40	1	\$ 101,478	\$ 104,523	\$ 107,658	\$ 110,887	\$ 114,215	\$ 117,641	\$ 122,000	\$ 124,897		
								3.00%	3.00%	3.00%	3.00%	3.00%	3.71%	2.38%		
Active	W&E	Water Plant Superintendent	G	Non-Exempt	40	1	\$ 104,422	\$ 107,559	\$ 110,798	\$ 114,133	\$ 117,575	\$ 121,115	\$ 124,758	\$ 128,519		
								3.00%	3.01%	3.01%	3.02%	3.01%	3.01%	3.01%		
Active	W&E	Plant Operator	G	Non-Exempt	40	1	\$ 93,598	\$ 96,493	\$ 99,478	\$ 102,554	\$ 105,729	\$ 108,995	\$ 112,369	\$ 115,842		
								3.09%	3.09%	3.09%	3.10%	3.09%	3.09%	3.09%		
Active	W&E	Plant Operator	NG	No-Exempt	40	7	\$ 90,962	\$ 93,774	\$ 96,674	\$ 99,663	\$ 102,747	\$ 105,924	\$ 109,200	\$ 112,576		
								3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%		
Active	W&E	Electric Plant Operator	G	Non-Exempt	40	1	\$ 85,450	\$ 88,010	\$ 90,665	\$ 93,386	\$ 96,168	\$ 99,057	\$ 102,037	\$ 105,115		
								3.00%	3.02%	3.00%	2.98%	3.00%	3.01%	3.02%		
Active	W&E	Control Technician	G	Non-Exempt	40	1	\$ 89,142	\$ 91,894	\$ 94,740	\$ 97,668	\$ 100,693	\$ 103,805	\$ 107,013	\$ 110,329	\$ 116,680	EE Out of Range
								3.09%	3.10%	3.09%	3.10%	3.09%	3.09%	3.10%	5.76%	
Active	W&E	Control Technician	NG	Non-Exempt	40	1	\$ 86,631	\$ 89,307	\$ 92,070	\$ 94,914	\$ 97,855	\$ 100,882	\$ 103,997	\$ 107,218		
								3.09%	3.09%	3.09%	3.10%	3.09%	3.09%	3.10%		
Active	W&E	Mechanic	NG	Non-Exempt	40	1	\$ 93,906	\$ 96,812	\$ 99,806	\$ 102,894	\$ 106,078	\$ 109,355	\$ 112,738	\$ 116,226		
								3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%		
Active	W&E	Water Distribution Supervisor	NG	Non-Exempt	40	1	\$ 82,126	\$ 84,588	\$ 87,128	\$ 89,746	\$ 92,446	\$ 95,223	\$ 98,078	\$ 101,010		
								3.00%	3.00%	3.00%	3.01%	3.00%	3.00%	2.99%		
Active	W&E	W&E Maintenance Worker	NG	Non-Exempt	40	1	\$ 56,417	\$ 59,205	\$ 62,165	\$ 65,274	\$ 68,537	\$ 71,965	\$ 75,563	\$ 79,341		
								4.94%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		
Active	W&E	Apprentice	NG	Non-Exempt	40	4	\$ 74,390	\$ 77,488	\$ 80,716	\$ 84,081	\$ 87,585	\$ 91,234	\$ 95,036	\$ 98,996		
								4.16%	4.17%	4.17%	4.17%	4.17%	4.17%	4.17%		
Active	W&E	Lineworker	G	Non-Exempt	40	1							\$ 107,013	\$ 110,329		
														3.10%		
Active	W&E	Lineworker	NG	Non-Exempt	40	2							\$ 103,997	\$ 107,218		
														3.10%		
Active	W&E	Electric Crew Leader	G	Non-Exempt	40	1							\$ 112,369	\$ 115,842		
														3.09%		
Active	W&E	Electric Crew Leader	NG	Non-Exempt	40	1							\$ 109,200	\$ 112,576		
														3.09%		
TOTAL ACTIVE FT EMPLOYEES IN DEPARTMENT						28										
Inactive	W&E	Distribution Superintendent	NG	Non-Exempt	40		\$ 98,233	\$ 101,273	\$ 104,310	\$ 107,447	\$ 110,675	\$ 114,002	\$ 117,427	\$ 120,944		
								3.09%	3.00%	3.01%	3.00%	3.01%	3.00%	3.00%		
Inactive	W&E	Water Plant Superintendent	NG	Non-Exempt	40		\$ 99,245	\$ 102,228	\$ 105,308	\$ 108,476	\$ 111,748	\$ 115,112	\$ 118,575	\$ 122,149		
								3.01%	3.01%	3.01%	3.02%	3.01%	3.01%	3.01%		

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"G" = Grandfathered Employee (hired before 1/1/2003)
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APPENDIX D
Public Works Department

STATUS	DEPT	POSITION	NG/G	FLSA	Wk/Hrs	# of EEs	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	COMMENTS
Active	PW	Asst. PW Director	NG	Exempt	37.5	1	\$ 103,992	\$ 107,112	\$ 110,326	\$ 113,638	\$ 117,046	\$ 120,557	\$ 124,174	\$ 127,899	\$ 130,642	\$ 134,560	\$ 138,597	\$ 142,753	\$ 147,037	\$ 151,448	\$ 155,992	\$6,480 Auto Allowance
								3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	2.14%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	
Active	PW	Admin. Secretary	G	Non-Exempt	37.5	1	\$ 49,633	\$ 51,126	\$ 52,657	\$ 54,239	\$ 55,865	\$ 57,541	\$ 59,270	\$ 61,048	\$ 62,878	\$ 64,762	\$ 66,705	\$ 68,709	\$ 70,770	\$ 72,892	\$ 74,452	
								3.01%	2.99%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	2.14%	
Active	PW	Asst. Village Engineer	G	Exempt	37.5	1	\$ 85,073	\$ 87,627	\$ 90,252	\$ 92,965	\$ 95,753	\$ 98,623	\$ 101,582	\$ 104,627	\$ 107,769	\$ 111,000	\$ 114,331	\$ 117,759	\$ 121,293	\$ 124,934	\$ 127,611	\$3,240 Auto Allowance
								3.00%	3.00%	3.01%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	2.14%	
Active	PW	Civil Engineer	G	Non-Exempt	37.5	1	\$ 77,207	\$ 79,525	\$ 81,911	\$ 84,370	\$ 86,901	\$ 89,506	\$ 92,191	\$ 94,963	\$ 97,807	\$ 100,745	\$ 103,763	\$ 106,879	\$ 110,084	\$ 113,387	\$ 115,814	
								3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.01%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	2.14%	
Active	PW	Fleet Mechanic	NG	Non-Exempt	40	1	\$ 62,008	\$ 63,868	\$ 65,783	\$ 67,762	\$ 69,793	\$ 71,888	\$ 74,041	\$ 76,262	\$ 78,550	\$ 80,909	\$ 83,334	\$ 85,836	\$ 88,408	\$ 91,062	\$ 93,013	
								3.00%	3.00%	3.01%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	2.14%	
Active	PW	Fleet Supervisor	G	Non-Exempt	40	1	\$ 75,121	\$ 77,446	\$ 79,841	\$ 82,307	\$ 84,854	\$ 87,479	\$ 90,186	\$ 92,975	\$ 95,851	\$ 98,813	\$ 101,869	\$ 105,022	\$ 108,268	\$ 111,617	\$ 115,068	
								3.10%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.10%	3.09%	3.09%	3.09%	3.09%	
Active	PW	Village Forester	G	Non-Exempt	37.5	1	\$ 70,258	\$ 72,365	\$ 74,534	\$ 76,769	\$ 79,073	\$ 81,446	\$ 83,890	\$ 86,405	\$ 88,998	\$ 91,665	\$ 94,417	\$ 97,250	\$ 100,169	\$ 103,173	\$ 105,384	
								3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	2.14%	
Active	PW	Asst. Village Forester	NG	Non-Exempt	40	1	\$ 58,794	\$ 60,558	\$ 62,375	\$ 64,246	\$ 66,173	\$ 68,158	\$ 70,203	\$ 72,309	\$ 74,478	\$ 76,712	\$ 79,014	\$ 81,384	\$ 83,826	\$ 86,341	\$ 88,931	
								3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	
Active	PW	Maintenance Worker	G	Non-Exempt	40	4	\$ 58,020	\$ 59,756	\$ 61,551	\$ 63,397	\$ 65,300	\$ 67,258	\$ 69,275	\$ 71,357	\$ 73,496	\$ 75,703	\$ 77,972	\$ 80,311	\$ 82,722	\$ 85,201	\$ 87,027	
								2.99%	3.00%	3.00%	3.00%	3.00%	3.00%	3.01%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	2.14%	
Active	PW	Maintenance Worker	NG	Non-Exempt	40	7	\$ 56,386	\$ 58,073	\$ 59,818	\$ 61,610	\$ 63,460	\$ 65,362	\$ 67,323	\$ 69,346	\$ 71,427	\$ 73,569	\$ 75,773	\$ 78,048	\$ 80,391	\$ 82,798	\$ 84,576	
								2.99%	3.01%	2.99%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	2.99%	2.15%	
Active	PW	PW Analyst	NG	Exempt	37.5	1	\$ 64,357	\$ 66,286	\$ 68,274	\$ 70,323	\$ 72,434	\$ 74,605	\$ 76,843	\$ 79,149	\$ 81,523	\$ 83,969	\$ 86,488					
								3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%					
Active	PW	Refuse Collector	G	Non-Exempt	40	2	\$ 58,020	\$ 59,756	\$ 61,551	\$ 63,397	\$ 65,300	\$ 67,258	\$ 69,275	\$ 71,357	\$ 73,496	\$ 75,703	\$ 77,972	\$ 80,311	\$ 82,722	\$ 85,201	\$ 87,027	
								2.99%	3.00%	3.00%	3.00%	3.00%	3.00%	3.01%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	2.14%	
Active	PW	Refuse Collector	NG	Non-Exempt	40	6	\$ 56,386	\$ 58,073	\$ 59,818	\$ 61,610	\$ 63,460	\$ 65,362	\$ 67,323	\$ 69,346	\$ 71,427	\$ 73,569	\$ 75,773	\$ 78,048	\$ 80,391	\$ 82,798	\$ 84,576	
								2.99%	3.01%	2.99%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	2.99%	2.15%	
Active	PW	Refuse Supervisor	G	Non-Exempt	40	1	\$ 75,121	\$ 77,446	\$ 79,841	\$ 82,307	\$ 84,854	\$ 87,479	\$ 90,186	\$ 92,975	\$ 95,851	\$ 98,813	\$ 101,869	\$ 105,022	\$ 108,268	\$ 111,617	\$ 115,068	
								3.10%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.10%	3.09%	3.09%	3.09%	
Active	PW	Streets Supervisor	G	Non-Exempt	40	1	\$ 75,121	\$ 77,446	\$ 79,841	\$ 82,307	\$ 84,854	\$ 87,479	\$ 90,186	\$ 92,975	\$ 95,851	\$ 98,813	\$ 101,869	\$ 105,022	\$ 108,268	\$ 111,617	\$ 115,068	
								3.10%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.10%	3.09%	3.09%	3.09%	
Active	PW	Sewer Supervisor	G	Non-Exempt	40	1	\$ 75,121	\$ 77,446	\$ 79,841	\$ 82,307	\$ 84,854	\$ 87,479	\$ 90,186	\$ 92,975	\$ 95,851	\$ 98,813	\$ 101,869	\$ 105,022	\$ 108,268	\$ 111,617	\$ 115,068	
								3.10%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.10%	3.09%	3.09%	3.09%	
Active	PW	Supt. of Operations	NG	Non-Exempt	37.5	1	\$ 86,057	\$ 88,636	\$ 91,297	\$ 94,034	\$ 96,856	\$ 99,759	\$ 102,754	\$ 105,836	\$ 109,009	\$ 112,285	\$ 115,652	\$ 119,121	\$ 122,695	\$ 126,374	\$ 129,084	Village Vehicle
								3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.01%	3.00%	3.00%	3.00%	3.00%	2.14%	
TOTAL ACTIVE FT EMPLOYEES IN DEPARTMENT						32																
Inactive	PW	Asst. Village Engineer	NG	Non-Exempt	37.5		\$ 84,535	\$ 87,074	\$ 89,684	\$ 92,379	\$ 95,147	\$ 97,999	\$ 100,939	\$ 103,965	\$ 107,087	\$ 110,299	\$ 113,609	\$ 117,017	\$ 120,526	\$ 124,146	\$ 126,804	
								3.00%	3.00%	3.01%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	2.14%	
Inactive	PW	Civil Engineer	NG	Non-Exempt	37.5		\$ 76,719	\$ 79,024	\$ 81,395	\$ 83,836	\$ 86,354	\$ 88,940	\$ 91,608	\$ 94,362	\$ 97,191	\$ 100,106	\$ 103,107	\$ 106,204	\$ 109,389	\$ 112,671	\$ 115,083	
								3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.01%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	2.14%	
Inactive	PW	Village Forester	NG	Non-Exempt	37.5		\$ 68,277	\$ 70,326	\$ 72,436	\$ 74,606	\$ 76,843	\$ 79,150	\$ 81,524	\$ 83,971	\$ 86,488	\$ 89,083	\$ 91,756	\$ 94,510	\$ 97,346	\$ 100,264	\$ 102,415	
								3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	2.14%	
Inactive	PW	Admin. Secretary	NG	Non-Exempt	37.5		\$ 48,237	\$ 49,682	\$ 51,174	\$ 52,711	\$ 54,291	\$ 55,917	\$ 57,598	\$ 59,327	\$ 61,104	\$ 62,937	\$ 64,825	\$ 66,773	\$ 68,776	\$ 70,839	\$ 72,355	
								3.00%	3.00%	3.00%	3.00%	3.00%	3.01%	3.00%	2.99%	3.00%	3.00%	3.00%	3.00%	3.00%	2.14%	
Inactive	PW	PW Supervisor	NG	Non-Exempt	40		\$ 73,007	\$ 75,264	\$ 77,589	\$ 79,989	\$ 82,465	\$ 85,013	\$ 87,644	\$ 90,355	\$ 93,149	\$ 96,030	\$ 98,999	\$ 102,062	\$ 105,217	\$ 108,472	\$ 111,826	
								3.09%	3.09%	3.09%	3.10%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	3.09%	

Note: Highlighted cell reflects current employee step as of 5/31/19
"G" = Grandfathered Employee (hired before 1/1/2003)
"NG" = Non-Grandfathered Employee (hired after 1/1/2003)

APPENDIX D
Part-Time Employees

STATUS	DEPT	POSITION	WEEKLY HRS.	RATE	ANNUAL EQUIV.	COMMENTS
Active	Police	Records Specialist	20	\$ 22.58	\$ 46,966	Annual based off 2080
Active	Police	Community Service Officer/Crossing Guard	20	\$ 26.65	\$ 55,432	Annual based off 2080
Active	Police	Community Service Officer/Crossing Guard	20	\$ 16.36	\$ 34,029	Annual based off 2080
Active	Police	Social Worker	15	\$ 44.39	\$ 92,331	Annual based off 2080
Active	Finance	Utility Billing	25	\$ 39.30	\$ 76,635	Annual based off 1950
Active	Fire	Inspector	15	\$ 24.66	\$ 51,293	Annual based off 2080
Active	Fire	Inspector	15	\$ 23.01	\$ 47,861	Annual based off 2080
Active	Fire	Inspector	15	\$ 30.24	\$ 62,899	Annual based off 2080
Active	Fire	Inspector	15	\$ 26.55	\$ 55,232	Annual based off 2080
Active	W&E	Plant Clerk	25	\$ 23.39	\$ 48,651	Annual based off 2080

