

**Winnetka Village Council**  
**REGULAR MEETING**  
**Village Hall**  
510 Green Bay Road  
Tuesday, July 15, 2014  
7:00 p.m.

Emails regarding any agenda item are welcomed. Please email [contactcouncil@winnetka.org](mailto: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) August 5, 2014 Regular Meeting
  - b) **August 12, 2014 Study Session - Cancelled**
  - c) August 19, 2014 Regular Meeting
- 4) Approval of Agenda
- 5) Consent Agenda
  - a) Approval of Village Council Minutes
    - i) June 24, 2014 Rescheduled Regular Meeting..... 3
    - ii) July 1, 2014 Regular Meeting..... 10
  - b) Approval of Warrant List Dated 6/27/14 – 7/10/14.....15
  - c) Resolution R-22-2014: Approval & Release of Executive Session Minutes – Adopt .....16
- 6) Stormwater Report
  - a) Stormwater Monthly Summary Report.....19
  - b) Ash Street Pump Station Replacement – Construction Contract.....28
- 7) Ordinances and Resolutions
  - a) Ordinance M-7-2014: 561 ½ Lincoln Avenue, Special Use Permit for KMK Luxury Consignment – Waiver of Introduction & Adoption .....54
- 8) Public Comment
- 9) Old Business: None.

10) New Business  
    a) Factory Mutual Global Fire Department Grant .....81  
    b) Village Survey Development and Administration: National Research Center (NRC).....83  
11) Appointments  
12) Reports  
13) Executive Session  
14) Adjournment

**NOTICE**

All agenda materials are available at [villageofwinnetka.org](http://villageofwinnetka.org) (Government > Council Information > Agenda Packets & Minutes); the Reference Desk at the Winnetka Library; or in the Manager’s Office at Village Hall (2<sup>nd</sup> floor).

Broadcasts of the Village Council meetings are televised on Channel 10 and AT&T Uverse Channel 99 every night at 7 PM. Webcasts of the meeting may also be viewed on the Internet via a link on the Village’s web site: <http://winn-media.com/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  
RESCHEDULED REGULAR MEETING  
June 24, 2014**

(Approved: xx)

A record of a legally convened rescheduled meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, June 24, 2014, at 7:00 p.m.

- 1) Call to Order. President Greable called the meeting to order at 7:03 p.m. Present: Trustees Arthur Braun, Carol Fessler, Richard Kates, William Krucks, Stuart McCrary, and Marilyn Prodromos. Absent: None. Also present: Village Manager Robert Bahan, Assistant to the Village Manager Megan Pierce, Village Attorney Katherine Janega, Director of Public Works Steve Saunders, Community Development Director Mike D'Onofrio, and approximately 20 persons in the audience.
- 2) Pledge of Allegiance. President Greable led the group in the Pledge of Allegiance.
- 3) Quorum.
  - a) July 1, 2014 Regular Meeting. All of the Council members present, with the exception of Trustees Fessler and Braun, indicated that they expected to attend.
  - b) July 8, 2014 Study Session. All of the Council members present indicated that they expected to attend.
  - c) July 15, 2014 Regular Meeting. All of the Council members present indicated that they expected to attend.
- 4) Approval of the Agenda. Trustee McCrary, seconded by Trustee Krucks, moved to approve the Agenda. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.
- 5) Consent Agenda
  - a) Village Council Minutes.
    - i) June 3, 2014 Regular Meeting.
  - b) Warrant List. Approving the Warrant List dated 5/30/14 to 6/12/14 in the amount of \$1,262,080.26.
  - c) Resolution R-17-2014: Authorizing the Third Amendment to the Verizon Wireless Cell Site Agreement – Adoption. A Resolution approving the third amendment to the 2007 Cellular Antenna License Agreement between the Village of Winnetka and Chicago SMSA Limited Partnership, d/b/a Verizon Wireless, substantially in the form presented in Exhibit A.
  - d) Change Order for Primary Cable, The Okonite Company. An authorization for the Village Manager to award a change order to The Okonite Company in the amount of \$82,421 for the purchase of primary copper cable at the unit prices bid, subject to the contract conditions.

- e) Change Order for Secondary Cable, Wesco. An authorization for the Village Manager to award a change order to Wesco in the amount of \$83,344 for the purchase of 600 volt secondary cable at the unit prices bid, subject to the contract conditions.
- f) Request for Proposal #014-003, Transformer Yard Fire Protection. An authorization for the Village Manager to award a contract to Strand Associates in an amount not to exceed \$35,800, for professional services for fire protection of the Electric Plant transformer yard.
- g) Request for Proposal #014-005, Fire Protection for Generation Plant. An authorization for the Village Manager to award a contract to Strand Associates in an amount not to exceed \$39,800, for professional services for fire protection of the Electric Plant generators.
- h) Village Hall Interior Construction Contract Change Order. An item approving Change Order #1, increasing the Village Hall Interior Construction project budget by \$20,269, resulting in a total project cost of \$4,277,522.
- i) Resolution R-23-2014: Amendment No. 1 to the 2007 IGA – Joint Police CAD System – Adoption. An authorization for the Village Manager to execute Amendment #1 to the existing intergovernmental agreement with Wilmette, adding the Village of Kenilworth to the joint purchase and operation of the computer-aided police dispatch system.

Trustee Fessler, seconded by Trustee McCrary, moved to approve the foregoing items on the Consent Agenda by omnibus vote. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

6) Ordinances and Resolutions.

- a) Ordinance M-5-2014: Annual Equipment Disposal – Introduction. Attorney Janega reviewed the Subject Ordinance, which authorizes the disposition of certain Village equipment that is obsolete or in need of replacement, in accordance with procedures set by Illinois statutes.

Trustee Braun requested that Manager Bahan inform the Council when an item is disposed of.

Trustee Braun, seconded by Trustee McCrary, moved to introduce Ordinance M-5-2014. By voice vote, the motion carried.

- b) Ordinance M-6-2014: 925-931 Green Bay Road – Request to Extend Special Use and Variation – Waiver of Introduction and Adoption. Mr. D’Onofrio reviewed this request, discussed at the June 10 Study Session, to extend the special use permit and variation at 925-931 Green Bay Road to allow for construction of a surface parking lot on the Subject Property. A waiver of introduction, which requires a unanimous vote of the Council, was requested by the applicant, in order to expedite the process.

There being no questions or comments, Trustee Kates, seconded by Trustee Braun, moved to waive introduction of Ordinance M-6-2014. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

Trustee Fessler, seconded by Trustee Braun, moved to adopt Ordinance M-6-2014, granting an extension of the Special Use Permit and variation at 925-931 Green Bay Road to April 30, 2015. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

- c) Resolution R-20-2014: Attorney Janega Commendation – Adoption. President Greable congratulated Village Attorney Katherine Janega on her distinguished career in Winnetka over the past 21 years. Then he read aloud a Resolution commending Attorney Janega and thanking her for her service to the Village. The Trustees each congratulated Attorney Janega, thanked her for her service and wished her well.

Trustee Braun, seconded by Trustee Fessler, moved to adopt Resolution R-20-2014. By voice vote, the motion carried.

- d) Resolution R-21-2014: Appointing New Village Attorney – Adoption. President Greable announced that his choice for Winnetka’s new Village Attorney is Peter M. Friedman of Holland & Knight, LLP, with the approval of the Trustees. He explained that Holland & Knight has over 50 years’ experience advising Illinois municipal and local governments on all matters affecting their operations. In addition, Holland & Knight has a strong legal practice in north suburban communities in the Chicago metro area, and their experience and broad municipal expertise make them best qualified to serve Winnetka.

The Council were in agreement that Holland & Knight is an excellent choice.

Trustee Krucks, seconded by Trustee McCrary, moved to adopt Resolution R-21-2014 appointing Peter M. Friedman Village Attorney. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

7) Stormwater Update.

- a) Willow Road Stormwater Tunnel Engineering Review Point #1: Concept Review and Permitting Plan. President Greable gave some background about the Willow Road Tunnel engineering contract and reviewed the ground rules for public comment.

Mr. Saunders began by stressing that the Village shares the community’s concerns about water quality impacts associated with the Tunnel Project. He said a request to approve funding for additional water quality sampling is before the Council tonight, since it was not possible to define the scope of sampling when the MWH contract was negotiated. The Village is eager to ensure that the water quality standards of the Illinois Environmental Protection Agency (IEPA) can be met.

Mr. Saunders also noted that green infrastructure is a critical component of the overall Stormwater Master Plan, but more specific modeling is needed to quantify the effects of Best Management Practices (BMPs) on discharge rates and volume, and how they could impact the size of a new stormwater pipe.

Mr. Joe Johnson, MWH Project Manager, gave a presentation reviewing work completed to-date, new information that has come to light, and recommended next steps. He explained that the project will work, as the modelling is accurate and reasonable,

although the plan may be refined. He added that the Tunnel is the only option available that will meet the Village's standard for flood protection.

Mr. Johnson reviewed Willow Road's elevation profile, and he explained that since the project area has limited outlet capacity, the Tunnel Project aims to provide relief outlet capacity and maintain existing infrastructure. Other options for 100-year level storm protection were considered in planning, including detention, retention and conveyance capacity. A soil review from the Natural Resources Conservation Service revealed that the area's soil is generally heavy clay, not well suited to percolating a large amount of water.

Mr. Johnson explained that the potential for storage is limited by a dearth of available land, and discharge limits for the Skokie River. The storage needed for 100-year level protection would be 167.5 acre feet; however, the available storage space on Park District and School District property combined is only 44 acre feet. MWH has calculated that it is possible to capture 22.5 acre feet of water using green infrastructure. However, permeable pavers in the streets would provide very little relief due to the clay soil component, and they are likely to be most useful on sidewalks, driveways and other paved areas.

Mr. Johnson noted that water quality standards for the Lake are very stringent, and the Tunnel outfall be an important component to managing water quality so it meets Total Maximum Daily Load and E-Coli restrictions set by the permitting agencies. Effective water quality management includes:

- Source control – includes public education, Village controls and local BMPs, such as a ban on coal tar and phosphate fertilizers.
- Low flow management – includes maintenance of existing infrastructure and design of flow diversions.
- Distributed treatment – includes catch basin inserts, bioretention systems, and stormwater filters.
- Discharge management – includes low flow treatment, sediment capture, and energy dissipation.

Mr. Johnson explained that dealing with water quality issues as close to the source as possible is the most effective strategy for improved stormwater quality. He noted that there are a number of factors that affect beach bacteria levels, such as animal and bird populations.

Mr. Johnson reviewed the key findings to date: (i) the Tunnel Project is capable of reducing the risk of structure flooding in a severe storm; (ii) the greatest challenge of the project will be meeting water quality objectives; (iii) there will be opportunities to refine the details during the preliminary design phase; and (iv) BMPs will be an essential complement to the project, as originally conceived.

Next steps required of MWH as outlined in their contract are: (i) further develop a water quality management plan through water sampling and analysis, to provide more details to permitting agencies; (ii) advance the permitting process by drafting preliminary designs for the outfall and relief sewer and engage in a joint permit application process; and (iii) expand agency and stakeholder coordination.

The Council asked questions about whether the requested water sampling will provide information about the pollution load of the first flush and whether it can be determined what the characteristic of the water entering the Tunnel might be, the cost of the green infrastructure component, and when a water profile might be available.

Mr. Johnson explained that the goal is to get water samples several times during a storm event to gather data that evaluates how many pollutants wash off during the first flush, and also determines the attributes of the water going to the Tunnel. A profile should be ready in December. The impact of green infrastructure will be discussed at Review Point #2, by the end of 2014. The permit review process is estimated to take approximately 12 months, as public comment periods and agency reviews will be scheduled as part of the process.

Responding to a question about why Village staff has not been doing water quality sampling, Mr. Johnson said the requirements for water quality for the IEPA was not known last year, and therefore was not included in the Request for Proposals. In addition, the Village lacks the sophisticated technology and equipment required to test for the permitting agencies.

President Greable called for public comment.

Ann Wilder, 1096 Spruce Street. Ms. Wilder urged the Council to delay proceeding on the Tunnel until the Village has approached non-profit and other government agencies for help designing an independent, integrated gray and green infrastructure plan, including the use of wetlands. She also recommended going back to the Cook County Forest Preserve District with a request to help develop a wetlands project on their land.

Debbie Ross, 921 Tower Road. Ms. Ross commented that the IEPA does not have strict water quality regulations, and asked what would happen if every lake-front community proposed a stormwater tunnel emptying to the lake. She suggested the use of zoning measures, eliminating basements in the flood plain, educating the community about green infrastructure, using bioswales and adding credits in the stormwater utility for permeable pavers.

Irwin Polls, environmental consultant, Glenview. Mr. Polls said he was a retired water quality manager for the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC). He asked why a decrease in stormwater flow from implementation of an aggressive green infrastructure plan did not result in a substantial decrease in the size of the Tunnel. He also questioned the methods proposed for the water sampling project, and made suggestions for improvement. Lastly, he said the parameters in the water quality sampling plan should include Schedule F of the MWRDGC's Watershed Management Permit for new outfalls to Lake Michigan.

Irv Gibbs, Wilmette. Mr. Gibbs said due to climate change and the shifting of the earth's magnetic poles, storms will continue to get worse, and the public needs to be informed so they understand the stakes of the Tunnel Project.

Mary Tritely, 330 Willow Road. Ms. Tritely asked why only 25% of the west side impermeable surfaces are included in calculations for green infrastructure; what happens to the outfall when the lake levels rise, as they do cyclically; and what other stormwater utilities have a 100-year protection standard.

Mr. Johnson explained that 25% was estimated to be a reasonable approximation of what residents would implement on private property; the U.S. Army Corps of Engineers will require modelling of how the Tunnel will function at normal, low and high lake levels; in the last 10-15 years, multiple communities have asked about 100-year level protection.

John Thomas, 525 Ash Street. Mr. Thomas said he hoped the water quality metrics will be met, as this is a critical component of the overall plan.

The Council discussed the report and the request for authorization of a supplemental water quality sampling program. All were unanimously in favor of proceeding with the preliminary engineering and Phase 1 permitting plan, and authorizing the supplemental water quality sampling program.

Trustee Braun, seconded by Trustee Fessler, moved to authorize Staff and MWH to proceed with preliminary engineering and Phase 1 permitting tasks as outlined in the project scope of services. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

Trustee Kates, seconded by Trustee Braun, moved to authorize MWH to proceed with the final development and implementation of a supplemental water quality sampling program for a cost not to exceed \$125,000. By roll call vote, the motion carried. Ayes: Trustees Braun, Fessler, Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: None.

8) Public Comment.

Steve Strange, 893 Ash Street. Mr. Strange protested a Stop Work order that had been issued at the construction site of his house. Attorney Janega explained that the Village Code had been violated by a contractor at the site, and payment for cleanup is required for the Stop Work order to be lifted. Manager Bahan added that several complaints were received from more than one source.

Phil Hoza, 688 Cherry Street. Mr. Hoza thanked the Village for planting a new tree on the Village Green where a diseased Maple tree had recently been removed, as the Maple trees on the Village Green were planted in memory of the ten Winnetkans who died in World War I.

9) Old Business. None.

10) New Business. None.

11) Appointments.

- a) Trustee Braun, seconded by Trustee McCrary, moved to re-appoint John Golan to the Plan Commission for another full term, effective immediately. By voice vote, the motion carried.

12) Reports.

- a) Village President. None

- b) Trustees.

- i) Trustee Kates reported that during the recent large storm, Thomas Burke and Steve Saunders were out in the community measuring water levels.
- ii) Trustee Krucks said the Plan Commission will meet on Wednesday to discuss two items referred by the Council: business district parking and Retail Overlay District.

- iii) Trustee McCrary said the rescheduled Environmental & Forestry meeting will include a discussion of coal tar sealants.
  - iv) Trustee Prodromos reported that the Business Community Development Commission met with its new Chair, Jon Talty.
  - v) Trustee Fessler said the Village survey work is ongoing, a vendor is being sought and an action plan drafted.
  - vi) Trustee Braun thanked the Fire Department for coming to Bell Lane during the Saturday storm and going house-by-house to check on residents.
- c) Attorney. None.
- d) Manager. Manager Bahan said the Art in the Village event the past weekend was well attended, until the rains hit. He complimented Steve Saunders and Thomas Burke for their work during the storm.
- 13) Executive Session. None.
- 14) Adjournment. Trustee Braun, seconded by Trustee Fessler, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 9:47 p.m.

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Deputy Clerk

**MINUTES  
WINNETKA VILLAGE COUNCIL  
REGULAR MEETING  
July 1, 2014**

(Approved: xx)

A record of a legally convened meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, July 1, 2014, at 7:00 p.m.

- 1) Call to Order. President Greable called the meeting to order at 7:02 p.m. Present: Trustees Richard Kates, William Krucks, Stuart McCrary, and Marilyn Prodomos. Absent: Trustees Arthur Braun, and Carol Fessler. Also present: Village Manager Robert Bahan, Assistant to the Village Manager Megan Pierce, Village Attorney Peter Friedman, Public Works Director Steve Saunders, Director of Community Development Mike D’Onofrio, Fire Chief Alan Berkowsky, Deputy Fire Chief John Ripka, and approximately 12 persons in the audience.
- 2) Pledge of Allegiance. President Greable led the group in the Pledge of Allegiance.
- 3) Quorum.
  - a) July 8, 2014 Study Session. All of the Council members present indicated that they expected to attend.
  - b) July 15, 2014 Regular Meeting. All of the Council members present indicated that they expected to attend.
  - c) August 5, 2014 Regular Meeting. All of the Council members present indicated that they expected to attend.
- 4) Approval of the Agenda. Trustee McCrary, seconded by Trustee Prodomos, moved to approve the Agenda. By roll call vote, the motion carried. Ayes: Trustees Kates, Krucks, McCrary and Prodomos. Nays: None. Absent: Trustees Braun and Fessler.
- 5) Consent Agenda
  - a) Village Council Minutes.
    - i) June 10, 2014 Study Session.
  - b) Warrant List. Approving the Warrant List dated 6/13/14 – 6/26/14 in the amount of \$542,757.90.
  - c) Ordinance M-5-2014: Annual Equipment Disposal – Adoption. An Ordinance authorizing the disposition of surplus Village property.

Trustee McCrary, seconded by Trustee Prodomos, moved to approve the foregoing items on the Consent Agenda by omnibus vote. By roll call vote, the motion carried. Ayes: Trustees Kates, Krucks, McCrary and Prodomos. Nays: None. Absent: Trustees Braun and Fessler.

6) Stormwater Update.

a) Northwest Winnetka Stormwater Improvements – Authorization to Solicit Bids.

Mr. Saunders reviewed the history of this project, which began in October, 2012 when a contract for detailed design plans was awarded to Christopher B. Burke Engineering, Ltd. (CBBEL). The project proposes to increase capacity to the existing stormwater system and provide excess storage capacity by adding a culvert discharge to the Cook County Forest Preserve District (CCFPD) lagoon on the south side of Tower Road. The project also includes lagoon restoration work required by the CCFPD, which will be bid separately.

Mr. Saunders explained that the Village performed a supplemental engineering review to confirm that the lagoon has excess capacity, with no overflow to affect adjacent neighbors. The Metropolitan Water Reclamation District has committed to funding approximately 50% of the cost of the project. The funds will be disbursed after an intergovernmental agreement (IGA) is signed.

After reviewing details of the project, Mr. Saunders recommended authorizing a request to solicit bids in order to keep the project on track while the IGA is being negotiated. He said there will be an alternate bid request to include the replacement of a section of storm sewer pipe under Vernon and Greenwood Avenues that is not slated for replacement under the project plan. This will leave the door open for more discussion about that particular piece of the overall project. It is hoped that if bids go out in mid-July, a contract could be awarded in September. The construction will be phased for fall 2014 and spring 2015.

Answering a question about why there is erosion on the north side of the pond, Mr. Saunders explained that the banks of the pond are nearly vertical, and as the water elevation changes with the soak/dry cycle, pieces of the bank slough off. The freeze/thaw cycle also contributes to this process. The proposed treatment is to restore those banks to a more shallow and containable configuration and plant native prairie grasses, which have deep roots to hold the soil.

Responding to an inquiry about what can be done to prevent the bottleneck in the system that currently exists at Greenwood Avenue, Mr. Saunders said the project will increase the capacity of the entire Tower Road backbone. Therefore, old pipe is being replaced east of Greenwood Avenue, and supplemental pipes are being added west of Greenwood Avenue to alleviate bottlenecks that occur when the Tower Road storm system is full.

There was a discussion about overland flows and how to prevent them, and about roads being used for stormwater conveyance. Mr. Saunders said the new storm sewer system is designed to a 100-year storm event. He explained that, as designed, overland flow routes should only occur in storms greater than 100-year levels. The roads are integral to routing water to the storm drains.

There being no public comment on the project, the Council had a final discussion, and came to a concurrence on soliciting construction bids for the Northwest Winnetka Stormwater Improvement project.

Trustee Krucks, seconded by Trustee McCrary, moved to authorize Village staff to solicit construction bids for the Northwest Winnetka Stormwater Improvements, including the alternate bid for replacing the pipe between Vernon and Greenwood.

7) Ordinances and Resolutions. None.

8) Public Comment.

Marc Hecht, 1096 Spruce Street. Mr. Hecht asked when the Council had discussed the appointment for the new Village Attorney, and why there was no public discussion prior to the appointment. He also asked why the contract was not available for the public to view on the Village's website, and how much the Village is paying Holland & Knight.

President Greable explained that when Attorney Janega announced her retirement, he formed a team with Trustee Kates and Manager Bahan to solicit proposals and interview the respondents. After interviewing four of the eight firms that responded to the request for proposals, the team came to the conclusion that Holland & Knight was the most highly skilled firm. He said the contract has a base fee of \$15,000 per month.

9) Old Business.

a) Fire Sprinkler Requirements for Commercial Properties. Chief Berkowsky reviewed the Village's current sprinkler requirements, which were adopted in 1977, and revised in 1997, 2005, 2006, 2010 and 2012. He said over 50% of commercial properties have installed fire sprinkler systems, and that fire safety concerns exist for those properties that have not yet complied with the Fire Sprinkler Ordinance. He gave a presentation reviewing the fire concerns of buildings that are not protected by fire sprinkler systems, and debunked some myths surrounding the efficacy of such systems. In conclusion, the Chief stated that sprinkler systems are one of the best available protections against fire destruction.

Chief Berkowsky explained that in February, after reviewing several options, the Council directed staff to proceed with a fire sprinkler retrofit ordinance using a phased-in compliance period. He reviewed the applicability, compliance period and other requirements of the draft ordinance, and outlined a communications plan to help raise awareness in the business community of the potential for new sprinkler requirements.

There was a lengthy discussion period with the Trustees, where the Chief confirmed that most neighboring communities have fire sprinkler ordinances, although none are as broad as the proposed draft ordinance. He said the intent is to outfit commercial buildings that may or may not have residential occupancies above the businesses. The draft ordinance does not contain provisions for strictly residential buildings. He noted that potential water damage is much more easily cleaned up than smoke and fire damage.

Trustee Kates expressed concern that landlords in Winnetka would have issues competing for tenants against towns that do not have such strict fire sprinkler requirements. He asked if religious and educational institutions would be affected. Chief Berkowsky said the 50% of buildings in Winnetka that have invested in the fire sprinkler systems are providing superior service to their tenants. He explained that public schools are already covered under a State fire sprinkler statute, but private schools would be subject to the proposed ordinance. He added that the Council has discretion to exempt

religious institutions, as the focus is on the downtown commercial areas where a single fire could potentially wipe out a whole block.

Glenn Weaver, owner of 574 Lincoln. Mr. Weaver commented that he thinks Winnetka is not business friendly due to the fire sprinkler requirement, which causes rents to increase. He urged the Council to follow the ULI recommendation to be more business friendly.

Marc Hecht, 1096 Spruce. Mr. Hecht said there are people in the Village who are in favor of moving forward with the Fire Chief's proposals. He noted that it only takes one mistake to prove that a decision not to move forward with the retrofit ordinance was the wrong one, and he added that other towns would likely follow Winnetka's lead in requiring phased-in installation of the sprinklers.

Trustee Krucks asked if a water storage tank could be used on the roof to let gravity do the work of providing water for the system. Chief Berkowsky said he had never seen a roof-top water tank, but presumably there would still be a pump required for such a big water supply.

Trustee Kates said he was torn between the safety issue on one side, and the interests of the commercial building owners on the other. He suggested making the draft ordinance available for public comment. Trustee Prodromos agreed with Trustee Kates.

Trustee McCrary noted that this is not an abrupt change, as the current fire sprinkler provisions have been in place for 37 years. He said it is time to stop putting residents who live above commercial uses at risk, and move forward for the greater good.

President Greable asked Community Development Director Mike D'Onofrio how building owners have reacted to sprinklers over the past few years. Mr. D'Onofrio said some owners spend hundreds of thousands of dollars refurbishing their buildings because they view it as an investment in the future. Other owners view their building as an annuity, not an investment, and they are reluctant to spend money on improving it.

President Greable asked how the Village could determine the views of the property owners who don't have sprinklers in their buildings.

Manager Bahan said Chief Berkowsky could send notices to commercial property owners, hold an open house, get feedback and report back to the Council. The Chief estimated that he could come back with a report in August.

10) New Business.

a) Chicago's North Shore Convention & Visitors' Bureau Membership Renewal.

Mr. D'Onofrio explained that the Village joined Chicago's North Shore Convention & Visitors' Bureau (Bureau) in 2010. The mission of the Bureau is to increase awareness of North Shore businesses, and the renewal fee is reviewed annually by the Council.

Trustee Prodromos said the Bureau's booklets are useful to those who are visiting Winnetka, as it provides ideas for entertainment, dining and shopping. Trustee McCrary commented that the Bureau could be a tool to revitalize the downtowns as more businesses choose to become members of the Bureau.

Trustee McCrary, seconded by Trustee Prodromos, moved to approve the renewal of the Village's membership in Chicago's North Shore Convention & Visitors' Bureau. By roll call vote, the motion carried. Ayes: Trustees Kates, Krucks, McCrary and Prodromos. Nays: None. Absent: Trustees Braun and Fessler.

11) Appointments.

- a) Trustee Krucks, seconded by Trustee Prodromos, moved to approve the appointment of Wes Baumann to the Board of Fire & Police Commissioners for a full term, effective immediately. By voice vote, the motion carried.

12) Reports.

- a) Village President. President Greable invited the community to the 4<sup>th</sup> of July parade, activities on the Village Green, and the fireworks at Duke Childs Field.
- b) Trustees.
  - i) Trustee Kates reported on the last Plan Commission meeting, where the special use permit process was discussed, and he suggested speeding up the process. Manager Bahan explained that a good way to do that would be to refine the list of special uses.
  - ii) Trustee McCrary reported on the last Environmental & Forestry Commission meeting, where an analysis of coal tar sealants was concluded. He invited the community to come hear the discussion of this issue at the Study Session on July 8.
- c) Attorney. None.
- d) Manager. None.

13) Executive Session.

- 14) Adjournment. Trustee McCrary, seconded by Trustee Prodromos, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 9:10 p.m.

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Deputy Clerk



## Agenda Item Executive Summary

**Title:** Warrant List

**Presenter:** Robert M. Bahan, Village Manager

**Agenda Date:** 07/15/2014

**Consent:**  YES  NO

- |                                     |                         |
|-------------------------------------|-------------------------|
| <input type="checkbox"/>            | Ordinance               |
| <input type="checkbox"/>            | Resolution              |
| <input type="checkbox"/>            | Bid Authorization/Award |
| <input type="checkbox"/>            | Policy Direction        |
| <input checked="" type="checkbox"/> | Informational Only      |

### Item History:

None.

### Executive Summary:

The Warrant List for the July 15, 2014 Regular Council Meeting was emailed to each Village Council member.

### Recommendation / Suggested Action:

Consider approving the Warrant List for the July 15, 2014 Regular Council Meeting.

### Attachments:

None.



## Agenda Item Executive Summary

**Title:** R-22-2014 - Approval and Release of Executive Session Minutes - Adopt

**Presenter:** Peter M. Friedman, Village Attorney

**Agenda Date:**

07/15/2014

**Consent:**

YES

NO

Ordinance

Resolution

Bid Authorization/Award

Policy Direction

Informational Only

**Item History:**

Semi-annual review of executive 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, the Winnetka Village Council maintains minutes of all of its meetings, whether open or closed to the public, and makes an audio recording of all of its closed (executive session) meetings. Pursuant to Section 2(c)(21) of the Act, executive session minutes are reviewed in closed session, but are then approved by a vote taken in an open session meeting. Twice a year, pursuant to Section 2.06(d) of the Act, the Village Council considers a resolution that approves executive session minutes and determines which sets of those minutes no longer require confidential treatment and are to be made available for public review.

Resolution R-22-2014 contains the Village Council's semi-annual report of its review of executive session minutes, with Section 2 publicly stating the Council's approval of those minutes. Section 3 of the Resolution contains the Council's determination of which minutes still require confidential treatment, including the six executive sessions held since the January 21, 2014, review of executive session minutes. Section 4 authorizes the release of all other executive session minutes.

Section 5 of Resolution R-22-2014 directs that audio recordings of executive sessions held before January 15, 2013, be destroyed. This destruction is authorized by Section 2.06(c) of the Act, which allows executive session recordings to be destroyed after 18 months, provided minutes of those recorded meetings have been approved. Finally, Section 6 of the Resolution confirms that the audio recordings of executive sessions are not available to the public.

**Recommendation:**

Consider adopting Resolution R-22-2014, which approves minutes of executive session meetings, determines which minutes still require confidential treatment, and authorizes the destruction of audio recordings of executive sessions held on or before January 15, 2013.

**Attachments:**

Resolution R-22-2014 - A Resolution Pertaining to the Approval and Release of Executive Session Minutes and Authorizing the Destruction of Verbatim Recordings of Closed Sessions of the Winnetka Village Council

**A RESOLUTION  
PERTAINING TO THE APPROVAL AND RELEASE  
OF EXECUTIVE SESSION MINUTES  
AND  
AUTHORIZING THE DESTRUCTION OF VERBATIM RECORDINGS  
OF CLOSED SESSIONS OF THE WINNETKA VILLAGE COUNCIL**

**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

**WHEREAS**, the Council of the Village of Winnetka (the “Village Council”) is a public body subject to the requirements of the Illinois Open Meetings Act (5 ILCS 120/1, *et seq.*); and

**WHEREAS**, from time to time, as permitted by Section 2(c) of the Open Meetings Act, the Village Council has held meetings or portions of meetings that are closed to the public (“Closed Sessions”), including six Closed Sessions held between January 1, 2014 and July 1, 2014; and

**WHEREAS**, as required by Section 2.06(a) of the Open Meetings Act, the Village Council makes a verbatim audio recording of all Closed Sessions; and

**WHEREAS**, Section 2.06(d) of the Open Meetings Act requires the Village Council to periodically determine and report whether the need for confidentiality still exists as to the minutes of such Closed Sessions; and

**WHEREAS**, the Village Council has examined the minutes of the Closed Sessions held prior to July 1, 2014, and has determined that, with the exception of the Closed Sessions held on the dates set forth in Section 3 of this Resolution, the minutes of all Closed Sessions held prior to July 1, 2014, no longer require confidential treatment and should be made available for public inspection; and

**WHEREAS**, pursuant to Section 2.06(c) of the Open Meetings Act, the Village may destroy the verbatim record of Closed Sessions without notification to or the approval of a Records Commission or the State Archivist, as long as more than eighteen (18) months have passed since the completion of the recorded Closed Sessions, and the Village Council has approved the destruction of the Closed Session recordings and has also approved the written minutes of such Closed Sessions; and

**WHEREAS**, the Winnetka Village Council has approved written minutes for each of the Closed Sessions listed or referred to in Sections 2 through 5 of this Resolution; and

**WHEREAS**, at least eighteen (18) months have passed since the completion of the Closed Sessions listed in Section 5 of this Resolution; and

**WHEREAS**, as provided in Section 2.06 of the Open Meetings Act, the Village Council finds and determines that no recordings of the Closed Sessions shall be made available to the public, and that all verbatim recordings of Closed Sessions shall be destroyed as soon as such destruction is permitted under Section 2.06 of the Open Meetings Act, regardless of whether the minutes of such Closed Sessions have been made available to the public.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Village of Winnetka as follows:

**SECTION 1:** The foregoing recitals are hereby incorporated as the findings of the Council of the Village of Winnetka (“Village Council”), as if fully set forth herein.

**SECTION 2:** The Village Council hereby publicly discloses its approval of minutes of all Closed Sessions held between January 1, 2014, and July 1, 2014.

**SECTION 3:** The Village Council finds and determines that a need for confidentiality still exists as to the minutes of the following Closed Sessions:

November 8, 2011	January 15, 2013
January 17, 2012	June 4, 2013
February 7, 2012	September 3, 2013
February 14, 2012	October 8, 2013
March 8, 2012	January 14, 2014
March 13, 2012	January 21, 2014
March 20, 2012	March 4, 2014
April 17, 2012	March 11, 2014
June 12, 2012	March 26, 2014
October 16, 2012	June 3, 2014
November 8, 2012	

**SECTION 4:** With the exception of the Closed Sessions held on the dates listed in the preceding Section, the minutes of all Closed Sessions held before July 1, 2014, no longer require confidential treatment and should be made available for public inspection.

**SECTION 5:** The Council of the Village of Winnetka hereby orders the destruction of the verbatim audio recordings of all Closed Sessions held on or before January 15, 2013.

**SECTION 6:** Notwithstanding the approval of minutes of Closed Sessions, and notwithstanding the release for public disclosure of the minutes of certain Closed Sessions, nothing in this Resolution shall be construed either (a) as a determination that any of the verbatim recordings of Closed Sessions no longer require confidential treatment, or (b) as the consent of the Village Council to the disclosure of such verbatim recordings.