APPENDIX D
Department Heads

POSITION	Yrs. Experience	Yrs. In Position	WEEKLY HRS.	CURRENT	COMMENTS
Village Manager	29	8 years, 6 months	37.5	\$ 221,999	\$6,480 Auto Allowance
Assistant Village Manager	11	2 years, 8 months	40	\$ 161,999	
Community Development Director	26	1 years, 10 months	40	\$ 152,448	
Finance Director	15	3 years, 7 months	37.5	\$ 161,708	
Fire Chief	35	8 years, 1 months	37.5	\$ 159,676	\$14,400 - Health Ins. Opt Out
Police Chief	25	1 years, 1 months	40	\$ 160,021	Village Vehicle
Public Works Director	29	20 years, 10 months	37.5	\$ 178,829	\$6,480 Auto Allowance
Water & Electric Director	20	12 years, 3 months	37.5	\$ 173,131	Village Vehicle



Agenda Item Executive Summary

Title: Resolution No. R-74-2019: Approval and Release of Closed Session Minutes (Adoption)

Presenter: Peter M. Friedman, Village Attorney

Agenda Date: 09/17/2019

Consent: ☒ YES ☐ NO

☐ Ordinance
☒ Resolution
☐ Bid Authorization/Award
☐ Policy Direction
☐ Informational Only

Item History:

Semi-annual review of closed session minutes, pursuant to Section 2.06(d) of the Illinois Open Meetings Act. (5 ILCS 120/2.06(d))

Executive Summary:

Pursuant to Section 2.06(a) of the Illinois Open Meetings Act ("Act"), the Village maintains minutes of all open and closed meetings of the Council of the Village of Winnetka and verbatim audio recordings of all closed meetings. Minutes of closed meetings may only be made available for public inspection in accordance with specific procedures set forth in the Act. Pursuant to Section 2.06(d) of the Act, the Village Council must semi-annually review all closed meeting minutes that have not yet been made available for public inspection to determine: (i) whether a need for confidentiality exists with respect to the minutes; and (ii) if not, that the minutes may be made available for public inspection. Additionally, the Village Council may, pursuant to Section 2.06(c) of the Act, approve the destruction of verbatim audio recordings of all closed meetings that took place at least 18 months previously for which minutes have been approved.

In accordance with Section 2.06 of the Act, Resolution No. R-74-2019: (i) approves all minutes of closed meetings of the Village Council that have taken place between January 8, 2019 and August 6, 2019; (ii) determines that a need for confidentiality remains as to certain closed meeting minutes; and (iii) authorizes the destruction of the verbatim audio recordings of all closed meetings that took place prior to March 17, 2018.

Recommendation:

Consider adopting Resolution No. R-74-2019, which approves minutes of closed meetings, determines which minutes still require confidential treatment, and authorizes the destruction of audio recordings of closed sessions held before March 17, 2018.

Attachments:

1) Resolution No. R-74-2019

RESOLUTION NO. R- 74-2019

**A RESOLUTION APPROVING CLOSED SESSION MINUTES, DETERMINING
THE NEED TO KEEP MINUTES OF CERTAIN CLOSED MEETINGS
OF THE VILLAGE COUNCIL CONFIDENTIAL, AND AUTHORIZING THE
DESTRUCTION OF VERBATIM RECORDINGS OF
CERTAIN CLOSED MEETINGS OF THE VILLAGE COUNCIL**

WHEREAS, pursuant to the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* ("**Act**") the Village Council has, from time to time, conducted meetings that that were closed to the public pursuant to the Act (collectively, the "**Closed Meetings**"); and

WHEREAS, pursuant to the Act, the Village has approved and maintained written minutes of all Closed Meetings; and

WHEREAS, pursuant to Section 2.06(c) of the Act, the Village Council has determined that it will serve and be in the best interest of the Village to destroy the audiotaped verbatim recordings of those Closed Meetings that occurred prior to March 17, 2018; and

WHEREAS, pursuant to Section 2.06(d) of the Act, the Village Council has conducted its semi-annual review of all written minutes of the Closed Meetings of the Village Council; and

WHEREAS, the Village Council has determined that the need for confidentiality remains for certain minutes of Closed Meetings and the audiotaped verbatim recordings of Closed Meetings;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Village of Winnetka, Cook County, Illinois, as follows:

SECTION 1: RECITALS. The Village Council adopts the foregoing recitals as its findings, as if fully set forth herein.

SECTION 2: APPROVAL OF CLOSED SESSION MINUTES. The President and Village Council hereby approve the closed session minutes of the Village Council from its January 8, February 5, March 5, March 19, April 25, April 30, May 14, June 4, June 11, August 6, 2019 meetings.

SECTION 3: DETERMINATION OF CONFIDENTIALITY. The President and Village Council have determined that a need for confidentiality still exists with respect to the minutes of all Closed Meetings that are identified in **Exhibit A** to this Resolution.

SECTION 4: DESTRUCTION OF VERBATIM RECORDINGS. The President and Village Council authorize and direct the Village Clerk to destroy all verbatim audio recordings of all Closed Meetings held prior to March 17, 2018.

SECTION 5: CONFIDENTIALITY OF VERBATIM RECORDINGS. The President and Village Council affirms that a need for confidentiality remains as to the verbatim

audio recordings of all Closed Meetings, which verbatim audio recordings will not be made available for public inspection.

SECTION 6: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

ADOPTED this 17th day of September, 2019, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

Signed

Village President

Countersigned:

Village Clerk

EXHIBIT A

CLOSED MEETINGS FOR WHICH A NEED FOR CONFIDENTIALITY EXISTS

November 8, 2011	June 30, 2016
February 14, 2012	August 2, 2016
March 8, 2012	August 16, 2016
March 13, 2012	October 4, 2016
March 20, 2012	November 15, 2016
April 17, 2012	December 6, 2016
June 12, 2012	December 13, 2016
October 16, 2012	February 7, 2017
November 8, 2012	March 21, 2017
June 4, 2013	May 16, 2017
September 3, 2013	May 24, 2017
October 8, 2013	June 6, 2017
January 21, 2014	July 11, 2017
March 26, 2014	August 1, 2017
October 7, 2014	November 21, 2017
November 18, 2014	December 5, 2017
December 16, 2014	December 12, 2017
January 13, 2015	January 9, 2018
February 17, 2015	March 6, 2018
March 3, 2015	April 10, 2018
March 17, 2015	July 17, 2018
April 9, 2015	August 21, 2018
April 14, 2015	September 25, 2018
April 21, 2015	November 8, 2018
May 19, 2015	January 8, 2019
June 2, 2015	January 8, 2019
June 16, 2015	February 5, 2019
June 30, 2015	March 5, 2019
July 7, 2015	March 19, 2019
September 15, 2015	April 25, 2019
November 17, 2015	April 30, 2019
December 1, 2015	May 14, 2019
January 19, 2016	June 4, 2019
February 2, 2016	June 11, 2019
February 16, 2016	August 6, 2019
March 8, 2016	
April 5, 2016	
April 19, 2016	
May 3, 2016	
June 7, 2016	



PROCLAMATION

WHEREAS, in the summer of 1918, 12 Winnetka families met to discuss the future of their children's education and the possibility of a new, independent school that would embrace the progressive ideals that were newly ascendant; and

WHEREAS, in 1919, 31-year-old Perry Dunlap Smith was hired to start this school on a 16-acre campus at 310 Green Bay Road, purchased from the Girton School for Girls, using the progressive education and Country Day movements as models; and

WHEREAS, on October 2, 1919, North Shore Country Day School opened for its first day of classes with students from kindergarten through 12th grade and a program focused on full participation in academics, arts, athletics, and service; and

WHEREAS, many of Perry Dunlap Smith's educational ideas still inform the way the School functions today, preparing students with a challenging education that requires them to think critically, communicate effectively and engage fully in their intellectual growth and personal development so they become self-confident, ethical citizens of the world who embody the School's motto, *Live and Serve*; and

WHEREAS, North Shore Country Day School has educated thousands of students using these principles, nurturing them towards lives of service and consequence; and

WHEREAS, North Shore Country Day School has been an important and proud part of the Village of Winnetka for 100 years; and

NOW THEREFORE, the Council of the Village of Winnetka do hereby proclaim October 2, 2019 as "North Shore Country Day School Day" in honor of its 100th Anniversary, and extend sincere congratulations to its trustees, faculty, staff, students, parents, alumni and volunteers, past and present, for their accomplishments, commitment, and dedication to education, the Village of Winnetka, and its residents.

Chris Rintz
Village President

Dated: October 2, 2019



PROCLAMATION

WHEREAS, 2019 has been designated as a year of celebration in honor of the 150th anniversary of Winnetka's founding, with the official theme of "People, Places and Progress;" and

WHEREAS, the Schmidt-Burnham Log House, built in 1837 of hand-hewn, squared oak logs, is a beloved and irreplaceable historic building and is the largest and oldest surviving log structure in Cook County; and

WHEREAS, the Log House was originally located on the current Indian Hill Golf Course and was occupied by Peter Schmidt and his family from 1841 through the 1860's; and

WHEREAS, in 1917 the Log House was purchased by Anita Willets-Burnham, a prominent artist and author, who relocated the structure to Tower Road and used it as her home and studio; and

WHEREAS, Ms. Willets-Burnham placed great importance on preserving the Log House due to its age and standing in early Winnetka history, and her preservation efforts predate any other efforts to save North Shore log houses by over 50 years; and

WHEREAS, in 2003, the Log House was bequeathed to the Winnetka Historical Society by Ms. Willets-Burnham's descendants and the Historical Society, in collaboration with the Park District, relocated the house to Crow Island Woods, where it serves as a window into the past that reflects the challenges, daily realities, and perseverance of the families who lived in it over a period of 164 years as the community grew and flourished; and

WHEREAS, the Historical Society painstakingly restored the Log House, which is listed on the National Register of Historic Places, and costumed docents conduct educational tours of the house that provide insights into what community life was like during Winnetka's early years; and

NOW THEREFORE, the Council of the Village of Winnetka do hereby proclaim September 22, 2019 as "Pioneer Day" and, in partnership with the Historical Society and Park District, invites the community to the Schmidt-Burnham Log House to imagine Village life 150 years ago with a day of fun and educational activities and the 150th closing ceremony.

Chris Rintz
Village President

Dated: September 17, 2019



Agenda Item Executive Summary

Title: Ordinance No. M-15-2019: 1083 Gage Street - North Shore Barber - Special Use Permit (Introduction/Adoption)

Presenter: David Schoon, Director of Community Development

Agenda Date: 09/17/2019

Consent: ☐ YES ☒ NO

☒ Ordinance
☐ Resolution
☐ Bid Authorization/Award
☐ Policy Direction
☐ Informational Only

Item History:

None.

Executive Summary:

On September 17, the Village Council is scheduled to consider Ordinance No. M-15-2019 in response to an application submitted by Danuta Harrison, d/b/a North Shore Barber (the "Applicant"). The Applicant is requesting a Special Use Permit to allow a barber shop on the ground floor at 1083 Gage Street (the "Subject Property"). The Applicant is the lessee of the Subject Property, which is located within the Commercial Overlay District. The Subject Property is currently unoccupied and was most recently occupied by a different barber until last year. The amendments to the Zoning Ordinance that went into effect on July 4, 2019 now require barber shops to obtain special use permit approval, whereas the former barber shop was a permitted use under the previous zoning regulations.

The Applicant is proposing to operate North Shore Barber in the approximately 475 square foot space at 1083 Gage Street, which occupies approximately 14 feet of building street frontage.

The Plan Commission (PC) considered the application on August 28. After hearing from the Applicant and a representative of the property owner, the PC recommended approval of the request. Minutes of the August 28 PC meeting are not yet available; however, the approval vote was unanimous, and no conditions were recommended.

Details of the request can be found in the attached staff report to the PC. If you would like additional details please reference this report, which is included as Attachment B.

Recommendation:

Consider introduction of Ordinance No. M-15-2019 OR consider waiving introduction of Ordinance No. M-15-2019 and consider adoption of the Ordinance.

If adopted, the Ordinance would allow a barber shop at 1083 Gage Street within the C-2 Commercial Overlay District.

Attachments:

Attachment A: Ordinance No. M-15-2019
Street

Attachment B: August 19, 2019 PC Staff Report

Attachment C: Application Materials

ATTACHMENT A

ORDINANCE NO. M-15-2019

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR THE OPERATION OF A BARBER SHOP WITHIN THE C-2 COMMERCIAL OVERLAY DISTRICT OF THE VILLAGE (1083 Gage Street)

WHEREAS, Danuta Harrison, d/b/a North Shore Barber, ("**Applicant**"), is the lessee of the property commonly known as 1083 Gage Street, Winnetka, Illinois, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("**Subject Property**"); and

WHEREAS, Chicago Land Trust Company, as Trustee under Trust Agreement dated December 7, 1979 and known as Trust No. 4020, d/b/a Parliament Enterprises, Ltd. ("**Owner**") is the record title owner of the Subject Property; and

WHEREAS, the Subject Property is located within the C-2 General Retail Commercial District and the C-2 Commercial Overlay District of the Village (collectively, "**C-2 Retail Overlay District**"); and

WHEREAS, the Applicant desires to operate a barber shop on the Subject Property; and

WHEREAS, pursuant to Section 17.44.020 and the table of uses set forth in Section 17.46.010 of Zoning Ordinance ("**Zoning Ordinance**"), the operation of a barber shop is not permitted within the C-2 Commercial Overlay District without a special use permit; and

WHEREAS, on August 13, 2019, the Applicant filed an application for a special use permit pursuant to Section 17.44.020.B and Chapter 17.56 of the Zoning Ordinance to allow the operation of a barber shop at the Subject Property ("**Special Use Permit**"); and

WHEREAS, the Owner of the Subject Property has consented to the application for the Special Use Permit filed by the Applicant; and

WHEREAS, on August 28, 2019, after due notice thereof, the Plan Commission conducted a public hearing on the proposed Special Use Permit and, by a vote of eight in favor and zero opposed, recommended that the Village Council approve the Special Use Permit; and

WHEREAS, the Village Council has determined that approval of the proposed Special Use Permit for the operation of a barber shop at the Subject Property satisfies the standards for the approval of special use permits within the C-2 Commercial Overlay District set forth in Chapter 17.56 and Section 17.44.020.B of the Zoning Ordinance and is in the best interest of the Village and its residents;

NOW, THEREFORE, the Council of the Village of Winnetka do ordain as follows:

SECTION 1: RECITALS. The foregoing recitals are hereby incorporated into this Section 1 as the findings of the Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: SPECIAL USE PERMIT. Subject to, and contingent upon, the terms and conditions set forth in Section 3 of this Ordinance, the Special Use Permit is hereby granted, pursuant to Chapter 17.56 and Section 17.44.020.B of the Zoning Ordinance and the home rule powers of the Village, to allow the establishment and operation of a barber shop by the Applicant at the Subject Property within the C-2 Commercial Overlay District.