**SECTION 7:** This Resolution shall take effect immediately upon its adoption.

**ADOPTED** this 15<sup>th</sup> day of July, 2014, pursuant to the following roll call vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Signed:

\_\_\_\_\_  
Village President

Countersigned:

\_\_\_\_\_  
Village Clerk

July 15, 2014

**R-22-2014**



## Agenda Item Executive Summary

**Title:** Stormwater Monthly Summary Report

**Presenter:** Steven M. Saunders, Director of Public Works/Village Engineer

**Agenda Date:** 07/15/2014

**Consent:**  YES  NO

- |                                     |                         |
|-------------------------------------|-------------------------|
| <input type="checkbox"/>            | Ordinance               |
| <input type="checkbox"/>            | Resolution              |
| <input type="checkbox"/>            | Bid Authorization/Award |
| <input type="checkbox"/>            | Policy Direction        |
| <input checked="" type="checkbox"/> | Informational Only      |

### Item History:

Monthly report

### Executive Summary:

The Village's Stormwater Project Manager has prepared a monthly report for the Village Council that brings together status, cost, and schedule information, for each separate stormwater project, in one place. The report consists of four documents, explained below:

#### AT Group Project Summary Report (Attachment #1)

This report provides a brief outline and summary of each major stormwater project currently being undertaken by the Village.

#### One Year Look-Ahead Schedule (Attachment #2)

This document provides an overview schedule for each project.

#### Program Budget (Attachment #3)

This report provides financial information for the stormwater and sanitary sewer improvement programs.

#### Program Organization Chart (Attachment #4)

This document presents a one-page "snapshot" view of the status of each project, and how each project fits into the overall stormwater and sanitary sewer management program.

### Recommendation:

Informational report

### Attachments:

1. AT Group Project Summary Report
2. One Year Look-Ahead Schedule
3. Program Budget
4. Program Organization Chart



## MEMORANDUM

DATE: July 9, 2014  
TO: Steven Saunders, P.E.  
Village of Winnetka  
SUBJECT: Project Summary

### Active Projects

#### **Spruce Outlet (Tower)**

Activity Summary Copenhaver started construction and is on schedule to complete the work by July 31.

Budget Summary The Village budgeted \$90,000 for engineering and committed \$111,429, and budgeted \$1,000,000 for construction and committed \$976,036.

6-Month Look Ahead The project team will:

1. Complete project construction

#### **Winnetka Avenue Pump Station**

Activity Summary Boller Construction has started work and plans to complete the project in July, 2014. The construction sequencing maintains the functionality of the pump station throughout the upgrade. Photos of construction activities are available on the Village's website. Boller has installed the trash racks, new inlets, and is installing the new pumps. Upcoming work includes system testing and site restoration. During the recent storm events, the trash rack system has operated per design.

Budget Summary The adjusted project budget is \$1,188,562, including engineering and construction.

6-Month Look Ahead The project team will:

1. Complete project construction

## **NW Winnetka (Greenwood/Forest Glen)**

Activity Summary As previously reported, the Village has received preliminary notice that the Metropolitan Water Reclamation District will be providing a substantial cost share of this project. Recent legislation provides the mechanism for the partner and Village to proceed with an Intergovernmental Agreement. The MWRD and Village staff are finalizing the grant details, and staff will report on the outcome as soon as possible. The Village Council authorized bidding the project at its July 1 meeting.

Budget Summary The Village budgeted \$250,000 for engineering and committed \$226,874. The total project cost estimate – including the Forest Glen improvements - remains \$4,266,924.

6-Month Look Ahead The project team will:

1. Complete the intergovernmental agreement for the grant funding
2. Let the contract with Village Council approval
3. Construct the project

## **Willow Road Tunnel**

Activity Summary The Village retained the services of MWH to proceed with permitting and design of the project. MWH has completed the Concept Review Report, the Permitting Plan, and the Hydrologic/Hydraulic Analyses and Alternative Review, and presented Review Point #1, at the June 24 Council meeting. The Council authorized MWH to proceed with the preliminary engineering and permitting tasks in Phase 1 as outlined in the original scope of services. In addition, the Council authorized MWH to proceed with development and implementation of a supplemental water quality sampling and analysis, for a cost not to exceed \$125,000.

Budget Summary The Village's agreement with MWH is now \$2,148,818. The total project cost estimate remains \$34,369,048.

6-Month Look Ahead The project team will:

1. Proceed with the Phase I preliminary engineering and additional water quality sampling
2. Present the Review Point #2 findings to the Village Council



**AT** Group, Inc.

## **Stormwater Utility Implementation**

Activity Summary The project team and Municipal & Financial Services Group (MFSG) are proceeding with the implementation phase for a stormwater utility. The utility was implemented effective July 1 and bills will be mailed.

Budget Summary The Council awarded a contract to MFSG for implementation assistance in the amount of \$89,766.

6-Month Look Ahead The project team will:

1. Continue implementation

## **Sanitary Sewer Evaluation**

Activity Summary The Village awarded a sewer lining contract to address sanitary sewer deficiencies identified during the evaluation. The lining should be complete by the end of August. Staff is reviewing contract specifications for manhole repairs. The manhole repairs are scheduled for fall, 2014.

Budget Summary The Village has budgeted \$150,000 and committed \$152,157.

6-Month Look Ahead The project team will:

1. Complete design engineering of initial system improvements
2. Complete the improvements

## **Public Outreach**

Activity Summary Staff continues to provide E-Winnetka updates on the multiple projects in the stormwater management program.

Budget Summary There is no separate budget associated with this project.

6-Month Look Ahead The project team will continue to update the website and monitor activity.



## **Ravine/Sheridan Road Improvements**

Activity Summary IDOT is planning pavement and drainage improvements for the area. Due to the need for easement acquisition, the drainage project is scheduled in 2015.

Budget Summary This project is funded in its entirety by IDOT.

6-Month Look Ahead The project team will:

1. Monitor IDOT activities
2. Update the Council as needed

## **IKE Grant**

Activity Summary The Villages of Winnetka, Glenview and Niles received an IKE Grant to identify stormwater management improvements to address localized problems in residential, multi-family, downtown and shopping center environments. Winnetka has identified a residential area (Boal Parkway) as the pilot study area for the residential component. Staff has participated in two workshops with the consultants, and two workshops for the Boal Parkway residents (June 11 and June 19) to review drainage problems in the area. A second set of workshops will be held in July to evaluate to review a pilot area of the West Elm business District. Additional workshops for multi-family and strip commercial areas will be held in Glenview and Niles, respectively. The project has an anticipated September completion date.

Budget Summary This project is funded by an IKE Grant of \$200,000.

6-Month Look Ahead The project team will:

1. Proceed with the pilot area analyses
2. Complete the final project report

## **Ash Street Pump Station**

Activity Summary CBBEL completed plans and specifications for the station, including pump and electrical equipment replacement. Staff also reviewed the project scope as part of the FY 14 budget. The project is proposed to be constructed using a design-build contract in 2014.

Budget Summary This project is funded within the Stormwater Fund Capital Budget.



**AT** Group, Inc.

6-Month Look Ahead The project team will:

1. Award the construction contract
2. Construct the project

### Completed Projects

#### **Stormwater Master Plan (SMP)**

Activity Summary The Council adopted the plan at its April 17, 2014 meeting.

Budget Summary The Village budgeted \$50,000 and committed \$101,220.

#### **Spruce Outlet (Lloyd)**

Activity Summary The project is complete, and based on the recent storm events, is functioning as designed.

Budget Summary The Village budgeted \$90,000 for engineering and committed \$37,143. The bid award was for \$251,488. Based on the bid award, the total project cost estimate has been reduced from \$398,786 to \$288,631.

Attached are the following documents:

1. One-Year Look-Ahead Schedule including Council Meeting Presentations
2. Program Budget
3. Program Organization Chart

If you have any questions or need additional information, please call me at 847-691-9832, or send an e-mail to [jjohnson@theatgrp.com](mailto:jjohnson@theatgrp.com).



**Village of Winnetka  
Stormwater Management Program**

**One-Year Look Ahead Schedule**

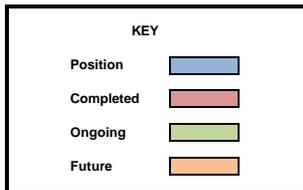
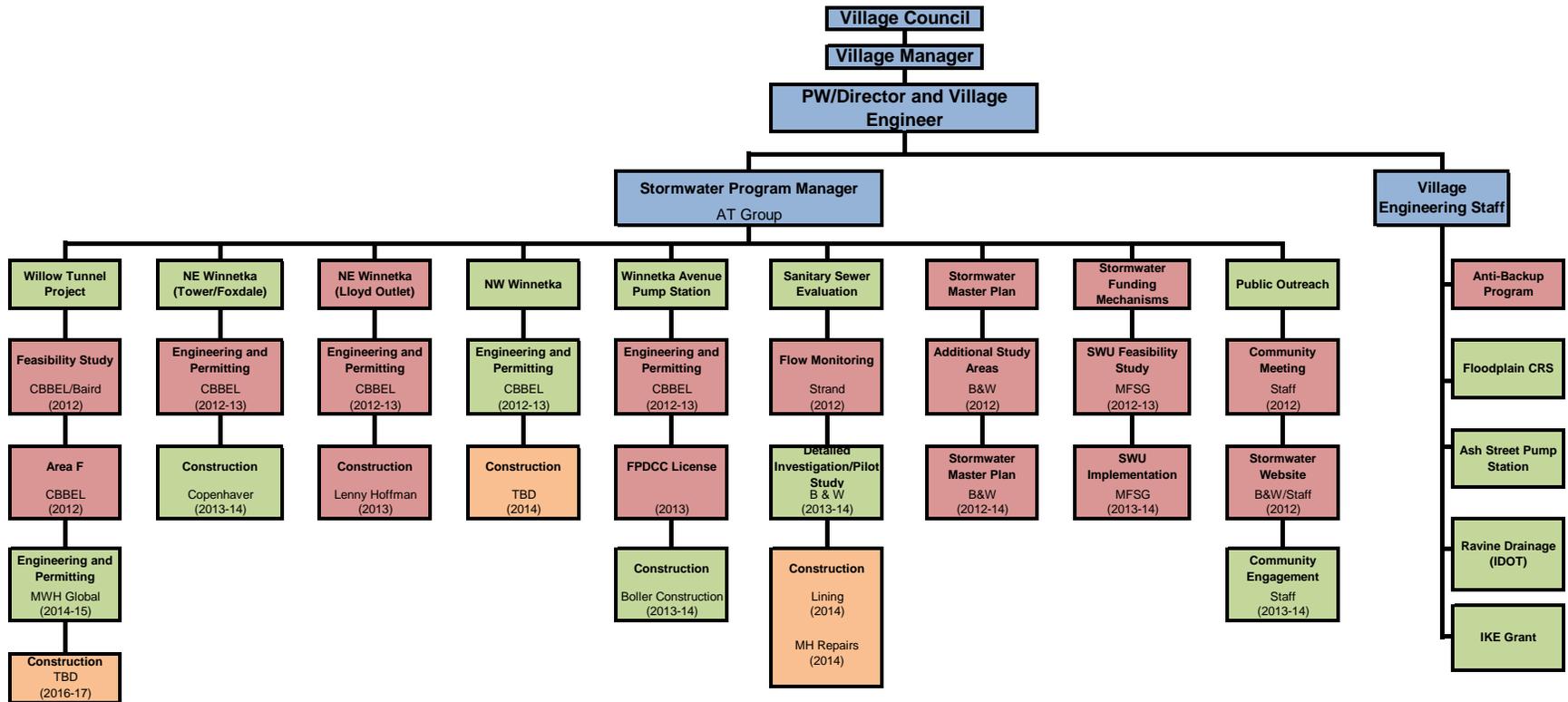
#####

	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15
<b>Tower/Foxdale</b>												
Construction												
<b>Tunnel (Willow North, Willow South, Provident, Cherry Outlet, Underpass)</b>												
Permitting/Preliminary Engineering												
<b>NW Winnetka (Greenwood/Forest Glen)</b>												
Bid Authorization/Bidding												
Construction												
<b>Winnetka Avenue Pump Station</b>												
Construction												
<b>Sanitary Sewer</b>												
Construction												
<b>Community Outreach</b>												
<b>Council Meetings</b>												
NW Winnetka Bid Authorization												
Stormwater Monthly Report												
MWRD Grant Funding - IGA												
Ash Street Pump Station - Contract Authorization												
Coal Tar Ban (Intro)												
Stormwater Monthly Report												
Coal Tar Ban (Adopt)												
Stormwater Monthly Report												
MWH Review Point #2												

**Village of Winnetka  
Stormwater Management Program Budget**

Project	Initial Estimated Project Costs	Current Estimated Project Costs	2013/2014 Budget	Council Authorized	Spent	Comments
<b><u>Stormwater Fund</u></b>						
<b><u>58.75.640.601</u></b>						
Winnetka Ave. pump station	\$ 1,188,562	\$ 1,067,600	\$ 750,000	\$ 1,067,600	\$ 557,983	Council Award 9/17/13
Tower Road/Foxdale	\$ 1,419,544	\$ 1,087,465	\$ 1,000,000	\$ 1,087,465	\$ 402,658	Council Award 10/15/13
Lloyd Park/Spruce Street	\$ 601,030	\$ 288,631	\$ 414,000	\$ 288,631	\$ 280,964	Council Award 8/20/13
NW Winnetka Greenwood/Forest Glen	\$ 2,880,887	\$ 4,266,924	\$ 4,040,000	\$ 226,874	\$ 224,729	Added Forest Glen and included utilities from different line item
Willow Rd tunnel Proposed Area F Permitting and Design	\$ 32,498,697	\$ 34,369,048	\$ 800,000	\$ 37,750 \$ 17,600 \$ 2,023,818	\$ 37,705 \$ 17,407 \$ 128,260	CBBEL October 2011 budget w/Kenny and Baird estimates MWH Global
Stormwater rate study	\$ 50,000	\$ 167,316	\$ 10,000	\$ 167,316	\$ 166,457	DPW 2011/12 Budget vs proposal. Additional fee for fifth workshop. Includes Implementation Phase
Stormwater master plan	\$ 50,000	\$ 101,220	\$ 60,000	\$ 101,220	\$ 100,932	DPW 2011/12 Budget vs proposal (added 6 drainage areas)
Total Stormwater Costs	\$ 38,688,720	\$ 41,348,204	\$ 7,074,000	\$ 5,018,274	\$ 1,917,095	
<b><u>Sanitary Sewer Fund</u></b>						
<b><u>54.70.640.201</u></b>						
Sanitary Sewer Studies/Engineering	\$ 150,000	\$ 152,157	\$ 50,000	\$ 152,157	\$ 155,346	
System I & I repairs	\$ 1,000,000	\$ 1,000,000	\$ 300,000	\$ -	\$ -	
Total Sanitary Sewer Costs	\$ 1,150,000	\$ 1,152,157	\$ 350,000	\$ 152,157	\$ 155,346	







## Agenda Item Executive Summary

**Title:** Ash Street Pump Station Replacement - Construction Contract

**Presenter:** Steven M. Saunders, Director of Public Works/Village Engineer

**Agenda Date:** 07/15/2014

**Consent:**  YES  NO

- |                                     |                         |
|-------------------------------------|-------------------------|
| <input type="checkbox"/>            | Ordinance               |
| <input type="checkbox"/>            | Resolution              |
| <input checked="" type="checkbox"/> | Bid Authorization/Award |
| <input type="checkbox"/>            | Policy Direction        |
| <input type="checkbox"/>            | Informational Only      |

### Item History:

2014 Budget Item

### Executive Summary:

The Ash Street Pump Station located at the southeast corner of Ash and Hibbard streets has reached its design life, and warrants replacement. The Pump Station serves the sub-watershed to the east and north including Ash, Cherry, and Oak Streets between Hibbard Road and Glendale Avenue. As part of the Village-wide stormwater improvements, the Village retained the services of Christopher B. Burke Engineering, Ltd. (CBBEL) to evaluate the existing system and identify suitable improvements. The outlet from the Pump Station is restricted by downstream infrastructure, so CBBEL designed the new pumps to maximize outflow to match the outlet capacity. The upgraded capacity will provide additional protection to sub-watershed residents for low intensity rainfall events.

The project is included in the FY 14 budget for \$260,000, with construction scheduled for Fall 2014. The project consists of complete replacement of the existing pump station with a new below-grade pump station, new controls, and new electric service. The project will increase the level of protection for the "tree street" area to approximately a 1 to 2 year storm, and will allow the Village to maximize use of the existing infrastructure as part of the larger Willow Road Tunnel improvements. The proposed contract cost is \$255,150.

The project team recommends the design-build delivery method for the project. Under the design-build method, the owner (the Village) contracts with a single entity, in this case a team led by Christopher Burke Engineering. In contrast to "design-bid-build", this method consists of a single contract, which can minimize risk and compress the project schedule by overlapping the design phase and construction phase of a project. This delivery method is well suited for projects such as the Pump Station because the scope of work is well defined, the materials and equipment are readily available, and the project costs are well defined and confirmable.

### Recommendation:

Consider authorizing the Village Manager to sign a Construction Management Contract, substantially in the form attached subject to final review by the Village Attorney, with Christopher B. Burke Engineering, Ltd. for design and construction of the Ash & Hibbard Pump Station improvements, for an amount of \$255,150.

### Attachments:

1. AT Group Memorandum
2. CBBEL Construction Management Contract
3. CBBEL Final Plans



## **MEMORANDUM**

DATE: July 9, 2014

TO: Steven Saunders, P.E.  
Village of Winnetka

SUBJECT: Ash Street Pump Station

### Background

The Ash Street Pump Station located at the southeast corner of Ash and Hibbard streets has reached its design life, and warrants replacement. The Pump Station serves the sub-watershed to the east and north including Ash, Cherry, and Oak Streets between Hibbard Road and Glendale Avenue. As part of the Village-wide stormwater improvements, the Village retained the services of Christopher B. Burke Engineering, Ltd. (CBBEL) to evaluate the existing system and identify suitable improvements. The outlet from the Pump Station is restricted by downstream infrastructure, so CBBEL designed the new pumps to maximize outflow to match the outlet capacity. The upgraded capacity will provide additional protection to sub-watershed residents for low intensity rainfall events.

The project is included in the FY 14 budget for \$260,000, with construction scheduled for Fall 2014.

### Project Description

Following is a summary of the proposed workplan:

1. Proceed with final engineering and construction
2. Demolish two manholes, and install a new precast concrete wet well with connections to existing the existing inlets and outlets.
3. Furnish and install pumps and appurtenances.
4. Install conduits for power connections to the control panel, and install control panel.
5. Tree removal, and sidewalk, curb and pavement demolition.
6. Restore sidewalk, curb and gutter, pavement and landscape.
7. Provide traffic control including short term shut down of Ash. St.
8. Furnish and install 120/208, 3 phase electrical service with 200 amp main disconnect. Furnish and install pump controls.
9. Furnish and install manual transfer switch, utility meter, generator receptacle, and main disconnect.

The proposed contract cost is \$255,150.

### Delivery Method

The project team recommends the design-build delivery method for the project. Under the design-build method, the owner (the Village) contracts with a single entity, in this case a team led by Christopher Burke Engineering. In contrast to "design-bid-build", this method consists of a single contract, which can minimize risk and compress the project schedule by overlapping the design phase and construction phase of a project.

This delivery method is well suited for projects such as the Pump Station because the scope of work is well defined, the materials and equipment are readily available, and the project costs are well defined and confirmable.

The project team reviewed the proposal from CBBEL and recommends approval. Attached are the following documents:

1. CBBEL Construction Management Contract
2. CBBEL Final Plans

If you have any questions or need additional information, please call me at 847-691-9832, or send an e-mail to [jjohnson@theatgrp.com](mailto:jjohnson@theatgrp.com).





**CONSTRUCTION MANAGEMENT CONTRACT  
FOR DESIGNER-LED DESIGN-BUILD PROJECT**

OWNER: Village of Winnetka  
1390 Willow Road  
Winnetka, IL 60093

CONSTRUCTION  
MANAGER: Burke, LLC  
9575 West Higgins Road, Suite 600  
Rosemont, IL 60018-4920

PROJECT: **ASH & HIBBARD PUMP STATION**

SCOPE: Demolition of two (2) existing manholes. Installation of new precast concrete wet well. Connection to existing 12" RCP, 24" RCP and 10" PVC.

Furnish and install pumps, pump bases, rails, and brackets. Furnish and install pipe, fittings and valves for pump discharge piping and connection to existing 10" PVC forcemain. Furnish and install vent piping.

Directional bore 2" Sch. 40 PVC from panel to power pole. Excavation and backfill for UG electrical conduits.

Pour concrete pads for control panel and set panel.

Tree removal. Sidewalk, curb and pavement demolition.

Restoration of sidewalk, curb and gutter, pavement and landscape.

Traffic control including short term shut down of Ash. St.

Furnish and install 120/208, 3 phase electrical service with 200 amp main disconnect. Furnish and install pump controls in a NEMA 3R enclosure.

Furnish and install manual transfer switch, utility meter, generator receptacle, and main disconnect on unistrut mount adjacent electric service pole which is south of corner of Ash & Hibbard at mid block.

CONTRACT DATE: July 7, 2014

CONTRACT PRICE: \$255,150.00

COMPLETION DATE: December 31, 2014

## ARTICLE 1 - RELATIONSHIP OF THE PARTIES

- 1.1 Relationship. The Relationship between the Owner and the Construction Manager with regard to the Project shall be one of good faith and fair dealing. The Construction Manager agrees to provide the design, construction, management and administration services as set forth in greater detail below.
- 1.2 Engineer. The Engineer for the Project is Christopher B. Burke Engineering, Ltd., a separate company and legal entity closely affiliated with the Construction Manager.

## ARTICLE 2 - DEFINITIONS

- 2.1 Contract Documents. The Contract Documents consist of:
- .1 Change Orders and written amendments to this Contract signed by both the Owner and Construction Manager;
  - .2 This Contract;
  - .3 Surveys, geo-technical information and other information provided by the Owner pursuant to this Contract;
  - .4 The Plans and Specifications, including any Addenda thereto.

In case of any inconsistency, conflict or ambiguity among the Contract Documents, the Documents shall govern in the order in which they are listed above.

- 2.2 Day. A "Day" shall mean one calendar day.
- 2.3 Hazardous Material. A Hazardous Material is any substance or material identified now or in the future as hazardous under any federal, state or local law or regulation, or any other substance or material which may be considered hazardous or otherwise subject to statutory or regulatory requirements governing handling, disposal and/or cleanup.
- 2.4 Owner. The Owner for the purposes of this Contract is the Village of Winnetka, Illinois, an Illinois municipal corporation.
- 2.5 Subcontractor. A Subcontractor is a person or entity who has an agreement with the Construction Manager to perform any portion of the Work, and includes vendors or material suppliers but does not include the Engineer, any separate contractor employed by the Owner or any separate contractor's subcontractor.
- 2.5 Substantial Completion. Substantial Completion of the Work, or of a designated portion of the Work, occurs on the date when construction is sufficiently complete in accordance with the Contract Documents so that the Owner can begin to occupy or utilize the Project, or the designated portion, for the use for which it is intended.
- 2.6 Subsubcontractor. A Subsubcontractor is a person or entity who has an agreement with a Subcontractor to perform any portion of the Subcontractor's work.

2.7 The Work. The Work consists of all of the construction, procurement and administration services to be performed by the Construction Manager and the Subcontractors under this Contract, as well as any other services which are necessary to complete the Project in accordance with and reasonably inferable from the Contract Documents.

### **ARTICLE 3 - CONSTRUCTION MANAGER'S RESPONSIBILITIES**

3.1 Commencement. The Construction Manager may commence the Work upon execution of this Contract. The parties contemplate that by mutual agreement, the Construction Manager may commence certain portions of the Work, such as procurement of long lead-time items and site preparation, prior to execution of this Contract in reliance on the Price/Schedule Guarantee.

3.2 General Requirements. The Construction Manager shall perform those portions of the Work that the Construction Manager customarily performs with its own personnel. All other portions of the Work shall be performed by Subcontractors or under other appropriate agreements with the Construction Manager. The Subcontractor selection process shall be as set forth in Article 4. The Construction Manager shall exercise reasonable skill and judgment in the performance of the Work. The Construction Manager shall give all notices and comply with all laws and ordinances legally enacted at the date of execution of this Contract which govern performance of the Work.

3.3 Schedule. The Construction Manager shall maintain in written form a schedule of the Work. The schedule shall indicate the dates for the start and completion of various stages of the construction and shall be revised as required by the conditions of the Work. The schedule may contain dates when information, decisions and approvals are required from the Owner; and both the Owner and the Construction Manager agree to use their best efforts to comply with the time requirements of the schedule.

3.4 Meetings. The Construction Manager shall schedule and conduct meetings at which the appropriate parties can discuss the status of the Work. The Construction Manager shall prepare and promptly distribute meeting minutes.

3.5 Reports. The Construction Manager shall provide monthly written reports to the Owner on the progress of the Work which shall include the current status of the Work in relation to the construction schedule as well as adjustments to the construction schedule necessary to meet the Substantial Completion date. The Construction Manager shall maintain a daily log containing a record of weather, Subcontractors working on the site, number of workers, Work accomplished, problems encountered and other similar relevant data as the Owner may reasonably require. The log shall be available to the Owner upon reasonable advance notice.

3.6 Cost Control. The Construction Manager shall develop a system of cost control for the Work, including regular monitoring of actual costs for activities and progress and estimates for uncompleted tasks and proposed changes. The Construction Manager shall identify variances between actual and estimated costs and report the variances to the Owner in the monthly written reports.

3.7 Permits. The Construction Manager shall assist the Owner in securing the building permits necessary for construction of the Project.

3.8 Safety. The Construction Manager shall take necessary precautions for the safety of its employees on the Project and shall comply with all applicable provisions of federal, state and local safety laws and regulations to prevent accidents or injuries to persons on or adjacent to the Project site. The

Construction Manager, directly or through its Subcontractors, shall erect and properly maintain necessary safeguards for the protection of workers and the public. However, the Construction Manager shall not be responsible for the elimination or abatement of safety hazards created or otherwise resulting from any work at the Project site being performed by someone other than the Construction Manager, a Subcontractor or Subsubcontractor. The **Engineer** shall have no responsibility for safety programs or precautions in connection with the Work and shall not be in charge of or have any control over any construction means, methods, techniques, sequences or procedures.

- 3.9 Cleanup. The Construction Manager shall keep the site of the Work free from debris and waste materials resulting from the Work. At the completion of the Work, the Construction Manager or its Subcontractors shall remove from the site of the Work all construction equipment, tools, surplus materials, waste materials and debris.
- 3.10 Hazardous Materials. The Construction Manager shall not be obligated to commence or continue Work, until any known or suspected Hazardous Material discovered at the Project site has been removed or rendered or determined to be harmless by the Owner as certified by an independent testing laboratory and approved by the appropriate government agency. The Construction Manager shall be responsible for retaining an independent testing laboratory to determine the nature of the material encountered and whether it is a Hazardous Material. The Construction Manager shall not be required to perform any Work relating to or in the area of known or suspected Hazardous Material without written mutual agreement and shall resume Work in the area affected by any Hazardous Material only upon written agreement between the parties after the Hazardous Material has been removed or rendered harmless. If the Construction Manager incurs additional costs and/or is delayed due to the presence of known or suspected Hazardous Material, the Construction Manager shall be entitled to a Change Order equitably adjusting the Guaranteed Maximum Price and/or the date of Substantial Completion. To the fullest extent permitted by law, the Owner shall indemnify and hold harmless, regardless of fault, negligence or other liability, the Construction Manager, Engineer, all Subcontractors and Subsubcontractors, and the agents, officers, directors and employees of each of them from and against any and all claims, damages, losses, costs and expenses, whether direct, indirect or consequential, including but not limited to attorney's fees, arising out of or relating to the performance of the Work in any area affected by Hazardous Material. The terms of this indemnification shall survive completion or termination of this Contract.
- 3.11 Intellectual Property. The Construction Manager shall pay all royalties and license fees which may be due on the inclusion of any patented or copyrighted materials, methods or systems selected by the Construction Manager and incorporated in the Work. The Construction Manager shall defend, indemnify and hold the Owner harmless from all suits or claims for infringement of any patent rights or copyrights arising out of such selection. The Owner agrees to defend, indemnify and hold the Construction Manager harmless from any suits or claims of infringement of any patent rights arising out of any patented materials, methods or systems required or specified by the Owner.
- 3.12 Completion. At or promptly after the date of Substantial Completion, the Construction Manager shall secure required certificates of inspection, testing or approval and deliver them to the Owner; collect all written warranties and equipment manuals and deliver them to the Owner; with the assistance of the Owner's maintenance personnel, direct the checkout of utilities and operations of systems and equipment for readiness, and assist in their initial start-up and testing; provide the Owner with a set of **"As-Built"** record drawings, **both paper copies and electronically** which the Construction Manager shall have maintained throughout the Project; and prepare and forward to the Owner a punch list of items of Work yet to be completed.

3.13 Indemnification. To the fullest extent permitted by law, the Construction Manager shall defend, indemnify and hold the Owner and the Engineer harmless from all claims for bodily injury and property damage (other than to the Work itself and other property insured under the Owner's builder's risk or other property insurance) to the extent of the negligence attributed to such acts or omissions by the Construction Manager, Subcontractors, Subsubcontractors or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable. Notwithstanding any of the foregoing, nothing contained in this paragraph shall require the Contractor to indemnify the Owner or the Engineer, their officials, agents and employees for their own negligent acts or omissions.

#### **ARTICLE 4 - SUBCONTRACTS**

4.1 General. Work not performed by the Construction Manager with its own forces shall be performed by Subcontractors or Subsubcontractors. The Construction Manager shall be responsible for management of the Subcontractors in the performance of their Work.

4.2 Selection. The Construction Manager shall subcontract with Subcontractors and with suppliers of materials or equipment fabricated to a special design for the Work and, shall manage the delivery of the work to the Owner. The Owner may designate specific persons or entities from whom the Construction Manager shall subcontract. However, the Owner may not prohibit the Construction Manager from subcontracting with other qualified bidders.

.1 If the Construction Manager recommends to the Owner the acceptance of a particular subcontractor who is qualified to perform that portion of the Work and has submitted a price which conforms to the requirements of the Contract Documents without reservations or exceptions, and the Owner requires that a different price be accepted, then a Change Order shall be issued adjusting the Contract Time and the Guaranteed Maximum Price by the difference between the price of the subcontract recommended by the Construction Manager and the subcontract that the Owner has required be accepted.

.2 The Construction Manager shall not be required to contract with anyone to whom the Construction Manager has a reasonable objection.

4.3 Assignment. The Construction Manager shall provide for assignment of Subcontract Agreements in the event that the Owner terminates this Contract for cause. Following such termination, the Owner shall notify in writing those Subcontractors whose assignments will be accepted, subject to the rights of sureties, if any.

4.4 Subcontracts. The Construction Manager shall prepare all Subcontracts and shall have full discretion to negotiate their terms, subject to the Owner's reasonable requirements or objections as to form and content.

4.5 Foreign Corporation. Foreign (non-Illinois) corporations shall procure from the Illinois Secretary of State a certificate of authority to transact business in Illinois in accordance with 805 ILCS 5/13.

#### **ARTICLE 5 - CONSTRUCTION MANAGER'S WARRANTIES**

5.1 One-Year Warranty. The Construction Manager warrants that all materials and equipment furnished under this Contract will be new unless otherwise specified, of good quality, in conformance with the Contract Documents, and free from defective workmanship and materials; and the Construction

Manager agrees to correct all construction performed under this Contract which proves to be defective in workmanship or materials. These warranties shall commence on the date of Substantial Completion of the Work or of a designated portion thereof and shall continue for a period of one year therefrom or for such longer periods of time as may be set forth with respect to specific warranties required by the Contract Documents.

5.2 Materials Specified By Owner. The products, equipment, systems or materials incorporated in the Work at the direction or upon the specific request of the Owner shall be covered exclusively by the warranty of the manufacturer and are not otherwise warranted under this Contract.

5.3 Other Warranties. ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING THE WARRANTY OF MERCHANTABILITY AND THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, ARE EXPRESSLY DISCLAIMED.

## ARTICLE 6 - OWNER'S RESPONSIBILITIES

6.1 Information and Services. The Owner shall provide:

- .1 All necessary information describing the physical characteristics of the site, including surveys, site evaluations, legal descriptions, existing conditions, subsurface and environmental studies, reports and investigations;
- .2 Inspection and testing services during construction as required by the law or as mutually agreed;
- .3 Any necessary approvals, rezoning, easements and assessments, permits, fees and charges required for the construction, use, occupancy or renovation of permanent structures, including any legal and other required services; and
- .4 any other information or services stated in the Contract Documents as being provided by the Owner.

6.2 Reliance. The Construction Manager shall be entitled to rely on the completeness and accuracy of the information and services required by paragraph 6.1 above, and the Owner agrees to provide such information and services in a timely manner so as not to delay the Work.

6.3 Notice of Defect. If the Owner becomes aware of any error, omission or other inadequacy in the Contract Documents or of the Construction Manager's failure to meet any of the requirements of the Contract Documents, or of any other fault or defect in the Work, the Owner shall give prompt written notice to the Construction Manager; however, the Owner's failure to provide notice shall not relieve the Construction Manager of its obligations under this Contract.

6.4 Communications. The Owner shall communicate with the Subcontractors and Subsubcontractors only through the Construction Manager. The Owner shall have no contractual obligations to any Subcontractors or Subsubcontractors.

6.5 Owner's Representative. The Owner's Representative for this Project shall be fully acquainted with the Project; shall be the conduit by which the Owner furnishes the information and services required of the

Owner; and shall have authority to bind the Owner in all matters requiring the Owner's approval, authorization or written notice, provided, however, that the Owner's Representative shall not have authority to increase the Contract Price by more than \$10,000.00 nor to extend the Contract Time. Authority to increase the Contract Price by more than \$10,000.00 or to extend the Contract Time may only be exercised by written Change Order signed by the Owner's Village President and authorized by a due and proper vote of the Owner's Board of Trustees. If the Owner changes its representative, the Owner shall notify the Construction Manager in advance in writing.

## **ARTICLE 7 - CONTRACT TIME**

- 7.1 Execution Date. The parties contemplate that this Contract will be fully executed on or before **July 7, 2014**. A delay in the Owner's execution of this Contract which postpones the commencement of the Work may require a Change Order equitably adjusting the date of Substantial Completion.
- 7.2 Substantial Completion. The date of Substantial Completion of the Work shall be the completion date identified on the first page of this Contract, as adjusted in accordance with the provisions of this Contract. Time shall be of the essence of this Contract.
- 7.3 Delays. If causes beyond the Construction Manager's control delay the progress of the Work, then the Contract Price and/or the date of Substantial Completion shall be modified by Change Order as appropriate. Such causes shall include but not be limited to: changes ordered in the Work, acts or omissions of the Owner or separate contractors employed by the Owner, the Owner's preventing the Construction Manager from performing the Work pending dispute resolution, Hazardous Materials, differing site conditions, adverse weather conditions not reasonably anticipated, fire, unusual transportation delays, labor disputes, or unavoidable accidents or circumstances. In the event that delays to the Project are encountered for any reason, the Owner and the Construction Manager both agree to undertake reasonable steps to mitigate the effect of such delays.

## **ARTICLE 8 - PAYMENT**

- 8.1 Guaranteed Maximum Price. The Guaranteed Maximum Price is the sum of the Cost of the Work plus the Construction Manager's Fee as identified in this Contract, subject to adjustment in accordance with the provisions of this Contract.
- 8.2 Compensation. For the Construction Manager's performance of the Work, the Owner shall pay the Construction Manager in current funds the sum of the Cost of the Work as defined in this Article.
- 8.3 Progress Payments. Prior to submitting the first Application for Payment, the Construction Manager shall provide a Schedule of Values reasonably satisfactory to the Owner consisting of a breakdown of the Contract Price by trade or appropriate category. On or before the fifteenth day of each month after the Work has been commenced, the Construction Manager shall submit to the Owner an Application for Payment in accordance with the Schedule of Values based upon the Work completed and materials stored on the site or at other locations approved by the Owner. Within thirty (30) days after receipt of each monthly Application for Payment, the Owner shall approve or disapprove the Application for Payment. When safety or quality assurance testing is necessary before consideration of the Application for Payment, and such testing cannot be completed within thirty (30) days after receipt of the Application for Payment, approval or disapproval of the Application for Payment shall be made upon

completion of the testing or within sixty (60) days after receipt of the Application for Payment, whichever occurs first. If an Application for Payment is disapproved, the Owner shall notify the Construction Manager in writing. If an Application for Payment is approved, the Owner shall pay directly to the Construction Manager the appropriate amount for which Application for Payment was made, less amounts previously paid by the Owner within thirty (30) days after approval. The Owner's progress payment, occupancy or use of the Project, whether in whole or in part, shall not be deemed to be an acceptance of any Work not conforming to the requirements of the Contract Documents.

.1 Except with the Owner's prior approval, payments to Subcontractors shall be subject to retention of not less than five percent (5%). The Owner and the Construction Manager shall agree upon a mutually acceptable procedure for review and approval of payments and retention for subcontracts.

8.4 Progress Payment Documentation. The Construction Manager shall supply and each Application for Payment shall be accompanied by the following, all in form and substance satisfactory to the Owner:

(A) a duly executed and acknowledged sworn statement showing all Subcontractors with whom the Construction Manager has entered into subcontracts, the amount of each such subcontract, the amount requested for any Subcontractor in the requested progress payment and the amount to be paid to the Construction Manager from such progress payment, together with similar sworn statements from all Subcontractors and, where appropriate, from sub-Subcontractors;

(B) duly executed waivers of mechanics' and materialmen's liens of the money due or to become due herein, establishing payment to the Subcontractor or material supplier of all such obligations to cover the full amount of the Application for Payment from each and every Subcontractor and suppliers of material or labor to release the Owner of any claim to a mechanic's lien, which they or any of them may have under the mechanic's lien laws of Illinois. Any payments made by the Owner without requiring strict compliance to the terms of this paragraph shall not be construed as a waiver by the Owner of the right to insist upon strict compliance with the terms of this approach as a condition of later payments. The Construction Manager shall indemnify and save the Owner harmless from all claims of Subcontractors, laborers, workmen, mechanics, material men and furnishers of machinery and parts thereof, equipment, tools and all supplies incurred in the furtherance of the performance of the Work;

(C) sworn statements or lien waivers supporting the Application for Payment submitted late by the Construction Manager to the Owner will result in the Application for Payment not being processed until the following month.

8.5 Late Payments. Payments shall be made in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et. seq.*)

8.6 Title. The Construction Manager warrants and guarantees that title to all Work, materials and equipment covered by an Application for Payment, whether incorporated in the Project or not, will pass to the Owner free and clear of all liens, claims, security interests or encumbrances upon receipt of such payment by the Construction Manager.

8.7 Final Payment. Final Payment shall be due and payable when the Work is fully completed. Before issuance of any final payment, the Owner may request satisfactory evidence that all payrolls, materials bills and other indebtedness connected with the Work have been or will be paid or otherwise satisfied.

In accepting final payment, the Construction Manager waives all claims except those previously made in writing and which remain unsettled. In making final payment, the Owner waives all claims except for outstanding liens, improper workmanship or defective materials appearing within one year after the date of Substantial Completion, and terms of any special warranties required by the Contract Documents.

- 8.8 Cost of the Work. The term "Cost of the Work" shall mean costs incurred by the Construction Manager in the proper performance of the Work. The Cost of the Work shall be the sum of the Construction Manager's subcontracts identified in the Schedule of Values.
- 8.9 Accounting Records. The Construction Manager shall keep full and detailed accounts and exercise such controls as may be necessary for proper financial management under this Contract. The accounting and control systems shall be reasonably satisfactory to the Owner. The Owner and the Owner's accountants shall be afforded access to the Construction Manager's records, books, correspondence, instructions, drawings, receipts, subcontracts, purchase orders, vouchers, memoranda and other data relating to this Project, and the Construction Manager shall preserve these for a period of three years after final payment, or for such longer period as may be required by law.

## ARTICLE 9 - CHANGES

- 9.1 Change Orders. Changes in the Work which are within the general scope of this Contract may be accomplished by Change Order without invalidating this Contract. A Change Order is a written instrument, issued after execution of this Contract signed by the Owner and Construction Manager stating their agreement upon a change and any adjustment in the Guaranteed Maximum Price and/or the date of Substantial Completion. The Construction Manager shall not be obligated to perform changed Work until the Change Order has been executed by the Owner and Construction Manager.
- 9.2 Costs. An increase or decrease in the Guaranteed Maximum Price resulting from a change in the Work shall be determined by one or more of the following methods:
- .1 Unit prices as set forth in this Contract or as subsequently agreed (but if the original quantities are altered to a degree that application of previously agreed unit prices would be inequitable to either the Owner or the Construction Manager, the Unit Prices shall be equitably adjusted);
  - .2 A mutually accepted, itemized lump sum;
  - .3 Time and materials.

Construction Manager's fee shall be proportionately increased in all Change Orders that increase the Guaranteed Maximum Price, but shall not be proportionately decreased by a Change Order that decreases the Guaranteed Maximum Price. If the parties cannot agree on the price term of a Change Order, then the Change Order will be calculated on the basis of actual time and materials costs incurred. If at the Owner's request the Construction Manager incurs substantial costs or time investigating a proposed change which is never ultimately made, the Guaranteed Maximum Cost and Contract Time shall be equitably adjusted.

- 9.3 Unknown Conditions. If in the performance of the Work, the Construction Manager finds latent, concealed or subsurface physical conditions which differ from the conditions the Construction Manager

reasonably anticipated, or if physical conditions are materially different from those normally encountered and generally recognized as inherent in the kind of work provided for in this Contract, then the Guaranteed Maximum Price and/or the Date of Substantial Completion shall be equitably adjusted by Change Order within a reasonable time after the conditions are first observed.

- 9.4 Claims. For any claim for an increase in the Guaranteed Maximum Price and/or an extension in the date of Substantial Completion, the Construction Manager shall give the Owner written notice of the claim within twenty-one (21) days after the Construction Manager first recognizes the condition giving rise to the claim. Except in an emergency, notice shall be given before proceeding with the Work. In any emergency affecting the safety of persons and/or property, the Construction Manager shall act, at its discretion, to prevent threatened damage, injury or loss. Any change in Guaranteed Maximum Price and/or Date of Substantial Completion resulting from such claim shall be effectuated by Change Order.

## **ARTICLE 10 - INSURANCE AND BONDING**

- 10.1 The Contractor's Insurance. The Construction Manager shall obtain and maintain insurance coverage for the following claims which may arise out of the performance of this Contract, whether resulting from the Construction Manager's operations or by the operations of any Subcontractor, anyone in the employ of any of them, or by an individual or entity for whose acts they may be liable:
- .1 workers' compensation, disability benefit and other employee benefit claims under acts applicable to the Work;
  - .2 under applicable employer's liability law, bodily injury, occupational sickness, disease or death claims of the Construction Manager's employees;
  - .3 bodily injury, sickness, disease or death claims for damages to persons not employed by the Construction Manager;
  - .4 usual personal injury liability claims for damages directly or indirectly related to the person's employment by the Construction Manager or for damages to any other person;
  - .5 damage to or destruction of tangible property, including resulting loss of use, claims for property other than the work itself and other property insured by the Owner;
  - .6 bodily injury, death or property damage claims resulting from motor vehicle liability in the use, maintenance or ownership of any motor vehicle;
  - .7 contractual liability claims involving the Construction Manager's indemnity obligations; and
  - .8 loss due to errors or omission with respect to provision of professional services under this Agreement, including engineering services.
- 10.2 The Construction Manager's Commercial General and Automobile Liability Insurance shall be written for not less than the following limits of liability:

**Commercial General Liability Insurance**

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Agg.	\$2,000,000
Personal & Advertising Injury Limit	\$1,000,000
Fire Damage (any one fire)	\$ 100,000
Medical Expenses, each person	\$ 10,000

**Comprehensive Automobile Liability Insurance**

Combined Single Limit, each accident	\$1,000,000
or	
Bodily Injury (per person)	\$1,000,000
Bodily Injury (per accident)	\$1,000,000
Property Damage (per accident)	\$1,000,000

**Worker's Compensation & Employer's Liability**

Worker's Compensation	Statutory Limits
Employer's Liability	
Bodily Injury by Accident	\$ 500,000 each accident
Bodily Injury by Disease	\$ 500,000 policy limit
Bodily Injury by Disease	\$ 500,000 each employee

**Commercial Umbrella/Excess Liability**

Each Occurrence	\$2,000,000
Aggregate	\$2,000,000

**Professional Liability**

Each Occurrence	\$2,000,000
Aggregate	\$2,000,000

10.3 Commercial General Liability Insurance may be arranged under a single policy for the full limits required or by a combination of underlying policies and an Excess or Umbrella Liability policy. The policies shall contain a provision that coverage will not be canceled or not renewed until at least thirty (30) days' prior written notice has been given to the Owner. Certificates of insurance showing required coverage to be in force shall be provided to the Owner prior to commencement of the Work.

Products and Completed Operations insurance shall be maintained for a minimum period of at least one year after the date of Substantial Completion or final payment, whichever is earlier.

- 10.4 Primary Insurance. The Construction Manger's insurance shall be primary insurance as respects the Owner and Engineer. Any insurance or self-insurance maintained by the Owner and Engineer shall be excess of Construction Manager's insurance and shall not contribute with it. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Owner and Engineer.
- 10.5 Acceptability of Insurers. The insurance carrier used by the Construction Manger shall have a minimum insurance rating of A:VII according to the AM Best Insurance Rating Schedule.
- 10.6 The Owner's Insurance. The Owner shall obtain and maintain property insurance in a form reasonably acceptable to the Construction Manager upon the entire Project for the full cost of replacement at the time of any loss. This insurance shall include as named insureds the Owner and Construction Manager, Engineer, Subcontractors and Subsubcontractors. This insurance shall insure against loss from the perils of fire and extended coverage, and shall include "all risk" insurance for physical loss or damage including without duplication of coverage, at least: theft, vandalism, malicious mischief, transit, collapse, falsework, temporary buildings, debris removal, flood, earthquake, testing, and damage resulting from defective design, workmanship or material. The Owner shall increase limits of coverage, if necessary, to reflect estimated replacement cost. The Owner shall be responsible for any co-insurance penalties or deductibles. If the Owner occupies or uses a portion of the Project prior to its Substantial Completion, such occupancy or use shall not commence prior to a time mutually agreed to by the Owner and the Construction Manager and to which the insurance company or companies providing the property insurance have consented by endorsing the policy or policies. This insurance shall not be canceled or lapsed on account of partial occupancy. Consent of the Construction Manager to such early occupancy or use shall not be unreasonably withheld. Upon the Construction Manager's request, the Owner shall provide the Construction Manager with a copy of all policies before an exposure to loss may occur. Copies of any subsequent endorsements shall be furnished to the Construction Manager. The Construction Manager shall be given thirty (30) days' notice of cancellation, non-renewal, or any endorsements restricting or reducing coverage. The Owner shall give written notice to the Construction Manager before commencement of the Work if the Owner will not be obtaining property insurance. In that case, the Construction Manager may obtain insurance in order to protect its interest in the Work as well as the interest of the Engineer, Subcontractors and Subsubcontractors in the Work. The Guaranteed Maximum Price shall be increased by the cost of this insurance through Change Order. If the Construction Manager is damaged by failure of the Owner to purchase or maintain property insurance or to so notify the Construction Manager, the Owner shall bear all reasonable costs incurred by the Construction Manager arising from the damage.
- 10.7 Property Insurance Loss Adjustment. Any insured loss shall be adjusted with the Owner and the Construction Manager and made payable to the Owner and Construction Manager as trustees for the insureds, as their interests may appear, subject to any applicable mortgagee clause. Upon the occurrence of an insured loss, monies received will be deposited in a separate account; and the trustees shall make distribution in accordance with the agreement of the parties in interest, or in the absence of such agreement, in accordance with the dispute resolution provisions of this Contract. If the trustees are unable to agree between themselves on the settlement of the loss, such dispute shall also be submitted for resolution pursuant to the dispute resolution provisions of this Contract.
- 10.8 Waiver of Subrogation. The Owner and Construction Manager waive all rights against each other, the Engineer, and any of their respective employees, agents, consultants, Subcontractors and Subsubcontractors, for damages caused by risks covered by insurance provided in Paragraph 10.2 to the extent they are covered by that insurance, except such rights as they may have to the proceeds of such insurance held by the Owner and Construction Manager as trustees. The Construction Manager

shall require similar waivers from all Subcontractors, and shall require each of them to include similar waivers in their subsubcontracts and consulting agreements. The Owner waives subrogation against the Construction Manager, Engineer, Subcontractors and Subsubcontractors on all property and consequential loss policies carried by the Owner on adjacent properties and under property and consequential loss policies purchased for the Project after its completion. If the policies of insurance referred to in this Paragraph require an endorsement to provide for continued coverage where there is a waiver of subrogation, the owners of such policies will cause them to be so endorsed.

10.9 Bonds. No Performance or Payment Bonds will be provided on this project unless specifically requested by the Owner. Construction Manager will be allowed to adjust GMP accordingly to provide requested bonds.

## **ARTICLE 11 - TERMINATION**

11.1 By the Construction Manager. Upon seven (7) days' written notice to the Owner, the Construction Manager may terminate this Contract for any of the following reasons:

- .1 if the Work has been stopped for a thirty (30) day period;
  - a. under court order or order of other governmental authorities having jurisdiction;
  - b. as a result of the declaration of a national emergency or other governmental act during which, through no act or fault of the Construction Manager, materials are not available; or
  - c. because of the Owner's failure to pay the Construction Manager in accordance with this Agreement;
- .2 if the Work is suspended by the Owner for sixty (60) days;
- .3 if the Owner materially delays the Construction Manager in the performance of the Work without agreeing to an appropriate Change Order; or
- .4 if the Owner otherwise materially breaches this Contract.

Upon termination by the Construction Manager in accordance with this paragraph, the Construction Manager shall be entitled to recover from the Owner payment for all Work executed and for any proven loss, cost or expense in connection with the Work, plus all demobilization costs and reasonable damages. In addition, the Construction Manager shall be paid an amount calculated as set forth in paragraph 11.3.

11.2 By the Owner for Cause. If the Construction Manager persistently fails to perform any of its obligations under this Contract, the Owner may, after seven (7) days' written notice, during which period the Construction Manager fails to perform or to begin to perform such obligation, undertake to perform such obligations itself. The Contract Price shall be reduced by the cost to the Owner of performing such obligations. Upon seven (7) days' written notice to the Construction Manager and the Construction Manager's surety, if any, the Owner may terminate this Contract for any of the following reasons:

- .1 if the Construction Manager persistently utilizes improper materials and/or inadequately skilled workers;
- .2 if the Construction Manager does not make proper payment to laborers, material suppliers or subcontractors and refuses or fails to rectify same;
- .3 if the Construction Manager persistently fails to abide by the orders, regulations, rules, ordinances or laws of governmental authorities having jurisdiction; or
- .4 if the Construction Manager otherwise materially breaches this Contract.

If the Construction Manager fails to cure within the seven (7) days, the Owner, without prejudice to any other right or remedy, may take possession of the site and complete the Work utilizing any reasonable means. In this event, the Construction Manager shall not have a right to further payment until the Work is completed. If the Construction Manager files a petition under the Bankruptcy Code, this Contract shall terminate if the Construction Manager or the Construction Manager's trustee rejects the Agreement or, if there has been a default, the Construction Manager is unable to give adequate assurance that the Construction Manager will perform as required by this Contract or otherwise is unable to comply with the requirements for assuming this Agreement under the applicable provisions of the Bankruptcy Code. In the event the Owner exercises its rights under this paragraph, upon the request of the Construction Manager, the Owner shall provide a detailed accounting of the costs incurred by the Owner.

11.3 Termination by the Owner Without Cause. If the Owner terminates this Contract other than as set forth in Paragraph 11.2, the Owner shall pay the Construction Manager for the Cost of all Work executed and for any proven loss, cost or expense in connection with the Work, plus all demobilization costs. The Owner shall also pay to the Construction Manager fair compensation, either by purchase or rental at the election of the Owner, for any equipment retained. The Owner shall assume and become liable for obligations, commitments and unsettled claims that the Construction Manager has previously undertaken or incurred in good faith in connection with the Work or as a result of the termination of this Contract. As a condition of receiving the payments provided under this Article 11, the Construction Manager shall cooperate with the Owner by taking all steps necessary to accomplish the legal assignment of the Construction Manager's rights and benefits to the Owner, including the execution and delivery of required papers.

11.4 Suspension By The Owner For Convenience. The Owner for its convenience may order the Construction Manager in writing to suspend, delay or interrupt all or any part of the Work without cause for such period of time as the Owner may determine to be appropriate. Adjustments shall be made for increases in the Guaranteed Maximum Price and/or the date of Substantial Completion caused by suspension, delay or interruption. No adjustment shall be made if the Construction Manager is or otherwise would have been responsible for the suspension, delay or interruption of the Work, or if another provision of this Contract is applied to render an equipment adjustment.

## **ARTICLE 12 - DISPUTE RESOLUTION**

12.1 Step Negotiations. The parties shall attempt in good faith to resolve all disputes promptly by negotiation, as follows. Either party may give the other party written notice of any dispute not resolved in the normal course of business. Management representatives of both parties one level above the

Project personnel who have previously been involved in the dispute shall meet at a mutually acceptable time and place within ten (10) days after delivery of such notice, and thereafter as often as they reasonably deem necessary, to exchange relevant information and to attempt to resolve the dispute. If the matter has not been resolved within thirty (30) days from the referral of the dispute to such management representatives, or if no meeting has taken place within fifteen (15) days after such referral, the dispute shall be referred to senior managers under the aforesaid procedure. If the matter has not been resolved by such senior managers, either party may initiate mediation as provided hereinafter. If a negotiator intends to be accompanied at a meeting by an attorney, the other negotiator shall be given at least three (3) working days' notice of such intention and may also be accompanied by an attorney. All negotiations pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations for purposes of the Federal Rules of Evidence and applicable state Rules of Evidence.

- 12.2 Mediation. In the event that any dispute arising out of or relating to this Contract is not resolved in accordance with the procedures provided in Section 12.1, such dispute shall be submitted to mediation with American Arbitration Association ("AAA") or JAMS/Endispute, Inc. If the mediation process has not resolved the dispute within thirty (30) days of the submission of the matter to mediation, or such longer period as the parties may agree to, the dispute shall be decided by arbitration as set forth below.
- 12.3 Arbitration. All claims, disputes and other matters in question not resolved by mediation (hereinafter referred to as a "Controversy") between the parties to this Contract arising out of or relating to this Contract or the breach thereof shall be decided by arbitration at the AAA or JAMS/Endispute, Inc. in accordance with the Construction Industry Arbitration Rules of the AAA then in effect. This agreement to arbitrate and any other agreement or consent to arbitrate entered into in accordance herewith will be specifically enforceable under the prevailing arbitration law of any court having jurisdiction. Notice of demand for arbitration must be filed in writing with the other party to this Contract and with the AAA or JAMS/Endispute. The demand must be made within a reasonable time after mediation has been instituted. In no event may the demand for arbitration be made after institution of legal or equitable proceedings based on such Controversy would be barred by the applicable statute of limitations. Any arbitration may be consolidated with any other arbitration proceedings. Either party may join any other interested parties. The award of the arbitrator shall be specifically enforceable in a court of competent jurisdiction.
- 12.4.1 Continued Performance of the Work. In the event of any dispute, the Construction Manager shall continue to perform the Work and maintain its progress pending final determination of the dispute, provided the Owner places a sum equal to 150% of the amount in dispute in an escrow account, reasonably satisfactory to both parties, which specifies that the escrow agent shall distribute the escrow sum between the parties in accordance with any agreement, arbitration award or court judgment entered resolving the dispute.
- 12.5 Required in Subcontracts. The Construction Manager shall include the provisions of this Article 12 in all Subcontracts into which it enters.

## **ARTICLE 13 - LIQUIDATION AND LIMITATION OF LIABILITY**

- 13.1 Limitation of Liability. The Owner acknowledges that the Construction Manager is a limited liability company and agrees that any claim made by the Owner arising out of or pertaining to this Contract

shall be made against only the Construction Manager and not against any director, officer, or employee of the Construction Manager or any other company affiliated with the Construction Manager.

13.2 Consequential Damages. Notwithstanding anything to the contrary in this Contract, in no event shall the Construction Manager or any of its Subcontractors be liable for consequential loss or damage, including but not limited to loss of use or profits, and the Owner hereby releases the Construction Manager and its Subcontractors from any such liability.

**ARTICLE 14 - MISCELLANEOUS**

14.1 Project Sign. The Owner agrees that the Construction Manager and Engineer will be properly identified and will be given appropriate credit on all signs, press releases and other forms of publicity for the Project. Owner will permit the Construction Manager and Engineer to photograph and make other reasonable use of the Project for promotional purposes.

14.2 Notices. Notices to the parties shall be given at the addresses shown on the cover page of this Contract by mail, fax or any other reasonable means.

14.3 Integration. This Contract is solely for the benefit of the parties, and no one is intended to be a third party beneficiary hereto. This Contract represents the entire and integrated agreement between the parties, and supersedes all prior negotiations, representations or agreements, either written or oral.

14.4 Governing Law. This Contract shall be governed by the laws of the State of Illinois.

14.5 Severability. The partial or complete invalidity of any one or more provisions of this Contract shall not affect the validity or continuing force and effect of any other provision.

14.6 Assignment. Neither party to this Contract shall assign the Contract as a whole without written consent of the other, except that the Owner may collaterally assign this Contract to a lender if required to secure financing for this Project.

14.7 Existing Contract Documents. A list of the Plans, Specifications and Addenda in existence at the time of execution of this Contract is attached as an exhibit to this Contract.

Owner:  
**Village of Winnetka**  
**1390 Willow Road**  
**Winnetka, IL 60093**

Contractor:  
**Burke, LLC**  
**9575 W. Higgins Road**  
**Rosemont, IL 60018**

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_  
Principal

Attest: \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_  
Principal

# VILLAGE OF WINNETKA

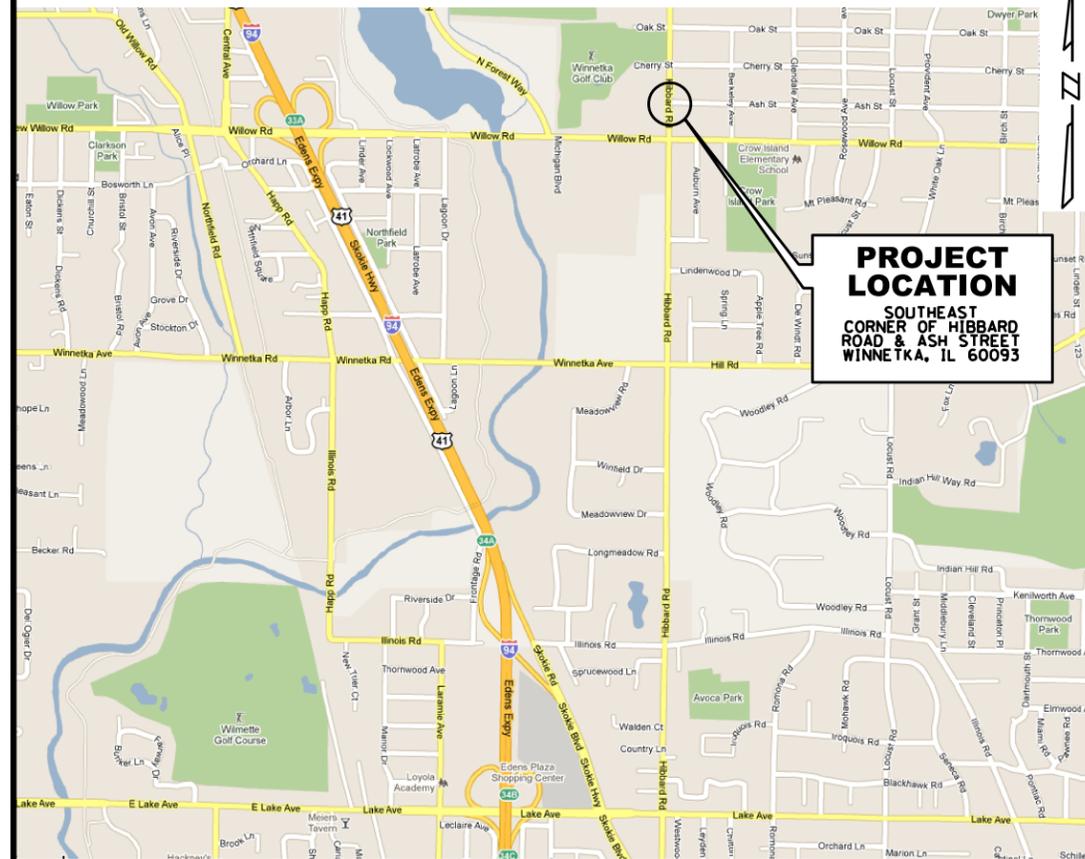
## ASH STREET STORM WATER PUMP STATION

PROJECT NO. 13-0197

### INDEX

SHT #	DWG #	DRAWING TITLE
1		COVER SHEET
2	GN1	GENERAL NOTES
3	DP1	DEMOLITION PLAN
4	SP1	SITE PLAN
5	M1	PUMP STATION SECTIONS
6	E1	ELECTIRCAL DETAILS - 1
7	E2	ELECTIRCAL DETAILS - 2

### LOCATION / VICINITY MAP



### NOTES

- DRAWINGS SHALL BE USED AS A COMPLETE SET ONLY. DO NOT SEPARATE SHEETS.
- THE VILLAGE OF WINNETKA AND CHRISTOPHER B. BURKE ENGINEERING, LTD., SHALL BE NOTIFIED IN WRITING BY THE CONTRACTOR AT LEAST THREE (3) FULL WORKING DAYS PRIOR TO CONSTRUCTION.

### DESCRIPTION OF WORK

CONTRACTOR IS RESPONSIBLE FOR THE REMOVAL OF THE EXISTING PUMPING AND ELECTRICAL EQUIPMENT AND SHALL COORDINATE WITH OWNER TO DETERMINE WHAT EQUIPMENT SHALL BE SALVAGED.

THE CONTRACTOR SHALL PROVIDE ALL MATERIALS, EQUIPMENT, LABOR, AND SERVICES NECESSARY FOR THE CONSTRUCTION, INSTALLATION, AND TESTING OF A COMPLETE PUMP STATION.

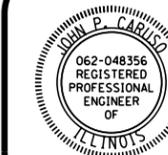
### LOCATION

THE PROJECT IS LOCATED IN THE VILLAGE OF WINNETKA



CALL JULIE 811 WITH THE FOLLOWING:  
 COUNTY COOK COUNTY  
 CITY-TOWNSHIP WINNETKA-NEW TRIER  
 48 HOURS BEFORE YOU DIG. EXCLUDING SAT., SUN., & HOLIDAYS

THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR JOB SITE SAFETY AS WELL AS SUPERVISION/DIRECTION AND MEANS/METHODS OF CONSTRUCTION



ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_  
 JOHN P. CARUSO, PE  
 ILLINOIS REGISTRATION No. 062-048356  
 EXPIRATION DATE: 11/30/2013

**IN PROGRESS**  
7/2/2013

CLIENT :



**VILLAGE OF WINNETKA**  
 510 GREEN BAY ROAD  
 WINNETKA, ILLINOIS 60093  
 (847) 501-6000



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**  
 9575 W. Higgins Road, Suite 600  
 Rosemont, Illinois 60018  
 (847) 823-0500

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PROFESSIONAL DESIGN FIRM NO. 184-001175

SHEET 1 OF 7  
 CBBEL PROJECT NO. 13-0197

**GENERAL NOTES**

1. THE OWNER AND OWNER'S REPRESENTATIVE, SHALL BE NOTIFIED IN WRITING AT LEAST (3) FULL WORKING DAYS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
2. UTILITIES EXIST IN THE AREA WHERE WORK IS PROPOSED. ACTUAL DEPTH OF UTILITIES ARE UNKNOWN. SHOULD ANY GIVEN UTILITY INTERFERE WITH THE PROPOSED WORK, PIPE ROUTING, ETC., THE CONTRACTOR SHALL, AT NO EXTRA COST TO THE OWNER, RESOLVE ANY AND ALL INTERFERENCE PROBLEMS. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF WORK AS REQUIRED.
3. ALL UTILITY COMPANIES SHALL BE CONTACTED AND THEIR FACILITIES SHALL BE LOCATED PRIOR TO ANY WORK IN ANY EASEMENT, RIGHT-OF-WAY, OR SUSPECTED UTILITY LOCATION.
4. BEFORE BEGINNING CONSTRUCTION, THE CONTRACTOR SHALL VERIFY THE LINE AND GRADES SHOWN ON THE CONTRACT DRAWINGS. IF THERE ARE ANY DISCREPANCIES FROM WHAT IS SHOWN ON THE CONTRACT DRAWINGS, THE CONTRACTOR SHALL IMMEDIATELY REPORT SAME TO THE OWNER PRIOR TO PERFORMING WORK. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF WORK AS REQUIRED.
5. ALL ELEVATIONS SHOWN ON THE CONTRACT DRAWINGS ARE BASED ON ESTABLISHED DATUM AT EACH SITE UNLESS OTHERWISE SPECIFIED.
6. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE FOLLOWING SPECIFICATIONS, WHICH ARE HEREBY MADE A PART HEREOF:
  - A. "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION IN ILLINOIS", AS PREPARED BY IDOT, LATEST EDITION
  - B. "STANDARD SPECIFICATIONS FOR WATER AND SEWER MAIN CONSTRUCTION IN ILLINOIS", LATEST EDITION.
  - C. OWNER AND CURRENT VILLAGE CODES
  - D. NATIONAL ELECTRIC CODE.

WHERE CONTRADICTIONS OCCUR BETWEEN THE ABOVE LISTED SPECIFICATION, CODES AND/OR CONTRACT DOCUMENTS, THE MORE STRINGENT SHALL APPLY
7. THE CONTRACT DOCUMENTS ARE NOT INTENDED TO SHOW EVERY AND ALL DETAILS OF WORK TO BE PERFORMED OR EQUIPMENT TO BE SUPPLIED. THE INTENT OF THE CONTRACT DOCUMENTS IS TO ILLUSTRATE THE CONCEPTUAL DESIGN AND LAYOUT. THE CONTRACTOR SHALL BE KNOWLEDGEABLE AND REGULARLY ENGAGED IN THE TYPE OF WORK DESCRIBED BY THESE CONTRACT DOCUMENTS, AND SHALL BE RESPONSIBLE FOR UNDERSTANDING THEIR INTENT. ANY WORK TO BE PERFORMED OR ITEM OF EQUIPMENT TO BE SUPPLIED WHICH IS NOT SPECIFICALLY CALLED FOR BY THESE CONTRACT DOCUMENTS BUT WHICH IS NECESSARY TO PROVIDE A COMPLETE AND SUCCESSFUL WORKING SYSTEM SHALL BE INCLUDED IN THE CONTRACTOR'S SCOPE OF WORK AT NO ADDITIONAL COST TO THE OWNER.
8. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE ALL MATERIAL QUANTITIES AND APPRAISE HIMSELF/HERSELF OF ALL CONDITIONS. THE CONTRACT PRICE SUBMITTED BY THE CONTRACTOR SHALL BE CONSIDERED AS THE TOTAL COST FOR THE COMPLETE PROJECT. NO CLAIMS FOR EXTRA WORK WILL BE RECOGNIZED DUE TO THE CONTRACTOR'S FAILURE TO UNDERSTAND THE SCOPE OF WORK.
9. APPROXIMATE 100 YEAR FLOOD ELEVATION, IF APPLICABLE, IN THE AREA OF CONCERN IS SHOWN ON THE SITE PLANS.
10. IT SHALL BE NECESSARY TO PERFORM WORK ADJACENT TO EXISTING UTILITIES. THE CONTRACTOR SHALL PROVIDE ALL NECESSARY PROTECTION FOR EXISTING UTILITIES IN CONFORMANCE WITH THE AFFECTED UTILITY COMPANIES REQUIREMENTS AS MAY BE REQUIRED TO PERFORM THE WORK OF THIS CONTRACT.
11. THE WORK PERFORMED UNDER THIS CONTRACT SHALL IN NO WAY INTERFERE WITH THE NORMAL OPERATION OF ANY EXISTING UTILITY SERVICE. THE CONTRACTOR SHALL FURNISH ALL NECESSARY ITEMS OF EQUIPMENT REQUIRED TO MAINTAIN SUCH NORMAL OPERATION AT NO ADDITIONAL COST TO THE OWNER. THE COST ASSOCIATED FOR THIS WORK SHALL BE CONSIDERED INCIDENTAL TO THE COST OF THE CONTRACT.
12. ORIENTATION OF PIPING, CONDUITS, EQUIPMENT, ETC. MAY VARY. CONTRACTOR TO COORDINATE SAME WITH THE OWNER.
13. ANY AND ALL DEWATERING REQUIRED TO KEEP EXCAVATIONS DRY SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
14. SOIL EROSION PROTECTION SHALL BE IN ACCORDANCE WITH IEPA STANDARDS AND SPECIFICATIONS FOR SOIL EROSION AND SEDIMENT CONTROL. ALL DISTURBED AREAS SHALL BE FINE GRADED, TOP-SOIL RESTORED (MIN. 4 INCHES), AND SOD APPLIED UNLESS OTHERWISE SPECIFIED ON THE PLANS.
15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MEANS AND METHODS AND TECHNIQUES OF CONSTRUCTION. OWNER'S REPRESENTATIVE/ENGINEER'S REVIEW OF SAME DOES NOT RELIEVE CONTRACTOR OF THIS RESPONSIBILITY. CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR SAFETY AND JOB SITE SAFETY.