SECTION 3: CONDITIONS. The Special Use Permit granted by Section 2 of this Ordinance is subject to, and contingent upon, compliance by the Applicant with the following conditions:

- A. Compliance with Regulations. The development, use, and maintenance of the Subject Property must comply at all times with all applicable Village codes and ordinances, as they have been or may be amended over time.
- B. Reimbursement of Village Costs. In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable Village codes, ordinances, resolutions, rules, or regulations, the Applicant must pay to the Village, promptly upon presentation of a written demand or demands therefor, of all fees, costs, and expenses incurred or accrued in connection with the review, negotiation, preparation, consideration, and review of this Ordinance. Payment of all such fees, costs, and expenses for which demand has been made shall be made by a certified or cashier's check. Further, the Applicant must pay upon demand all costs incurred by the Village for publications and recordings required in connection with the aforesaid matters.
- C. Compliance with Plans. The development, use, and maintenance of the barber shop at the Subject Property must be substantially consistent with the Floor Plan submitted by the Applicant, consisting of one sheet, a copy of which is attached to and, by this reference, made a part of this Ordinance as **Exhibit B (“Floor Plan”)**, except for minor changes and site work approved by the Director of Community Development (within his permitting authority) in accordance with all applicable Village codes, ordinances, and standards.

SECTION 4: RECORDATION; BINDING EFFECT. A copy of this Ordinance shall be recorded with the Cook County Recorder of Deeds. This Ordinance and the privileges, obligations, and provisions contained herein inure solely to the benefit of, and are binding upon, the Applicant, the Owner, and each of their heirs, representatives, successors, and assigns.

SECTION 5: FAILURE TO COMPLY. Upon the failure or refusal of the Applicant or the Owner to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, in addition to all other remedies available to the Village, the Special Use Permit granted in Section 2 of this Ordinance will, at the sole discretion of the Village Council, by ordinance duly adopted, be revoked and become null and void; provided, however, that the Village Council may not so revoke the Special Use Permit granted in Section 2 of this Ordinance unless it first provides the Applicant with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the Village Council. In the event of revocation, the development and use of the Subject Property will be governed solely by

the regulations of the applicable zoning district and the applicable provisions of the Zoning Ordinance, as the same may be amended from time to time. Further, in the event of such revocation, the Village Manager and Village Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION 6: AMENDMENT OF SPECIAL USE PERMIT. Any amendments to the Special Use Permit granted in Section 2 of this Ordinance that may be requested by the Applicant after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Ordinance.

SECTION 7: EFFECTIVE DATE.

A. This Ordinance will be effective only upon the occurrence of all of the following events:

1. Passage by the Village Council in the manner required by law;
2. Publication in pamphlet form in the manner required by law; and
3. The filing by the Applicant and the Owner with the Village Clerk of an Unconditional Agreement and Consent in the form of **Exhibit C** attached to and, by this reference, made a part of this Ordinance, to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance and to indemnify the Village for any claims that may arise in connection with the approval of this Ordinance.

B. In the event that the Applicant and Owner do not file with the Village Clerk a fully executed copy of the unconditional agreement and consent described in Section 7.A.3 of this Ordinance within 60 days after the date of passage of this Ordinance by the Village Council, the Village Council shall have the right, in its sole discretion, to declare this Ordinance null and void and of no force or effect.

PASSED this ____ day of _____, 2019, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2019.

Signed:

Village President

Countersigned:

Village Clerk

Published by authority of the
President and Board of Trustees
of the Village of Winnetka,
Illinois, this ____ day of _____,
2019.

Introduced: September 17, 2019

Passed and Approved: _____, 2019

EXHIBIT A
LEGAL DESCRIPTION OF SUBJECT PROPERTY

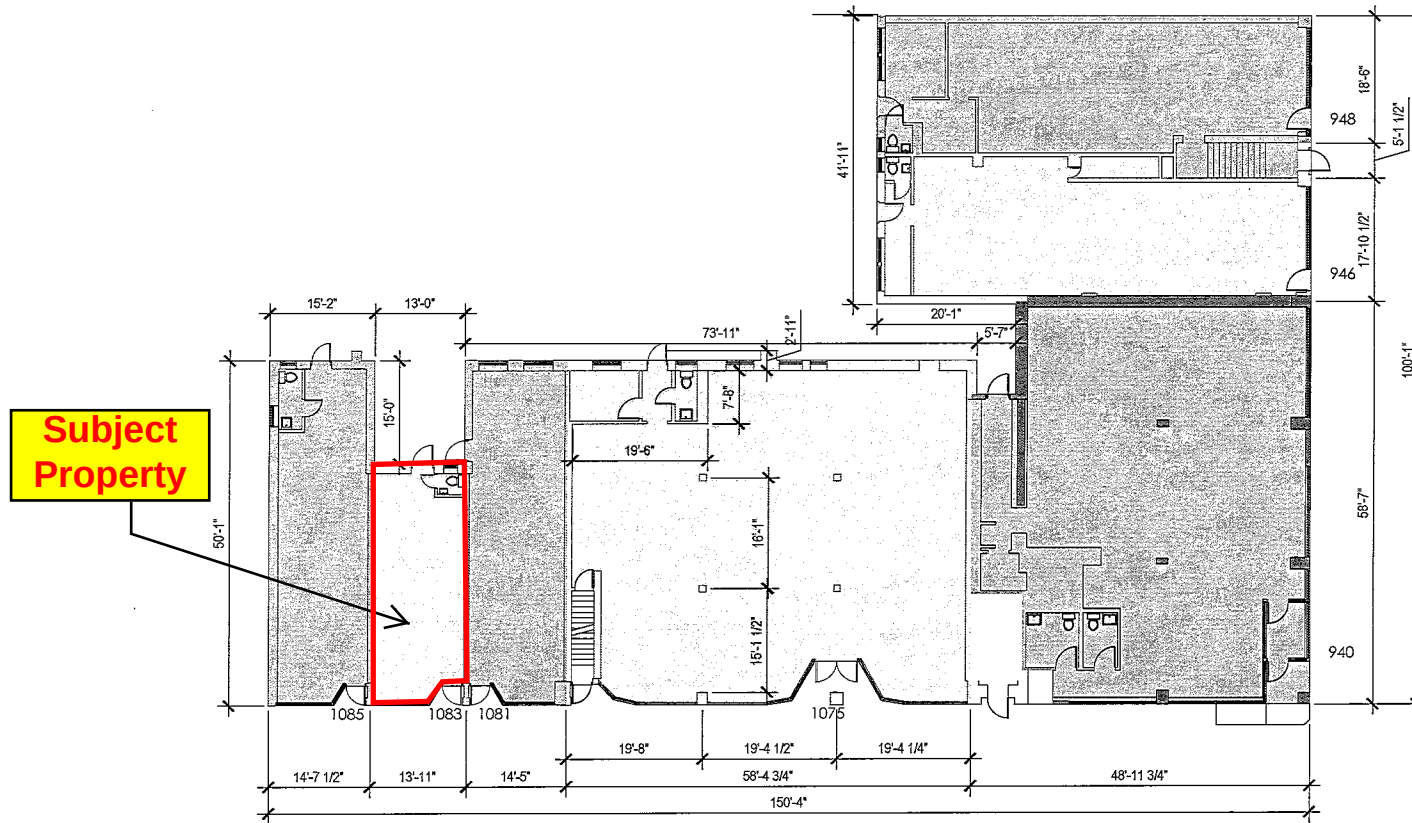
LOTS 23 AND 24 IN BLOCK 3 IN LAKESIDE JARED GAGES SUBDIVISION (EXCEPTING THAT PART OF LOT 23 DESCRIBED AS FOLLOWS: BEGINNING AT THE MOST WESTERLY CORNER OF LOT 23 AND RUNNING THENCE NORTHEASTERLY ALONG THE NORTHWESTERLY LINE OF SAID LOT, 6.78 FEET; THENCE SOUTHERLY IN A STRAIGHT LINE 36.33 FEET TO A POINT ON THE SOUTHWESTERLY LINE OF SAID LOT, 35.69 FEET SOUTHEASTERLY OF THE MOST WESTERLY CORNER THEREOF; THENCE NORTHWESTERLY ALONG THE SOUTHWESTERLY LINE OF SAID LOT, 35.89 FEET TO THE POINT OF BEGINNING), ALSO THAT PART OF LOT 20 LYING EASTERLY OF THE EASTERLY LINE OF THE 16 FOOT ALLEY RUNNING NORTHERLY AND SOUTHERLY ACROSS THE EASTERLY PORTION OF SAID LOT 20 IN BLOCK 3 OF LAKESIDE JARED GAGES SUBDIVISION OF PART OF THE NORTHEAST 1/4 OF FRACTIONAL SECTION 17 AND PART OF THE EAST 1/2 OF THE SOUTHWEST 1/4 OF FRACTIONAL SECTION 8, ALL IN TOWNSHIP 42 NORTH, RANGE 131 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE SOUTHERLY LINE OF SAID LOT 201 3.00 FEET SOUTHWESTERLY OF THE MOST SOUTHERLY CORNER OF LOT 24; THENCE NORTHWESTERLY PARALLEL WITH THE WESTERLY LINE OF LOT 24, 48.49 FEET; THENCE NORTHERLY IN A STRAIGHT LINE 18.10 FEET, TO A POINT IN THE NORTHEASTERLY LINE OF SAID LOT 20, 35.69 FEET SOUTHERLY OF THE MOST WESTERLY CORNER OF LOT 23; THENCE SOUTHEASTERLY ALONG THE WESTERLY LINE OF LOTS 23 AND 24 TO THE MOST SOUTHERLY CORNER OF LOT 24; THENCE SOUTHWESTERLY 3.00 FEET TO THE PLACE OF BEGINNING, IN THE VILLAGE OF WINNETKA, COOK COUNTY, ILLINOIS.

Commonly known as 940 Green Bay Road, Winnetka, Illinois, and which includes a portion referred to as 1083 Gage Street.

PIN: 05-17-120-021-0000

EXHIBIT B
FLOOR PLAN
(SEE ATTACHED EXHIBIT B)

EXHIBIT B



BUILDING AREA (MAIN)

940	2,643 S.F.
946	1,270 S.F.
948	1,324 S.F.
1075	2,783 S.F.
1081	717 S.F.
1083	476 S.F.
1085	732 S.F.
COMMON	193 S.F.
TOTAL	10,148 S.F.

ALL WALLS SHOWN IN GREY ARE STRUCTURAL AND CANNOT BE ALTERED.
ALL MEASUREMENTS AS PER ANSI/BOMA Z55-2010 RETAIL BUILDINGS: STANDARD METHODS OF MEASUREMENT.

1 MAIN FLOOR PLAN

1/16" = 1'-0"

PEAK PROPERTIES
940 GREEN BAY ROAD, WINNETKA, IL



DATE: 10/03/20
SURVEYOR: MJ
DRAWN BY: MJ

FLOOR PLAN
SHEET TITLE

1

SHEET #



Novamar Building Document
1321 Washington
Evanston, IL 60202
P 847.530.1294
www.buildingdocument.com

EXHIBIT C
UNCONDITIONAL AGREEMENT AND CONSENT

TO: The Village of Winnetka, Illinois ("**Village**");

WHEREAS, Danuta Harrison, d/b/a North Shore Barber, ("**Applicant**"), desires to operate a barber shop located at 1083 Gage Street in the Village ("**Subject Property**"); and

WHEREAS, pursuant to Section 17.44.020 and the table of uses set forth in Section 17.46.010 of Zoning Ordinance ("**Zoning Ordinance**"), the operation of a barber shop is not permitted within the C-2 Commercial Overlay District without a special use permit; and

WHEREAS, Chicago Land Trust Company, as Trustee under Trust Agreement dated December 7, 1979 and known as Trust No. 4020, d/b/a Parliament Enterprises, Ltd. ("**Owner**") is the record title owner of the Subject Property and consents to the operation of a barber shop by the Applicant at the Subject Property; and

WHEREAS, Ordinance No. M-15-2019, adopted by the Village Council on _____, 2019 ("**Ordinance**"), grants a special use permit to the Applicant for the operation of a barber shop at the Subject Property within the C-2 Commercial Overlay District of the Village; and

WHEREAS, Section 7 of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Applicant and the Owner have filed, within 60 days following the passage of the Ordinance, their unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in the Ordinance;

NOW, THEREFORE, the Applicant and the Owner do hereby agree and covenant as follows:

1. The Applicant and the Owner do hereby unconditionally agree to accept, consent to, and abide by each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.
2. The Applicant and the Owner acknowledge that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, have considered the possibility of the revocation provided for in the Ordinance, and agree not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.
3. The Applicant and the Owner acknowledge and agree that the Village is not and will not be, in any way, liable for any damages or injuries that may be sustained as a result of the Village's grant of a special use permit for the Subject Property or its adoption of the Ordinance, and that the Village's approvals do not, and will not, in any way, be deemed to insure the Applicant or the Owner against damage or injury of any kind and at any time.

4. The Applicant and the Owner do hereby agree to hold harmless and indemnify the Village, the Village's corporate authorities, and all Village elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the Village's adoption of the Ordinance granting the special use permit for the Subject Property.

5. The Applicant and the Owner hereby agree to pay all expenses incurred by the Village in defending itself with regard to any and all of the claims mentioned in this Unconditional Agreement and Consent. These expenses will include all out-of-pocket expenses, such as attorneys' and experts' fees, and will also include the reasonable value of any services rendered by any employees of the Village.

Dated: _____, 2019

ATTEST: **DANUTA HARRISON**

By: _____ By: _____

Its: _____

ATTEST: **CHICAGO LAND TRUST COMPANY, AS
TRUSTEE UNDER TRUST AGREEMENT
DATED DECEMBER 7, 1979 AND KNOWN
AS TRUST NO. 4020**

By: _____ By: _____

Its: _____



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: PLAN COMMISSION
FROM: ANN KLAASSEN, SENIOR PLANNER
DATE: AUGUST 19, 2019
SUBJECT: CASE NO. 19-22-SU: 1083 GAGE STREET - NORTH SHORE BARBER
SPECIAL USE PERMIT

INTRODUCTION

On August 28, 2019, the Plan Commission is scheduled to consider an application submitted by North Shore Barber (the "Applicant"), concerning a Special Use Permit in accordance with Chapter 17.44 [C-2 General Retail Commercial District] and Chapter 17.56 [Special Uses] of the Winnetka Zoning Ordinance to allow a barber shop on the ground floor at 1083 Gage Street (the "Subject Property"). The Applicant is the lessee of the Subject Property, which is owned by Chicago Title Land Trust Company, as Trustee under Trust Agreement dated December 7, 1979, and known as Trust Number 4020, also known as Parliament Enterprises, Ltd (the "Owner").

A sign has been posted on the Subject Property and a website notice has been posted on the Village website indicating the time and date of the Plan Commission public hearing. A mailed notice has been sent to property owners within 500 feet of the Subject Property. As of the date of this memo, staff has not received any written comments from the public regarding this application.

PROPERTY DESCRIPTION

The Subject Property is one of the first-floor commercial spaces located in the multi-use building at 1073-1085 Gage Street and 940-948 Green Bay Road, located at the northwest corner of Green Bay Road and Gage Street along the north side of Gage Street. The space at 1083 Gage Street is currently unoccupied and was most recently occupied by a different barber until last year. *Scott Cleaner*, a dry cleaning service, is located west of the Subject Property, and to the east is one vacant commercial space and *Figueroa Orthodontics*. Figures 2 through 4 later in this report identify the Subject Property and the neighboring businesses.