**GENERAL NOTES (CONT.)**

16. LIMITS OF CONSTRUCTION SHALL BE SUBJECT TO OWNER'S APPROVAL AND SHALL NOT IMPACT EXISTING ROADWAY PAVEMENT EXCEPT WHERE IMPROVEMENTS ARE SHOWN BY DRAWINGS. LIMITS OF CONSTRUCTION (OTHER THAN ACROSS ROADWAY PAVEMENT) SHALL BE FENCED OFF WITH ORANGE CONSTRUCTION FENCING, SUBJECT TO THE OWNER'S APPROVAL.
17. ANY AND ALL BY-PASS PUMPING AS MAY BE REQUIRED FOR THE CONSTRUCTION OF THE PROPOSED IMPROVEMENTS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
18. ALL EQUIPMENT AND MATERIALS PROVIDED SHALL COMPLY WITH OWNER'S DESIGN REQUIREMENTS.
19. THE CONTRACTOR SHALL COORDINATE WITH THE OWNER AS REQUIRED PRIOR TO PERFORMING ANY WORK RELATED TO THIS CONTRACT.

**RECORD DRAWINGS & UTILITY NOTES**

1. CERTAIN INFORMATION SHOWN ON THESE DRAWINGS HAS BEEN OBTAINED FROM DRAWINGS OF RECORD. CONTRACTOR SHALL VERIFY SUCH INFORMATION PRIOR TO ACTUAL START OF WORK. WHERE DISCREPANCIES ARE DISCOVERED THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE OWNER'S REPRESENTATIVE. FAILURE BY THE CONTRACTOR TO IMMEDIATELY NOTIFY THE OWNER'S REPRESENTATIVE OF SUCH DISCREPANCIES SHALL RESULT IN THE CONTRACTOR BEARING THE FULL BURDEN OF ALL RISKS/COSTS ATTRIBUTED TO THE DISCOVERED DISCREPANCY.
2. EASEMENTS FOR THE EXISTING UTILITIES, BOTH PUBLIC AND PRIVATE, AND UTILITIES WITHIN PUBLIC RIGHT-OF-WAYS ARE SHOWN ON THE DRAWINGS ACCORDING TO AVAILABLE RECORDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION IN THE FIELD OF THESE UTILITY LINES AND THEIR PROTECTION FROM DAMAGE DUE TO CONSTRUCTION OPERATIONS.
3. THE EXISTING BURIED UTILITY LINES, PUBLIC AND PRIVATE, ARE SHOWN ON THE DRAWINGS ACCORDING TO INFORMATION AVAILABLE FROM RECORDS. THE LOCATION AND DEPTH OF EXISTING BURIED UTILITY LINES SHOWN ON THE DRAWINGS IS THEREFORE APPROXIMATE AND MAY VARY FROM FIELD CONDITIONS. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE EXACT LOCATION AND DEPTH OF BURIED UTILITY LINES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING ALL UTILITY COMPANIES TO MARK THE LOCATION OF BURIED UTILITIES IN THE FIELD BEFORE BEGINNING EXCAVATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITY LINES AND SHALL REPAIR ANY UTILITY LINES HE DAMAGES AT HIS OWN EXPENSE.
4. BEFORE INSTALLING ANY BURIED PIPE, THE CONTRACTOR SHALL CAREFULLY UNCOVER ALL EXISTING BURIED UTILITY LINES WHICH CROSS NEW CONSTRUCTION SO HE CAN DETERMINE THEIR EXACT LOCATION AND DEPTH. IF EXISTING BURIED UTILITY LINES ARE ENCOUNTERED THAT CONFLICT WITH NEW CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY THE OWNER'S REPRESENTATIVE SO THAT THE CONFLICT MAY BE RESOLVED.

**EXCAVATION AND BACKFILL NOTES**

1. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO READ AND UNDERSTAND THE SOIL AND GROUNDWATER CONDITIONS AT THE SITE. COPIES OF THE SOIL BORING INFORMATION ARE INCLUDED HERewith FOR INFORMATION ONLY, AND ARE NOT TO BE CONSIDERED AS PART OF THIS CONTRACT.
2. THE CONTRACTOR SHALL EXAMINE THE CONTRACT DRAWINGS THOROUGHLY PRIOR TO BEGINNING ANY EXCAVATION, AND SHALL NOTIFY THE OWNER'S REPRESENTATIVE AT ONCE OF ANY DISCREPANCIES.
3. ALL WORK AREAS SHALL BE PROPERLY DRAINED DURING CONSTRUCTION. FINAL GRADES SHALL BE PROTECTED AGAINST DAMAGE FROM EROSION AND TRAFFIC.
4. THE EXCAVATION FOR STRUCTURE AND/OR PIPE INSTALLATION SHALL BE KEPT DRY AT ALL TIMES DURING STRUCTURE/PIPE PLACEMENT. APPROPRIATE FACILITIES TO MAINTAIN THE DRY EXCAVATIONS/TRENCHES SHALL BE PROVIDED BY THE CONTRACTOR AND THE COST OF SUCH SHALL BE INCLUDED IN THE PRICES BID FOR THE VARIOUS ITEMS TO WHICH THEY PERTAIN.
5. A TRENCH BOX SHALL BE UTILIZED IN ACCORDANCE WITH OSHA STANDARDS.
6. SUITABLE EXCAVATED MATERIALS SUBJECT TO THE REVIEW OF THE OWNER'S REPRESENTATIVE MAY BE USED TO BACKFILL THE EXCAVATED AREAS OF THE SITE UNLESS SHOWN OTHERWISE.
7. NO UNDERGROUND WORK SHALL BE COVERED UNTIL IT HAS BEEN INSPECTED BY OWNER.
8. TRENCH BACKFILL SHALL BE PROVIDED FOR THE FULL DEPTH ABOVE PIPELINES UNDER PROPOSED OR EXISTING PAVEMENTS, UTILITIES, DRIVEWAYS, AND SIDEWALKS. THE TRENCH BACKFILL SHALL CONSIST OF A GRANULAR MATERIAL MEETING IDOT CRUSHED STONE CA-6 GRADATION SPECIFICATIONS. THE TRENCH BACKFILL SHALL BE COMPACTED IN ACCORDANCE WITH IDOT STANDARD SPECIFICATIONS AND SHALL EXTEND A MINIMUM OF TWO FEET ON EITHER SIDE OF THE PIPE CENTERLINE, OR AS OTHERWISE SHOWN OR SPECIFIED HEREIN.
9. BACKFILL IN PIPE TRENCHES IN OPEN AREAS AND LANDSCAPED AREAS SHALL CONSIST OF SUITABLE EXCAVATED MATERIALS PLACED IN LIFTS AND COMPACTED TO A MINIMUM OF 90 PERCENT OF THE MAXIMUM DENSITY OBTAINABLE PER ASTM D 1557.
10. THE CONTRACTOR SHALL REMOVE ALL EXCESS UTILITY SPOIL. THIS WORK SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT.

**EXCAVATION AND BACKFILL NOTES (CONT.)**

11. ALL REMOVAL OR EXCAVATION ITEMS BEING DISPOSED OF AT AN UNCONTAMINATED SOIL FILL OPERATION OR CLEAN CONSTRUCTION AND DEMOLITION DEBRIS (CCDD) FILL SITE SHALL MEET THE REQUIREMENTS OF PUBLIC ACT 96-1416. ALL COSTS ASSOCIATED WITH MEETING THESE REQUIREMENTS SHALL BE INCLUDED IN THE UNIT PRICE COST FOR THE ASSOCIATED REMOVAL OR EXCAVATION ITEMS IN THE CONTRACT. THESE COSTS SHALL INCLUDE BUT ARE NOT LIMITED TO ALL REQUIRED TESTING, LAB ANALYSIS, CERTIFICATION BY A LICENSED PROFESSIONAL ENGINEER, AND STATE OR LOCAL TIPPING FEES.

**SUBSURFACE OPERATION PLAN**

BEFORE COMMENCING ACTIVITY AT THE SITE THE CONTRACTOR SHALL PREPARE AN "OPERATION PLAN" DRAWING SHOWING THE SEQUENCE OF OPERATION AND TIMING THAT IS PROPOSED FOR THE SUBSURFACE WORK. THIS PLAN DRAWING SHALL BE EXCLUSIVE OF ALL OTHER PLANS AND SCHEDULES REQUIRED UNDER THE CONTRACT. THE PLAN SHALL SHOW IN PLAN AND PROFILE SUPPLEMENTED BY SKETCHES, TEXT AND BAR DIAGRAMS THE EXTENT AND SEQUENCE OF WORK REQUIRED FOR THE SUBSURFACE CONSTRUCTION. THE PLAN SHALL SHOW ALL EXCAVATION, SHEETING, PROTECTION, DEWATERING PROCEDURES, UTILITIES SUPPORT, DRAINS AND ALL OTHER FEATURES REQUIRED TO PERFORM THE SUBSURFACE OPERATION. THE PLAN SHALL BE SUBMITTED TO THE OWNER'S REPRESENTATIVE FOR REVIEW. INSOFAR AS POSSIBLE ALL INFORMATION SHALL BE SHOWN ON THE PLAN FOR CONVENIENCE OF INTERPRETATION UNDER FIELD CONDITIONS. THE PLAN SHALL BE SEALED BY AN ILLINOIS REGISTERED STRUCTURAL ENGINEER.

ALL SHEETING/SHORING AND EARTH RETENTION/PROTECTION OF THE EXCAVATIONS, AROUND THE PROJECT WORK SITE SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

**FINAL ACCEPTANCE AND INSPECTION**

1. UPON COMPLETION OF ALL SPECIFIED WORK AND THE INSTALLATION OF EQUIPMENT, THE CONTRACTOR SHALL PERFORM FINAL TESTS OF THE EQUIPMENT TO VERIFY THAT THE INSTALLATION PERFORMS SATISFACTORILY. ACCEPTANCE TESTS CONDUCTED ON THE COMPLETED INSTALLATION WILL BE WITNESSED AND SUBJECT TO THE APPROVAL OF THE OWNER. NO SEPARATE PAYMENT WILL BE MADE FOR FINAL TESTING. THE COST OF FINAL TESTING SHALL BE CONSIDERED INCIDENTAL TO THE WORK. AS A MINIMUM TESTING SHALL INCLUDE BUT NOT BE LIMITED TO OPERATIONAL TESTING OF ALL DEVICES AND EQUIPMENT. EQUIPMENT SUPPLIERS SHALL PROVIDE FACTORY TRAINED FIELD PERSONNEL FOR FINAL CHECK-OUT, START-UP AND TESTING. PRIOR TO SUCH FINAL TESTING ALL PIPING SHALL BE HYDROSTATICALLY TESTED IN ACCORDANCE WITH INDUSTRY STANDARDS.
  2. WHEN ALL THE WORK AS SHOWN ON THE DRAWINGS AND INCLUDED IN THE SPECIFICATIONS HAS BEEN COMPLETED AND THE EQUIPMENT HAS BEEN INSTALLED, TESTED, PLACED INTO OPERATION, AND SUBSEQUENTLY HAS SATISFACTORILY OPERATED FOR 15 DAYS, A THOROUGH INSPECTION OF THE EQUIPMENT WILL BE MADE BY THE OWNER IN THE COMPANY OF THE CONTRACTOR, AND IF THE WORK IS FOUND TO COMPLY WITH THE DRAWINGS AND SPECIFICATIONS, THE WORK WILL BE FORMALLY ACCEPTED AND THE CONTRACTOR SO NOTIFIED AS TO THE FINAL ACCEPTANCE OF THE WORK BY THE OWNER. NOTIFICATION OF FINAL ACCEPTANCE WILL BE IN WRITING.
  3. SHOULD ANY WORK BE FOUND TO BE INADEQUATE, FAULTY, OR OTHERWISE NOT IN ACCORDANCE WITH THESE DRAWINGS AND SPECIFICATIONS, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO CORRECT SUCH WORK AT HIS/ HER OWN EXPENSE, PRIOR TO FINAL ACCEPTANCE.
  4. THE PERIOD OF EQUIPMENT AND WORKMANSHIP GUARANTEES SHALL COMMENCE IMMEDIATELY AFTER FINAL ACCEPTANCE OF THE WORK. UPON BEING NOTIFIED OF THE FINAL ACCEPTANCE OF THE WORK, THE CONTRACTOR SHALL SUPPLY TO THE OWNER, A CERTIFICATE OF GUARANTEE WHICH SHALL GUARANTEE ALL EQUIPMENT AND WORKMANSHIP UNDER THE CONTRACTOR'S SCOPE OF WORK FOR A PERIOD OF ONE YEAR.
  5. UPON FINAL ACCEPTANCE THE CONTRACTOR SHALL PROVIDE RECORD DRAWINGS OF THE WORK.
  6. CONTRACTOR SHALL TEST EACH PUMP IN PLACE TO VERIFY PERFORMANCE WITH SPECIFIED CAPACITY. FLOW METER SHALL BE USED TO MEASURE GALLONS PER MINUTE PUMPED.
  7. THE PUMP STATION SHALL BE WATERTIGHT.
- A. MAINTENANCE AND OPERATING INSTRUCTIONS AS PUBLISHED BY THE MATERIAL SUPPLIERS AND/OR EQUIPMENT MANUFACTURERS.
  - B. SPECIFIED EQUIPMENT GUARANTEES AND WARRANTIES.
  - C. EMERGENCY INSTRUCTIONS.
  - D. WIRING DIAGRAMS.
  - E. SHOP DRAWINGS AND PRODUCT DATA.
  - F. INSPECTION PROCEDURES AND SERVICE RECOMMENDATIONS.
  - G. ASSEMBLY DRAWINGS AND PARTS LISTS WITH IDENTIFICATION SYMBOLS OR PART NUMBERS FOR ALL REPLACEABLE PARTS AND ASSEMBLIES.
  - H. TEST REPORTS.

**SHOP DRAWING REVIEW NOTES**

1. THE CONTRACTOR SHALL SUBMIT FOR REVIEW DIMENSIONED OUTLINE SHOP DRAWINGS SHOWING THE GENERAL ARRANGEMENT OF THE EQUIPMENT TO BE FURNISHED, AND ITEMS TO BE INSTALLED. AS A MINIMUM FOUR COPIES OF ALL SHOP DRAWINGS SHALL BE SUBMITTED FOR REVIEW.
2. BEFORE PROCEEDING WITH MANUFACTURE OF THE EQUIPMENT, THE CONTRACTOR SHALL SUBMIT FOR REVIEW GENERAL ASSEMBLY SHOP DRAWINGS, SUBASSEMBLY SHOP DRAWINGS, DETAIL SHOP DRAWINGS, CALCULATIONS, DESIGN DATA, CATALOG CUTS AND SIMILAR ENGINEERING DOCUMENTS REQUIRED TO DEMONSTRATE FULLY THAT ALL PARTS WILL CONFORM TO THE PROVISIONS AND INTENT OF THE DRAWINGS AND SPECIFICATIONS AND TO THE REQUIREMENTS OF THEIR INSTALLATION, OPERATION, AND MAINTENANCE. THESE SHOP DRAWINGS SHALL SHOW ALL NECESSARY DIMENSIONS AND FABRICATION DETAILS, INCLUDING THE DESIGN OF WELDED AND BOLTED JOINT CONNECTIONS, TOLERANCES ON FITS AND CLEARANCES, AND ALL FIELD JOINTS AND SUBASSEMBLIES IN WHICH THE CONTRACTOR PROPOSES TO SHIP THE EQUIPMENT. DESIGN CRITERIA, CALCULATIONS, AND DETAILED SPECIFICATIONS, SHALL BE SUBMITTED FOR THE DESIGN OF ALL MAJOR COMPONENTS AND FOR OTHER FEATURES OR DETAILS WHEN REQUESTED BY THE OWNER.
3. ALL SUBMITTALS BY THE CONTRACTOR SHALL BE CERTIFIED BY THE RESPECTIVE EQUIPMENT MANUFACTURER.
4. THE CONTRACTOR SHALL SUBMIT COMPLETE FULL-LINE WIRING DIAGRAMS COVERING ALL EQUIPMENT FURNISHED BY HIM. THE CONTRACTOR SHALL FURNISH SHOP DRAWINGS OF SWITCH DEVELOPMENTS FOR ALL INSTRUMENT AND CONTROL SWITCHES AND INTERNAL CONNECTION DIAGRAMS FOR ALL INSTRUMENTS, RELAYS, REGULATORS, ETC.
5. SHOP DRAWINGS SHALL INCLUDE ELECTRICAL DEVICES, ACCESSORIES AND WIRING FURNISHED AS COMPONENT PARTS OF MECHANICAL EQUIPMENT AND SHALL SHOW ARRANGEMENT AND DIMENSIONS.
6. THE CONTRACTOR SHALL PREPARE AND SUBMIT SHOP DRAWINGS FOR ALL WORK AREAS, INDICATING SOLUTIONS TO SPACE PROBLEMS AND COORDINATION WITH REQUIREMENTS OF EXISTING CONDITIONS.
7. PRIOR TO FINAL INSPECTION PROVIDE FOUR DUPLICATE LOOSE LEAF THREE RING BOUND COPIES OF OPERATIONS AND MAINTENANCE MANUALS IN DURABLE COVERS OF THE FOLLOWING ITEMS ORGANIZED AND TAB INDEXED IN ACCORDANCE WITH THE SPECIFICATIONS FORMAT AS FOLLOWS:
  - A. MAINTENANCE AND OPERATING INSTRUCTIONS AS PUBLISHED BY THE MATERIAL SUPPLIERS AND/OR EQUIPMENT MANUFACTURERS.
  - B. SPECIFIED EQUIPMENT GUARANTEES AND WARRANTIES.
  - C. EMERGENCY INSTRUCTIONS.
  - D. WIRING DIAGRAMS.
  - E. SHOP DRAWINGS AND PRODUCT DATA.
  - F. INSPECTION PROCEDURES AND SERVICE RECOMMENDATIONS.
  - G. ASSEMBLY DRAWINGS AND PARTS LISTS WITH IDENTIFICATION SYMBOLS OR PART NUMBERS FOR ALL REPLACEABLE PARTS AND ASSEMBLIES.
  - H. TEST REPORTS.



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**  
 9575 W. Higgins Road, Suite 600  
 Rosemont, Illinois 60018  
 (847) 823-0500

CLIENT:



**VILLAGE OF WINNETKA**  
 510 GREEN BAY ROAD  
 WINNETKA, ILLINOIS 60093  
 (847) 501-6000

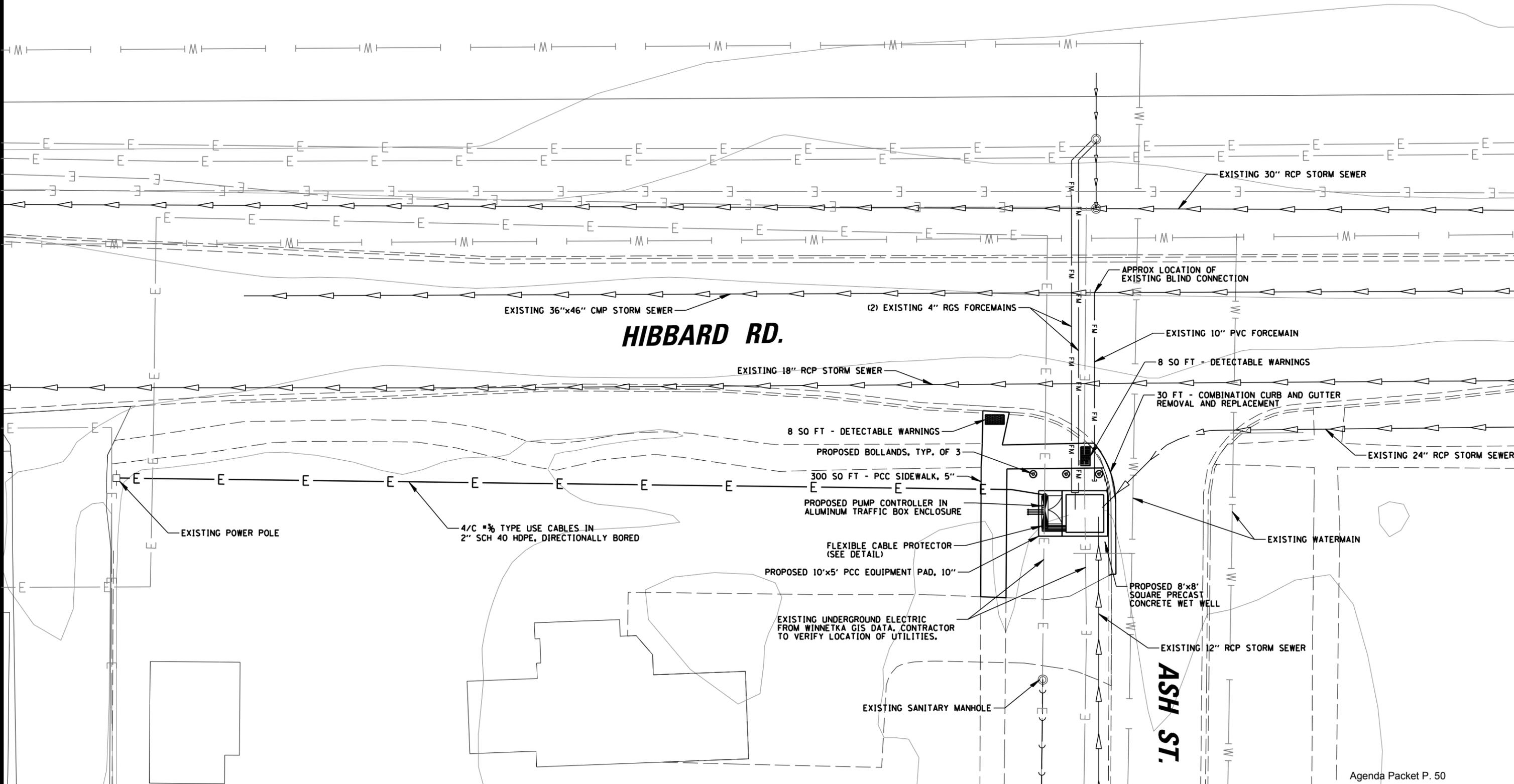
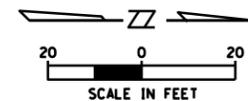
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DWN.	JFM	
CHKD.	JPC	
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PLOT DATE:	7/12/2013	
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TITLE:  
**VILLAGE OF WINNETKA**  
**ASH ST STORMWATER PUMP STATION**  
**GENERAL NOTES**

PROJ. NO. 13-0197  
 DATE: 7/3/2013  
 SHEET 2 OF 7  
 DRAWING NO.  
**GN1**





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**CHRISTOPHER B. BURKE ENGINEERING, LTD.**  
 9575 W. Higgins Road, Suite 600  
 Rosemont, Illinois 60018  
 (847) 823-0500

CLIENT:



**VILLAGE OF WINNETKA**  
 510 GREEN BAY ROAD  
 WINNETKA, ILLINOIS 60093  
 (847) 501-6000

NO.	DATE	NATURE OF REVISION	CHKD.	MODEL	Default
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 DWN. JFM  
 CHKD. JPC  
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 ASH ST STORMWATER PUMP STATION  
 PROPOSED SITE PLAN**

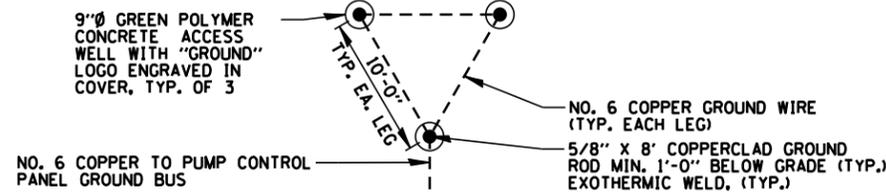
PROJ. NO. 13-0197  
 DATE: 7/3/2013  
 SHEET 4 OF 7  
 DRAWING NO.  
**SP1**



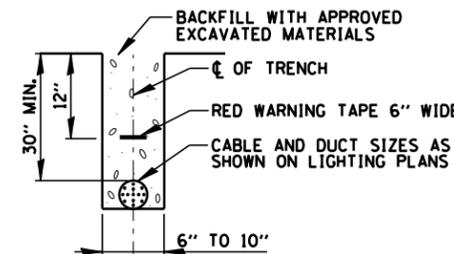


## GROUNDING NOTES

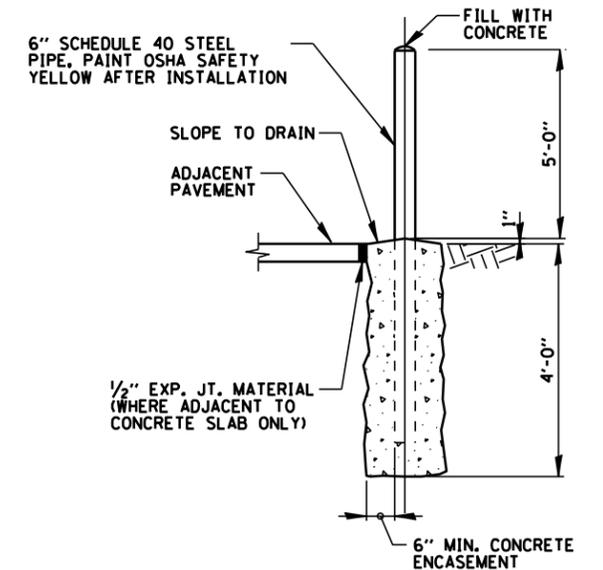
1. FURNISH AND INSTALL A GROUND FIELD AS SHOWN. GROUNDING CONDUCTOR SHALL BE INSTALLED 1-FT. MINIMUM BELOW GROUND.
2. GROUND ALL EXPOSED METAL WORK SUCH AS HATCHES, METAL CABINETS AND EQUIPMENT FRAMES, ETC. CONNECTIONS TO HATCHES, AND OTHER METAL WORK SHALL BE FUSION WELDED. CONNECTIONS TO THE GALVANIZED EQUIPMENT AND TO EQUIPMENT WHICH MAY BE REMOVED FOR MAINTENANCE SHALL BE MADE WITH BOLTED CLAMP TYPE CONNECTIONS OF SOLID COPPER, WELDED TO THE GROUNDING CONNECTOR.
3. UNLESS OTHERWISE INDICATED, THE MINIMUM SIZE OF SYSTEM GROUNDING CONDUCTOR SHALL BE NO. 6 AWG.
4. EACH CONDUIT RUN SHALL BE GROUNDED TO THE COMMON GROUNDING BUS IN THE PANEL WHERE IT ORIGINATES. THE MINIMUM SIZE OF GROUNDING CONDUCTOR SHALL BE PER NEC SECTION 250.122 OR AS OTHERWISE SHOWN ON THE DRAWINGS.
5. GROUNDING RODS SHALL BE COPPERWELD, MINIMUM 5/8-IN. DIAMETER X 8-FT. LONG. CABLE-TO-CABLE AND CABLE-TO-GROUND ROD CONNECTIONS SHALL BE MADE BY THE FUSION WELDING PROCESS.



**GROUND FIELD DETAIL (TYP.)**  
N.T.S.

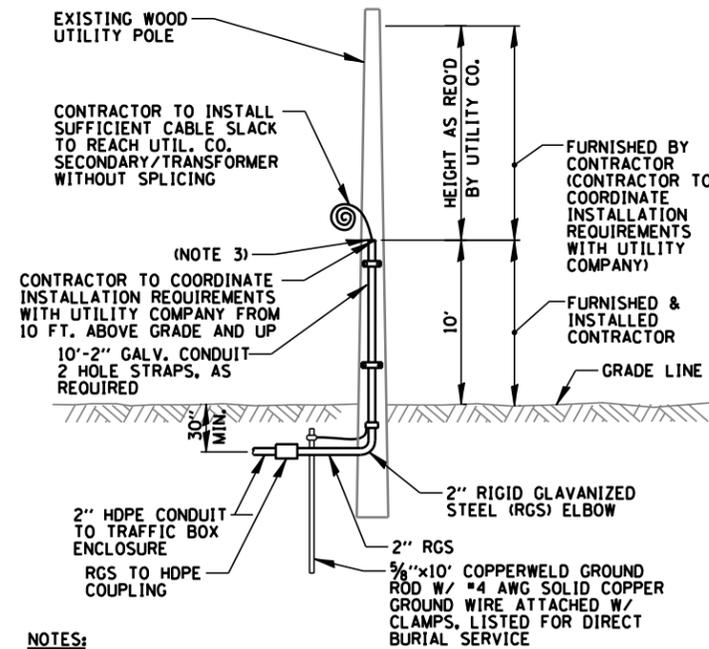


**ELECTRIC CONDUIT INSTALLATION DETAIL**  
N.T.S.



**BOLLARD DETAIL**  
N.T.S.

SEE SITE DRAWING FOR LOCATION

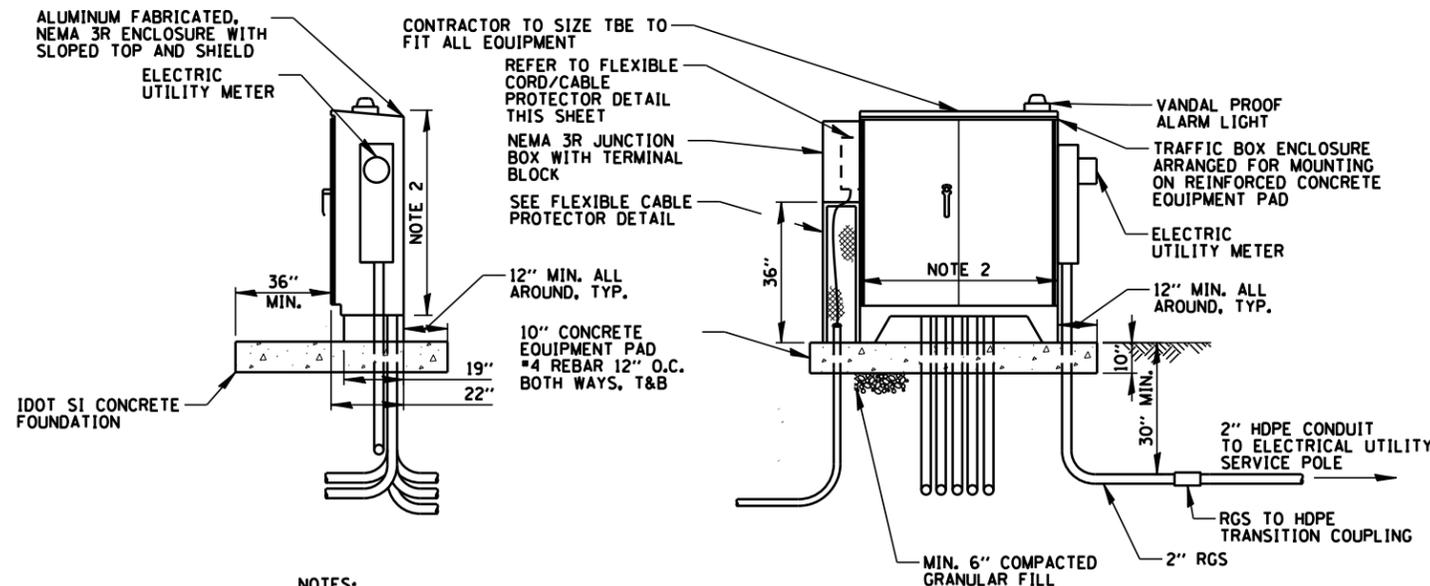


**NOTES:**

1. ALL WORK SHALL CONFORM TO THE ELECTRIC UTILITY COMPANY STANDARDS.
2. ALL MATERIAL ABOVE EXCEPT FOR POLE SHALL BE INCLUDED IN THE PRICE BID FOR "ELECTRICAL CONDUIT & WIRE". THE HORIZONTAL SERVICE CONDUIT AND WIRING FROM POLE TO CONTROLLER SHALL BE PAID FOR SEPARATELY.
3. CONTRACTOR TO PROVIDE CONDUIT BUSHING AND SEALING COMPOUND AT TOP OF RISER.

## ELECTRIC SERVICE OVERHEAD CONNECTION

N.T.S.

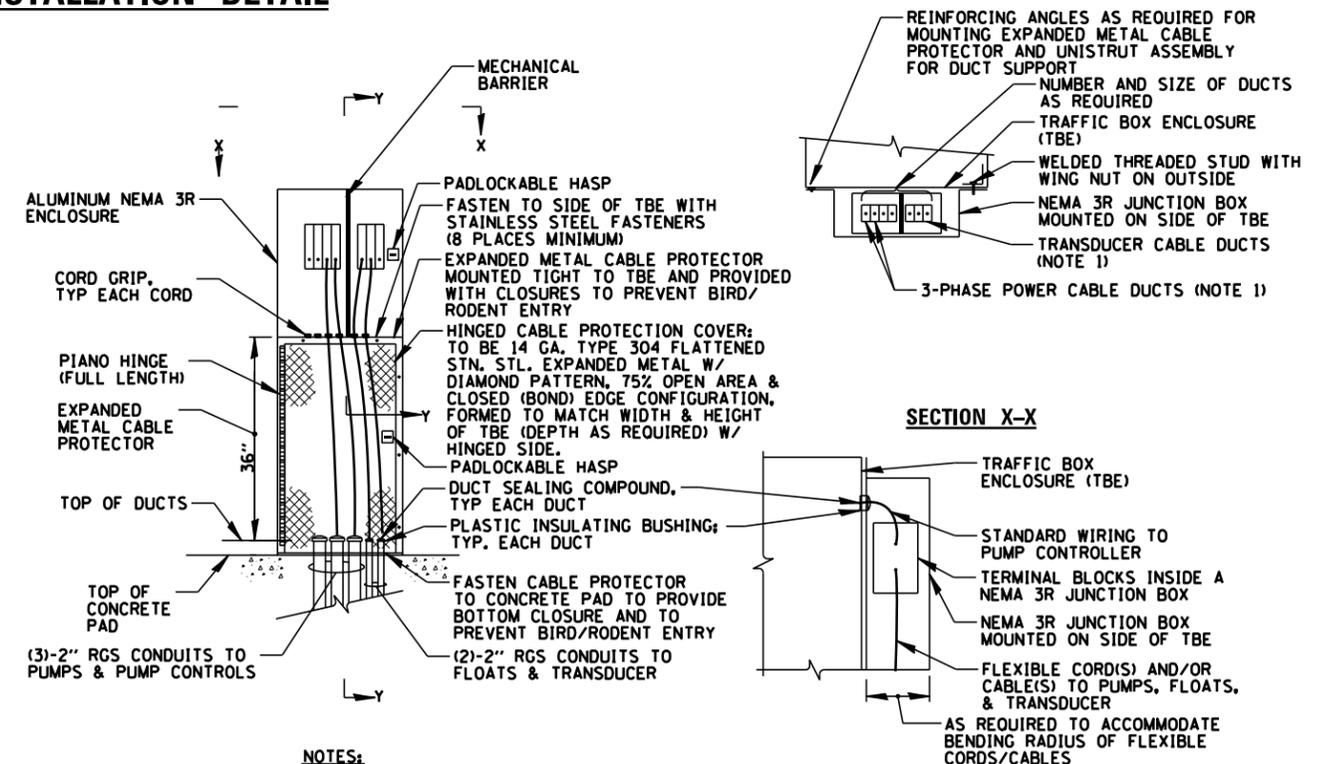


**NOTES:**

1. ALL CONDUIT TO BE BOTTOM FED.
2. MAX. ANTICIPATED. TRAFFIC BOX TO BE AS COMPACT AS POSSIBLE. CONTRACTOR TO COORDINATE. OVERALL SIZE AS REQUIRED.
3. SEE SITE PLAN FOR ORIENTATION.

## TRAFFIC BOX ENCLOSURE (TBE)

N.T.S.



**NOTES:**

1. PROVIDE MECHANICAL BARRIER TO SEPARATE POWER CABLES FROM INTRINSICALLY SAFE CABLES

## FLEXIBLE CABLE PROTECTOR DETAIL

N.T.S.



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**  
9575 W. Higgins Road, Suite 600  
Rosemont, Illinois 60018  
(847) 823-0500

CLIENT:



**VILLAGE OF WINNETKA**  
510 GREEN BAY ROAD  
WINNETKA, ILLINOIS 60093  
(847) 501-6000

NO.	DATE	NATURE OF REVISION	CHKD.	MODEL
FILE NAME	N:\VILLAGE OF WINNETKA\3097\Mech\3097-07-E2.SHT			

DSGN.	JPC	JFM	TITLE:
OWN.	JFM		
CHKD.	JPC		
SCALE:	2'		
PLOT DATE:	7/12/2013		
CAD USER:	jmarino		
	Default		

**VILLAGE OF WINNETKA**  
**ASH ST STORMWATER PUMP STATION**  
**ELECTRICAL DETAILS - 2**

PROJ. NO.	13-0197
DATE:	7/3/2013
SHEET	7 OF 7
DRAWING NO.	E2





## Agenda Item Executive Summary

**Title:** Ordinance M-7-2014: 561 1/2 Lincoln Avenue, Special Use Permit for KMK Luxury Consignment

**Presenter:** Michael D'Onofrio, Director of Community Development

**Agenda Date:** 07/15/2014

- |                                     |                         |
|-------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | Ordinance               |
| <input type="checkbox"/>            | Resolution              |
| <input type="checkbox"/>            | Bid Authorization/Award |
| <input type="checkbox"/>            | Policy Direction        |
| <input type="checkbox"/>            | Informational Only      |

**Consent:**  YES  NO

### Item History:

No previous action.

### Executive Summary:

KMK Luxury Consignment, d/b/a Encore Outfitters, proposes to occupy approximately 920 s.f. of space at 561½ Lincoln Avenue. The space is located between Optique and Sara Campbell and was previously occupied by Flea Handbags. The application is subject to the Special Use Permit process due to its location within the Retail Overlay District.

Encore Outfitters will operate as a high end, retail apparel consignment business catering to men, women, and children. The business will receive merchandise and then sell it to the public. Encore Outfitters was previously located in Glenview and until May of this year, had a drop-off location in Northfield. The hours of operation would be Monday-Friday 10 a.m.-6 p.m., Saturday 10 a.m.-5p.m. At this time, the petitioner does not intend to be open on Sundays, however, that may change in the future. Encore Outfitters currently has one full-time and one part-time employee. The petitioner anticipates the need for two additional employees with the proposed store.

The Zoning Board of Appeals held its public hearing on this request on June 9, 2014 and voted 4 to 0 to recommend approval of the Special Use Permit.

The Plan Commission considered the Special Use Permit application at its June 25, 2014 meeting and voted unanimously to recommend approval of the Special Use.

### Recommendation:

Consider waiving introduction of Ordinance M-7-2014 and consider adoption granting a Special Use Permit to allow KMK Luxury Consignment to operate a consignment store at 561½ Lincoln Avenue.

Or

Consider introduction of Ordinance M-7-2014 granting a Special Use Permit to allow KMK Luxury Consignment to operate a consignment store at 561½ Lincoln Avenue.

### Attachments:

Agenda Report

Attachment A: Standards for Granting a Special Use Permit

Attachment B: Special Use Application

Attachment C: Ordinance M-7-2014

Attachment D: Map of Site

Attachment E: Excerpt of draft June 9, 2014 ZBA meeting minutes

## AGENDA REPORT

**TO:** Village Council

**PREPARED BY:** Michael D'Onofrio, Director of Community Development

**SUBJECT:** 561½ Lincoln Avenue, Ordinance M-7-2014  
Special Use Permit for Encore Outfitters

**DATE:** July 8, 2014

Ordinance M-7-2014 grants a Special Use Permit in accordance with Section 17.56.010 of the Winnetka Zoning Ordinance to permit a consignment store as a special use located within the C-2 Retail Overlay District. Pursuant to Section 17.44.020 and the Table of Uses in Section 17.46.010 of the zoning ordinance, a Special Use Permit is required for a “resale shop, secondhand store or rummage shop” in the Retail Overlay District.

### **Summary of Request**

KMK Luxury Consignment, d/b/a Encore Outfitters, proposes to occupy approximately 920 s.f. of space at 561½ Lincoln Ave. The space is located between Optique and Sara Campbell and was previously occupied by Flea Handbags. The application is subject to the Special Use Permit process due to its location within the Retail Overlay District. Such a use is permitted by right in the C-1 Limited Retail and C-2 General Retail districts. Every Special Use must be evaluated for its impact upon neighboring uses and public need for such use at the particular location.

The application materials explain that Encore Outfitters will operate as a high end, retail apparel consignment business catering to men, women, and children. The business will receive merchandise and then sell it to the public. Encore Outfitters was previously located in Glenview and until May of this year, had a drop-off location in Northfield. The hours of operation would be Monday-Friday 10 am-6 pm, Saturday 10 am-5pm. At this time, the petitioner does not intend to be open on Sundays, however, that may change in the future. Encore Outfitters currently has one full-time and one part-time employee. The petitioner anticipates the need for two additional employees with the proposed store.

### **Timeframe Approval Process**

One of the issues raised with this application is the time it took for consideration of the application. Following is a timeline as to what actions were taken in order for the case to come before the Village Council on July 15<sup>th</sup>.

May 7 - Application submitted (application incomplete, however, still processed with additional information submitted by applicant on 5/20/14).

May 19 – Legal notice sent to Winnetka Talk for publication.

May 22 – Legal notice published in Winnetka Talk (required by Code to be published a minimum of 15 days prior to hearing and the paper is published weekly).

561½ Lincoln Ave.

July 8, 2014

Page 2 of 3

May 29 - Notice of Public Hearing mailed to all property owners within 250 feet of 561 ½ Lincoln (required by Code to be mailed a minimum of 10 days prior to hearing).

June 9 – Hearing before the Zoning Board of Appeals (ZBA). ZBA recommended approval of SUP.

June 25 – Plan Commission consideration of SUP. Plan Commission recommended approval of SUP.

(Between June 26 and July 9 staff prepared the agenda report and drafted the ordinance).

July 15 – Council consideration (introduction and/or adoption) of Ordinance granting approval of Special Use Permit.

As outlined above, from the date of submittal to consideration by the Village Council, the process took ten weeks. Of the ten weeks, three can be attributed to the legal notice requirements.

#### **Parking Study**

Winnetka zoning regulations do not require off-street parking to be provided for many uses within the area; uses such as retail stores which are permitted “by right” are not required to provide off-street parking. Given the proposed use is very similar to permitted retail uses in the C-2 Retail Overlay District that are not required to provide a parking and traffic study, staff waived the traffic and parking study for this application.

#### **Recommendations of Advisory Boards**

At the June 9, 2014 ZBA meeting, the four members present voted unanimously to recommend approval of the Special Use Permit.

At the June 25, 2014 Plan Commission meeting, the Commission voted unanimously to recommend approval of the Special Use Permit. The Commission briefly discussed whether consignment shops should continue to require a Special Use Permit, and agreed to discuss the issue as part of their broader discussion of the Retail Overlay District. It may be reasonable to allow “retail clothing consignment shops” by right, but still require a Special Use Permit for thrift stores, resale shops, donation centers, etc. where merchandise is not sold on a consignment basis.

Introduction of the ordinance requires the concurrence of the majority of the Council.

#### **Recommendation**

Consider waiving introduction of Ordinance M-7-2014 and consider adoption granting a Special Use Permit to allow KMK Luxury Consignment to operate a consignment store at 561½ Lincoln Avenue.

Or

561½ Lincoln Ave.

July 8, 2014

Page 3 of 3

Consider introduction of Ordinance M-7-2014 granting a Special Use Permit to allow KMK Luxury Consignment to operate a consignment store at 561½ Lincoln Avenue.

Attachment A: Standards for Granting a Special Use Permit

Attachment B: Special Use Application

Attachment C: Ordinance M-7-2014

Attachment D: Map of Site

Attachment E: Excerpt of draft June 9, 2014 ZBA meeting minutes

## ATTACHMENT A

### **Special Use Permit requests for certain non-retail occupancies**

Any application to establish a Special Use listed in Section 17.44.020.B of the C-2 zoning district designated by an asterisk, to be located on the ground floor in the C-2 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 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.
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 of a comparison shopping nature.
8. Proposed street frontages providing access to or visibility for one or more special uses shall provide for a minimum interruption in the existing and potential continuity and concentration of retail uses of a comparison shopping nature.
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 of a comparison shipping nature.
10. If a project or building has, proposes or contemplates a mix of retail, office and service-type uses, the retail portions of the project or building shall be located adjacent to the sidewalk. The minimum frontage for each retail use adjacent to the sidewalk shall be twenty (20) feet with a minimum gross floor area of four hundred (400) square feet. In addition, such retail space shall be devoted to active retail merchandising which maintains typical and customary hours of operation.
11. 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 of a comparison shopping nature;

ATTACHMENT B

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CASE NO. 14-14-SU

APPLICATION FOR SPECIAL USE

Name of Applicant KAREN KIKOS / ENCORE OUTFITTERS  
 (561)  
 Property Address 568 LINCOLN AVE INC.  
 Home and Work Telephone Number 847-921-6840 / 224-255-6055  
 Fax and Email KARENKIKOS@GMAIL.COM

Architect Information: Name, Address, Telephone, Fax & Email

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Attorney Information: Name, Address, Telephone, Fax & Email

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Explanation of Special Use Requested LUXURY CONSIGNMENT  
STORE

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OFFICE USE ONLY

Special Use Requested under Ordinance Section(s) \_\_\_\_\_

Staff Contact: \_\_\_\_\_ Date: \_\_\_\_\_



ATTACHMENT B

Explain in detail how the proposed Special Use meets the following standard. Under the terms of the Zoning Ordinance, no Special Use Permit shall be granted unless it is found:

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 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.

Respectfully Submitted,



Property Owner

Wimettek III, LLC

5-7-19

Date

324 West Touhy Park Ridge, IL 60068

Address

ATTACHMENT B

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**ENCORE OUTFITTERS, INC./KMK LUXURY CONSIGNMENT**



224-255-6055

**May 20, 2014**

Village of Winnetka  
510 Green Bay Road  
Winnetka, IL 60093

As per your request, I am submitting additional required information.

Granting a permit in the village of Winnetka for Encore Outfitters (DBA KMK Luxury Consignment) would greatly benefit the community, which to date, has no current or previous luxury apparel, consignment business. Many of Encore Outfitters and EncorE-bay's customers and consigners, are Winnetka residents, who have requested a local destination to conduct their business and shopping needs. Encore Outfitters, which was previously located in Glenview, was named #1 resale/consignment store by Make It Better Magazine (a Winnetka owned business). KMK Luxury Consignment, will fully live up to its reputation and that of other retail businesses in the community.

- 1) KMK Luxury Consignment hours of operation will be the same hours as other retail shops on Lincoln Ave. Specifically, Monday - Friday: 10 am - 6 pm. Saturday: 10 am - 5 pm. Sunday: Closed.
- 2) Annual sales are expected to reach or exceed \$100,000 for the first year.
- 3) Encore Outfitters/EncorE-bay currently has one full-time, and one part-time employee. Once back in a retail setting, I anticipate the need for two additional employees.
- 4) I expect not only having walk by traffic from the restaurants and other shops, but also shoppers who specifically come to our store as their destination. I anticipate between 25 - 50 shoppers a day to come into the store.

Should you require any further information prior to our June 9th hearing, please don't hesitate to contact me

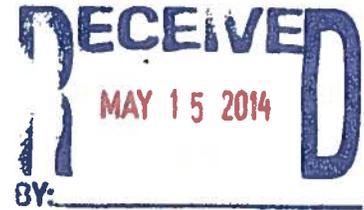
Sincerely yours,

  
Karen Kikos

ATTACHMENT B

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ENCORE OUTFITTERS, INC.



224-255-6055

May 7, 2014

464 Central Ave  
Suite #4  
Northfield, IL 60093

Winnetka Zoning Board  
561 Lincoln Ave.  
Winnetka, IL 60093

SUBJECT: Special Use Permit

At your request, Karen Kikos of Encore Outfitters, Inc. (DBA KMK Luxury Consignment - Tenant) is submitting for review the following in support of her Special Use Permit application for certain non-retail occupancies:

1. KMK Luxury Consignment will operate as a high end, retail apparel consignment business catering to men, women and children. It will receive merchandise from the Winnetka residents, as well as the surrounding North Shore community, for which it will in turn sell to the public. Many of the consignors and customer, will be the very same that have frequented Encore Outfitters in its former Glenview retail store, and current Northfield drop off location, with whom have requested a more convenient location for which to conduct their business. It will in no way be detrimental to or endanger the public health, safety, comfort, morals, or general welfare of the community.
2. KMK Luxury Consignment will operate much the same as the former tenant, Flee Handbags, formerly at 561 Lincoln Ave, and as such as all the apparel businesses currently in Winnetka, It will not be injurious to the enjoyment of other property or have any negative affect on other retailers, businesses, and property values.

## ATTACHMENT B

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3. KMK Luxury Consignment will in no way impede the normal and orderly development or improvement of other property in the vicinity.
4. The traffic flow, both pedestrian and vehicular, is expected to be similar to that of the former tenant and/or those retail businesses in the vicinity. KMK will not be receiving regular or frequent deliveries of any kind.
5. Current available street parking on the Lincoln Ave and Elm St. corridor will be sufficient without limiting that to the other businesses. Existing utilities, access roads, drainage and other facilities exist and will not be altered or affected in anyway.
6. KMK Luxury Consignment conforms to the applicable regulations of this and other village ordinances, and had previously been located and permitted in Glenview with no difficulties or detriment to the community.
7. The special use for a luxury apparel consignment business will operate exactly the same as any other apparel retail business, and, with it being the only such business of its kind in Winnetka, will offer an alternative shopping experience similar to that of other North Shore communities.
8. KMK Luxury Consignment will in no way provide interruption to the existing and potential continuity of the shopping nature within Winnetka.
9. The display window, signage, facade, and lighting will remain much the same as the business that was previously at the location. They will be tastefully and tactfully designed, so as to draw the attention of the

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high level shopper associated within the community. Signage (awning) will be subject to approval by the managing owner group.

10. KMK Luxury Consignment does not propose or contemplate a mix of retail, office and service use.

11. The parking location and operation should remain the same as it was with the prior tenant, and those surrounding businesses.

Sincerely yours,

Karen M. Kikos

Founder & President

Encore Outfitters, Inc.

# ATTACHMENT C

ORDINANCE NO. M-7-2014

**AN ORDINANCE  
GRANTING A SPECIAL USE PERMIT  
FOR A CONSIGNMENT STORE  
WITHIN THE C-2 OVERLAY DISTRICT (561 ½ Lincoln Avenue)**

**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, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village; and

**WHEREAS**, the Council of the Village of Winnetka ("Village Council") find that establishing standards for the use and development of lands and buildings within the Village and establishing and applying criteria for variations from those standards are matters pertaining to the affairs of the Village; and

**WHEREAS**, the property commonly known as 561 ½ Lincoln Avenue in the Village of Winnetka ("Subject Property") is legally described as follows:

Lots 1 and 2 (except therefrom the East 72 Feet of Lot 1 and also except therefrom the East 67 Feet of Lot 2, also except therefrom that part of Lot 2 aforesaid described as follows: Beginning at a point on the South line of Lot 2 aforesaid, 67 Feet West of the East line of said Lot; Thence North 30 Feet; Thence West 5 Feet; Thence South 30 Feet to the South line of said Lot; Thence East along the South line of said Lot, 5 Feet to the point of beginning), in McGuire and Orr's Arbor Vitae Road Subdivision of Block 4 and that part of Block 5 lying East of the East line of Lincoln Avenue in Winnetka in Section 20, Township 42 North, Range 13 East of the Third Principal Meridian, in Cook County, Illinois.

**WHEREAS**, the Subject Property is located in the East Elm Business District, on the east side of Lincoln Avenue north of Elm Street, in the C-2 Retail Overlay Zoning District provided for in Chapter 17.44 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code; and

**WHEREAS**, the Subject Property is improved with a two-story mixed-use building measuring approximately 31,900 square feet, with approximately 200 feet of frontage on Lincoln Avenue and 78 feet on Elm Street, and nine commercial tenant spaces, eight office tenant spaces and eight residential apartments; and

**WHEREAS**, the owner of the Subject Property, Winnetka III, LLC, ("Owner") has entered into an agreement with KMK Luxury Consignment d/b/a Encore Outfitters ("Applicant"), whereby the Owner will lease that portion of the Subject Property with a common address of 561 1/2 Lincoln Avenue in the Village of Winnetka ("Lease Premises") to Applicant for use as a clothing consignment shop; and

**WHEREAS**, the Lease Premises, which has been vacant since the Spring of 2014, measures 920 square feet and was formerly occupied by a retail accessories store named Flee Handbags; and

**WHEREAS**, the Lease Premises is located on the ground floor and within 50 feet of the front property line of the Subject Property; and

## ATTACHMENT C

**WHEREAS**, pursuant to Sections 17.44.020(B) and 17.46.010(I) of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, resale shops, secondhand hand stores, or rummage shops are permitted only as special uses in the C-2 Overlay Zoning District when they are located within 50 feet of a public street; and

**WHEREAS**, pursuant to its agreement with the Owner, Applicant filed an application on May 7, 2014, seeking a Special Use Permit to allow Applicant to locate its consignment store in the Lease Premises; and

**WHEREAS**, on June 9, 2014, on due notice thereof, the Zoning Board of Appeals held a public hearing to consider the special use permit; and

**WHEREAS**, on June 25, 2014, on due notice thereof, the Plan Commission convened to consider the requested special use; and

**WHEREAS**, Applicant proposes to offer for sale women's men's and children's luxury apparel; and

**WHEREAS**, Applicant's proposed business hours are Monday through Friday from 10:00 a.m. to 6:00 p.m., and Saturday from 10:00 a.m. to 5:00 p.m.; and

**WHEREAS**, the Applicant testified that she expects 25 to 50 shoppers a day; and

**WHEREAS**, the Applicant testified that she anticipates annual sales to reach or exceed \$100,000 in the first year of operation; and

**WHEREAS**, the separate proceedings before the Zoning Board of Appeals and the Plan Commission both included questioning of the Applicant and property owner representative, by members of the Zoning Board of Appeals and the Plan Commission; and

**WHEREAS**, no owners of property located within 250 feet of the Subject Property have submitted written objections to the proposed special use, submitted any evidence or requested an opportunity to cross-examine witnesses at either the Zoning Board of Appeals hearing or the Plan Commission meeting; and

**WHEREAS**, the executive director of the Winnetka-Northfield Chamber of Commerce testified that she had spoken to other retailers on Lincoln Avenue, who were very supportive of the concept and idea of a consignment store; and

**WHEREAS**, after considering the evidence presented at the June 9, 2014, hearing, the four members of the Zoning Board of Appeals then present voted unanimously to recommend approval of the request; and

**WHEREAS**, after considering all materials presented at its meeting on June 25, 2014, the eight voting members of the Plan Commission then present found the proposed special use to be consistent with the Comprehensive Plan and unanimously voted to recommend that it be approved; and

**WHEREAS**, the proceedings of the Zoning Board of Appeals and Plan Commission conformed with all requirements of their procedural rules, the Winnetka Village Code and applicable statutes of the State of Illinois; and

**WHEREAS**, the proposed special use is subject to the standards and requirements set forth in Section 17.56.120 of Chapter 17.56 of the Winnetka Zoning Ordinance, as well as to the

## ATTACHMENT C

conditions and requirements set forth in Section 17.44.020(B)(2)(b) of Chapter 17.44 of the Winnetka Zoning Ordinance; and

**WHEREAS**, subject to the terms and conditions of this Ordinance, the proposed special use will neither endanger nor be detrimental to the public health, safety, comfort, morals or general welfare, in that: (i) resale shops, second hand stores or rummage shops are a permitted use pursuant to a special use permit, (ii) there are no other consignment stores in the immediate vicinity, and (iii) the establishment of a retail store in this location will result in the upgrading and occupancy of a space that has been vacant for several months; and

**WHEREAS**, subject to the terms and conditions of this Ordinance, the proposed special use will not substantially diminish or impair property values in the immediate vicinity, nor will the use and enjoyment of other property in the immediate vicinity be diminished, in that: (i) the establishment of the Applicant's consignment store will help to restore vibrancy to the neighborhood, and (ii) the impact on surrounding businesses will be minimal, as the proposed staffing levels are small, and the proposed consignment store will be compatible with the retail uses in the vicinity; and

**WHEREAS**, subject to the terms and conditions of this Ordinance, the proposed special use will not impede normal and orderly development or improvement of other property in the immediate vicinity for uses permitted by right in the C-2 Retail Overlay District, as: (i) a currently vacant retail space, will be occupied by another retail use which will bring employees and shoppers to the East Elm Business District, where they can take advantage of restaurant and retail opportunities in the vicinity; and

**WHEREAS**, the Subject Property is an existing building that has established patterns of ingress and egress and that is served by existing utilities, access roads, drainage and other facilities necessary for the operation of the proposed special use, and subject to the terms and conditions of this Ordinance, the proposed special use will not require any modifications or additions to such existing ingress and egress, utilities, access roads, drainage and other facilities; and

**WHEREAS**, subject to the terms and conditions of this Ordinance, there is adequate parking for the proposed special use, and the proposed special use will not significantly diminish the availability of parking in the East Elm Business District in that: (i) there is public parking on the adjacent street, and (ii) there is ample nearby public parking at the Lincoln Avenue Parking Lot; and

**WHEREAS**, subject to the terms and conditions of this Ordinance, the proposed special use conforms to the applicable regulations of Village Ordinances, in that Applicant proposes to bring the Lease Premises into full Code compliance; and

**WHEREAS**, subject to the terms and conditions of this Ordinance, the proposed special use will encourage, facilitate and enhance the continuity, concentration and pedestrian nature of the area in a manner similar to that of retail uses of a comparison shopping nature, in that, unlike the currently vacant Lease Premises, the proposed consignment store will generate foot traffic and the proposed hours of operation are consistent with the nature of the other businesses in the area; and

**WHEREAS**, subject to the terms and conditions of this Ordinance, the proposed special use will enhance the neighborhood and will not interrupt or negatively impact the concentration

## ATTACHMENT C

of existing and potential nearby retail uses of a comparison shopping nature in that: (i) the proposed special use will convert a vacant space into one that will bring employees and shoppers to the area; and

**WHEREAS**, because the proposed special use will not change the appearance of the immediate vicinity, it is consistent with the *Winnetka 2020* objective to “ensure that commercial, institutional, and residential development is appropriate to the character of and minimizes the adverse impact on its surrounding neighborhood;” and

**WHEREAS**, because of its minimal intensity and the pre-existing infrastructure, the proposed special use is consistent with the *Winnetka 2020* objectives to: (a) “limit commercial, institutional and residential development within the Village to minimize potentially adverse impacts on adjacent residential neighborhoods and to prevent the need for significant increases in infrastructure and other community resources,” (b) “ensure that development proposals minimize the potential adverse impact they might have on residential neighborhoods, including the impact on pedestrian character, on-site parking, traffic patterns, congestion, open space, storm water management and Village infrastructure,” (c) “ensure that new development does not decrease the public parking supply, particularly on-street parking that supports retail use,” and (d) “maintain the essential quality, viability and attractiveness of Winnetka’s business districts while encouraging new economic development consistent with the character of the Village and the individual business districts;” and

**WHEREAS**, the proposed special use is consistent with the *Winnetka 2020* goals to: (a) “provide for a wide range of office/service and retail commercial land uses and development within the existing business districts in the Corridor,” and (b) “promote a strong community identity and opportunities to interact while building a healthy commercial tax base and provide a broad range of goods and services so that Winnetka residents can satisfy most of their ordinary shopping requirements in the Village and so that non-residents will come to the Village for specialty goods and services;” and

**WHEREAS**, based on all of the foregoing, and subject to the terms and conditions of this Ordinance, the proposed special use satisfies both the general standards for special uses set forth in Section 17.56.120 of the Winnetka Zoning Ordinance and the additional standards of Section 17.44.020 (B)(2)(b) that apply to requests for office uses within the C-2 Retail Overlay District.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Winnetka, as follows:

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

**SECTION 2:** Pursuant to Section 17.56.120 and Section 17.44.020(B)(2) of the Winnetka Zoning Ordinance, a special use permit is hereby granted to the Subject Property, commonly known as 561 1/2 Lincoln Avenue, Winnetka, Illinois, and located in the C-2 General Retail Commercial Overlay Zoning District provided in Chapter 17.44 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, to allow KMK Luxury Consignment, d/b/a Encore Outfitters, to use the Lease Premises of the Subject Property as a consignment store, subject to the terms and conditions hereinafter set forth.

**SECTION 3:** Pursuant to Section 17.56.070(C) of the Winnetka Zoning Ordinance, the special use permit granted by this Ordinance is subject to the following conditions:

ATTACHMENT C

A. The hours of business shall be limited as follows:

1. The business shall not open before 10:00 a.m. on Monday thru Saturday.
2. The business shall close by 6:00 p.m. on Monday thru Friday and 5:00 pm on Saturday.

B. All of the foregoing conditions and restrictions may be modified or revised from time to time by the Village Council, either at the request of KMK Luxury Consignment or upon initiation by the Village, subject to the special use procedures set out in Chapter 17.56 of the Zoning Ordinance, including public notice and hearing.

C. Violation of any stipulation, condition or restriction imposed in this Section 3 shall be deemed a violation of (a) the provisions and regulations of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, and (b) of the special use granted by this Ordinance.

**SECTION 4:** This Ordinance is passed by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

**SECTION 5:** This Ordinance shall take effect immediately upon its passage, approval and publication as provided by law.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, pursuant to the following roll call vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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 \_\_\_\_\_, 20\_\_\_\_.

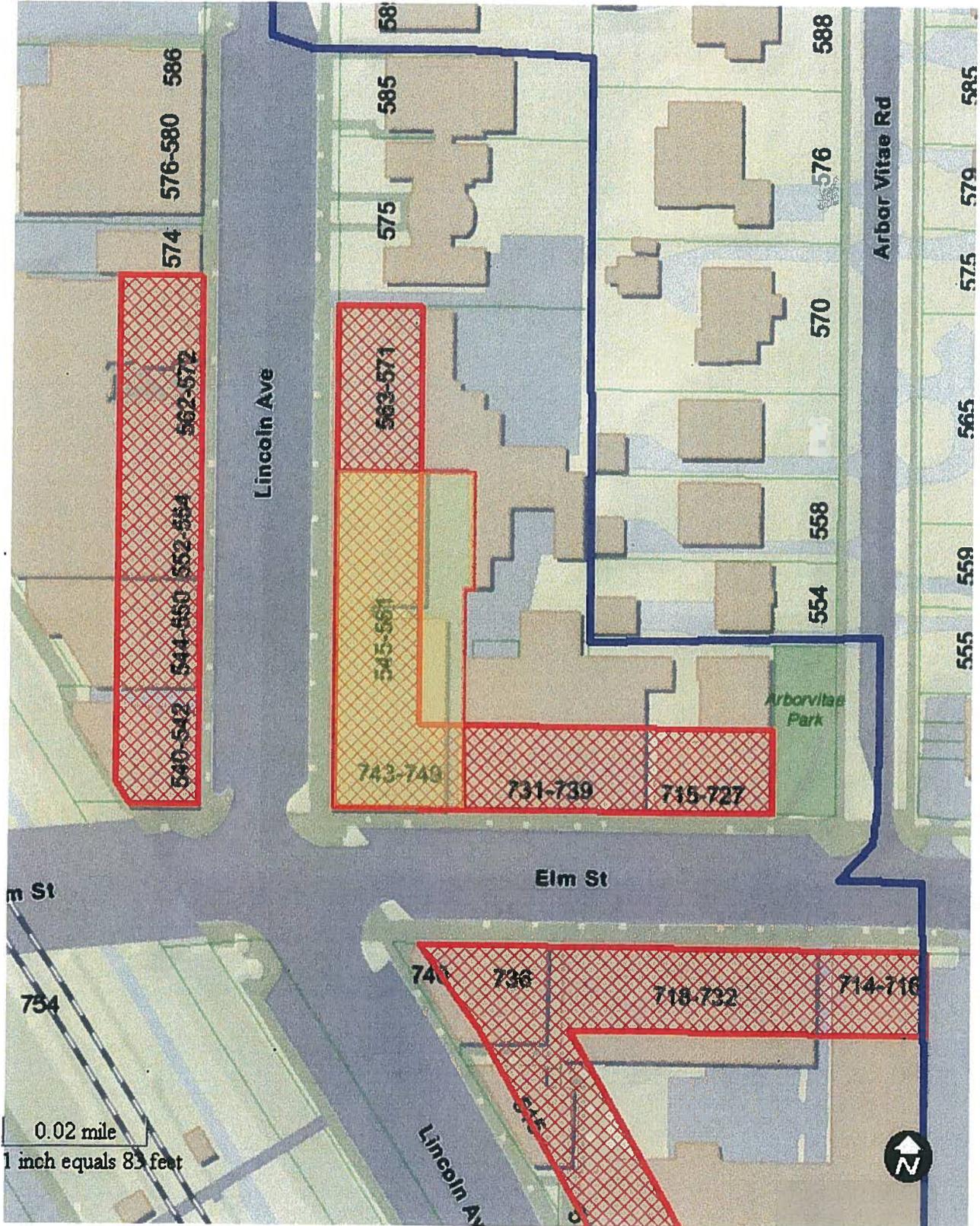
Introduced: \_\_\_\_\_, 20\_\_\_\_

Passed and Approved: \_\_\_\_\_, 20\_\_\_\_

ATTACHMENT D



561 1/2 Lincoln Ave.