The Subject Property is located within the Village's **Commercial Overlay District**, which places limits on many non-retail uses, including personal services such as a barber shop, beauty salon, nail salon, etc., requiring that they be evaluated by the Plan Commission and Village Council as a special use.

COMMERCIAL OVERLAY DISTRICT BACKGROUND

The Overlay District was established in 1987 out of concern about the viability of the business districts as a whole if non-retail occupancies were allowed to proliferate and occupy significant areas within retail shopping districts. At the time of adoption there was a concern about the possible proliferation of real estate offices and financial institutions.

The Village Zoning Ordinance describes the purpose of the Overlay District and its restrictions on non-retail uses as being

“to encourage retailing of comparison shopping goods and personal services compatible with such retailing on ground floor in order to encourage a clustering of such uses, to provide for a wide variety of retail shops and expose such shops to maximum foot traffic, while keeping such traffic in concentrated (yet well distinguished) channels throughout the district.”

Since its adoption in 1987, the Overlay District has been revised on more than one occasion to alter district boundaries, or to modify the types of uses which are permitted within each district. The most recent amendment occurred on April 4, 2019 when the Village Council adopted MC-01-2019, amending the Zoning Ordinance regarding uses and regulations in the three commercial districts, including amendments to the Overlay District and the standards used to evaluate a special use. The amendments went into effect on July 4, 2019. The application currently being considered by the Commission was submitted on August 13, 2019; therefore, this request is subject to the amended zoning regulations. It is worth noting that under the previous zoning regulations, a barber shop was a permitted use and did not require special use permit approval.

HUBBARD WOODS BUSINESS DISTRICT OVERLAY BOUNDARIES

A map depicting the zoning classifications of the Hubbard Woods Business District is included as Figure 1 below. The Subject Property is highlighted yellow. Please note the map does not reflect the changes to the boundaries of the Overlay District that went into effect on July 4, 2019. The changes to the boundaries of the Overlay District do not effect this application.

Gray areas indicate the underlying C-2 General Retail Commercial zoning, which permits by right a relatively broad array of uses, including various retail uses, along with a number of non-retail uses such as professional offices, financial service firms, medical offices and the like.

Red crosshatch areas represent those areas subject to the restrictions of the Commercial Overlay District. The boundaries of the Overlay District are established along certain public streets and extend for a depth of 50 feet from the front property line.

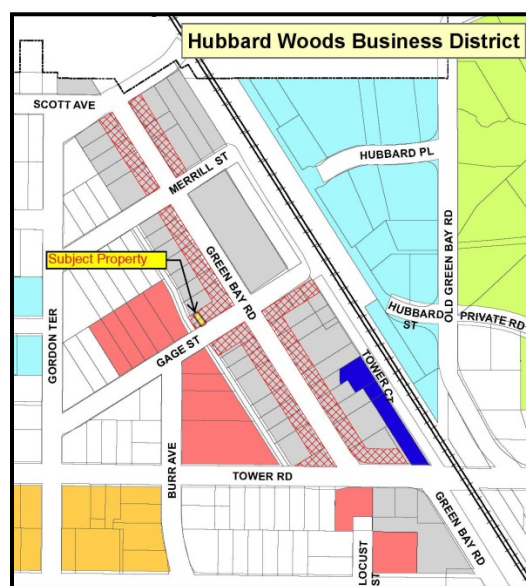


Figure 1 – Hubbard Woods Business District

DESCRIPTION OF REQUEST

The Applicant is proposing to operate North Shore Barber in the approximately 475 square foot space at 1083 Gage Street. The space occupies approximately 14 feet of building street frontage. According to the Applicant's written explanation, which is provided in *Attachment A* of this report, the Subject Property was previously occupied by a different barber for decades and closed due to retirement in 2018. The Applicant currently operates in the Wilmette area. As noted in the attached explanation, the Applicant intends to have one barber on site Monday through Thursday and two barbers on Friday, Saturday and Sunday. The hours of operation would normally be 9am to 6pm. The Applicant intends to have employees utilize the Hubbard Woods Parking Structure. On-street parking is currently available on Gage Street and Green Bay Road for clientele.

Due to the low amount of client parking demand generated by the use, it was determined by staff that a parking study would not be necessary.



Figure 2 – Subject Property



Figure 3 – *Scott Cleaner* – west neighbor of Subject Property



Figure 4 – Unoccupied space and *Figueroa Orthodontics* – east neighbors of Subject Property

STANDARDS FOR REVIEW / FINDINGS

Section 17.44 of the Zoning Ordinance provides a series of twelve (12) standards for the evaluation of Special Use applications within the Commercial Overlay District, which provides a framework for evaluation by the Plan Commission. The Applicant has supplied as part of their application materials a narrative addressing how this proposal complies with the twelve (12) standards. Please note the additional standards for requests within the Commercial Overlay District (standards 7 through 12 below), where amended with the recent amendments to the Zoning Ordinance that went into effect on July 4, 2019.

Following conclusion of public comment and Commission discussion, the Commission may choose to consider the following motion:

The Plan Commission recommends **approval [denial]** of the requested special use to allow a barber shop on the ground floor at 1083 Gage Street within the C-2 Commercial Overlay District, based on the following findings of fact:

“The proposed barber shop **is [is not]** consistent with the Standards for granting of Special Use Permits in the Commercial Overlay District, as follows:

1. The establishment, maintenance, and operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort, morals, or general welfare;
2. The Special Use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
3. The establishment of Special Use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
4. Adequate measures have been or will be taken to provide ingress and egress in a manner which minimize pedestrian and vehicular traffic congestion in the public ways;
5. Adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the Special Use exists or are to be provided;
6. The Special Use in all other respects conforms to the applicable regulations of this and other village ordinances and codes;
7. The proposed special use at the proposed location will encourage, facilitate and enhance the continuity, concentration, and pedestrian nature of the area in a manner similar to that of retail uses;
8. The location of the proposed special use along a block frontage shall provide for a minimum interruption in the existing and potential continuity and concentration of the retail uses along the block’s frontage;
9. The proposed special use at the proposed location will provide for display windows, facades, signage and lighting similar in nature and compatible with that provided by retail uses;
10. If the proposed special use provides multi-use areas, such as retail merchandise areas, restaurant dining areas, general office space, private offices, reception areas, or employee work areas, any proposed retail merchandise area or restaurant dining area shall be concentrated and located immediately adjacent to the sidewalk and clearly visible from the street in such a fashion as to invite customers to browse or dine;

11. If a proposed new building contemplates a mix of retail, office and service type uses, the minimum frontage for each retail use adjacent to the sidewalk shall be 20 feet with a minimum gross floor area of 400 square feet. In addition, such retail space shall be devoted to active retail merchandising which maintain typical and customary hours of operation; and
12. The proposed location and operation of the proposed special use shall not significantly diminish the availability of parking for district clientele wishing to patronize existing retail businesses.”

In addition, the Commission may also wish to consider if there are any conditions it may want to place on the facility's operation. If the Commission chooses to place conditions as part of its recommendation, it will want to include the conditions at the end of the findings of fact.

This request is subject to final approval by the Village Council.

ATTACHMENT C

Village of Winnetka
SPECIAL USE PERMIT - C2 COMMERCIAL OVERLAY APPLICATION

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

SPECIAL USE PERMIT APPLICATION
C-2 COMMERCIAL OVERLAY

Case No. **19-22-SU**

Property Information

Site Address: 1083 GAGE ST.
Proposed type of occupancy: Barber Shop

Applicant Information

Name: North Shore Barber
Address: [REDACTED]
City, State, ZIP: [REDACTED] FL 60041
Applicant Signature: [REDACTED]

Faiouni G. HASSAN
Primary Contact: DANUTA Harrison
Phone No. [REDACTED]
Email [REDACTED]
Date: 8/9/19

Attorney Information

Name: N/A
Primary Contact: _____
Address: _____
City, State, ZIP: _____
Phone No. _____
Email: _____

Architect Information

Name: N/A
Primary Contact: _____
Address: _____
City, State, Zip: _____
Phone No. _____
Email: _____

Property Owner Acknowledgment

I hereby certify that I am the owner of the property located at 1075 Gage Street
Winnetka, IL and have provided the
(address)

I consent to the filing of an application for a Special Use Permit by North Shore Barber
(Applicant name)

Property Owner Signature: [REDACTED] Date: 8/9/2019

BRIAN CARL, PEAK PROPERTIES, AGENT FOR OWNER

OWNER OF RECORD:

Page 3 of 4

CHICAGO LAND TRUST COMPANY, TRUST NO 4020
AKA: PARLIAMENT ENTERPRISES, LTD.

PROPOSAL TO ESTABLISH THE NORTH SHORE BARBERS

1083 GAGE

1083 GAGE IS A 475 SQUARE FOOT STORE FRONT ON GAGE STREET JUST WEST OF GREEN BAY ROAD. CO TENANTS IN THE PROPERTY INCLUDE SCOTT CLEANERS, FIGUEORA ORTHODONTICS, GRAETERS ICE CREAM , WHISTOFF EXERCISE. THE SECOND FLOOR OF THE PROPERTY IS RESIDENTIAL.

THE SUBJECT PREMISES HAS BEEN OPERATED BY A BARBER FOR DECADES, WHO RETIRED IN 2018. THE PROPERTY WAS VACANT FOR A PERIOD OF TIME AND THEN FULLY REMODELLED AN IMPROVED BY THE LANDLORD INCLUDING NEW ADA RESTROOM, SPRINKLERS, WOOD FLOORS AND MODERN FIXTURE.

THE PROPERTY ENJOYS SUBSTANTIAL WALKING TRAFFIC WITH ITS PROXIMITY TO SACRED HEART SCHOOL AND THE GREAT GREEN BAY ROAD CORRIDOR. AT 475 SQUARE FEET IT IS NOT AMENABLE TO MANY RETAIL USES .

THE OWNERS WILL BE FERAL ALLEHAM ALONG WITH HIS ASSOCIATE BARBER FAILOUNI G. HASSAN , WHO ARE BOTH BARBER STYLISTS, IN THE WILMETTE AREA CURRENTLY. DANUTA HARRISON IS MR. ALLEHAM'S WIFE WHO WILL BE THE ADMINISTRATIVE OFFICER OF THE BUSINESS.

HAVING BEEN PRACTICING ON THE NORTH SHORE FOR MANY YEARS THE OWNERS HAVE COMPILED A LARGE LOCAL CLIENTELE WHO HAVE ASKED THAT THEY OPEN A SHOP IN WINNETKA. THEY PROVIDE HIGH QUALITY MODERN TECHNIQUES TO MEN AND CHILDREN. WITH THEIR PRESENCE ON GAGE THEY WILL BE ABLE TO SERVE THE SCHOOL POPULATION AS WELL AS THE LOCAL COMMUNITY.

THE SHOP WILL HAVE ONE BARBER MONDAY THROUGH THURSDAY AND 2 BARBERS ON FRIDAY , SATURDAY AND SUNDAY. HOURS WILL NORMALLY BE FROM 9 AM TO 6 PM.

THE EMPLOYEES WILL PARK IN THE VILLAGE PARKING DECK NEXT TO HUBBARD WOODS PARK. CUSTOMER PARKING IS ADEQUATE ON THE STREET AND MANY CUSTOMERS WILL WALK TO THE LOCATION.

HAVING A BARBER IN THE AREA WILL PROVIDE ADDITIONAL TRAFFIC TO LOCAL RETAILERS AND SERVICES AND PROVIDE A SENSE OF NEIGHBORHOOD AND COMMUNITY TO THE AREA.

COMPLIANCE WITH SPECIAL USE PERMIT STANDARDS

1. THE BUSINESS IS OPERATED BY LICENSED PROFESSIONAL BARBERS WHO WILL NOT BE DETRIMENTAL TO PUBLIC SAFETY OR HEALTH.
2. THE USE WILL NOT DIMINISH PROPERTY VALUES AND IS CONSISTENT WITH PREVIOUS USES FOR MANY DECADES.
3. BEING ONLY 475 SF THE PROPERTY FULFILLS A SERVICE TO THE COMMUNITY AND DOES NOT IMPEDE NORMAL DEVELOPMENT IN THE AREA.
4. CONGESTION TO THE PUBLIC AREA WILL NOT BE INCREASED AND THE PROPERTY MEETS ALL EXISTING ACCESS CODES.
5. NO ADDITIONAL PRESSURE WILL BE PLACED ON EXISTING PARKING SINCE THERE IS ONLY ONE BARBER DURING THE WEEK AND TWO NON THE WEEK END.
6. THE USE WILL MEET ALL CODES SINCE THE SPACE HAS BEEN RECENTLY UPDATED AND REMODELLED.
7. THE BUSINESS WILL ENCOURAGE WALKING TO THE LOCATION AND BE PART OF THE COMMUNITY.
8. NO INTERRUPTION WILL BE TO THE EXISITNG CONITINUITY IN THE COMMUNITY . THE SPACE IS BUILD OUT ALREADY.
9. THE BUSINESS WILL COMPLY WITH THE LOCAL SIGN ORDINANCE AND BE COMPATIBLE WITH OTHER BUSINESSES IN THE AREA.
10. N/A
11. N/A
12. THE USE WILL NOT HAVE A NEGATIVE IMPACT ON PARKING IN THE AREA.

V I L L A G E O F W I N N E T K A , I L L I N O I S
D E P A R T M E N T O F C O M M U N I T Y D E V E L O P M E N T

SPECIAL USE PERMIT STANDARDS
C-2 COMMERCIAL OVERLAY

An application to establish a Special Use listed in Section 17.46.010 [Table of Uses] to be located on the ground floor in the C-2 Commercial Overlay District must establish in detail how the proposed occupancy and its operation will be in compliance with the following standards:

1. That the establishment, maintenance, and operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort, morals, or general welfare;
2. That the special use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
3. That the establishment of the special use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
4. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimize pedestrian and vehicular traffic congestion in the public ways;
5. That adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the special use exists or are to be provided;
6. That the special use in all other respects conforms to the applicable regulations of this and other village ordinances and codes;
7. The proposed special use at the proposed location will encourage, facilitate and enhance the continuity, concentration, and pedestrian nature of the area in a manner similar to that of retail uses;
8. The location of the proposed special use along a block frontage shall provide for a minimum interruption in the existing and potential continuity and concentration of the retail uses along the block's frontage;
9. The proposed special use at the proposed location will provide for active display windows, facades, signage and lighting similar in nature and compatible with that provided by retail uses;
10. If the proposed special use provides multi-use areas, such as retail merchandise areas, restaurant dining areas, general office space, private offices, reception areas, or employee work areas, any proposed retail merchandise area or restaurant dining area shall be concentrated and located immediately adjacent to the sidewalk and clearly visible from the street in such a fashion as to invite customers to browse or dine;
11. If a proposed new building contemplates a mix of retail, office and service type uses, the minimum frontage for each retail use adjacent to the sidewalk shall be 20 feet with a minimum gross floor area of 400 square feet. In addition, such retail space shall be devoted to active retail merchandising which maintains typical and customary hours of operation; and
12. The proposed location and operation of the proposed special use shall not significantly diminish the availability of parking for district clientele wishing to patronize existing retail businesses.