Business District



Retail Overlay District (Council-approved 2010)



# ATTACHMENT D

## ALTA / ACSM LAND TITLE SURVEY

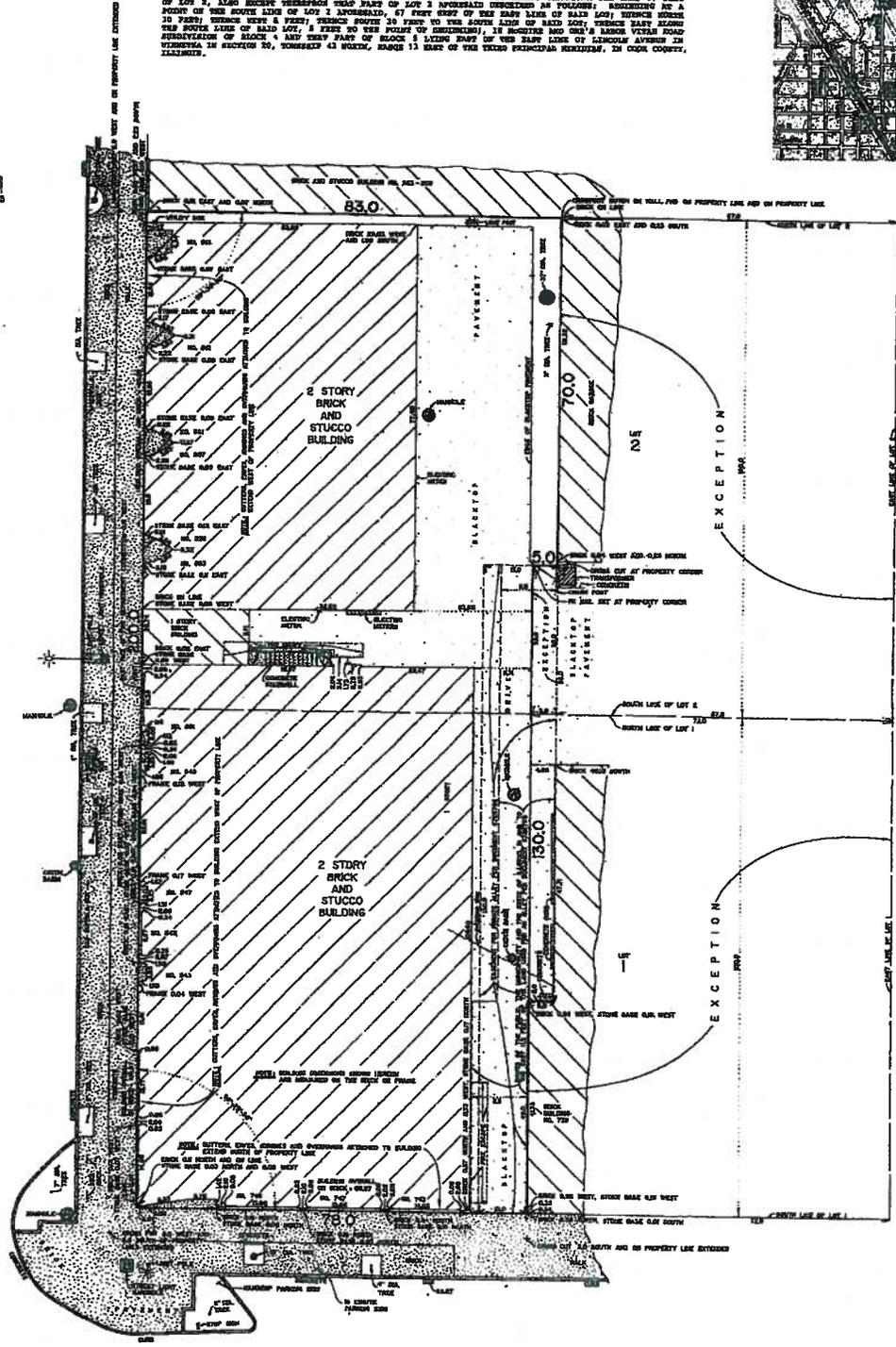
OF

LOTS 1 AND 2 (EXCEPT THEREFROM THE EAST 72 FEET OF LOT 1 AND ALSO THEREFROM THEREFROM THE EAST 67 FEET OF LOT 2, ALSO EXCEPT THEREFROM THE EAST 2 FEET OF LOT 2, IMPROVEMENTS DESCRIBED AS FOLLOWS: BEGINNING TO A POINT OF THE SOUTH LINE OF LOT 2 APPROXIMATELY 67 FEET EAST OF THE EAST LINE OF SAID LOT 2; THENCE S89°00'00"W 20 FEET; THENCE S89°00'00"W 8 FEET; THENCE S89°00'00"W 20 FEET TO THE SOUTH LINE OF SAID LOT 2; THENCE S89°00'00"W 20 FEET TO THE SOUTH LINE OF SAID LOT 1; THENCE S89°00'00"W 8 FEET TO THE POINT OF BEGINNING; 1/2 SECTION 20 AND 1/2 SECTION 21, TOWNSHIP 43 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, 28th DISTRICT, ILLINOIS.



AVENUE

LINCOLN



AREA: 15,949.4 SQ. FT.  
0.3661 ACRES

ELM STREET

THAT AN EXAMINATION OF THE FLOOD INSURANCE RATE MAP OF THE NATIONAL FLOOD INSURANCE PROGRAM FOR THE AREA OF TOWNSHIP 43 NORTH, RANGE 13 EAST, COUNTY OF ILLINOIS, HAS REVEALED THAT THE PROPERTY DESCRIBED HEREON IS UNDESIGNED ZONE "X", WHICH IS DETERMINED TO BE OUTSIDE THE FLOOD HAZARD AREA. THEREFORE, IT IS NOT NECESSARILY NECESSARY TO RECORD THIS SURVEY.

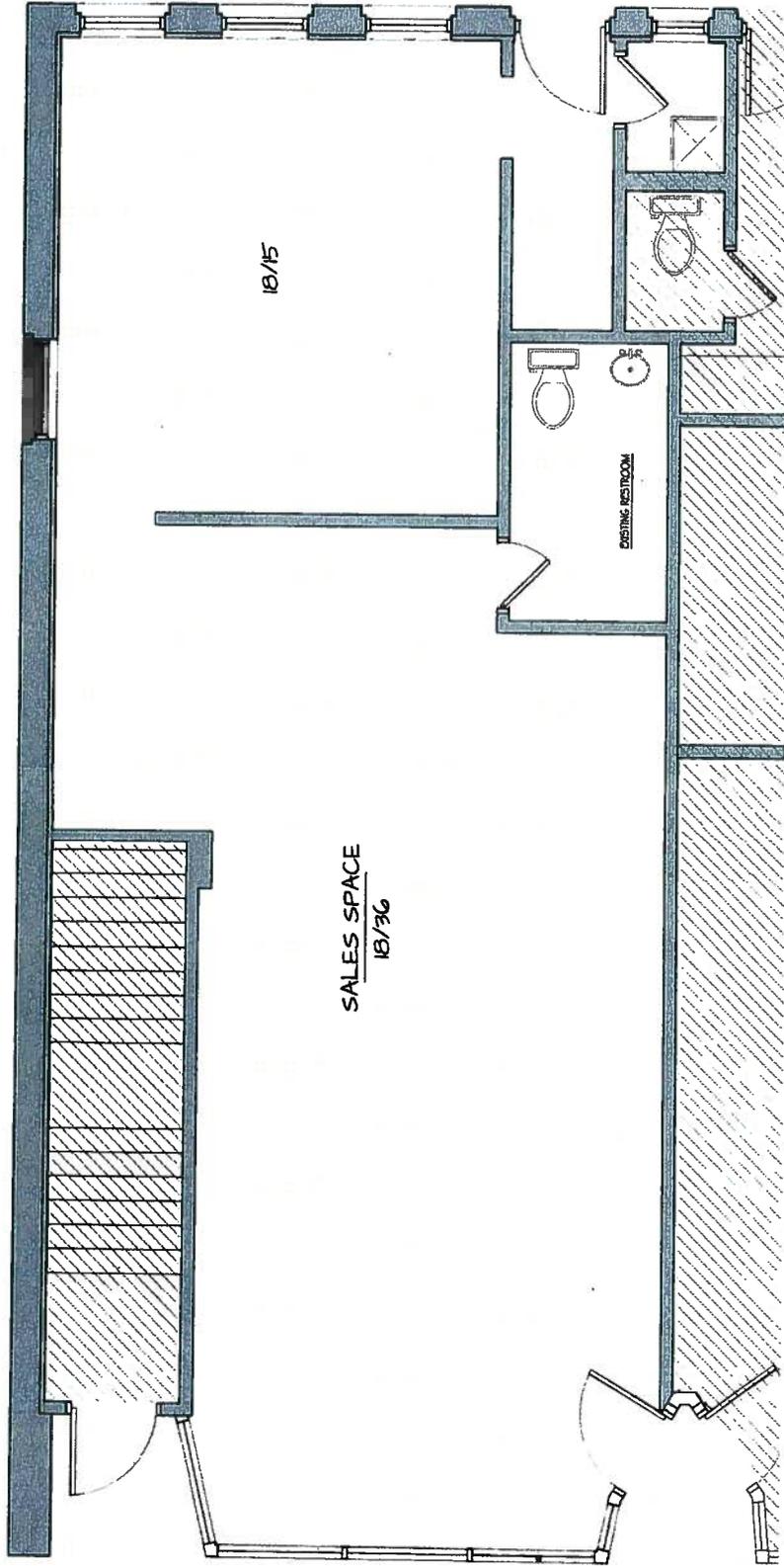
**RECORDED**  
MAY - 7 2014



STATE OF ILLINOIS  
COUNTY OF COCKERIL  
COPYRIGHT BY WENDELL R. LLC, AN ILLINOIS LIMITED LIABILITY COMPANY.  
CHICAGO TITLE INSURANCE COMPANY  
LAWLER NAME NATIONAL ASSOCIATION, A NATIONAL BUSINESS ASSOCIATION, ITS SUCCESSORS AND ASSIGNS  
THIS IS TO CERTIFY THIS MAP OR PLAN AND THE SURVEY OR SURVEYS IF IT BE MADE WERE MADE IN ACCORDANCE WITH THE ILLINOIS SURVEYING ACT AND THE ILLINOIS PROFESSIONAL SURVEYING ACT, AND THAT THE SURVEYOR HAS BEEN LICENSED BY THE BOARD OF SURVEYING AND LAND ENGINEERING OF THE STATE OF ILLINOIS. THIS SURVEY WAS MADE IN ACCORDANCE WITH THE ILLINOIS SURVEYING ACT AND THE ILLINOIS PROFESSIONAL SURVEYING ACT, AND THE SURVEYOR HAS BEEN LICENSED BY THE BOARD OF SURVEYING AND LAND ENGINEERING OF THE STATE OF ILLINOIS. THIS SURVEY WAS MADE IN ACCORDANCE WITH THE ILLINOIS SURVEYING ACT AND THE ILLINOIS PROFESSIONAL SURVEYING ACT, AND THE SURVEYOR HAS BEEN LICENSED BY THE BOARD OF SURVEYING AND LAND ENGINEERING OF THE STATE OF ILLINOIS.

<p><b>JOHN M. HENRIKSEN</b> LAND SURVEYOR 20 BROADWAY ROCK FORD, ILLINOIS 61281 (815) 735-6196</p>	<p>ORDER NUMBER: <b>931460</b></p> <p>ORDERED BY: <b>JAMES NOLSON</b></p>
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ATTACHMENT D



ZBA Agenda Packet p. 12

ENCORE OUTFITTERS, INC.



ATTACHMENT E

**DRAFT**

**WINNETKA ZONING BOARD OF APPEALS  
EXCERPT OF MINUTES  
JUNE 9, 2014**

**Zoning Board Members Present:**

**Zoning Board Members Absent:**

**Village Staff:**

**Agenda Items:**

\*\*\*

**Case No. 14-14-SU:**

561½ Lincoln Avenue  
Encore Outfitters, Inc. (d/b/a KMK Luxury  
Consignment)  
Special Use Permit  
To Allow a Consignment Store in the C-2 Retail

\*\*\*

**561½ Lincoln Avenue, Case No. 14-14-SU, Encore Outfitters, Inc. (d/b/a KMK Luxury Consignment), Special Use Permit - To Allow a Consignment Store in the C-2 Retail Overlay District**

Mr. D'Onofrio read the public notice. The purpose of this hearing is to hear testimony and receive public comment regarding a request by Karen Kikos, Encore Outfitters, Inc., for the property located at 561½ Lincoln Avenue, concerning a Special Use Permit in accordance with Section 17.56 of the Winnetka Zoning Ordinance to permit a consignment store as a special use located within the C-2 Retail Overlay District.

Chairperson Johnson swore in those that would be speaking on this case.

Karen Kikos of Encore Outfitters introduced herself to the Board. She stated that she is requesting a special use permit to open a luxury upscale men, women and children's consignment store. Ms. Kikos noted that currently, there are no consignment stores in Winnetka and that there

## ATTACHMENT E

Draft Minutes

June 9, 2014

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have never been. She added that other communities have them on the North Shore.

Ms. Kikos then stated that the luxury consignment business is nothing like the Winnetka thrift store and that it would be very selective and that it would all be upscale merchandise. She informed the Board that she previously owned a consignment business in Glenview which was a teen and collegiate consignment business. Ms. Kikos stated that it closed and she went to the eBay industry and that she is very familiar with the consignment industry over the last 2½ years. She also informed the Board that her sister is the reason she got into it and that her sister owns a designer consignment store in Glenview. Ms. Kikos stated that it would truly be no different than any other apparel store in Winnetka and reiterated that it would cater to women, men and children.

Ms. Kikos stated that the store would be upscale and would be run similar to other apparel stores in the community and that the traffic flow would not be changing when compared to what existed when Flea Handbags was in the space she is looking to occupy. She informed the Board that the store's hours would be Monday through Friday from 10:00 a.m. to 6:00 p.m. and Saturday from 10:00 a.m. to 5:00 p.m. Ms. Kikos indicated that she noticed that some businesses are open on Sunday, but that she would leave that open for now and that they also may be open some evenings.

Ms. Kikos stated that she is a Wilmette native and has been a retail business owner for over 2½ years. She informed the Board that many of her consigners in Glenview and Northfield where she was running the eBay office are Winnetka residents. Ms. Kikos stated that this store would be close to her Northfield and Glenview locations and that she had received requests for something local. She then stated that she anticipated her customers being local residents and that her customers are both loyal and come from other communities. Ms. Kikos added that a lot of the resale consigners on many days would hit all of the stores in a certain vicinity. She then asked if there were any questions.

Chairperson Johnson also asked the Board if they had any questions.

Ms. Hickey asked how the drop off process works.

Ms. Kikos stated that in the consignment business, they do not have specified hours for drop-off and that they may go to that. She informed the Board that her sister does that by appointment only. Ms. Kikos indicated that initially, she would keep it on a walk in basis.

Ms. Hickey asked if they would come in from the street to drop off.

Ms. Kikos responded that they would come through the front door and that she would also offer complimentary pickup on certain weekdays. She stated that she would also do closet cleanouts and that it would be a full service organization for those getting rid of things they no longer like. Ms. Kikos stated that instead of donating, she would recoup some of the expense, especially with the economy. She stated that she would then donate anything that the consigners do not want back to three charities and that she would drop off items to them.

Chairperson Johnson asked Ms. Kikos if she planned to keep the Northfield office.

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Ms. Kikos stated that she would not and that it was released at the end of May. She then stated that My Sister's Closet in Highland Park does retail and eBay sales. Ms. Kikos informed the Board that she previously had an auction tab on the website and that she may add pieces on there. She added that she shipped all over the world and that she would still do that as a means to get the merchandise sold. Ms. Kikos stated that her customers like it since it would help sell their items a lot quicker.

Chairperson Johnson asked if there were any other questions. She referred to the retail overlay district and the thrift shop in Hubbard Woods. She asked Ms. Kikos if she would generate sales tax.

Ms. Kikos confirmed that is correct and stated that a majority of her sales are through retail sales. She noted that there would only be sales tax if items are sold within the state. Ms. Kikos then stated that she is very busy with running the retail side of it and that an intake of 50 items at one time is a process. She added that eBay is more time consuming and that although eBay is not huge, it represented another avenue to generate sales.

Chairperson Johnson referred to the conjecture of why have a consignment and retail store which would be different than a regular retail shop. She then stated that there weren't any here when the classification was written.

Ms. Kikos informed the Board that she spoke to different people in Winnetka and found that the thrift store was grandfathered in.

Chairperson Johnson asked Ms. Kikos was the store to the south of her now closed and if it started out as purely retail and then did consignment.

Ms. Kikos stated that Gray used to as well.

Chairperson Johnson asked if consignment sales would generate sales tax. She asked about another retailer that also did consignment.

Ms. Kikos confirmed that is correct and stated that you would be amazed at how much new merchandise they have. She noted that she is very particular with regard to what comes in and that it is all current fashion which is either new or gently used.

Chairperson Johnson asked if there were any questions from the audience.

Mary Adams stated that she lives across from where the store will be. She asked what did they intend to do for window displays and stated that they want something which is attractive.

Kirby Keiser stated that he would speak on behalf of the landlord and stated that they would run the colors through the Village. He also stated that with regard to all of the storefronts, everything which would change would be brought before the DRB and that they will have it approved and it will be attractive.

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Ms. Kikos then stated that with regard to the awning, there was a retractable awning there before. She stated that they hoped that the Board would approve taupe or gray and that it would be nothing flashy, but very classic.

Mr. Keiser added that decorations will be in the storefront.

Chairperson Johnson stated that she would like to clarify that the DRB has jurisdiction over those matters. She stated that the awnings and window signage would be presented to the DRB and then to the Village Council. Chairperson Johnson asked if there were any other questions.

Terry Dason of the Winnetka Northfield Chamber of Commerce stated that she has talked to many retailers on Lincoln Avenue who are very supportive of the concept and idea. She stated that it would bring more foot traffic to the Village and commented that it is a wonderful concept. Ms. Dason also stated that they have had it in two other retail stores which had proven track records there and that it would do well here.

Mr. Keiser stated that he worked hand in hand with Miller & Davis and that he spoke with their ladies whose situation was that they came in as retail and went on to consignment. He stated that they would not be investing any more money into a Lincoln Avenue space if they did not think that it would work. Mr. Keiser added that their circumstances were different which is why they left Winnetka.

Chairperson Johnson asked if there is one on Gage Street.

Ms. Dason commented that the store in Glencoe did incredible business.

Chairperson Johnson then asked if there was one where Bellows is now.

Ms. Kikos stated that is in Wilmette and that it is affiliated with JCC. She stated that it is growing 7% ever year because of the economy. Ms. Kikos added that it is a growing business and that people are getting more comfortable not just to consign, but to buy items at 1/3 of the cost of new items.

Chairperson Johnson stated that she would call the matter in for discussion unless there are other comments.

Ms. Kikos informed the Board that she would like to add that it took a long time to get here and that it is not because of the wait for the hearing. She then stated that she has been talking to other landlords because so many of them wanted her to put down money before coming before the Board. Ms. Kikos stated that she would like to thank the Board for allowing her to apply for a permit taking a chance that she could move forward. She stated that she is very anxious especially since it would be close to Northfield to focus here. Ms. Kikos also stated that she would love to get approved as quickly as possible since there is a street fair coming up on July 18 and 19 and that she would love to in by then.

Chairperson Johnson informed Ms. Kikos that the Board is only a recommending body with regard

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to the special use. She stated that they are to conclude their analysis and make a recommendation to the Village Council. Chairperson Johnson also stated that they have no control as to when the Village Council would look at it. She noted that there is already a proposal to take this portion out of the retail overlay district altogether and that she would be surprised if it is eventually not approved. Chairperson Johnson noted that there are two Village Council meetings per month and that there is also a DRB monthly meeting.

Mr. D'Onofrio stated that it would also go to the Plan Commission on June 25, 2014 and then it would go to the Village Council which may not be until the third Tuesday in July.

Chairperson Johnson stated that at the Plan Commission, it may not take more than one meeting. She added that late July may be the earliest that the applicant can get final approval. Chairperson Johnson then called the matter in for discussion.

Mr. Cripe thanked the applicant for taking the time to present the request and their willingness to go through the process. He commented that it sounded great and that he is happy to see another business come into the Village.

Mr. Blum stated that he had no issue with the request and that it is a retail business.

Ms. Hickey stated that she agreed with the comments made and added that she thought this would be a draw and create stimulation.

Ms. Kikos described it as the resurgence of her career.

Ms. Hickey added that it is a great effort.

Chairperson Johnson asked for a motion and noted that there are extra standards since it related to the retail overlay district. She noted that there would not just be the regular special use standards, but 11 of them.

Mr. Cripe then moved to recommend approval of the special use permit and entered the following findings in support of the recommendation. He stated that that the special use will not either endanger or be detrimental to the public health, safety, comfort, morals or general welfare and that it will specifically be a retail establishment and would be consistent with other retail stores in the area. Mr. Cripe stated 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 in that the use is going to be a high-end resale shop which is consistent with the community.

Mr. Cripe stated that the special use will not impede the normal and orderly development and improvement of other property in the immediate vicinity for uses permitted by right in the zoning district and that it would be going in a retail area. He stated that adequate measures have been or will be taken to provide ingress and egress in a manner which minimizes pedestrian and vehicular traffic congestion in the public ways and noted that the use would be replacing another retail establishment and would not be out of character. Mr. Cripe stated that adequate parking, utilities,

# ATTACHMENT E

access roads, drainage and other facilities necessary for the operation of the special use either exist or will be provided and that the anticipated use would be consistent with past use.

Mr. Cripe stated that the special use in all other respects conforms to the applicable zoning regulations and other applicable Village ordinances and codes. He then stated that 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 of a comparison shopping nature and that it will be a retail store which will be a draw and help stimulate retail activity which they would like to see in the area. Mr. Cripe stated that proposed street frontages providing access to or visibility for one or more special uses shall provide for a minimum interruption in the existing and potential continuity and concentration of retail uses of a comparison shopping nature and that it would be a retail store going into a retail store environment.

Mr. Cripe then stated that 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 of a comparison shopping nature and that the retail store going into a retail store would be subject to all approval processes. He stated that if a project or building has, proposes or contemplates a mix of retail, office and service-type uses, the retail portions of the project or building shall be located adjacent to the sidewalk. The minimum frontage for each retail use adjacent to the sidewalk shall be twenty (20) feet with a minimum gross floor area of four hundred (400) square feet. In addition, such retail space shall be devoted to active retail merchandising which maintains typical and customary hours of operation. Mr. Cripe stated that this standard is not applicable. He stated that 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 of a comparison shopping nature and that it would be completely in character with the retail district. Mr. Cripe concluded by stating that for those reasons and those findings, he moved to recommend approval of the special use.

Mr. Blum seconded the motion. A vote was taken and the motion was unanimously passed, 4 to 0.

AYES: Blum, Cripe, Hickey, Johnson

NAYS: None

## **Standards for Granting Special Uses**

The standards for granting special uses are set both by statute and by Village Code. Section 17.56.010 requires that special uses be permitted only upon evidence that these meet standards established by the applicable classification in the zoning ordinances. Conditions "reasonably necessary to meet such standards" are specifically authorized. Section 17.56.010 establishes the following standards for granting special use permits:

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. KMK Luxury Consignment will operate as a high-end, retail apparel

## ATTACHMENT E

consignment business catering to men, women and children. The proposed use is a retail establishment and is consistent with other retail uses in the area.

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. The granting of a Special Use permit to KMK Luxury Consignment to establish a high-end resale shop 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, nor will the establishment substantially diminish or impair property values in the immediate vicinity. The establishment of KMK Luxury Consignment is consistent with the community.
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. The establishment of KMK Luxury Consignment 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. The proposed retail establishment is in a retail area.
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. No additional ingress and egress will be necessary for the establishment of the retailer. The traffic flow, both pedestrian and vehicular, is expected to be similar to that of the former tenant (Flea Handbags) and/or those retail businesses in the vicinity.
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. Adequate parking, utilities, access roads, drainage and other facilities necessary to the operation of the special use exist and no additional facilities are necessary. Current on-street parking on the Lincoln Ave. and Elm St. corridor will be sufficient without limiting that to the other businesses. The proposed retail use is consistent with the previous retail tenant.
6. That the Special Use in all other respects conforms to the applicable regulations of this and other Village ordinances and codes. The use 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 of a comparison shopping nature. The luxury consignment business will operate the same as any other apparel retail business and with it being the only such business of its kind in Winnetka, will offer an alternative shopping experience similar to that in other North Shore communities that will likely be a draw for shoppers and should stimulate the area.

## ATTACHMENT E

8. Proposed street frontages providing access to or visibility for one or more special uses shall provide for a minimum interruption in the existing and potential continuity and concentration of retail uses of a comparison shopping nature. KMK Luxury Consignment will cause no interruption to the nearby retail use as the proposed use is also retail.
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 of a comparison shopping nature. KMK Luxury Consignment is a retail store that will be subject to the approval process for any proposed signage or awnings.
10. If a project or building has, proposes or contemplates a mix of retail, office and service-type uses, the retail portions of the project or building shall be located adjacent to the sidewalk. The minimum frontage for each retail use adjacent to the sidewalk shall be twenty (20) feet with a minimum gross floor area of four hundred (400) square feet. In addition, such retail space shall be devoted to active retail merchandising which maintains typical and customary hours of operation. This standard is not applicable.
11. 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 of a comparison shopping nature. The proposed retail use will not diminish the availability of parking for district clientele wishing to patronize existing retail businesses of a comparison shopping nature.

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**Title:** Factory Mutual Global Fire Department Grant

**Presenter:** John Ripka, Deputy Chief

**Agenda Date:** 07/15/2014

**Consent:**  YES  NO

- |                                     |                         |
|-------------------------------------|-------------------------|
| <input type="checkbox"/>            | Ordinance               |
| <input type="checkbox"/>            | Resolution              |
| <input type="checkbox"/>            | Bid Authorization/Award |
| <input type="checkbox"/>            | Policy Direction        |
| <input checked="" type="checkbox"/> | Informational Only      |

**Item History:**

None.

**Executive Summary:**

In December, 2013, Fire Department staff applied for a Fire Prevention Grant through Factory Mutual Insurance Company. Grant funds were requested to purchase iPad computers for the Fire Prevention Bureau that will be used to streamline the inspection and reporting process for Fire Prevention Bureau inspectors.

On Monday, June 23, we received notification that the full amount requested, \$1,950, was being awarded to the Department.

A representative from Factory Mutual will be attending the July 15, 2014 Village Council meeting to formally present the grant award.

**Recommendation:**

None.

**Attachments:**

- FM Global grant award letter to the Village of Winnetka Fire Department



Factory Mutual Insurance Company  
1151 Boston-Providence Turnpike  
P.O. Box 9102  
Norwood, MA 02062 USA  
T: 781 255 4000 F: 781 255 4024 www.fmglobal.com

June 19, 2014

Mr. Nicholas Mostardo, Fire Support Specialist  
Village of Winnetka Fire Department  
438 Green Bay Road  
Winnetka, Illinois 60093

Dear Mr. Mostardo:

Congratulations. Your grant application for an FM Global fire prevention grant stood out among the hundreds we received and we will be funding \$1,950 to purchase 3 iPads and keyboards.

Elodie Gries, fire service program coordinator in FM Global's Chicago office will contact you soon to arrange for a check presentation. In addition you will be receiving an email with a sample press release. Once you and Elodie have scheduled a date for a visit, you can customize and distribute the press release to bring further public attention to your worthy efforts and to publicize your award.

In the meantime, if you have any questions, please feel welcome to e-mail me.

Best wishes for continued success in your fire prevention endeavors.

A handwritten signature in black ink, appearing to read "Michael Spaziani". The signature is fluid and cursive, with a long horizontal line extending to the right.

Michael Spaziani  
Manager - Fire Service Programs  
[michael.spaziani@fmglobal.com](mailto:michael.spaziani@fmglobal.com)

cc: Elodie Gries – FM Global Chicago Operations

File #14-002



## Agenda Item Executive Summary

**Title:** Village Survey Development and Administration: National Research Center (NRC)

**Presenter:** Robert M. Bahan, Village Manager

**Agenda Date:**

07/15/2014

**Consent:**

YES

NO

Ordinance

Bid Authorization/Award

Policy Direction

Informational Only

**Item History:**

- May 13, 2014, Council Study Session: Strategic Planning, Goal Setting
- June 10, 2014, Council Study Session: Strategic Planning, Next Steps
- July 8, 2014, Council Study Session: Community-Wide Village Survey, Update

**Executive Summary:**

After the Village Council set a community-wide survey as a high priority goal for 2014, Staff began outlining a process and exploring firms to assist in the development and administration of a survey tool. A Scope of Services was sent to select firms, and of those that responded with their qualifications, the Village Survey Team (Trustees Fessler and McCrary, Manager Bahan, and Megan Pierce) selected two preferred firms to continue in the process. These two firms were interviewed and then subsequently provided Pricing Proposals.

The Survey Team recommends National Research Center (NRC) Inc. to assist the Village in the development and administration of the 2014 survey. NRC is a highly qualified firm that has extensive background in designing, administering, and analyzing surveys for local governments. Their leadership in this field will help the Village establish a credible survey process, build a solid foundation for future surveys, generate data useful in decision-making, and help ensure a strong response rate. We believe NRC will be a strong partner in developing a custom survey tool that meets our needs.

**Recommendation:**

Authorize the Village Manager to enter into an agreement with National Research Center (NRC) Inc. to develop and administer the Village's first community-wide survey for a price not-to-exceed \$30,000 as outlined in their Pricing Proposal dated July 10, 2014.

**Attachments:**

- 1) Memo from Manager Bahan, dated July 10, 2014
- 2) NRC Inc. Qualifications and Proposal, dated June 20, 2014
- 3) NRC Inc. Pricing Proposal, dated July 10, 2014

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**VILLAGE OF WINNETKA**  
**M E M O R A N D U M**

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TO: Village Council

FROM: Robert M. Bahan, Village Manager

CC: Megan E. Pierce, Assistant to the Village Manager

DATE: July 10, 2014

SUBJECT: Survey Development & Administration

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**Background**

After the Village Council set a community-wide survey as a high priority goal for 2014, Staff began outlining a process and exploring firms to assist in the development and administration of a survey tool. A Scope of Services was sent to select firms, and of those that responded with their qualifications, the Village Survey Team (Trustees Fessler and McCrary, Manager Bahan, and Megan Pierce) selected two preferred firms to continue in the process. These two firms were interviewed and then subsequently provided Pricing Proposals.

The Survey Team's process to evaluate and select a vendor to assist in designing, administering, compiling, and analyzing a survey tool has focused on qualifications and experience. Our selection objectives were a vendor who will:

1. Help the Village establish a credible survey and process;
2. Design a useful tool;
3. Create a solid foundation for future surveys; and
4. Be a strong partner in a collaborative and community-based approach.

This work is no small undertaking. Especially since this will be the Village's first community survey, it is critical to ensure a credible and transparent process that yields useful results for decision-making. We carefully looked at vendors in terms of how they could develop meaningful questions that would increase response rate and lead to statistically relevant results. In interviews, we spoke with experts about the relevant topics and the need for timely, decision-driving data. We considered the best practices that vendors offered to make this a custom tool that can yield trend data over time. Finally, the Survey Team discussed who would be the best partner to work with Village Council, Staff, Lower Boards & Commissions, and other community stakeholders on the wide variety of tasks.

The selection process started with a broad field of vendors and has continually narrowed to those most qualified to perform the scope of work we have outlined. Of the four firms that responded

to our Scope of Services, we interviewed and requested Pricing Proposals from two: National Research Center (NRC), Inc. and Northern Illinois University Center for Governmental Studies (CGS). While both firms interviewed have done custom survey development and administration for numerous local governments and are qualified, NRC has repeatedly demonstrated a superior approach that we believe will be critical to our success.

NRC is a nationally-recognized survey consultancy with 20 plus years of experience in citizen surveys. NRC has conducted citizen and quality of life surveys for over 1,000 communities across the United States. They have performed survey and research projects for communities ranging in population from 1,500 residents to over 8 million, including 25 communities in Illinois. NRC is the only survey research firm that is a partner of the International City/County Management Association (ICMA) to provide citizen surveys to local governments.

At each step, NRC has been responsive to our requests and has worked to develop a thorough understanding of our needs and goals for the survey. Their careful listening and customized approach has led them to outline the following significant tasks:

- Survey Development and Administration
  - Includes survey development, study design, address list procurement, mail preparation, cleaning and coding of returned surveys, data entry, and web programming
- Survey Material Printing and Postage for up to 4,300 households
- Survey Data Collection, Analysis and Reporting
  
- Presentation
  - Includes in-person presentation

Although NRC's Pricing Proposal was higher than the one received from CGS, they distinguished their Scope for the Survey Team in several ways. First, NRC has outlined a more collaborative and extensive process to develop the custom survey questions. They will go through unlimited iterations of the survey tool, until the Village has approved the questions and sequencing. Second, NRC has proposed a more comprehensive communication strategy. NRC will assist the Village in developing targeted communications, but will also perform three separate mailings to all residential households, including a pre-survey mailer, a first survey, and a second survey (sent to all those not responding to the first). Third, the data collection methods proposed by NRC will ensure statistically relevant results; every survey collected is entered twice as a quality control measure. Their work includes compilation of both paper surveys and an online survey option. One other cost driver that differentiates NRC is that they will have more cost to travel and make the final presentation, whereas NIU had little to no travel budget due to their regional location.

Our discussions with NRC made it clear that they have the most thorough analysis and reporting process that can be tailored to meet the Village's goals. The results will be reported in a format we prescribe, including cross-tabulation of results and mapping, and NRC also offers results benchmarking. We have been impressed with the experience of the team NRC has proposed for

this project, and the dedicated project manager will provide a valuable single-point of contact to keep the process on-track and on-time. Finally, NRC is committed to the Village's timeframe and has demonstrated the actions they will take to meet our goals of administering the survey in mid-to-late September and completing the results by mid-November.

In fiscal year 2014, Staff allocated \$30,000 in the budget for community engagement and survey related expenses. As we are already more than halfway through the fiscal year, we do not anticipate any other significant use of funds for this line item. NRC first submitted a Pricing Proposal that was under our budget, but a higher originally estimated number of households to survey (approximately 4,300 rather than 4,000) raised the estimated project cost to \$30,130. NRC, however, has agreed to perform the work for a not-to-exceed cost of \$30,000.

### **Recommendation**

The Survey Team recommends that the Village Council authorize the Village Manager to enter into an agreement with National Research Center (NRC), Inc. to develop and administer the Village's first community-wide survey for a price not-to-exceed \$30,000 as outlined in their revised Pricing Proposal dated July 10, 2014.

### **Attachments**

- NRC Inc. Qualifications and Proposal, dated June 20, 2014
- NRC Inc. Pricing Proposal, dated July 10, 2014



Megan Pierce  
Assistant to the Village Manager  
Village of Winnetka  
510 Green Bay Road  
Winnetka, IL 60093

June 20, 2014

Dear Ms. Pierce,

On behalf of National Research Center, Inc. (NRC), I am pleased to submit this proposal to the Village of Winnetka to develop and implement the Village's first Community Wide Survey. NRC has conducted citizen surveys for numerous communities across the nation for the past two decades. Our understanding of a community's use of these survey data and the many successful prior surveys that we have conducted position us well to provide you with the highest quality services for Winnetka.