CHICAGOLAND SURVEY COMPANY INC.

PROFESSIONAL DESIGN FIRM LICENSE NO. 184-005882 EXPIRES 04/30/2019
6501 W. 65TH STREET CHICAGO, ILLINOIS 60638 (773) 271-9447
CHICAGOLANDSURVEY@BGCGLOBAL.NET

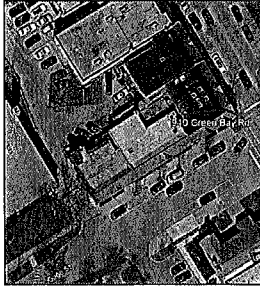
PLAT OF SURVEY

OF
LOTS 23 AND 24 IN BLOCK 3 IN LAKESIDE JARED GAGES SUBDIVISION (EXCEPTING THAT PART OF LOT 23 DESCRIBED AS FOLLOWS: BEGINNING AT THE MOST WESTERLY CORNER OF LOT 23 AND RUNNING THENCE NORTHEASTERLY ALONG THE NORTHWESTERLY LINE OF SAID LOT, 6.78 FEET; THENCE SOUTHERLY IN A STRAIGHT LINE 36.33 FEET TO A POINT ON THE SOUTHWESTERLY LINE OF SAID LOT, 35.69 FEET SOUTHEASTERLY OF THE MOST WESTERLY CORNER THEREOF; THENCE NORTHWESTERLY ALONG THE SOUTHWESTERLY LINE OF SAID LOT, 35.69 FEET TO THE POINT OF BEGINNING), ALSO

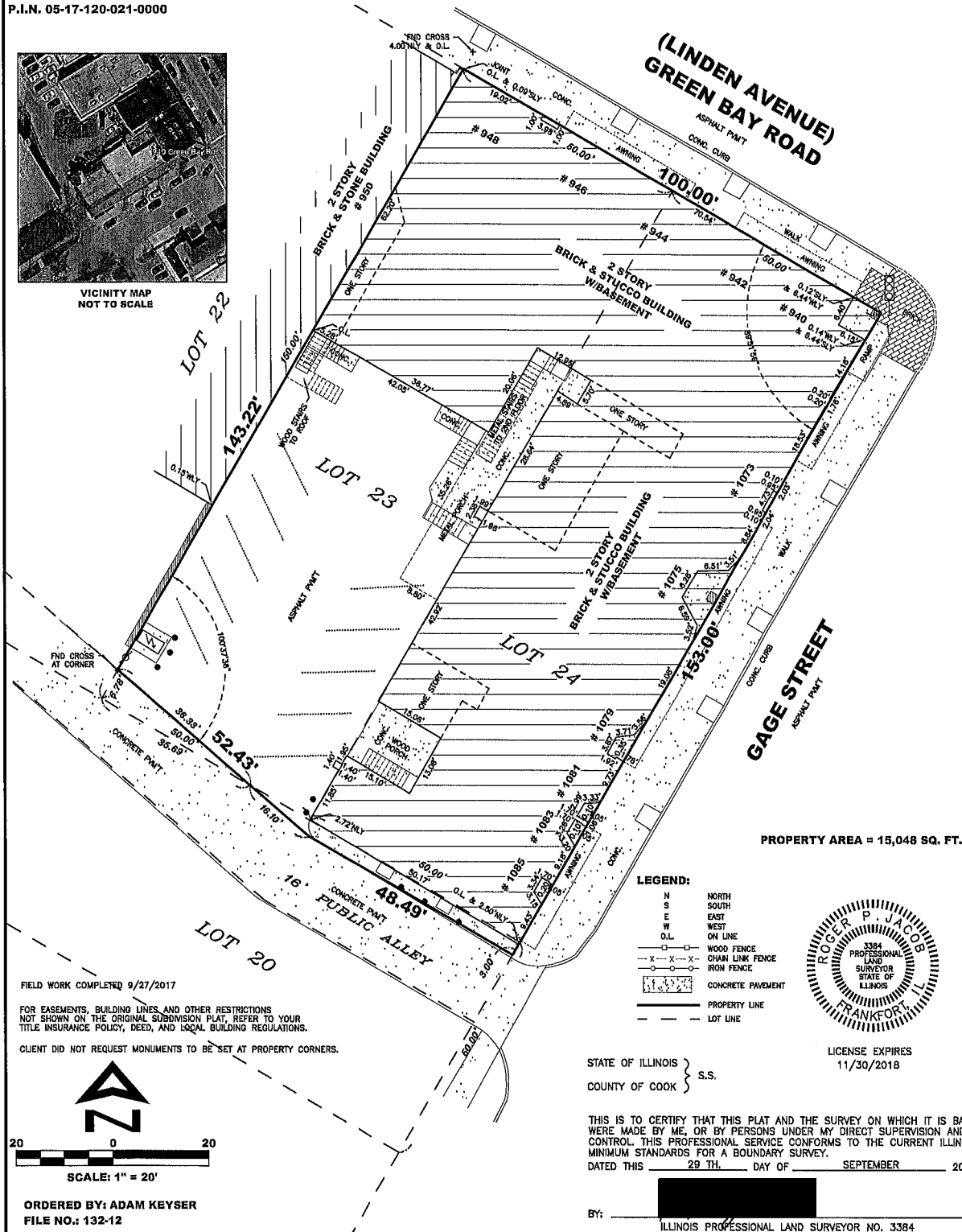
THAT PART OF LOT 20 LYING EASTERLY OF THE EASTERLY LINE OF THE 16 FOOT ALLEY RUNNING NORTHERLY AND SOUTHERLY ACROSS THE EASTERLY PORTION OF SAID LOT 20 IN BLOCK 3 OF LAKESIDE JARED GAGES SUBDIVISION OF PART OF THE NORTHEAST 1/4 OF FRACTIONAL SECTION 17 AND PART OF THE EAST 1/2 OF THE SOUTHWEST 1/4 OF FRACTIONAL SECTION 8, ALL IN TOWNSHIP 42 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE SOUTHERLY LINE OF SAID LOT 20, 3.00 FEET SOUTHWESTERLY OF THE MOST SOUTHERLY CORNER OF LOT 24; THENCE NORTHWESTERLY PARALLEL WITH THE WESTERLY LINE OF LOT 24, 48.49 FEET; THENCE NORTHERLY IN A STRAIGHT LINE 16.10 FEET, TO A POINT IN THE NORTHEASTERLY LINE OF SAID LOT 20, 35.69 FEET SOUTHERLY OF THE MOST WESTERLY CORNER OF LOT 23; THENCE SOUTHEASTERLY ALONG THE WESTERLY LINE OF LOTS 23 AND 24 TO THE MOST SOUTHERLY CORNER OF LOT 24; THENCE SOUTHWESTERLY 3.00 FEET TO THE PLACE OF BEGINNING, IN THE VILLAGE OF WINNETKA, COOK COUNTY, ILLINOIS.

PROPERTY KNOWN AS: 940 GREEN BAY ROAD, WINNETKA, ILLINOIS.

P.L.N. 05-17-120-021-0000



VICINITY MAP
NOT TO SCALE



LICENSE EXPIRES
11/30/2018

STATE OF ILLINOIS } S.S.
COUNTY OF COOK }

THIS IS TO CERTIFY THAT THIS PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE BY ME, OR BY PERSONS UNDER MY DIRECT SUPERVISION AND CONTROL. THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.
DATED THIS 29 TH. DAY OF SEPTEMBER 2017.

By: [Redacted Signature]
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3384



Agenda Item Executive Summary

Title: Recreational Cannabis Businesses (Public Hearing)

Presenter: Peter Friedman, Village Attorney & David Schoon, Community Development Director

Agenda Date: 09/17/2019

Consent: ☐ YES ☒ NO

☐	Ordinance
☐	Resolution
☐	Bid Authorization/Award
☒	Policy Direction
☐	Informational Only

Item History:

7/16/19 - Council adopted Resolution No. R-65-2019, A Resolution Regarding the Zoning, Regulation, Licensing, and Possible Prohibition of Recreational Cannabis Businesses (Red Flag Resolution)

Executive Summary:

On September 17, the Village Council is scheduled to hold a public hearing on a Village-initiated application to amend Title 17, Zoning of the Winnetka Code of Ordinances concerning zoning regulations for Cannabis-related businesses. Attached is a detailed report regarding the issue.

At the conclusion of the public hearing, the Village Council should consider doing one of the following options:

1. Direct staff to prepare an ordinance amending the Zoning Code to prohibit some or all Cannabis Businesses from operating within the Village, including prohibiting the retail sale of adult-use Cannabis (“opting out”); or
2. Direct staff to prepare an ordinance amending the Zoning Code to allow the Village Council to further consider allowing some or all Cannabis Businesses to operate in the Village, including the retail sale of adult-use cannabis.
3. Direct staff with regard to the imposition of the three percent sales tax on the retail sale of recreational Cannabis at any dispensary that locates within the Village.

In either case, the Council will want to continue the public hearing to a date certain to allow the public to comment further on the approach the Council decides to take.

Recommendation:

The Village Council is scheduled to hold a public hearing on a Village-initiated application to amend Title 17 (Zoning) of the Winnetka Code concerning zoning regulations for cannabis-related businesses.

Provide Policy Direction with respect to options 1, 2, and 3 listed above.

Attachments:

Staff Report

Attachment A – Reports, Minutes, Presentation Materials, and Resolution No. R-65-2019



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: VILLAGE COUNCIL
FROM: DAVID SCHOON, DIRECTOR
PETER FRIEDMAN, VILLAGE ATTORNEY
DATE: SEPTEMBER 12, 2019
SUBJECT: REGULATION OF RECREATIONAL CANNABIS BUSINESSES

INTRODUCTION

On Tuesday, September 17, 2019, the Village Council is scheduled to hold a public hearing on a Village-initiated application to amend Title 17, Zoning of the Winnetka Code of Ordinances concerning zoning regulations for cannabis-related businesses.

The public hearing was properly noticed in the *Winnetka Current* on August 29, 2019. In addition, Village staff shared with the public through E-Winnetka, a Facebook page post, and the Village's website news section that the Village Council will be holding a public hearing on the issue. As of the date of this memo, staff has not received any written comments from the public regarding this application.

BACKGROUND

On June 25, 2019, the governor signed Public Act 101-0027, titled the "Cannabis Regulation Tax Act" (the "Act") into law. The Act legalizes the sale, possession, and use of cannabis and its derivatives ("Cannabis") for recreational purposes by adults over age 21 starting January 1, 2020. The Act grants municipalities the authority:

- a) **to regulate the zoning of commercial cannabis facilities** including cultivation centers, dispensaries, infusers, processors, transporters, and craft growers (collectively, "Cannabis Businesses") intending to serve recreational customers; this includes completely prohibiting the location and operation of Cannabis Businesses, restricting Cannabis Businesses to specific zoning districts, requiring Cannabis Businesses to obtain special use permits to operate, and imposing conditions on the granting of a special use permit;
- b) **to determine whether to prohibit or allow on-premises consumption of Cannabis in a Cannabis Businesses or other location**, and if allowed under what conditions; and
- c) **to impose a local retailer occupation tax of up to 3.0%** of the retail purchase price of cannabis.

At the July 16, 2019 Village Council meeting, the Council passed a "Red Flag" resolution regarding the zoning of recreational Cannabis Businesses (See **Attachment A** for memos from the Village Attorney and Village staff, meeting minutes, and a copy of the adopted resolution). At that meeting, the Council determined that the Council would be the Village body to hold the public hearing on any proposed amendments to the Zoning Code and that the public hearing would focus on the following issues:

- A. *Whether all or some Cannabis Businesses should be prohibited in the Village;*

- B. *If allowed in the Village, what zoning districts should Cannabis Businesses be allowed to operate in;*
- C. *If allowed in a particular zoning district, should Cannabis Businesses be classified as a permitted or special use;*
- D. *What specific operating conditions should be applied to Cannabis Businesses as a condition of receiving a special use; and*
- E. *Whether, and under what conditions, should on-premises consumption of recreational Cannabis be allowed in a dispensary?*

At the conclusion of the public hearing, the Village Council should consider doing one of the following:

- 1. Direct staff to prepare an ordinance amending the Zoning Code to prohibit some or all Cannabis Businesses from operating within the Village, including prohibiting the retail sale of adult-use cannabis ("opting out"); or
- 2. Direct staff to prepare an ordinance amending the Zoning Code to allow the Village Council to further consider allowing some or all Cannabis Businesses to operate in the Village, including the retail sale of adult-use cannabis.
- 3. Direct staff with regard to the imposition of the three percent sales tax on the retail sale of recreational Cannabis at any dispensary that locates within the Village.

The rest of this staff report addresses issues A through E listed above.

SHOULD ALL OR SOME OF THE CANNABIS BUSINESSES BE ALLOWED IN THE VILLAGE?

The Act defines Cannabis and Cannabis Businesses as follows:

"Cannabis" means marijuana, hashish, and other substances that are identified as including any parts of the plant Cannabis sativa and including derivatives or subspecies, such as indica, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plant; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction; however, "cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted from it), fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination. "Cannabis" does not include industrial hemp as defined and authorized under the Industrial Hemp Act. "Cannabis" also means concentrate and cannabis-infused products.

"Cannabis business establishment" means a cultivation center, craft grower, processing organization, dispensing organization, or transporting organization.

"Craft grower" means a facility operated by an organization or business that is licensed by the Department of Agriculture to cultivate, dry, cure, and package cannabis and perform other necessary activities to make cannabis available for sale at a dispensing organization or use at a processing organization. A craft grower may contain **up to 5,000 square feet of canopy space on its premises for plants in the flowering state**. The Department of Agriculture may authorize an increase or decrease of flowering stage cultivation space in increments of 3,000 square feet by

rule based on market need, craft grower capacity, and the licensee's history of compliance or noncompliance, with **a maximum space of 14,000 square feet for cultivating plants in the flowering stage**, which must be cultivated in all stages of growth in an enclosed and secure area. A craft grower may share premises with a processing organization or a dispensing organization, or both, provided each licensee stores currency and cannabis or cannabis-infused products in a separate secured vault to which the other licensee does not have access or all licensees sharing a vault share more than 50% of the same ownership.

"Cultivation center" means a facility operated by an organization or business that is licensed by the Department of Agriculture **to cultivate, process, transport** (unless otherwise limited by this Act), and perform other necessary activities to provide cannabis and cannabis-infused products to cannabis business establishments.

"Dispensary" means a facility operated by a dispensing organization at which activities licensed by this Act may occur.

"Dispensing organization" means a facility operated by an organization or business that is licensed by the Department of Financial and Professional Regulation to acquire cannabis from a cultivation center, craft grower, processing organization, or another dispensary for the purpose of **selling or dispensing cannabis, cannabis-infused products, cannabis seeds, paraphernalia, or related supplies under this Act to purchasers or to qualified registered medical cannabis patients and caregivers**. As used in this Act, dispensary organization shall include a registered medical cannabis organization as defined in the Compassionate Use of Medical Cannabis Pilot Program Act or its successor Act that has obtained an Early Approval Adult Use Dispensing Organization License.

"Infuser organization" or "infuser" means a facility operated by an organization or business that is licensed by the Department of Agriculture to **directly incorporate cannabis or cannabis concentrate into a product formulation** to produce a cannabis-infused product.

"Processing organization" or "processor" means a facility operated by an organization or business that is licensed by the Department of Agriculture **to either extract constituent chemicals or compounds to produce cannabis concentrate or incorporate cannabis or cannabis concentrate into a product formulation** to produce a cannabis product.

"Transporting organization" or "transporter" means an organization or business that is licensed by the Department of Agriculture **to transport cannabis on behalf of a cannabis business establishment** or a community college licensed under the Community College Cannabis Vocational Training Pilot Program.

The above categories of Cannabis Businesses can be divided into two main categories (1) those businesses involved in the selling of Cannabis products to the end user (a dispensary) and (2) those businesses involved in cultivating, preparing and delivering cannabis and cannabis-infused products to a dispensary for sale (craft grower, cultivation center, processor, infuser, or transporter).

The Council will need to decide if it wishes to allow all, some, or none of these types of Cannabis Businesses. If the Council wishes to allow Cannabis Businesses, the Council will need to determine the appropriate zoning regulations for each different type of Cannabis Business.

IF ALLOWED IN THE VILLAGE, IN WHAT ZONING DISTRICTS SHOULD CANNABIS BUSINESSES BE ALLOWED TO OPERATE AND SHOULD THEY BE ALLOWED AS A PERMITTED USE OR A SPECIAL USE?

The Village has four non-residential zoning districts in which the Council may wish to consider allowing Cannabis Businesses:

1. C-1 Neighborhood Commercial District – Located only in the Indian Hills Zoning District.
2. C-2 General Retail Commercial District – Located in the Elm Street Business District and the Hubbard Woods Business District.
3. C-2 Commercial Overlay District – Located in the Elm Street Business District and the Hubbard Woods Business District.
4. D Light Industrial District – Located in the Hubbard Woods Business District.

All of the above districts are mixed use zoning districts which also allow residential dwelling units. Exhibit A contains excerpts of the Village's zoning map showing the locations of these zoning districts. Given the limited industrial land areas in the community, it would appear impractical to allow cultivation centers, infusers, processors, and transportation organizations. That leaves craft growers and dispensaries.

If the Council wishes to allow Cannabis Businesses in one or more of the zoning districts, the Council will need to decide whether to allow it as a permitted use or special use. A permitted use is allowed by right as long as the use meets the definition of such a use and meets any additional conditions, if there are any. A **special use located in the Overlay District** requires a public hearing before the Plan Commission and approval by the Council, while a **special use located in all other zoning districts** requires a public hearing before the Plan Commission and Zoning Board of Appeals and then approval by the Village Council.

In addition, when considering a special use application, the Village Council considers the following standards for all special uses:

1. That the establishment, maintenance, and operation of the Special Use will not be detrimental to or endanger the public health, safety, comfort, morals, or general welfare;
2. That the special use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity which are permitted by right in the district or districts of concern, nor substantially diminish or impair property values in the immediate vicinity;
3. That the establishment of the special use will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the district or districts of concern;
4. That adequate measures have been or will be taken to provide ingress and egress in a manner which minimize pedestrian and vehicular traffic congestion in the public ways;
5. That adequate parking, utilities, access roads, drainage, and other facilities necessary to the operation of the special use exists or are to be provided; and
6. That the special use in all other respects conforms to the applicable regulations of this and other village ordinances and codes.

When a special use is located in the Overlay District, in addition to the above standards, the Village Council also considers the following standards:

1. The proposed special use at the proposed location will encourage, facilitate and enhance the continuity, concentration, and pedestrian nature of the area in a manner similar to that of retail uses;

2. The location of the proposed special use along a block frontage shall provide for a minimum interruption in the existing and potential continuity and concentration of the retail uses along the block's frontage;
3. The proposed special use at the proposed location will provide for active display windows, facades, signage and lighting similar in nature and compatible with that provided by retail uses;
4. If the proposed special use provides multi-use areas, such as retail merchandise areas, restaurant dining areas, general office space, private offices, reception areas, or employee work areas, any proposed retail merchandise area or restaurant dining area shall be concentrated and located immediately adjacent to the sidewalk and clearly visible from the street in such a fashion as to invite customers to browse or dine;
5. If a proposed new building contemplates a mix of retail, office and service type uses, the minimum frontage for each retail use adjacent to the sidewalk shall be 20 feet with a minimum gross floor area of 400 square feet. In addition, such retail space shall be devoted to active retail merchandising which maintains typical and customary hours of operation; and
6. The proposed location and operation of the proposed special use shall not significantly diminish the availability of parking for district clientele wishing to patronize existing retail businesses.

WHAT SPECIFIC OPERATING CONDITIONS SHOULD BE APPLIED TO CANNABIS BUSINESS AS A CONDITION OF BEING ALLOWED AS A SPECIAL USE?

In addition to needing to demonstrate that a proposed Cannabis Business meets the above special use standards, the Village may apply additional requirements or operating conditions to Cannabis Businesses. Regarding zoning related standards, the State Act prohibits a dispensary from being located within 1,500 feet of another dispensary as a means of avoiding a concentration of dispensaries in one area. Given the size of the Elm Street Business District, primarily the distance between the farthest points of the district, this standard would appear to limit it to one dispensary. However, it would appear if a dispensary were to locate on the far north end of either the Hubbard Woods or Indian Hill business districts, another dispensary could locate within the district on the far south end of that district.

The Council may also wish to consider applying the following zoning-related standards to Cannabis Businesses:

- Limit the total number of dispensaries in the community.
- Limit the gross floor area of each dispensary.
- Prohibit the location of a dispensary within so many feet of:
 - Any public or private preschool, nursery school, or day care center,
 - Any existing public or private preschool, elementary school,
 - Any public or private high school,
 - Any single family residential zoning district, or
 - Any public park.

As a comparison, location standards for the issuance of a liquor license are as follows:

Sec. 6-11. Sale near churches, schools, and hospitals.

(a) No license shall be issued for the sale at retail of any alcoholic liquor **within 100 feet of any church, school other than an institution of higher learning, hospital, home for aged or indigent persons or for veterans, their spouses or children or any military or naval station, provided,**

that this prohibition shall not apply to hotels offering restaurant service, regularly organized clubs, or to restaurants, food shops or other places where sale of alcoholic liquors is not the principal business carried on if the place of business so exempted is not located in a municipality of more than 500,000 persons, unless required by local ordinance; nor to the renewal of a license for the sale at retail of alcoholic liquor on premises within 100 feet of any church or school where the church or school has been established within such 100 feet since the issuance of the original license. In the case of a church, the distance of 100 feet shall be measured to the nearest part of any building used for worship services or educational programs and not to property boundaries.

The above 100-foot separation requirement would apply to a liquor or wine store or to a bar without food service, but would not apply to a grocery store, pharmacy, or restaurant that also sells or serves alcohol. The Council would want to determine if a similar separation standard would be appropriate for a Cannabis Business, in particular a dispensary. The Council may also wish to include other uses in the separation standard (e.g. daycare facilities, public parks, residential zoning districts, etc.) or a greater separation standard (e.g. 250, 500 feet, etc.). If the Council wishes to have a greater separation standard, its practical implications would need to be studied.

The Council may also wish to consider additional operational standards to ensure land use compatibility, such as:

1. Onsite loading, refuse and service areas are designed to be secure and shielded from abutting uses.
2. Building enhancements such as security cameras, lighting or other improvements to ensure the safety of employees and customers in Cannabis Businesses, as well as its surroundings.
3. Compliance with state operational and security regulations related to Cannabis Business operations.

WHETHER, AND UNDER WHAT CONDITIONS, SHOULD ON-PREMISES CONSUMPTION OF RECREATIONAL CANNABIS BE ALLOWED IN A DISPENSARY OR IN ANOTHER VILLAGE APPROVED LOCATION?

Should the Council decide to allow dispensaries, the Council will also want to decide whether or not to allow the on-premises consumption of recreational Cannabis in dispensaries, and if so, under what conditions. It should also be noted that the statute allows municipalities to authorize on-site consumption of cannabis at non-dispensary locations so long as those locations are specifically approved by the local government. As a reminder, Cannabis products can be consumed in a form that is smoked or swallowed, the latter referred to as an “edible”. In terms of edibles, there are apparently cannabis-infused beverages (including alcoholic and non-alcoholic) as well as all types of cannabis-infused foods. If the Council is open to allowing cannabis products to be consumed on-premises, including smoked, the Council may wish to establish standards such as the following:

- A facility may be issued a special use permit to host on-site consumption of cannabis if located in a freestanding structure occupied solely by the dispensing organization and smoke from the facility does not migrate into an enclosed area where smoking is prohibited, or
- A facility may be issued a special use permit to host on-site consumption of cannabis as the long as any smoke and odor generated in the facility shall not infiltrate any other use in a multi-tenant building, any use in an adjoining building, or the immediately adjacent outdoor areas.
- A security plan for the facility shall also reflect adequate provisions to respond to disruptive conduct and over-consumption.

RECOMMENDATIONS

At the conclusion of the September 17 public hearing, the Village Council may wish to do one of the following:

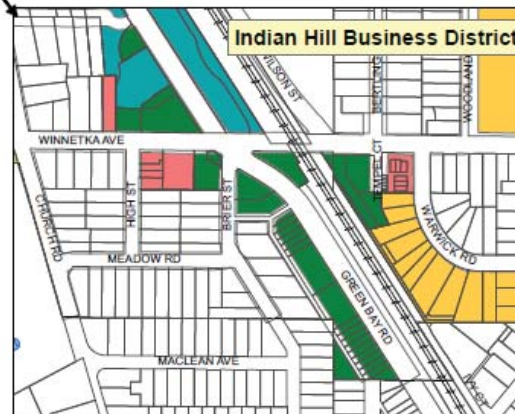
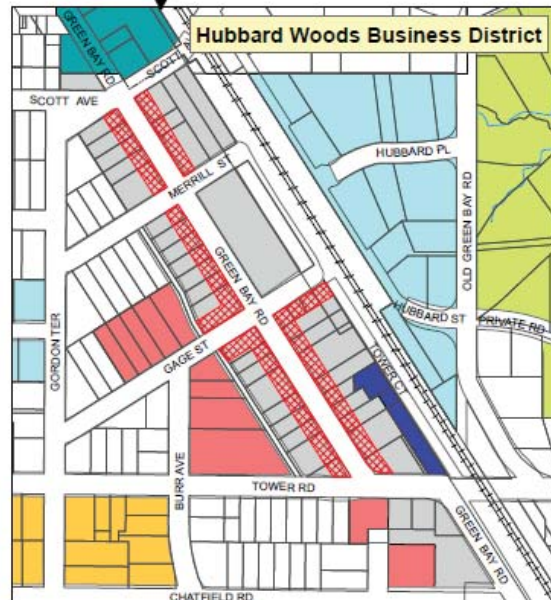
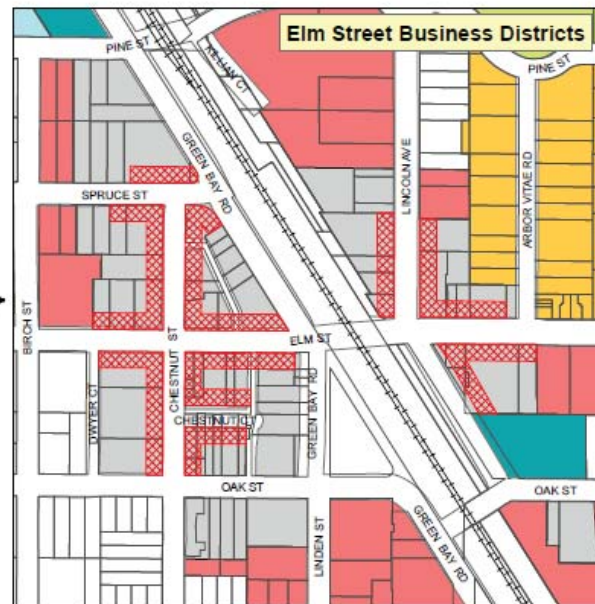
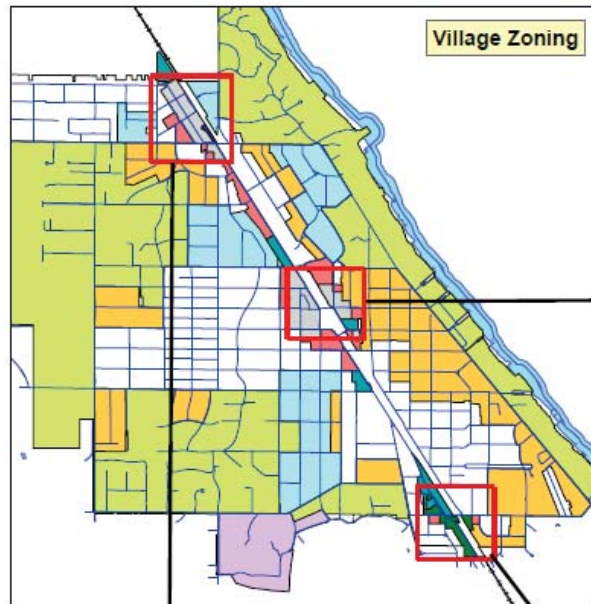
1. Direct staff to prepare an ordinance amending the Zoning Code to prohibit some or all Cannabis Businesses from operating within the Village, including prohibiting the local retail sale of adult-use cannabis (“opting out”); or
2. Direct staff to prepare an ordinance amending the Zoning Code to allow the Village Council to further consider allowing some or all Cannabis Businesses to operate in the Village, including the local retail sale of adult-use cannabis. If the Council wishes to do this, Council will also want to provide staff with some direction in terms of (a) the types of Cannabis Businesses to allow, (b) in which districts they should be allowed, (c) should they be allowed as permitted uses or special uses, and (d) what additional standards should be required to allow them.
3. Direct staff with regard to the imposition of a three percent sales tax on the retail sale of recreational Cannabis at any dispensary that locates within the Village.

In either case, the Council will want to continue the public hearing to a date certain to allow the public to comment further on the approach the Council decides to take.

ATTACHMENTS

Attachment A – Reports, Minutes, Presentation Materials, and Adopted Resolution R-65-2019 from the July 16, 2019 Village Council Meeting.

EXHIBIT A



Business District Zoning Village of Winnetka



Legend

- Retail Overlay District (Council-approved 2009)
- R1 - Single Family Residential
- R2 - Single Family Residential
- R3 - Single Family Residential
- R4 - Single Family Residential
- R5 - Single Family Residential
- B1 - Multi-Family Residential
- B2 - Multi-Family Residential
- C1 - Limited Commercial
- C2 - General Retail Commercial
- D - Light Industrial

**Commercial &
Industrial
Zoning Districts**





Agenda Item Executive Summary

Title: Resolution No. R-65-2019: Regarding the Zoning, Regulation, Licensing, and Possible Prohibition of Recreational Cannabis Businesses (Adoption)

Presenter: Peter Friedman, Village Attorney & David Schoon, Community Development Director

Agenda Date: 07/16/19

Consent: ☐ YES ☒ NO

- ☐ Ordinance
- ☒ Resolution
- ☐ Bid Authorization/Award
- ☐ Policy Direction
- ☐ Informational Only

Item History:

None

Executive Summary:

On July 16, 2019, the Village Council is scheduled to consider adopting a “Red Flag” resolution regarding recreational cannabis. At that meeting, the Village Attorney and staff will be presenting information concerning the “Cannabis Regulation and Tax Act”, which the governor recently signed. In general terms, the Cannabis Regulation and Tax Act legalizes the sale and possession of recreational cannabis products for those persons over the age of 21 in Illinois. The Act takes effect on January 1, 2020.