NRC is proud to be among the few nationally-recognized survey consultancies with staff that can assure the strongest, most useful survey methods and results that feed easily into strategic plans and performance tracking. We have partnered successfully with many communities to conduct the kind of project you seek and are proud to include among our long-term clients Denver, CO; Honolulu, HI; Palo Alto, CA; Palm Coast, FL; Boulder, CO; Highland Park, IL; Rockville, MD; Oak Park, IL and many more. We expect to collaborate closely with Village staff on all steps of the process, from structuring the methodology and determining the proper content of the survey to finalizing the report and presenting results.

Our team offers a depth of experience unparalleled by any competitor; NRC staff assigned to this project have provided in-depth consultation to local government leaders across years of experience and hundreds of jurisdictions. NRC's strong reputation, attention to methods and experience with survey results as performance metrics in local government will serve you well.

Please feel free to contact me or Shannon Hayden ([Shannon@n-r-c.com](mailto:Shannon@n-r-c.com)) with any questions you may have. We look forward to speaking with you about this important project.

Kindest regards,

A handwritten signature in black ink, appearing to read "Thomas I Miller". The signature is fluid and cursive, with a prominent initial "T" and "M".

Thomas I Miller, PhD  
President

tom@n-r-c.com



# Village of Winnetka

*Community Wide Survey*

June 20, 2014

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## Proposal Overview

Credible citizen surveys are essential for accurately gathering resident perspectives about service satisfaction and current issues faced by the community. National Research Center, Inc. (NRC) is proud to be among the few nationally-recognized survey consultancies with staff that can assure the strongest survey methods and most useful results that feed easily into strategic plans and performance tracking. We offer our 20-plus years of leadership in the field of citizen surveys for local governments as evidence of our ability to perform the requested services and more. NRC has conducted citizen and quality of life surveys for over 1,000 communities in the U.S., including many of your neighbors in the Chicago area – including Highland Park, Sugar Grove, Shorewood, and many others. We have provided an extensive list of recent experience and references from a range of our multi-year clients. You will see that our clients range in size from small towns to major cities, attesting to our ability to adapt our work to a wide range of client needs. NRC’s strong reputation, attention to methods and experience with survey results as performance metrics in local government will serve the Village of Winnetka well.

Winnetka’s survey will focus on resident satisfaction with core services, as well as current issues such as the Stormwater Management Program and revitalization of the business district. Survey results will aid Village staff and elected officials in improving transparency and accountability of the Village in the eyes of the public. NRC will work collaboratively with Village staff and others to determine the survey methods and questions and ensure that they contribute to the validity of the results. We will manage all aspects of survey formatting, printing, mailing preparation and delivery as well as data collection, analysis and reporting. NRC will utilize current best practices to carry out Winnetka’s community wide survey including using a mail-based approach with online option, address-based sampling, multiple contacts, and reporting of weighted results. The results will be tabulated and compiled into summary and comprehensive reports as fits the needs of staff. We have proposed a timeline that would allow completion of the work in time to provide an in-person presentation of results of the Community Wide Survey to Council in November.

## About National Research Center, Inc.

### *NRC is the leader in citizen survey research.*

- ◆ NRC principals have worked in the field of research for local government, and leading the strategic use of surveys for over 30 years.
- ◆ Our company has designed and implemented more than 1,000 survey research projects for communities ranging in population size from approximately 1,500 residents to over eight million, including 25 communities in Illinois.
- ◆ NRC has completed over hundreds of presentations of results to staff, Councils and executive teams at formal and informal meetings and workshops. We have conducted focus groups and town hall meetings linked to survey findings and strategic planning, and have facilitated strategic planning workshops with staff and Councils.
- ◆ We are the only survey research firm partnered with the International City/County Management Association (ICMA) to provide citizen surveys to local governments. Our company also partners with the National League of Cities (NLC).

***Our company sets and meets the highest research standards...We even wrote the book.***

- ◆ Our surveys use the current industry best practices to provide a scientifically valid survey that is representative of the opinions of the community as a whole. These methods include using an address-based random sample, mail-out/mail-back methodology with multiple contacts and weighting of the results to the characteristics of the overall population.
- ◆ We wrote the books!
  - ◆ *Citizen Surveys: How to do them, how to use them, what they mean* (published by ICMA in 1991, revised 2000)
  - ◆ *Citizen Surveys: A comprehensive guide to making them matter* (published ICMA in 2009)
- ◆ We are part of a larger community of organizations that support local government and quality research methods and take our responsibility to this community seriously. NRC is a member of:
  - ◆ American Society of Public Administration (ASPA)
  - ◆ American Evaluation Association (AEA)
  - ◆ American Association of Public Opinion Research (AAPOR)
  - ◆ Council of American Survey Research Organizations (CASRO)
- ◆ Our transparent and detailed methods documentation is a testament to the integrity with which we approach our research.

***NRC is a pioneer in the citizen survey industry.***

- ◆ NRC regularly tests survey research methods in the field to determine the best survey approaches to keep pace with trends in technology, response patterns and evolving concepts of governance and livability.
- ◆ Our company originated the idea of benchmarking resident opinion and holds the most comprehensive database of benchmark communities. Features of our database include:
  - ◆ Results from over 600 unique jurisdictions across the nation, representing over 30 million Americans.
  - ◆ Normative comparisons for 260 services.
  - ◆ The ability to generate custom comparisons by geographic location, population size or other community characteristics or combinations.
  - ◆ Constant updates to add the latest surveys and to keep results fresh.
- ◆ We are proud to be on the leading edge of investigating analytic methods to use opt-in web surveys, creating an exciting opportunity for communities to expand the number of responses they receive. NRC recently presented our work in this area at the 2014 AAPOR annual conference.
- ◆ NRC has used its extensive survey research experience to develop a line of “turn-key” surveys to meet local government research needs in an efficient and low cost manner:

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The National Citizen Survey™ (The NCS™) gathers resident opinion and results are used to improve service delivery, strengthen communications with community stakeholders and identify priorities for strategic planning and budget setting.



The National Employee Survey™ (The NES™) is a customizable, turn-key survey for local governments and other organizations to assess the work climate of their employees.



The National Business Survey™ (The NBS™) is used by local governments to understand the preferences and needs of the local business community.



The Community Assessment of Older Adults™ (CASOA™) is a strategic planning and evaluation tool used to develop older adult service plans, evaluate service provision, influence key stakeholders, empower community members and monitor success.

### *NRC provides efficient research and powerful findings for the real world.*

- ◆ Our reporting and up-to-date tools and analyses provide clients with the most useful information to implement new policies or programs or modify existing ones.
- ◆ We have an in-depth understanding of the time and logistical requirements for all steps involved in the survey process. We are knowledgeable about the obstacles that can throw a project off course, and we have encountered and solved many problems over the years.
- ◆ When we commit to a study timeline and costs we meet the established goals.
- ◆ We help keep our projects on budget and on time by detailing our survey methods and assumptions in the proposal, working closely with the client throughout the process, and discussing up-front the potential financial or time impact of a methodological change.
- ◆ Many of our surveys have been used extensively in performance measurement, council goal setting and strategic planning.

### *Our people make the difference.*

- ◆ NRC has the in-house capability and expertise to meet all survey project development, analysis and reporting needs. We assign dedicated project staff and take advantage of an expanded staff network to support all projects with collaborative ideas to enhance productivity and ensure the best process and product for our clients.
- ◆ NRC is a team of professionals working in the areas of research and evaluation. Most of our senior staff members have PhDs or Masters' degrees in areas of economics, public health or educational assessment with emphasis on quantitative methods and measures of effectiveness.
- ◆ NRC staff understand that planning for the best deliverable will begin with close collaboration with Village staff and elected officials.
- ◆ At the outset of our work, we will talk with you to clarify the purposes of the project, identify the key contacts and stakeholders and learn the personal, political and geographic contingencies that will influence the work. Throughout any project, we check in to test our direction, work on solving problems and plan for the final product. Collaboration vastly improves our work and will help ensure that the Village gets what is most helpful to its mission.

- ◆ Beyond academic training, our staff members have significant experience conducting research outside of academia, providing a competence and grounding in the real world of survey research and program evaluation. We not only are strong methodologists, we have a strong appreciation of the mission of local government staff whose first allegiance is to their constituents, not measurement. *The Project Team* section (page 12) contains select resumes of NRC staff.

## Citizen Survey Experience and References

NRC has more than 20 years of survey experience with a focus on local government research. Below we highlight some of our long term citizen survey clients and a complete listing of survey projects we have conducted in the last few years to serve not only as references for NRC as a whole, but also for some or all of the staff who will be assigned to your project. We have listed the main client contact(s) for each of the highlighted projects.

Long term clients and references

City and County of Denver, Colorado	
2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013	
<p><b>The National Citizen Survey™</b></p> <hr/> <p>Contact:</p> <p>Rory Regan Associate Financial Management Analyst 720-913-5544 Rory.Regan@denvergov.org</p>	<p><i>The 2013 survey was the 12th iteration of the survey.</i></p> <ul style="list-style-type: none"> <li>◆ <i>Mailed to 3,000 randomly selected households</i></li> <li>◆ <i>Spanish language online participation option</i></li> <li>◆ <i>649 completed surveys (±3.8% margin of error)</i></li> <li>◆ <i>Results were:</i> <ul style="list-style-type: none"> <li>◆ <i>Weighted to reflect the demographic profile of all residents</i></li> <li>◆ <i>Crosstabulated by geographic area</i></li> <li>◆ <i>Crosstabulated by demographic variables (annual household income, race, age and sex)</i></li> <li>◆ <i>Compared to previous survey administrations</i></li> <li>◆ <i>Compared to the National benchmark</i></li> <li>◆ <i>Compared to benchmark for communities with a population of 300,000 or greater</i></li> </ul> </li> </ul>
<p><a href="http://www.denvergov.org/Portals/9/documents/CitizenSurvey/NCS_Denver_Survey.pdf">http://www.denvergov.org/Portals/9/documents/CitizenSurvey/NCS_Denver_Survey.pdf</a></p>	

### City of Palm Coast, Florida

2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013

#### The National Citizen Survey™

Contact:

Denise Bevan  
Senior Environmental Planner  
386-986-2458  
dbevan@palmcoastgov.com

*The 2013 survey was the 12th iteration of the survey.*

- ◆ Mailed to 1,200 randomly selected households
- ◆ 379 completed surveys ( $\pm 5\%$  margin of error)
- ◆ Results were weighted to reflect the demographic profile of all residents and compared to the national benchmark.

<https://www.palmcoastgov.com/about/citizen-survey>

### City of Palo Alto, California

2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014

#### The National Citizen Survey™

Contact:

Deniz Tunc  
Administrative Assistant  
650-329-2476  
Deniz.Tunc@cityofpaloalto.org

*The 2013 survey was the 12th iteration of the survey.*

- ◆ Mailed to 1,200 randomly selected households
- ◆ 337 completed surveys ( $\pm 5\%$  margin of error)
- ◆ Results were:
  - ◆ Weighted to reflect the demographic profile of all residents
  - ◆ Crosstabulated by geographic area
  - ◆ Compared to the national benchmark

<http://www.cityofpaloalto.org/civicax/filebank/documents/38310>

### City of Westminster, Colorado

1992, 1994, 1996, 1998, 2000, 2002, 2004, 2006, 2008, 2010, 2012, 2014

#### Custom citizen survey

Contact:

Ben Goldstein  
Management Analyst  
303-658-2007  
bgoldstein@cityofwestminster.us

*The 2014 survey was the 12th iteration of the survey.*

- ◆ Mailed to 3,000 randomly selected households
- ◆ 847 completed surveys ( $\pm 3\%$  margin of error)
- ◆ Results were:
  - ◆ Weighted to reflect the demographic profile of all residents
  - ◆ Crosstabulated by geographic area (school districts)
  - ◆ Compared to previous survey administrations
  - ◆ Compared to the national benchmark
  - ◆ Presentations made to City Council and department heads

*Report was organized around the City's Strategic Plan goals and objectives.*

<http://www.ci.westminster.co.us/CityGovernment/CityManager/CitizenSurvey.aspx>

## City of Arvada, Colorado

1997, 1999, 2001, 2003, 2005, 2007, 2009, 2011, 2013

### Custom citizen survey

Contact:  
Mark G. Deven  
City Manager  
720-898-7510  
mdeven@arvada.org

*The 2014 survey was the 9th iteration of the survey.*

- ◆ *Mailed to 2,400 randomly selected households*
- ◆ *Spanish language online participation option*
- ◆ *787 completed surveys ( $\pm 3\%$  margin of error)*
- ◆ *Results were:*
  - ◆ *Weighted to reflect the demographic profile of all residents*
  - ◆ *Crosstabulated by geographic area*
  - ◆ *Crosstabulated by demographic variables*
  - ◆ *Compared to previous survey administrations*
  - ◆ *Compared to the national benchmark*
  - ◆ *Presentations made to City staff and City Council*

*Results were used to measure the outcomes and goals of the strategic plans and feed into the integrated performance management system (Focus Arvada).*

[http://static.arvada.org/docs/Arvada\\_Citizen\\_Survey\\_Report\\_FINAL-1-201401151032.pdf](http://static.arvada.org/docs/Arvada_Citizen_Survey_Report_FINAL-1-201401151032.pdf)

## Town of Parker, CO

1999, 2001, 2003, 2005, 2007, 2009, 2013

### Custom citizen survey

Contact:  
Elise Penington  
Community Affairs Director  
303-805-3113  
epenington@parkeronline.org

*The 2009 survey was the 6th iteration of the survey.*

- ◆ *Mailed to 3,000 randomly selected households*
- ◆ *1,221 completed surveys ( $\pm 3\%$  margin of error)*
- ◆ *Results were:*
  - ◆ *Weighted to reflect the demographic profile of all residents*
  - ◆ *Compared to the national benchmark*
  - ◆ *Compared to previous survey administrations*
  - ◆ *Presentation made to Town Council*

<http://www.parkeronline.org/citizensurvey>

## City and County of Honolulu, Hawaii

2010, 2011, 2012, 2013

### The National Citizen Survey™

Contact:  
Susan Hall  
Audit Manager  
808-768-3132  
shall@honolulu.gov

*The 2013 survey was the 4th iteration of the survey.*

- ◆ Mailed to 1,200 randomly selected households
- ◆ Online participation option
- ◆ 352 completed surveys ( $\pm 5\%$  margin of error)
- ◆ Results were:
  - ◆ Weighted to reflect the demographic profile of all residents
  - ◆ Compared to previous survey administrations
  - ◆ Compared to the national benchmark
  - ◆ Compared to benchmark for communities with a population of 300,000 or greater

[http://www.honolulu.gov/rep/site/oca/oca\\_docs/FY2013\\_NCS\\_Report-FINAL.pdf](http://www.honolulu.gov/rep/site/oca/oca_docs/FY2013_NCS_Report-FINAL.pdf)

## City of Fort Collins, Colorado

2008, 2010, 2012, 2013

### Custom citizen survey

Contact:  
Kelly DiMartino  
Communications & Public  
Involvement Director  
970-416-2028  
kdimartino@fcgov.com

*The 2013 survey the 4th iteration of the survey with NRC*

- ◆ Mailed to 1,800 randomly selected households and 200 Colorado State University (CSU) dormitory students
- ◆ Spanish language online participation option
- ◆ 535 completed surveys ( $\pm 4\%$  margin of error)
- ◆ Results were:
  - ◆ Weighted to reflect the demographic profile of all residents
  - ◆ Crosstabulated by geographic area
  - ◆ Crosstabulated by demographic variables
  - ◆ Compared to previous survey administrations
  - ◆ Compared to the national benchmark
  - ◆ Compared to benchmark for Colorado Front Range communities
  - ◆ Presentation made to City Council

*Fort Collins conducted citizen surveys in 2001, 2003 and 2006 before contracting with NRC to conduct their survey in 2008. Our expertise enabled us to seamlessly integrate the results compiled by a previous vendor with the results garnered by NRC and convey actionable results to City staff.*

*Report was organized around the City's Budgeting for Outcomes (BFO) process.*

<http://www.fcgov.com/citizensurvey/pdf/Fort-Collins-2010-Report-FINAL-07-14-2010-2.pdf>

## City of Rockville, Maryland

2005, 2007, 2008, 2010, 2012

### Custom citizen survey

Contact:

Louise Atkins  
Council Support Specialist  
240-314-8106  
latkins@rockvillemd.gov

*The 2012 survey was the 5th iteration of the survey.*

- ◆ Mailed to 2,000 randomly selected households
- ◆ 682 completed surveys ( $\pm 4\%$  margin of error)
- ◆ Results were:
  - ◆ Weighted to reflect the demographic profile of all residents
  - ◆ Compared to previous survey administrations
  - ◆ Compared to the national benchmark
  - ◆ Crosstabulated by geographic area
  - ◆ Crosstabulated by demographic variables

<http://www.rockvillemd.gov/index.aspx?NID=1076>

## City of Highland Park, Illinois

2003, 2005, 2008, 2012

### The National Citizen Survey™

Contact:

Emily Palm  
Assistant to the City  
Manager  
847-926-1004  
epalm@cityhpil.com

*The 2012 survey was the 4th iteration of the survey.*

- ◆ Mailed to 1,200 randomly selected households
- ◆ 477 completed surveys ( $\pm 4\%$  margin of error)
- ◆ Results were:
  - ◆ Weighted to reflect the demographic profile of all residents
  - ◆ Compared to previous survey administrations
  - ◆ Compared to the national benchmark

[http://www.cityhpil.com/documents/18/City%20of%20Highland%20Park-Report%20of%20Results%20FINAL%202012\\_201210161129480501.pdf](http://www.cityhpil.com/documents/18/City%20of%20Highland%20Park-Report%20of%20Results%20FINAL%202012_201210161129480501.pdf)

## City of Boulder, Colorado

2001, 2007, 2010, 2011, 2014

### Custom citizen survey

*The 2014 survey was the 5th iteration of the survey.*

- ◆ Mailed to 3,017 randomly selected households
- ◆ 785 completed surveys ( $\pm 5\%$  margin of error)
- ◆ Results were:
  - ◆ Weighted to reflect the demographic profile of all residents
  - ◆ Compared to previous survey administrations
  - ◆ Compared to the national benchmark
  - ◆ Crosstabulated by geographic area
  - ◆ Crosstabulated by demographic variables

<https://bouldercolorado.gov/city-manager/2011-community-survey-results>

## Town of Flower Mound, Texas

2009, 2011, 2014

### The National Citizen Survey™

Contact:

Tommy Dalton  
Director of Strategic Services  
972-874-6079  
tommy.dalton@flower-mound.com

*The 2014 survey was the 3rd iteration.*

- ◆ Mailed to 1,200 randomly selected households
- ◆ 417 completed surveys ( $\pm 5\%$  margin of error)
- ◆ Results were:
  - ◆ Weighted to reflect the demographic profile of all residents
  - ◆ Compared to previous survey administrations
  - ◆ Compared to the national benchmark

<http://www.flower-mound.com/DocumentCenter/Home/View/34>

## Town of Needham, Massachusetts

2008, 2010, 2012, 2014

### The National Citizen Survey™

Contact:

Paul Buckley  
Fire Chief  
781-455-7580  
pbuckley@town.needham.ma.us

*The 2012 survey was the 3rd iteration of the survey.*

- ◆ Mailed to 1,200 randomly selected households
- ◆ 546 completed surveys ( $\pm 4\%$  margin of error)
- ◆ Results were:
  - ◆ Weighted to reflect the demographic profile of all residents
  - ◆ Compared to previous survey administrations
  - ◆ Compared to the national benchmark

<http://www.needhamma.gov/DocumentCenter/Home/View/4322>

2013

### The National Citizen Survey™

Contact:

Donna VanderClock  
Town Manager  
781-786-5020  
VanderClock.D@westonmass.org

*The 2013 survey was the 1st iteration.*

- ◆ Mailed to 1,100 randomly selected households
- ◆ 404 completed surveys ( $\pm 5\%$  margin of error)
- ◆ Results were:
  - ◆ Weighted to reflect the demographic profile of all residents
  - ◆ Compared to the national benchmark

**City of Chanhassen, Minnesota**

**2005, 2007, 2010, 2013**

**The National Citizen Survey™**

Contact:  
Laurie Hokkanen  
Assistant City Manager  
952-227-1118  
lhokkanen@ci.chanhassen.mn.us

*The 2013 survey was the 4th iteration of the survey.*

- ◆ *Mailed to 1,200 randomly selected households*
- ◆ *Online participation option*
- ◆ *461 completed surveys (±4% margin of error)*
- ◆ *Results were:*
  - ◆ *Weighted to reflect the demographic profile of all residents*
  - ◆ *Compared to previous survey administrations*
  - ◆ *Compared to the national benchmark*

<http://www.ci.chanhassen.mn.us/index.aspx?nid=92>

**City of Lynchburg, Virginia**

**2004, 2006, 2008, 2013**

**The National Citizen Survey™**

Contact:  
JoAnn Brown-Martin  
Communications and  
Marketing  
434-455-3801  
joann.martin@lynchburgva.gov

*The 2013 survey was the 4th iteration of the survey.*

- ◆ *Mailed to 1,200 randomly selected households*
- ◆ *Online participation option*
- ◆ *391 completed surveys (±5% margin of error)*
- ◆ *Results were:*
  - ◆ *Weighted to reflect the demographic profile of all residents*
  - ◆ *Compared to previous survey administrations*
  - ◆ *Crosstabulated by geographic area*
  - ◆ *Crosstabulated by demographic variables*
  - ◆ *Compared to the national benchmark*
  - ◆ *Compared to benchmark for communities with a population of 50,000 to 100,000*
  - ◆ *Presentation made to City Council*

<http://www.lynchburgva.gov/news/citizen-survey-results>

## City of Gaithersburg, Maryland

2007, 2009, 2011, 2013

### The National Citizen Survey™

Contact:

Britta Monaco

Director, Department of

Community & Public Relations

301-258-6310

BMonaco@gaitthersburgmd.gov

*The 2013 survey was the 4th iteration of the survey.*

- ◆ *Mailed to 1,200 randomly selected households*
- ◆ *Spanish and English language online participation options*
- ◆ *186 completed surveys ( $\pm 7\%$  margin of error)*
- ◆ *Results were:*
  - ◆ *Weighted to reflect the demographic profile of all residents*
  - ◆ *Compared to previous survey administrations*
  - ◆ *Compared to the national benchmark*

<http://www.gaithersburgmd.gov/~media/city/documents/government/city%20manager/biennial%20citizen%20survey%202013.pdf>

## Complete list of recent survey clients (2012-2014)

Below is a complete listing of recent projects for local governments conducted since 2012; surveys performed in Illinois appear in bold font.

### Custom Citizen Surveys

- Arapahoe County Citizen Survey 2014
- Eden Prairie Citizen Survey 2014
- Gilbert, AZ Resident Survey 2014
- Oak Hill, TN Resident Survey 2014
- Rock Hill, SC Focus Groups 2014
- Rock Hill, SC Strategic Planning Workshop 2014-15
- Rockville, MD Citizen Survey 2014
- Westminster, CO Citizen Survey 2014
- Wheat Ridge, CO Citizen Survey 2014
- WILMAPCO Public Opinion Survey 2014
- Arvada, CO Citizen Survey 2013
- Aspen, CO Citizen Survey 2013
- Aurora Citizen Public Opinion Survey 2013
- Boulder Community Survey 2014
- Flagstaff, AZ Citizen Survey 2013
- Fort Collins, CO Citizen Survey 2013
- Greeley, CO Resident and Non-resident Surveys 2013
- Maple Grove, MN Resident Survey 2013
- Takoma Park, MD Citizen Survey 2014
- WILMAPCO Public Opinion Survey 2013
- Adams County Quality of Life Survey 2012
- Aspen, CO 2012 Citizen Survey
- Broomfield, CO Citizen Survey 2012
- Castle Pines, CO Citizen Survey 2012
- City of Blaine, MN Resident Survey 2012
- City of SeaTac, WA 2012 Resident Survey

- Fort Collins, CO Citizen Survey 2012
- Highlands Ranch Community Association (HRCA) Community Survey 2012
- Lakewood Citizen Survey 2012
- Lone Tree, CO Resident Survey 2012
- Longmont, CO Customer Satisfaction Survey 2012
- Louisville, CO Citizen Survey 2012
- Minneapolis, MN Resident Survey 2012
- Dakota County, MN Citizen Survey 2012
- Olmsted County, MN Citizen Survey 2012
- Scott County, MN Citizen Survey 2012
- St. Louis County, MN. Citizen Survey 2012
- Washington County, MN Citizen Survey 2012
- New Brighton, MN Resident Survey 2013
- Parker, CO Citizen Survey 2013
- Pinal County Customer Satisfaction Survey 2013
- Reston Association, VA Community Survey 2012
- Rockville, MD Citizen Survey 2012-2013
- Westminster, CO Citizen Survey 2012
- Wheat Ridge, CO Citizen Survey 2012
- WILMAPCO Public Opinion Survey 2012

### The National Citizen Survey™

- Bedford, MA 2014
- Bettendorf, IA 2014
- Bloomington, MN 2014
- Bowling Green, KY 2014
- Canton, SD 2014

- Clearwater, FL 2014
- Duluth, MN 2014
- Englewood, CO 2014
- Estes Park, CO 2014
- Flower Mound, TX 2014
- Galveston, TX 2014
- Johnson City, TN 2014
- Lindsborg, KS 2014
- Lynnwood, WA 2014
- Milton, GA 2014
- Needham, MA 2014
- Newton, IA 2014
- Palo Alto, CA 2014
- Pasco County, FL 2014
- Polk County, IA 2014
- Ramsey, MN 2014
- Rock Hill, SC 2014
- **Schaumburg, IL 2014**
- **Shorewood, IL 2014**
- State College, PA 2014
- Tacoma, WA 2014
- Williamsburg, VA 2014
- Wilsonville, OR 2014
- Yakima, WA 2014
- Airway Heights, WA 2013
- Albemarle County, VA 2013
- Ankeny, IA 2013
- Ann Arbor, MI 2013
- Bainbridge Island, WA 2013
- Bloomington, MN 2013
- Broken Arrow, OK 2013
- Brookline, MA 2013
- Brownsburg, IN 2013
- Cape Coral, FL 2013
- Cartersville, GA 2013
- Chanhassen, MN 2013
- Charlotte, NC 2013
- Clive, IA 2013
- Clovis, CA 2013
- Coronado, CA 2013
- Davidson, NC 2013
- Decatur, GA 2013
- Denison, TX 2013
- Denver, CO 2013
- Dover, NH 2013
- Duluth, MN 2013
- Elk Grove, CA 2013
- Erie, CO 2013
- Gaithersburg, MD 2013
- Galveston, TX 2013
- Gilbert, AZ 2013
- Goodyear, AZ 2013
- Gunnison County, CO 2013
- Harrisonburg, VA 2013
- Honolulu, HI 2013
- Hooksett, NH 2013
- Hopkinton, MA 2013
- Iowa City, IA 2013
- Jackson County, MI 2013
- Jupiter, FL 2013
- Kenmore, WA 2013
- Lakeville, MN 2013
- McAllen, TX 2013
- Miami, FL 2013
- Morristown, TN 2013
- Mountlake Terrace, WA 2013
- Noblesville, IN 2013
- Norfolk, VA 2013
- Novato, CA 2013
- **Oak Park, IL 2013**
- **Orland Park, IL 2013**
- Palm Coast, FL 2013
- Palo Alto, CA 2013
- Park City, UT 2013
- Pasco County, FL 2013
- Pasco, WA 2013
- **Peoria, IL 2013**
- Richmond, CA 2013
- River Falls, WI 2013
- San Jose, CA 2013
- Santa Fe County, NM 2013
- Scottsdale, AZ 2013
- South Lake Tahoe, CA 2013
- **St. Charles, IL 2013**
- **Sugar Grove, IL 2013**
- Sunnyvale, CA 2013
- Temple, TX 2013
- Twin Falls, ID 2013
- Urbandale, IA 2013
- Weston, MA 2013
- Windsor, CO 2013
- Winter Garden, FL 2013
- Albert Lea, MN 2012
- Ashland, OR 2012
- Benbrook, TX 2012
- Bettendorf, IA 2012
- Bloomington, MN 2012
- Bowling Green, KY 2012
- Bristol, TN 2012

- Burleson, TX 2012
- Charlotte County, FL 2012
- Charlottesville, VA 2012
- Clive, IA 2012
- Davidson, NC 2012
- Delray Beach, FL 2012
- Denver, CO 2012
- Destin, FL 2012
- Dublin, OH 2012
- Dubuque, IA 2012
- El Cerrito, CA 2012
- Fishers, IN 2012
- Fort Smith, AR 2012
- Henderson, NV 2012
- **Highland Park, IL 2012**
- Honolulu, HI 2012
- Hudson, OH 2012
- Kennett Square, PA 2012
- La Plata, MD 2012
- La Vista, NE 2012
- Lafayette, CO 2012
- Lane County, OR 2012
- Las Cruces, NM 2012
- Lynchburg, VA 2012
- Menlo Park, CA 2012
- Meridian Township, MI 2012
- Milton, GA 2012
- Monterey, CA 2012
- Mooresville, NC 2012
- Morristown, TN 2012
- Needham, MA 2012
- New Braunfels, TX 2012
- Norfolk, VA 2012
- Novi, MI 2012
- Paducah, KY 2013
- Palm Coast, FL 2012
- Palo Alto, CA 2012
- Papillion, NE 2012
- Peoria, AZ 2012
- Sahuarita, AZ 2012
- San Jose, CA 2012
- San Juan County, NM 2012
- Sevierville, TN 2012
- Sioux Falls, SD 2012
- **Skokie, IL 2012**
- State College, PA 2012
- Surprise, AZ 2012
- Suwanee, GA 2012
- Tualatin, OR 2012

- Wauwatosa, WI 2012
- West Chester, PA 2012
- White House, TN 2012
- Wichita, KS 2012
- Williamsburg, VA 2012
- Wilsonville, OR 2012
- Yakima, WA 2012

#### *Business Surveys*

- Honolulu Employer Survey 2014
- Novi, MI Business Survey 2013
- **Orland Park, IL Business Survey 2013**
- Littleton, CO Community Survey 2012 (Resident and Business)
- Lone Tree Business Survey 2013

#### *The National Employee Survey™*

- Flower Mound, TX 2014
- Norfolk, VA 2014
- Fort Collins, CO Fall 2013
- Scottsdale, AZ 2013
- Broken Arrow, OK 2013
- Decatur, GA 2013
- Flower Mound Follow Up Interviews 2013
- Oakland Park, FL 2013
- Pinellas County, FL 2013
- Sevierville, TN 2014
- Fort Collins, CO 2013
- **Algonquin, IL 2012**
- Dover, NH 2013
- Flower Mound, TX 2012
- La Vista, NE 2012
- Lane County, OR 2013
- Midland, MI Crosstabs 2012
- Surprise, AZ 2012

#### *Older Adult Surveys*

- Boulder County, CO 2014
- East Chicago, IN 2014
- CASOA™ State of Indiana, Division of Aging 2013
- Care Connect 50Up Telephone Survey 2012
- Inver Grove Heights, MN Older Adult Needs Assessment Survey 2012
- Thornton Older Adult and Baby Boomer Survey 2012

#### *Parks and Recreation Surveys*

- City of Boulder Valmont Park Survey 2013
- Clearwater, FL Parks and Recreation Survey 2013

- Evergreen Park and Recreation District Survey 2013
- Parks and Recreation Community Survey™ Loveland, CO 2013
- Parks and Recreation Community Survey™ South Lake Tahoe, CA 2013
- Westminster, CO Parks, Recreation and Library Needs Assessment Survey 2013
- Longmont, CO P&R with MIG 2012
- Parks and Recreation Community Survey™ Durham, NC 2012

## Proposed Approach

### Collaborating with the Village of Winnetka

NRC will work collaboratively with Village staff and elected officials to determine the most appropriate survey methods to address the needs of Winnetka.

NRC will assign a project manager to be the primary point of contact with the Village of Winnetka. We find having one person manage communication best keeps the project on track, but where it is helpful, we are always happy to have our clients contact any NRC staff with questions at any time.

### Two possible approaches

NRC offers surveys using various survey modes, including mail, phone and online. In response to scope of services proposed by the Village of Winnetka, NRC proposes offering survey administered primarily by mail with an online response option. With the scope of work under consideration by the Village and the spectrum of services that NRC offers, we feel the project could take one of two different approaches: our turn-key citizen survey product, The NCS, or a custom survey. Each approach has different advantages. Both offer a mail-based method of obtaining a scientific survey of citizen opinion in Winnetka and options for sample size, benchmark comparisons, subgroup comparisons (demographic and geographic), multiple languages and in-person presentations.

**The NCS** has the advantage of being a cost-efficient, scientific tool for measuring citizen engagement and opinion and has been the survey tool of choice for more than 300 communities across the country. The NCS is the only survey tool offered in partnership with ICMA and NLC.

The NCS starts from a standard base of questions that ask respondents about the quality of local government services, but the overall focus is on community livability, so other questions relate to the characteristics of the community that contribute to quality of life, as well as residents' experiences with and engagement in community life. The level of standardization of the product makes it possible to provide benchmark comparisons for each standard item. About three-quarters of a page is available for questions that are fully specific to the needs of Winnetka. This space could be used to address the Village's investigation into the Stormwater Management Program and business district revitalization, or any other current issue.

Reporting for The NCS is standardized and layered to offer varying levels of detail for different audiences. The NCS also offers many options for modifying the Basic Service in terms of sample size, including open-ended questions, reporting of subgroup comparisons, creating custom benchmark comparisons and offering materials in languages other than English, among others.

A product that we offer that would complement The NCS and address the current issue of revitalizing Winnetka's business district is The National Business Survey™. Local governments use The National Business Survey to understand the preferences and needs of the local business community. The survey assesses local business owners' or managers' perspectives about the economic environment of a community or district.

**A Custom Survey** approach would offer Winnetka the ability to structure the survey and form each question to the Village's exact specifications. The reporting would reflect the structure of the survey and would also be customized to the needs of Winnetka. Custom work would include benchmarks comparisons for items where comparisons are available, geographic comparisons and demographic subgroup comparisons and an in-person presentation of results.