The attached memorandum from the Village Attorney outlines some of the key elements of the Cannabis Regulation and Tax Act pertaining to the regulations that may be imposed by local governments. Key elements include:

1. The ability to establish zoning regulations that either prohibit dispensaries and other cannabis related businesses or allows them with reasonable regulations, including establishing certain operational and location standards (distance from schools, parks, etc.);
2. Establish limits or prohibitions regarding on-premises consumption of cannabis products in dispensaries; and
3. Provide an opportunity to impose a local sales tax of up to 3% of the purchase price on sales in a local dispensary.

The Village Attorney has prepared a “red flag” resolution that formally initiates a process of the Village considering amendments to the Zoning Code and evaluating the merits of establishing a local sales tax on cannabis products.

Zoning Code Amendments. Any amendments to the Zoning Code require a public hearing. Under our Code, the public hearing may be held by the Village Council or by one of the Council’s advisory bodies. The attached resolution directs the Plan Commission to a public hearing on potential Zoning Code amendments.

If a consensus of the Village Council believes that we should prohibit Cannabis businesses in the Village, it would be helpful to provide that information to the Plan Commission. Likewise, if a consensus of the Village Council believes that we should consider amending our Zoning Code to allow recreational cannabis

Executive Summary (continued):

businesses, in particular dispensaries, in the Village, it would be helpful to provide the Plan Commission with that policy direction as well. Section 2 of Resolution No. R-65-2019 asks the Plan Commission to hold a public hearing on the following questions:

- A. Whether all or some Cannabis Businesses should be prohibited in the Village;
- B. If allowed in the Village, what zoning districts should Cannabis Businesses be allowed to operate in;
- C. If allowed in a particular zoning district, should Cannabis Businesses be classified as a permitted or special use;
- D. What specific operating conditions should be applied to Cannabis Businesses as a condition of receiving a special use; and
- E. Whether, and under what conditions, should on-premises consumption of recreational Cannabis be allowed in a dispensary?

If Council members have any thoughts or comments regarding these questions, it would be helpful if you would share them at the meeting so that they may be included in the minutes to provide the Plan Commission with guidance in terms of what Council members would be willing to consider as acceptable regulation of cannabis businesses, if any.

Local Sales Tax. In addition to the question of zoning regulations, the Village Council may also wish to discuss the merits of having the allowable local sales tax on cannabis sales in the Village. The up to 3% local sales tax on recreational cannabis sales would be an additional revenue source for the Village.

Recommendation:

The Village Council is scheduled to consider adoption of Resolution No. R-65-2019, Regarding the Zoning, Regulation, Licensing, and Possible Prohibition of Recreational Cannabis Businesses.

Attachments:

Attachment A – Village Attorney Friedman Memorandum dated July 10, 2019

Attachment B – Resolution No. R-65-2019, A Resolution Regarding the Zoning, Regulation, Licensing, and Possible Prohibition of Recreational Cannabis Businesses

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Peter M. Friedman
312.578.6566
peter.friedman@hklaw.com

Memorandum

Date: July 10, 2019

To: President Rintz and Village Council
Robert Bahan, Village Manager
David Schoon, Director of Community Development

From: Peter M. Friedman
Benjamin L. Schuster

Re: “Red Flag” Resolution for Recreational Cannabis Businesses

On May 31, 2019, the General Assembly approved House Bill 1438, the “Cannabis Regulation and Tax Act” (the “**Act**”). Governor Pritzker signed the Act into law on June 25, 2019. The Act legalizes the sale, possession, and use of cannabis for recreational purposes by persons over the age of 21 in Illinois. The Act takes effect on January 1, 2020.

One of the key decisions that municipalities must make in light of the Act is whether to prohibit the retail sale of cannabis within their respective corporate boundaries. To ensure that such a prohibition is effective, amendments to local codes, including zoning regulations, are ordinarily necessary. Zoning code amendments require a public hearing and adoption of a text amendment ordinance. In order to allow ample time for the required public hearing and Village Council review and consideration of appropriate cannabis-related regulations, we recommend that the Village Council adopt the attached resolution (which we call a “red flag” resolution) to formally commence the zoning amendment process.

We have made this same recommendation to all of our local government clients, regardless of whether they intend to prohibit, or allow and regulate, local cannabis sales. In addition to whatever limitations may exist under existing code provisions, the red flag resolution provides another layer of protection against the legal impact of any permit applications that may be filed prior to adoption by the Village of specific text amendments in response to the enactment of the Act.

Currently, the Village’s Zoning Ordinance is clear that unless a specific use is listed as a permitted, special, or temporary use in a particular district, the use is not allowed. The Zoning Ordinance does not currently allow for facilities that either produce or offer for retail sale cannabis to the recreational market. Thus, under the Zoning Ordinance’s standards for interpretation, the lack of defined uses for recreational cannabis cultivation centers or dispensaries means that such uses are prohibited in the Village. *However*, a prospective Cannabis

applicant could attempt to argue that recreational cannabis uses could fall within other listed uses that are permitted (often, as of right) in the Village, such as “Pharmacies,” “Drug Stores,” or “Florist Shop.” The red flag resolution is designed to allow the Village time to cut off any of these types of arguments.

Accordingly, to avoid any future confusion or disputes, we have prepared the draft red flag resolution that directs the commencement of a formal Zoning Ordinance amendment process to define, classify, and if the Village desires, to prohibit recreation cannabis businesses, or, if the Village Council directs, to allow and impose permissible regulatory conditions on their operation. The red flag resolution recognizes that the Zoning Ordinance does not directly and explicitly address the regulation of recreational cannabis businesses, and authorizes and directs the Village’s Plan Commission to promptly conduct a public hearing on possible Zoning Ordinance amendments.

The resolution calls for the Plan Commission to schedule a public hearing no later than 90 days after the effective date of the resolution. Pursuant to Section 17.72.040 of the Zoning Ordinance, the Village Council may also hold a public hearing itself instead of assigning this task to the Plan Commission. Under applicable Illinois law, adoption of the red flag resolution will protect the Village against claims by prospective applicants of “vested rights.”

To assist in the Village’s preparation for a public hearing and text amendment process, we have attached to this Memorandum key definitions from the Act that should be incorporated into the Zoning Ordinance (**Exhibit A**) as well as some general guidelines on the Village’s zoning authority with regard to recreational cannabis businesses (**Exhibit B**). We recommend that these Exhibits be provided for review and consideration at the text amendment public hearing.

The Act also allows municipalities (home rule and non-home rule) to impose a retailer occupation tax on the sale of recreational cannabis in an amount up to 3.0% of the retail purchase price (so long as it is imposed in quarter percentage amounts). In conjunction with the Village’s zoning review, the Village Council should consider whether and to what level it wants to impose a local sales tax on cannabis -- if the Village desires to permit recreational cannabis businesses to operate within the Village.

Exhibit A

Key Definitions from Cannabis Regulation and Tax Act

"Cannabis" means marijuana, hashish, and other substances that are identified as including any parts of the plant *Cannabis sativa* and including derivatives or subspecies, such as indica, of all strains of cannabis, whether growing or not; the seeds thereof, the resin extracted from any part of the plant; and any compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other naturally produced cannabinol derivatives, whether produced directly or indirectly by extraction; however, "cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted from it), fiber, oil or cake, or the sterilized seed of the plant that is incapable of germination. "Cannabis" does not include industrial hemp as defined and authorized under the Industrial Hemp Act. "Cannabis" also means concentrate and cannabis-infused products.

"Cannabis business establishment" means a cultivation center, craft grower, processing organization, dispensing organization, or transporting organization.

"Craft grower" means a facility operated by an organization or business that is licensed by the Department of Agriculture to cultivate, dry, cure, and package cannabis and perform other necessary activities to make cannabis available for sale at a dispensing organization or use at a processing organization. A craft grower may contain up to 5,000 square feet of canopy space on its premises for plants in the flowering state. The Department of Agriculture may authorize an increase or decrease of flowering stage cultivation space in increments of 3,000 square feet by rule based on market need, craft grower capacity, and the licensee's history of compliance or noncompliance, with a maximum space of 14,000 square feet for cultivating plants in the flowering stage, which must be cultivated in all stages of growth in an enclosed and secure area. A craft grower may share premises with a processing organization or a dispensing organization, or both, provided each licensee stores currency and cannabis or cannabis-infused products in a separate secured vault to which the other licensee does not have access or all licensees sharing a vault share more than 50% of the same ownership.

"Cultivation center" means a facility operated by an organization or business that is licensed by the Department of Agriculture to cultivate, process, transport (unless otherwise limited by this Act), and perform other necessary activities to provide cannabis and cannabis-infused products to cannabis business establishments.

"Dispensary" means a facility operated by a dispensing organization at which activities licensed by this Act may occur.

"Dispensing organization" means a facility operated by an organization or business that is licensed by the Department of Financial and Professional Regulation to acquire cannabis from a cultivation center, craft grower, processing organization, or another dispensary for the purpose of selling or dispensing cannabis, cannabis-infused products, cannabis seeds, paraphernalia, or related supplies under this Act to purchasers or to qualified registered medical cannabis patients

and caregivers. As used in this Act, dispensary organization shall include a registered medical cannabis organization as defined in the Compassionate Use of Medical Cannabis Pilot Program Act or its successor Act that has obtained an Early Approval Adult Use Dispensing Organization License.

"Infuser organization" or **"infuser"** means a facility operated by an organization or business that is licensed by the Department of Agriculture to directly incorporate cannabis or cannabis concentrate into a product formulation to produce a cannabis-infused product.

"Processing organization" or **"processor"** means a facility operated by an organization or business that is licensed by the Department of Agriculture to either extract constituent chemicals or compounds to produce cannabis concentrate or incorporate cannabis or cannabis concentrate into a product formulation to produce a cannabis product.

Exhibit B

Local Authority Guidelines

From Section 55-25 of the Act “Local Ordinances”: (emphasis added)

“Section 55-25. Local ordinances. Unless otherwise provided under this Act or otherwise in accordance with State law:

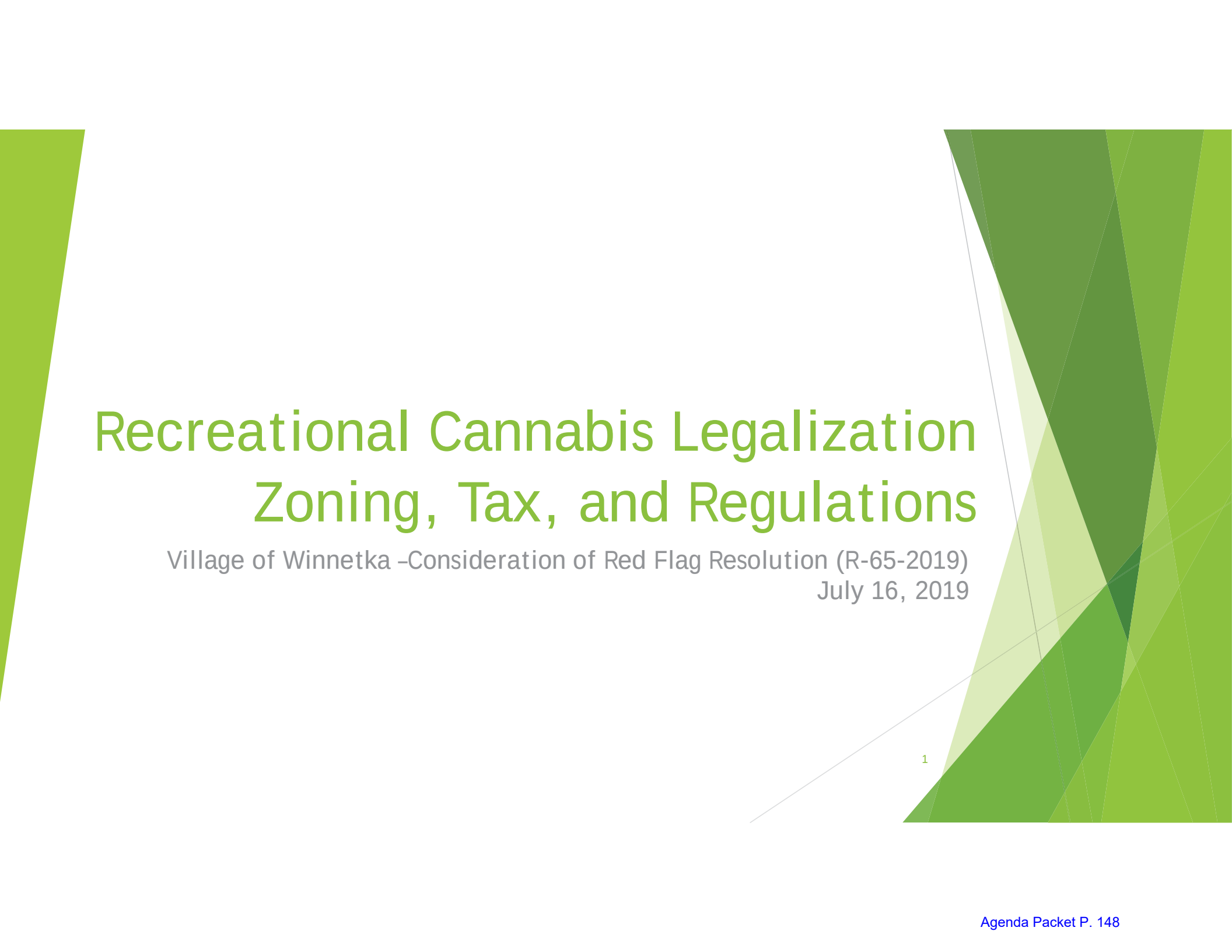
(1) A unit of local government, including a home rule unit or any non-home rule county within the unincorporated territory of the county, may enact reasonable Zoning Codes or resolutions, not in conflict with this Act or rules adopted pursuant to this Act, regulating cannabis business establishments. No unit of local government, including a home rule unit or any non-home rule county within the unincorporated territory of the county, may prohibit home cultivation or unreasonably prohibit use of cannabis authorized by this Act.

(2) A unit of local government, including a home rule unit or any non-home rule county within the unincorporated territory of the county, may enact ordinances or rules not in conflict with this Act or with rules adopted pursuant to this Act governing the time, place, manner, and number of cannabis business establishment operations, including minimum distance limitations between cannabis business establishments and locations it deems sensitive, including colleges and universities, through the use of conditional use permits. A unit of local government, including a home rule unit, may establish civil penalties for violation of an ordinance or rules governing the time, place, and manner of operation of a cannabis business establishment or a conditional use permit in the jurisdiction of the unit of local government. No unit of local government, including a home rule unit or non-home rule county within an unincorporated territory of the county, may unreasonably restrict the time, place, manner, and number of cannabis business establishment operations authorized by this Act.

(3) A unit of local government, including a home rule unit, or any non-home rule county within the unincorporated territory of the county may regulate the on-premises consumption of cannabis at or in a cannabis business establishment within its jurisdiction in a manner consistent with this Act. A cannabis business establishment or other entity authorized or permitted by a unit of local government to allow on-site consumption shall not be deemed a public place within the meaning of the Smoke Free Illinois Act.

(4) A unit of local government, including a home rule unit or any non-home rule county within the unincorporated territory of the county, may not regulate the activities described in paragraph (1), (2), or (3) in a manner more restrictive than the regulation of those activities by the State under this Act. This Section is a limitation under subsection (i) of Section 6 of Article VII of the Illinois Constitution on the concurrent exercise by home rule units of powers and functions exercised by the State.

(5) A unit of local government, including a home rule unit or any non-home rule county within the unincorporated territory of the county, may enact ordinances to prohibit or significantly limit a cannabis business establishment's location.



Recreational Cannabis Legalization Zoning, Tax, and Regulations

Village of Winnetka –Consideration of Red Flag Resolution (R-65-2019)
July 16, 2019

Cannabis Regulation & Tax Act (P.A. 101-0027)

- ▶ Passed General Assembly on May 31st and signed by Gov. Pritzker on 6/25/19
- ▶ Key components
 - ▶ Legalization of adult (21+) possession & use of cannabis for recreational purposes
 - ▶ Rapid but controlled expansion of cultivation centers and dispensaries
 - ▶ New cannabis businesses – Craft growers, processors, transporters
 - ▶ State and local taxation
 - ▶ Mass expungement of minor violations of Cannabis Control Act
 - ▶ Social equity programs
- ▶ SB 2023 (P.A. 101-____) – Expands Medical Cannabis Law
 - ▶ Adds new qualifying conditions: autism, chronic pain, irritable bowel syndrome, migraines, osteoarthritis, anorexia nervosa, Ehlers-Danlos Syndrome, Neuro-Behcet's Autoimmune Disease, neuropathy, polycystic kidney disease, and superior canal dehiscence syndrome
 - ▶ Allows RNs and physician's assistants to prescribe

Timing

- ▶ Effective: Became effective immediately upon Governor's signature
 - ▶ Licensing and agency rulemaking process commences immediately
 - ▶ First applications and FAQs issued by IDFPR on Wednesday 6/26
 - ▶ First legal sales: January 1, 2020
 - ▶ No consumption allowed until legal means to purchase
- ▶ Existing cultivation centers (20) and dispensaries (56) can:
 - ▶ Obtain "Early Approval" licenses to grow and sell to to adult market from existing locations
 - ▶ Early approval licenses not required to show zoning compliance
 - ▶ Obtain "Secondary Location" licenses to sell to adult market
 - ▶ Secondary Location licenses are required to show zoning compliance
- ▶ Potential "Day One" Retail Market: 112 dispensaries statewide

What will be allowed? – Use & Sale

- ▶ Adult recreational possession and use – 21 and up
 - ▶ Possession of up to 30 g flower/raw, 5 g concentrated, 500 mg of infused products
 - ▶ Non-residents are allowed half these amounts
- ▶ Licensed commercial sale of leaf, edibles, and tested derivatives
 - ▶ Existing medical dispensaries to address “Day One” demand through “Early Approval”
 - ▶ Staggered expansion through 2021
 - ▶ Maximum number of dispensary licenses will be 500
 - ▶ “Craft Growers” will be able to have dispensary license
- ▶ **NEW:** On-Premises consumption in dispensaries and other establishments
 - ▶ Subject to local permission and regulation

What will be prohibited?

- ▶ Location of a dispensary within 1,500 feet of another dispensary
- ▶ Consumption in “Public Places”: Defined as “any place where a person could reasonably be expected to be observed by others.”
 - ▶ Does not include residences or cannabis establishments locally authorized for on-site consumption
- ▶ Consumption on school grounds
- ▶ Consumption “in close physical proximity” to persons under 21
- ▶ Consumption by smoking anywhere prohibited by the Smoke Free Illinois Act
- ▶ Sale to minors
- ▶ Home delivery
- ▶ Advertising that...
 - ▶ Makes medical or health claims
 - ▶ Includes images of cannabis leaf or buds
 - ▶ Includes imagery that would appeal to minors

What will be prohibited?

- ▶ Youth possession and consumption (other than for medical purpose)
 - ▶ Class A Misdemeanor
 - ▶ Secretary of State can revoke drivers license
- ▶ Open Container: No possession in motor vehicle unless the cannabis is in a “sealed, odorless, tamper-evident cannabis container” and “reasonably inaccessible”
 - ▶ Class A Misdemeanor
- ▶ DUI – Minimal bloodstream concentration for presumption of impairment/intoxication
 - ▶ 5 nanograms or more of THC in whole blood; or
 - ▶ 10 nanograms of THC in other bodily substance
 - ▶ Presence of less can still be considered with other evidence for DUI
 - ▶ Refusal to submit to field sobriety or chemical testing: 6 month suspension
- ▶ Use by firefighters and police while “on duty” or “on call”
 - ▶ “on call” when such employee is scheduled with at least 24 hours’ notice by his or her employer to be on standby or otherwise responsible for performing work-related tasks

What will be taxed?

- ▶ Cultivation — Cannabis Cultivation Privilege Tax of 7% on wholesale (State)
 - ▶ Applies to cultivators, craft growers, or processors who sell to dispensing organizations
- ▶ Dispensaries — Cannabis Purchaser Excise Tax (State)
 - ▶ 10% on raw cannabis with THC at or below 35%
 - ▶ 20% on all cannabis infused products
 - ▶ 25% on raw cannabis with THC above 35%
- ▶ Municipal Cannabis Retailers' Occupation Tax: Up to 3% of retail purchase price
- ▶ County Cannabis Retailers' Occupation Tax
 - ▶ 3.0% in incorporated areas (in addition to Municipal Excise Tax)
 - ▶ 3.75% in unincorporated areas
- ▶ Existing state, county, and local sales taxes will also apply
- ▶ IDOR will collect all state and local taxes

Extent of Local Authority?

- ▶ **Home Rule Preempted**
- ▶ **CAN** enact reasonable zoning regulations for cannabis businesses that don't conflict with Act
- ▶ **CAN** require conditional/special use permits for cannabis businesses to impose limits on "time, place, manner, and number" of operations
- ▶ **CAN** outright ban all cannabis businesses by ordinance
- ▶ **CAN** locally regulate consumption in a manner consistent with Act
- ▶ **CAN** prohibit, permit, and regulate private businesses that allow on-premises consumption
- ▶ **CANNOT** "unreasonably prohibit" home grow
- ▶ **Local Licensing?**

Red-Flag Resolution (R-65-2019)

- ▶ **Directs Plan Commission to schedule a public hearing to consider amendments to Zoning Code for recreational cannabis facilities**
- ▶ **Prevents a potential applicant from attaining a “vested right” to establish cannabis business while the Village determines most appropriate way to regulate and zone uses, or prohibit them**
- ▶ **Possible outcomes**
 - ▶ Temporary moratorium on some or all Cannabis Businesses
 - ▶ Prohibition on some or all Cannabis Businesses
 - ▶ Amendment to Zoning Code to allow some or all Cannabis Businesses in particular districts and under specific conditions.

Questions to Consider

- ▶ Whether all or some Cannabis Businesses should be prohibited in the Village
- ▶ If allowed in the Village, what zoning districts for which types of businesses?
- ▶ If allowed in a particular zoning district, should the Cannabis business be classified as a permitted or special use?
- ▶ What operational conditions should apply - specifically to Dispensaries?
- ▶ Whether, and under what conditions, on-premises Cannabis consumption should be allowed?
- ▶ **Local Taxation** – Impose a Local Retailer's Occupation Tax?

RESOLUTION NO. R-65-2019

A RESOLUTION REGARDING THE ZONING, REGULATION, LICENSING, AND POSSIBLE PROHIBITION OF RECREATIONAL CANNABIS BUSINESSES

WHEREAS, on June 6, 2019, Illinois General Assembly passed, and on June 25, 2019, the Governor signed into law, House Bill 1438, titled the "Cannabis Regulation and Tax Act" ("**Act**"), legalizing the sale, possession and use of cannabis sativa and its derivatives and subspecies ("**Cannabis**") for recreational purposes by adults over age 21 starting January 1, 2020; and

WHEREAS, the Act grants limited authority to municipalities to regulate commercial cannabis facilities, including cultivation centers, dispensaries (retail operations), infusers, processors, and craft growers intending to serve recreational customers (collectively, "**Cannabis Businesses**"); and

WHEREAS, the Act authorizes municipalities to completely prohibit the location and operation of Cannabis Businesses, restrict Cannabis Businesses to specific zoning districts, require Cannabis Businesses to obtain special use permits to operate, and condition the grant of a special use permit on compliance with certain regulatory restrictions; and

WHEREAS, the Act also allows municipalities to (i) impose a local retailer occupation tax of up to 3.0 percent of the retail purchase price of Cannabis ("**Local Sales Tax**"), and (ii) determine whether and under what conditions Cannabis Businesses may allow for on-premises consumption of Cannabis; and

WHEREAS, the Village has a long tradition of utilizing its zoning and planning authority to ensure that compatible uses are maintained in its various neighborhoods; and

WHEREAS, the "Winnetka Zoning Ordinance" ("**Zoning Ordinance**"), does not plainly address uses that would encompass Cannabis Businesses; and

WHEREAS, in the absence of explicit provisions in the Zoning Ordinance that authorize the use of property for recreational Cannabis Businesses, recreational Cannabis Businesses are currently prohibited in the Village in all zoning districts; and

WHEREAS, the Village Council has determined that it is in the best interest of the Village and its residents to evaluate the classification of Cannabis Businesses and determine whether any, some, or all types of Cannabis Businesses should be allowed by special use permit under the Zoning Ordinance, as well as such other regulations as may be necessary, important, or beneficial to the Village and its residents, including, without limitation, whether and under what conditions should on-premises consumption of recreational Cannabis be allowed;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Village of Winnetka, Cook County, Illinois, as follows:

SECTION 1: RECITALS. The Village Council hereby adopts the foregoing recitals as its findings, as if fully set forth herein.

SECTION 2: DIRECTION FOR PUBLIC HEARING; NOTICE TO PUBLIC. The Village Council shall hold a public hearing on the following questions:

- A. Whether all or some Cannabis Business should be prohibited in the Village;
- B. If allowed in the Village, what zoning districts should Cannabis Businesses be allowed to operate in;
- C. If allowed in a particular zoning district, should Cannabis Businesses be classified as a permitted or special use;
- D. What specific operating conditions should be applied to Cannabis Businesses as a condition of receiving a special use, specifically related to operational regulations for any Cannabis Dispensary, which under the Act are the establishments that will be authorized to sell recreational Cannabis at retail; and
- E. Whether, and under what conditions, should on-premises consumption of recreational Cannabis be allowed.

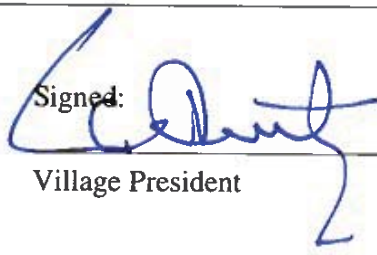
The notice of such hearing shall be given as required by law within 90 days after the effective date of this Resolution. The public shall be deemed to have notice that the Village is considering Zoning Ordinance amendments regarding Cannabis Businesses as of the effective date of this Resolution.

SECTION 3: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

[SIGNATURE PAGE FOLLOWS]

ADOPTED this 16th day of July, 2019, pursuant to the following roll call vote:

AYES: Trustees Coladarci, Cripe, Dearborn, Lanphier, Swierk and Wedner
NAYS: None
ABSENT: None

Signed: 

Village President

Countersigned: 

Village Clerk

July 16, 2019

R-65-2019

MINUTES EXCERPTS
WINNETKA VILLAGE COUNCIL
REGULAR MEETING
July 16, 2019

(Approved: August 6, 2019)

A record of a legally convened regular meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, July 16, 2019, at 7:00 p.m.

- 1) Call to Order. President Rintz called the meeting to order at 7:01 p.m. Present: Trustees Jack Coladarci, Andrew Cripe, Robert Dearborn, Penfield Lanphier, and Anne Wedner. Absent: Trustee John Swierk. Also present: Village Manager Robert Bahan, Village Attorney Peter Friedman, Community Development Director David Schoon, Fire Chief Alan Berkowsky, Deputy Fire Chief John Ripka, and approximately 50 persons in the audience.
- 8) Ordinances and Resolutions. [The following items were discussed after Item 9(a).]

- d) Resolution No. R-65-2019: Regarding Zoning, Regulation, Licensing, and Possible Prohibition of Recreational Cannabis Businesses (Adoption). Attorney Friedman explained that in light of the State's legalization of recreational cannabis products, he recommends the Village initiate a process to consider Zoning amendments relating to cannabis businesses. Since nothing in the Village Code addresses cannabis operations, it is desirable to close any perceived loopholes until the Council has a chance to discuss the issue and amend the Zoning Ordinance.

Attorney Friedman reviewed the Village's options, since the new Act pre-empts Home Rule. The Village may enact zoning regulations for cannabis businesses if it wishes to allow them, or it can ban them outright. At issue is whether the Council wishes to hold the public hearing for the Zoning amendments, or whether it would send the matter to the Plan Commission for a public hearing and recommendations.

Trustee Wedner said the Council should find out what residents want before taking any action to ban the facilities outright, as it is a potential source of tax revenue for the community.

Trustee Swierk agreed with Trustee Wedner, but expressed concern about tax revenues being affected by the Federal prohibition on cannabis.

Attorney Friedman said banks are very hesitant to get involved with aspects of cannabis businesses that deal with the product, but he has not heard of any Federal implications for imposing state and local taxes.

Trustee Cripe said it would be irresponsible to impose taxes on cannabis products and businesses until the conflict between Federal and State law gets worked out. He added that until cannabis is Federally legal, the Village should comply with Federal law, regardless of what residents prefer.

President Rintz suggested that a public hearing would be the forum to gauge the opinions of the community. After another brief Council discussion, during which it was generally agreed the Council should hold the public hearing, he called for public comment.

Ted Wynnychenko, Oak Street. Mr. Wynnychenko said residents could plant their own cannabis plants.

Dana Hoffnagle, Ridge Avenue. Ms. Hoffnagle said many cannabis businesses in California are high-end facilities and are carefully closed off to the general public. She opined that cannabis is a safer alternative to alcohol and drugs and cannabis businesses are a realistic option for the Winnetka community.

Ron White, Wilmette. Mr. White said he is opposed to businesses selling cannabis in Winnetka.

Derek Culetta, Winnetka resident. Mr. Culetta said he moved to Winnetka for a small town experience, and urged the Council not to allow cannabis dispensaries; he agreed that Federal clarification is needed.

Mead Montgomery, Old Green Bay Road. Mr. Montgomery expressed concern about the conflict with Federal law, and urged the Council not to be in a hurry to roll out cannabis dispensaries.

Attorney Friedman noted that only registered medical cannabis patients can grow plants at home, with a limit of five plants.

The Council was in agreement to adopt the Subject Resolution and to hold a public hearing on potential Zoning amendments in the near future.

Trustee Lanphier, seconded by Trustee Cripe moved to amend Resolution No. R-65-2019 to provide that the Village Council will hold a public hearing on the cannabis issues instead of the Plan Commission. By voice vote, the motion carried.

Trustee Lanphier, seconded by Trustee Cripe, moved to adopt amended Resolution No. R-65-2019. By roll call vote, the motion carried. Ayes: Trustees Coladarci, Cripe, Dearborn, Lanphier, Swierk, and Wedner. Nays: None. Absent: None.