The following sections outline the overall methods in greater detail, with differences between the two approaches highlighted where applicable.

## **Creating the Survey Instrument**

### **Customizing The NCS**

Broadly, The NCS measures your community's "livability." A great many definitions have been made for community livability, including one from the Partners for Livable Communities, calling it "the sum of the factors that add up to a community's quality of life." Staff at NRC examined the extensive research that has been done about community livability and many of the models that have been developed to describe the components of livable communities. Eight facets of community livability were distilled from our synthesis of this research: Safety, Mobility, the Natural Environment, the Built Environment, the Economy, Recreation and Wellness, Education and Enrichment and Community Engagement. The NCS questionnaire includes individual items that act as indicators of community quality within each of the eight facets and, split in a different way, they form three "pillars" of community quality: Community Characteristics, Governance and Participation. The NCS Livability Report is organized around the three pillars of community quality, with subsections for the eight facets.

A copy of The NCS<sup>M</sup> template is included in *Appendix A. Template Instrument for The NCS* (page 17). It includes quantitative questions and demographic questions developed by NRC for The NCS, as well as room for custom qualitative and quantitative questions developed collaboratively by NRC and Winnetka staff.

## The Eight Facets of Livable Communities



## The Three Pillars of Livable Communities



## Developing a custom survey

NRC will work with the Village survey team, listening closely to help you define your specific survey needs, developing and prioritizing questions, ensuring the process will be low-burden for Village staff. Survey development is an iterative process that we will lead, giving you questions and formats that you can react to. We focus on working quickly, yet thoughtfully, on our side of the responsibilities, leaving ample time for your review. For example, we seek to turn around a survey draft within a half a day or day to ensure the maximum time for stakeholder reflection.

Our goal in working with Village staff and elected officials is to ensure that the final survey includes all desired questions, with optimal sequencing and wording to ensure valid and informative responses. We will also keep a design eye on the formatting, so that the survey is inviting and easy to complete. Attractive and appropriately condensed question formatting also will encourage the best response rate.

While designing the survey instrument, NRC will strive to set the stage for any trends the Village would like to track (e.g., overall quality of life, operation of city government, overall quality of services). In addition, we can include any questions from Village’s previous surveys, as desired by

council and staff. We will provide draft question wording for any topics to ensure that questions capture the intended meaning for the Village of Winnetka. We will provide feedback regarding which questions are most commonly asked in other communities across the country to maximize the benefit of benchmark comparisons.

### Selecting participants

All households located within Winnetka would be eligible for the survey. NRC has tested list sources and knows that those from the United States Postal Service (USPS) provide the best representation of all households in a specific geographic location. The lists are updated every three months. We will geocode the location of each address to assure it is within Winnetka. In addition, we can stratify the sample by Village district if desired.

<u>Number of completed surveys</u>	<u>Margin of error</u>
100	±9.8%
300	±5.7%
750	±3.6%
1,000	±3.1%
1,200	±2.8%

We can mail the survey to all households, as has been done in the past, or randomly sample households for participation. Should the Village choose to mail to a sample of households rather than all households, a systematic sampling method will be applied to the list of households in the village to select the target number of survey recipients. The relationship between sample size and precision of estimates or margin of error (at the 95% confidence level) is shown in the table above. Multi-family housing units will be over-sampled as residents of this type of housing typically respond at lower rates to surveys than do those in single-family housing units. Service for The NCS includes a map of the households selected to receive the survey.

To support the objective of providing scientific results, we will use an unbiased procedure to select a single individual within the household. We typically use the “birthday method” for this purpose. For this, the cover letter instructs that the survey be completed by the adult household member (18 years old or older) who most recently had a birthday, irrespective of year of birth. Selecting households and recipients within households without using unbiased methods helps ensure the attitudes expressed by our respondent sample closely approximate the attitudes of all adult residents living in Winnetka.

As has been done in past surveys in Winnetka, NRC has the ability to include identifying numbers on each survey on request, though we generally avoid this practice. Our analysis of past survey responses indicates that it is very rare for the same respondent to complete a survey twice. While including an identifier on the survey can prevent this, we feel that the risk this action addresses is small, especially when considering that the presence of identifying information can sometimes reduce the candor of responses, or deter recipients from responding at all.

### Survey Administration

#### Contact strategy

NRC manages all aspects of survey administration including printing, mailing preparation and postage via USPS. Maximizing survey participation requires multiple contacts with residents. Our

contact approach maximizes the number of completed surveys through a rigorous multi-contact strategy. For Winnetka, we will contact each sampled household three times:

- 1) A prenotification announcement, informing the household members of the upcoming community survey, will be sent to each sampled household. This announcement will arrive about a week before the survey packet.
- 2) One week after mailing the prenotification, each household will be sent a survey containing a cover letter (signed by a Village official or officials). The packet will contain a postage-paid return envelope. This cover letter will also include a web address (URL) so that the survey can be taken online if the respondent prefers. Cover letters may include instructions (in languages other than English) to guide respondents as to how they may take the survey online in their preferred language.
- 3) A second survey packet will be scheduled to arrive one week after the first survey packet. The cover letter will ask those who have not completed the survey to do so and those who already have done so to refrain from turning in a second survey. The URL for online completion of the survey will also be included on this letter.

Mailing materials will utilize Village logos and letterheads. For The NCS the content of the postcard and cover letters is standardized, for custom work, NRC will assist the Village in drafting survey-related communications. Each survey completed by mail will be sent with a postage-paid return envelope for respondents to return completed surveys to NRC. Completed surveys will be collected over the following six weeks.

#### **Mailing Preparation**

The sample of addresses will be processed for certification and verification. NRC uses CASS™/NCOA software that relies on the USPS National Directory information to verify and standardize the address elements and assign each a complete, nine-digit zip code where possible. NRC carefully reviews proofs of all survey materials as part of our quality assurance process. NRC's mail shop will prepare the three mailings (i.e., folding, stuffing and addressing survey packets) and estimate all postage costs for the Village prior to each mailing's delivery to the appropriate USPS facility. The survey packet will include NRC's postage-paid business reply envelope.

#### **Online response option**

As described in the cover letters, the survey will be available online. Mail and web responses can be combined without statistical adjustments because mail and web surveys are both "self-administered." Respondents receive a simple URL to enter into their browser on any Internet-capable device, including mobile phones, tablets and computers. In our experience conducting surveys by mail with an online response option, we have found that the overall response rate to the survey is neither positively nor negatively affected by whether the online response option is provided. While typically few survey recipients opt to take the survey online (generally less than 5% of survey recipients), the convenience of being able to complete the survey online either at a home computer or mobile device will be appreciated by the more technically savvy residents of Winnetka.

### **Public outreach**

NRC recommends that Winnetka conduct public outreach in advance of the survey to boost response among selected households, with the added benefit of boosting residents' trust in local officials. This trust will accrue by conveying Winnetka leaders' interest in listening to its residents. NRC will support the communications effort by giving feedback on your plan, press releases and other publicity wording, if your communication team so desires. We have samples of communications plans our clients have developed that we can share with the Village.

### **Data Collection and analysis**

NRC will manage all aspects of data collection and analysis.

### **Survey processing**

Completed surveys will be returned via postage-paid business reply envelopes to NRC and reviewed and "cleaned" as necessary. For example, respondents selecting more categories than permitted will have their choices randomly reduced to the appropriate number for entry into the dataset. We have found that very little cleaning is needed on most surveys due to our expertise in question construction and survey formatting. Data from the web surveys are automatically entered into an electronic dataset, downloaded, cleaned as necessary and then merged with the data from the mail survey to create one complete dataset.

Returned questionnaires will be scanned electronically (and stored for later review, as needed) and entered into an electronic dataset. This dataset will be subject to a data entry protocol of "key and verify," in which survey data are entered twice into an electronic dataset and then compared. Discrepancies are evaluated against the original survey form and corrected. Range checks, a form of quality control, will also be performed. If desired, NRC can provide the original survey scans to the Village on a CD, DVD or flash drive.

### **Weighting the Data**

The first step in preparing the data for analysis will be to weight the data to reflect the demographic profile of the residents of Winnetka. Weighting is a best practice in survey research to adjust for potential non-response bias and ensure that the demographic characteristics of the sample mirror the overall population. In general, residents with certain characteristics (for example: those who are older or home owners) are more likely to participate in surveying. Weighting allows us to increase or decrease the weight of each respondent to mimic as closely as possible the demographic profile of Winnetka as described by the U.S. Census. The weighting variables to be considered will be all those demographics included on the survey. Additionally, NRC has extensive experience with complex weighting schemes required with sampling by geographic subareas.

### **Analyzing the Data**

For quantitative analysis, we rely on IBM Statistical Package for the Social Sciences (SPSS). We believe that analysis must be replicable and leave a clear path. To this end, we keep every label and command run in SPSS in a syntax file available for audit and re-running, as necessary. We will code any open-ended responses using both an emergent approach, where themes are revealed through the analysis, combined with a deductive approach, where a scheme or codes are predetermined and applied to the data. We use various analysis techniques, suited to the project and question.

As is customary, results for each question will be reported along with a measure of the precision of estimates, namely a “level of confidence” and accompanying “confidence interval” (or margin of error). A traditional level of confidence, and the one used in our reports, is 95%. The 95% confidence interval can be any size and quantifies the sampling error or imprecision of the survey results because some residents’ opinions are relied on to estimate all residents’ opinions. For example, a mailing to 4,000 recipients with a 30% response rate would result in 1,200 responses and a margin of error of  $\pm 3\%$ .

In addition to providing a full set of responses to each survey question, analysis may include crosstabulation by geographic area, crosstabulation by respondent characteristics and comparison of results against benchmark communities. The full dataset will be output into an agreed upon format for sharing with Village staff.

The data and report will undergo a thorough quality assurance review. We will audit the original data files and our statistical analysis files, compare automatically generated output to the formatted output in the report and data check all numbers and text prior to submitting the report. This will ensure the data analyses are correct; can be compared properly to prior years; and that staff, the media and the public will trust the results.

## **Making Results Understood and Actionable**

Reports and presentations must serve staff and council members, appointed boards and commissions as well as the lay public and must be documents that the media can understand and find robust should they wish to press their credibility. These are challenges we accept enthusiastically. Our reports are engaging and pop with clear information. The report body tells the story of the survey results in a stylish, colorful, informative and simple manner.

### **Custom Reports**

Our reports are comprehensive and include technical and detailed numbers and information, but without requiring a degree in statistics to understand the survey results. All the technical details are in appendices for those who wish to read them. We provide basic frequencies of results for all questions and also more in-depth analyses, when desired and when relevant. Some of the most common are outlined below, including geographic and demographic subgroup comparisons, custom benchmarking and analysis of open-ended questions. For ease, we also include an executive summary that gives a quick overview of results while highlighting key findings. We can easily adjust the level of reporting in our custom reports to the needs of Winnetka.

### **Reports for The NCS**

Reporting for The NCS is layered into multiple reports. The purpose of this is to allow flexibility in providing different levels of information to residents, the media, staff and key decision makers. The full report will contain a description of the methods used to collect the data. There will be tables showing the frequency of responses to every question. Many questions will also be presented in graphs with comparisons to national benchmarks. There will be explanatory text to accompany

these figures. A sample report is available for viewing on our website (<http://www.n-r-c.com/wp-content/uploads/2014/01/SAMPLE-Community-Livability-Report.pdf>).

### **Comparisons by Geographic and Demographic Subgroups**

NRC can compare findings by geographic subgroups (e.g., district, ward or other delineation) or respondent demographics (such as age, income, length of residency and more). We note statistically significant differences among subgroups to avoid readers being drawn to small differences that only may be the result of chance.

### **Benchmarking Results to other Communities**

NRC conducts and collects the most current citizen surveys from communities across the country; we have the largest database of comparative resident opinion of any firm, containing over 600 comparison communities.

All results for standard items on The NCS are automatically compared to a benchmark of communities across the nation; custom comparisons may be added on request.

For our custom surveys, items will be compared to a benchmark of Winnetka's choosing wherever comparisons are available. Because NRC innovated a method for quantitatively integrating the results of surveys that we have conducted and those that others have conducted, we can create comparisons for more services and with less sampling error than anyone. NRC has normative comparisons for 260 services that include police services, fire and EMS, garbage collection and recycling, utilities and utilities billing, library services, street maintenance and repair, water quality, code enforcement, senior services, public transportation, city employee ratings, job opportunities, public safety, historic preservation, economic development, public trust and many others. We add virtually every new survey completed in communities across the country so that our comparison data are fresh and complete.

Because NRC's benchmark database contains communities that range widely in size, location and other features, we can easily create benchmarks to make comparisons to the entire nation or a subset, such as all jurisdictions in a region or population range among other factors.

### **Mapping Results**

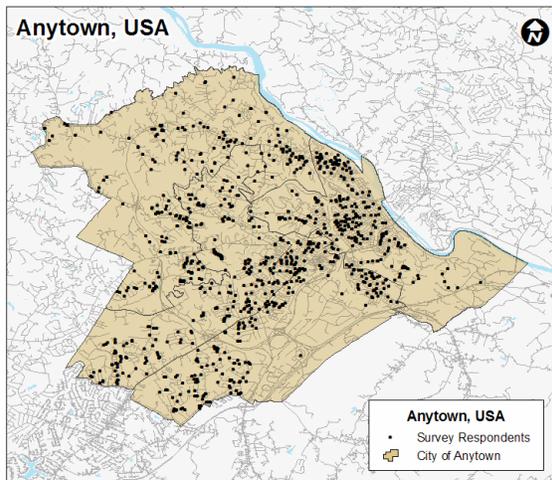
In the course of a custom survey and at the request of the Village, NRC has the capability to provide results in a map format. By linking the subarea of residence (e.g., District) for each respondent, we can group residents by location to produce maps that display patterns of community experience and perspective. For example, in the City of Tacoma, WA, NRC created a map of the city, separated into 14 "zones" by overlaying the boundaries of five "Councilmanic Districts" with the boundaries of eight "Neighborhood Council Districts." NRC oversampled certain zones and types of households to ensure representation of all types of residents. Additionally, *The New York Times* used NRC's geocoded survey results of the NYC Feedback Citywide Survey (one of the largest citizen surveys ever conducted in the United States) to create a series of interactive maps:

<http://www.nytimes.com/interactive/2009/03/07/nyregion/20090307-nyc-poll.html>).

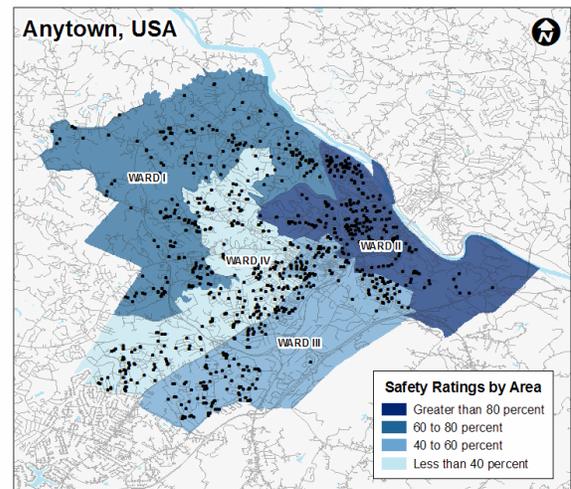
For an additional fee, NRC can provide a color-shaded map for any or every question on the survey, if useful. We will provide interpretation of the maps so that readers are not left to make sense of the maps alone. Examples are shown in the following fictionalized maps for “Anytown” USA. In the examples, we first graph all households selected for the survey, being sure, for the sake of anonymity, that the level of specificity shown on the map does not permit the identification of any household (Map 1). In Map 2, we overlay the boundaries of districts or wards and, in this example, we show, with shading, the average ratings of safety for the different wards. In Map 3, we show clusters of residents where ratings of street lighting are “poor,” and (in Map 4) we highlight those clusters for possible jurisdiction action. Maps 5 and 6 (created for Boulder County) show how demographic information can be displayed geographically.

These geographic comparisons are more accurately executed when a mail survey (address based) methodology is used.

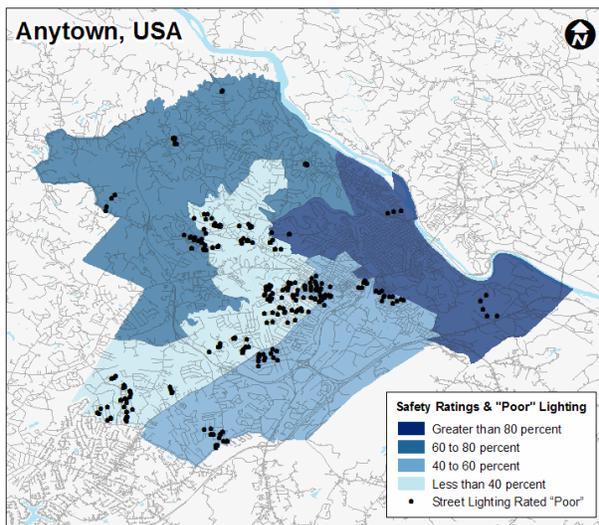
Map 1: All Households Selected



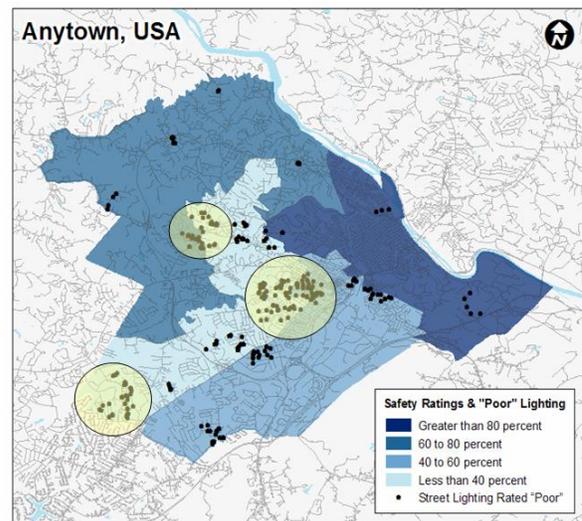
Map 2: Wards with Safety Ratings



Map 3: “Poor” Ratings of Street Lighting

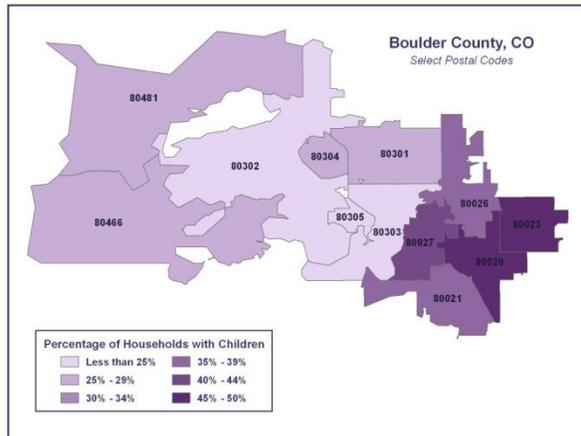


Map 4: Targeted Areas for Improved Street Lighting\*

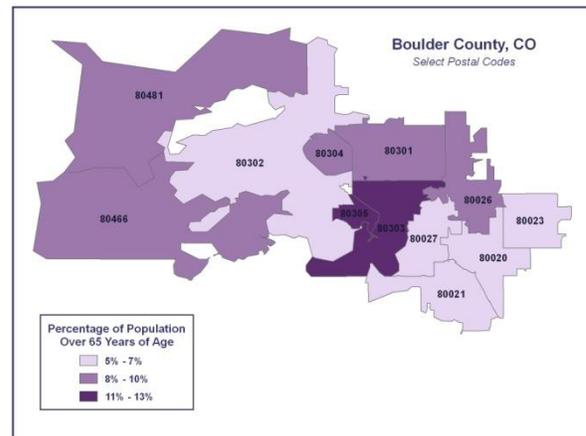


\*Clusters of “poor” ratings for street lighting.

Map 5: Example from Recent Client Report



Map 6: Example from Recent Client Report



## Presentations

We believe in making results interesting and straightforward in our presentations. Our Microsoft® PowerPoint presentations are attractive and visually intuitive. A typical PowerPoint supports a presentation of approximately 20-30 minutes in length. We recommend having 15-30 minutes following the presentation portion for questions, depending on your preferences.

An in-person presentation by NRC adds a great degree of confidence in the independence and reliability of your findings. Whether presenting to staff or council, the credibility of the presentation rests as much on the response to questions from the audience as on the summary of the slides. This is where the benefit of the reputation, education and experience of the NRC team will be especially helpful to providing you the credibility and trust that top level managers expect. NRC will conduct one in-person presentation of the summary report to the Village Council.

One example of a recent presentation for a recent custom survey in Arvada, CO is here:

<http://katv.arvada.org/vod/205-1CityCouncilMeeting011314.wmv>,

with slides here: [http://static.arvada.org/docs/Arvada\\_2013\\_Presentation\\_Final-1-201401151640.pdf](http://static.arvada.org/docs/Arvada_2013_Presentation_Final-1-201401151640.pdf)

An example of a recent presentation of The NCS for Harrisonburg, VA is available here:

[http://harrisonburg-va.granicus.com/MediaPlayer.php?view\\_id=4&clip\\_id=187](http://harrisonburg-va.granicus.com/MediaPlayer.php?view_id=4&clip_id=187)

## Proposed timeline

### Consulting and Continued Support

Anticipating vendor selection in early July, we feel that the following timeline is a reasonable schedule for conducting Winnetka's survey. This would allow sufficient time for a results presentation to Council on November 11.

Finalize survey materials

Postcard mails 2nd wave mails

Data collection ends

Reports finalized

1st wave mails

Draft reports received

Feb 7 Feb 14 Feb 21 Feb 28 Mar 7 Mar 14 Mar 21 Mar 28 Apr 4 Apr 11 Apr 18 Apr 25 May 2 May 9

### **Consulting and Continued Support**

We know that an effective report will be reviewed and discussed by many people in your jurisdiction after we have completed any formal presentations and workshops, and that new questions may arise. We always will provide you with the electronic dataset of your responses for your future reference and use. Further, for our custom projects we commit to supporting follow-up discussions by offering crosstabulations and other additional analyses of results when needed at no cost to you during the six months following our project is completed.

## The Project Team

The following pages contain resumes for select NRC staff members assigned to the team.



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tom@n-r-c.com

### **Education**

- Affiliate, University of Colorado Denver; Children Youth and Environments, Center for Research and Design 2009 present
- Doctorate of Philosophy, Research and Evaluation Methodology, Laboratory of Educational Research, School of Education, University of Colorado; Boulder, CO; 1978
- Masters of Art. Foundations of Education. University of Wisconsin; Milwaukee, WI; 1970
- Bachelor of Arts. Psychology. University of Wisconsin.; Madison, WI; 1969

### **Work History**

- **President**  
National Research Center, Inc.  
1994-Present
- **President**  
Evaluation Systems International  
1991-1994
- **Director**  
Center for Policy and Program Analysis (formerly Division of Research & Evaluation)  
City of Boulder  
1979-1993
- **Acting Director of Communication**  
City of Boulder, Office of the City Manager  
1992
- **Director of Program Evaluation**  
Colorado Crime Victims Restitution Program  
1977-1979
- **Senior Research Consultant**  
City of Boulder  
1976

## **Thomas I Miller, Ph.D.**

### **President**

Tom is president of NRC and provides input and oversight on all projects including those involving program evaluation, public opinion research, performance measurement, benchmarking and meta-analysis in content areas including local governance, transportation, education, parks, recreation, open space, public libraries, urban design, housing, and public health. He mentors NRC staff and leads the development of new products and research areas. He presents trainings on evaluation methods, presents study results to clients and leads "next steps workshops" to guide clients in using research to effect change in their organizations.

### **Selected Experience**

- ◆ Facilitated a group of Boulder, Colorado leaders convened by The Boulder Daily Camera, to evaluate progress in Boulder Valley Public Schools
- ◆ Has more than 20 years of university teaching experience at the University of Colorado, Boulder School of Education and the University of Colorado Health Sciences Center, Denver.
- ◆ Networked peer cities, university contacts and state offices for policy development and analysis
- ◆ Co-principal evaluator for 2011 UN Habitat Youth Programme Evaluation, Nairobi, Kenya
- ◆ National trainer for USAID and the International City/County Manager association
- ◆ Coordinated research, evaluation and policy analysis needs related to education, land use and social problems encompassing quality of life, housing, mental health, crime, designed research, evaluation, management and policy studies.
- ◆ Co-directed research activities among university faculty and community staff
- ◆ Presented technical findings to lay and professional audiences, including elected officials.

### **Selected Publications**

- Miller, T.I. Kobayashi, M.M. and Hayden, S.E. *Citizen Surveys for local government: A comprehensive guide to making them matter*. International City Management Association, Washington, D.C., 2009.
- "Good Government Listens; Better Government Acts on What it Hears." Miller, T.I. The Ideas Quarterly. Fall 2009, Vol 5. Alliance for Innovation, Phoenix, AZ.
- "What does all this mean to the citizens?" in FY 2008 . Parks and Recreation, ICMA Center for Performance Measurement™. Miller, T. I Annual Data Report. P.339-340.
- "Key Drivers Focus Managers on Services That Matter." Performance Matters, Miller, T.I. July 2008. International City/County Management Association. Washington, D.C.
- "Performance Measurement Is Rocket Science, and Citizen Surveys Provide the Lift." Miller, T. Public Management. July 2007. International City/County Management Association, Washington, D.C.
- "Citizen Surveys on the Web: General Population Surveys." Miller, T. Kobayashi M. Caldwell E. Thurston S. and Collet B. *Social Science Computer Review*. SAGE publications. 2002, vol 20 (2): 124-136.
- Citizen Surveys: How to Do Them, How to Use Them, What They Mean*. Miller, T.I. and Miller, M.A.. International City Management Association, Washington, D.C., 2000, revised.
- "Measuring Your Community's Vital Signs with Citizen Surveys." Miller, T.I. *Planning Commissioners Journal*. #35, Summer 1999.
- Measuring the Effectiveness of Local Government Services: A primer on performance measurement*. for ICMA and USAID, 1998.
- "Designing and Conducting Surveys", Miller, T.I. in Joseph Wholey, Harry Hatry and Kathryn Newcomer (eds.) *Handbook on Practical Program Evaluation*, Josey Bass, 1994, 271-292.



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#### **Education**

- Master of Arts. Educational Psychology, Research and Evaluation Methods. University of Colorado at Denver and Health Sciences Center. Denver, CO. 2005
- Bachelor of Arts. Sociology. The Colorado College. Colorado Springs, CO. 1995

#### **Work History**

- Senior Research Associate National Research Center, Inc. Boulder, CO. 2000-Present
- Catalog Manager. Mattel Interactive. Boulder, CO. 1995-2000

#### **Survey experience:**

10 years' experience in survey design and analysis

## **Shannon Hayden, MA**

### **Senior Research Associate**

Shannon earned a master's degree in Educational Psychology, with an emphasis on research and evaluation methods. Shannon has been involved in more than 100 survey, evaluation and research projects at NRC both in the role of project manager and by providing oversight and guidance to other project managers. She guides projects from initial conversations about the purpose, through study design, execution, analysis and report writing. She is well-versed in the art and mechanics of research and has a unique talent for presenting results to audiences whether novice or expert in evaluation techniques. Shannon helped to develop The National Citizen Survey™, a templated survey now used in more than 200 jurisdictions in 41 states to elicit regular feedback from residents in a simple and cost efficient manner. Drawing from her expertise in public opinion research, she recently co-authored the book, *Citizen Surveys: A Comprehensive Guide to Making Them Matter*, published in 2009 by the International City/County Management Association, Washington, D.C. Prior to her tenure at NRC, Shannon spent a number of years in marketing and brings that perspective on how to communicate comprehensively and succinctly to all the work she does at NRC. Shannon's influence has extended beyond helping clients to helping NRC. In the last few years, she has streamlined workplace roles and functions at NRC, creating a more efficient organization to better meet the needs of our growing client base. Shannon oversees all projects that come through NRC and mentors research associates. Having designed what she dubbed "NRC University," she has implemented a series of in-house trainings to help our associates learn new research and statistical techniques from articles and textbooks, and from each other.

Provides project management, creates data collection instruments and sampling plans, oversees pre-testing and data collection for mail, telephone, web and intercept surveys, analyzes data using meta-analysis, contingent valuation, conjoint analysis, benefits/cost analysis, regression analysis, cluster analysis, hierarchical linear modeling and frequencies, means and cross tribulations to summarize data findings, writes reports with focus on meeting client information needs, develops and conducting meetings, trainings and focus groups, provides technical assistance to clients, helps to design new business proposals, mentors research assistants and supports co-workers in various capacities.

### **Selected Survey Experience**

- ◆ Arvada Citizen Survey 2001, 2003, 2005, 2007, 2009 and 2011
- ◆ Community Assessment Survey for Older Adults™ (CASOA™) for the State of Colorado 2010
- ◆ Fort Collins, CO Citizen Survey 2010
- ◆ Fort Collins, CO Open Space Visitors Survey 2011
- ◆ Healthy People 2010 Colorado Statewide Program Evaluation
- ◆ Jefferson County Smoke-Free Workplace Survey 2010-2011
- ◆ Kalamazoo County, MI Senior Growth Needs Assessment 2010
- ◆ LA County Older Adults Needs Assessment 2007
- ◆ Maple Grove, MN Community Survey 2008
- ◆ Minnesota Counties Citizen Surveys 2003, 2004, 2006, 2008 and 2011
- ◆ Northglenn, CO Citizen Survey 2011
- ◆ Thornton, CO Older Adults Needs Assessment
- ◆ Westminster, CO Citizen Survey 2002, 2004, 2006, 2008 and 2010



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#### **Education**

- Masters of Science in Public Health  
University of Colorado Health Sciences Center  
Denver, CO  
2007
- Bachelor of Arts  
Biology  
Reed College  
Portland, OR  
2000

#### **Work History**

- Project Manager  
National Research Center, Inc.  
2012-Present
- Research Analyst  
Colorado Health Institute  
2010-2012
- Clinical Research Associate  
Gilead Sciences  
2008-2009
- Clinical Project Associate  
Gilead Sciences  
2007-2008
- Research Assistant  
Colorado Kids Sun Care Program  
2006
- Research Assistant & Production Manager  
The Qualitative Research Center  
2003-2005
- Professional Research Assistant  
Poyton Lab – University of Colorado Boulder  
2001-2003
- Professional Research Assistant  
Johnson Lab – University of Colorado Boulder  
2000-2001

## **Athena T. Dodd, MSPH**

### ***Research Associate/Project Manager***

Athena has a Master's degree in Public Health from the University of Colorado at Denver and Health Sciences Center and over 12 years of broad-based experience in research, including operations, analysis and report writing. Her master's work in public health, from the University of Colorado at Denver and Health Sciences Center, emphasized research methods, statistics and program evaluation.

As a project manager at NRC, Athena manages the full survey process, from questionnaire customization to data collection, report writing and creation of presentations. Her duties include communicating with clients, creating data collection instruments, designing sampling plans; overseeing data collection for mail, telephone and web surveys; analyzing data and reporting findings.

### **Selected Experience**

- ◆ Colorado Statewide Tobacco Cessation Phone Survey 2013, 2014
- ◆ City of Minneapolis Digital Divide Survey 2013, 2014
- ◆ Jefferson County Public Health Smoke-free Multi-unit Housing, 2014
- ◆ City of Boulder Valmont Park Survey 2014
- ◆ Greeley, CO Resident Survey 2013
- ◆ Westminster, CO Parks, Recreation and Library Needs Assessment 2013
- ◆ Longmont, CO Customer Satisfaction Survey 2012
- ◆ Boulder, CO Travel Diary Study 2012
- ◆ Flagstaff, AZ Travel Diary Study 2012
- ◆ National Citizen Survey Clearwater, FL 2014
- ◆ National Citizen Survey Duluth, MN 2013, 2014
- ◆ National Citizen Survey Ramsey, MN 2014
- ◆ National Citizen Survey Williamsburg, VA 2014
- ◆ National Citizen Survey Bainbridge Island, WA 2013
- ◆ National Citizen Survey Broken Arrow, OK, 2013
- ◆ National Citizen Survey Davidson, NC 2013
- ◆ National Citizen Survey Denison, TX 2013
- ◆ National Citizen Survey Goodyear, AZ 2013
- ◆ National Citizen Survey Hooksett, NH 2013
- ◆ National Citizen Survey Jackson County, MI 2013
- ◆ National Citizen Survey Kenmore, WA 2013
- ◆ National Citizen Survey Mountlake Terrace, WA 2013
- ◆ National Citizen Survey Peoria, IL 2013
- ◆ National Citizen Survey Windsor, CO 2013
- ◆ National Citizen Survey Lane County, OR 2012
- ◆ Afghanistan Kabul ARD Years 3 and 4
- ◆ Afghanistan RAMP UP East Years 3 and 4
- ◆ Afghanistan RAMP UP West Years 3 and 4
- ◆ Colorado School District 11-DoDEA Grant Military Children Program Evaluation
- ◆ Colorado School District 11-Teacher Incentive Fund Evaluation, 2012-2014
- ◆ Colorado School District 11-Colorado College Math and Science Program Grant Evaluation, 2012-2013
- ◆ Denver Museum Urban Advantage Efficacy Study 2012-2013

## Appendix A. Template Instrument for The NCS

The following pages contain an example of the template instrument for The NCS.

# The XYZ of ABC 2014 Citizen Survey

Please complete this questionnaire if you are the adult (age 18 or older) in the household who most recently had a birthday. The adult's year of birth does not matter. Please select the response (by circling the number or checking the box) that most closely represents your opinion for each question. Your responses are anonymous and will be reported in group form only.

**1. Please rate each of the following aspects of quality of life in ABC:**

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
ABC as a place to live .....	1	2	3	4	5
Your neighborhood as a place to live.....	1	2	3	4	5
ABC as a place to raise children .....	1	2	3	4	5
ABC as a place to work.....	1	2	3	4	5
ABC as a place to visit .....	1	2	3	4	5
ABC as a place to retire .....	1	2	3	4	5
The overall quality of life in ABC.....	1	2	3	4	5

**2. Please rate each of the following characteristics as they relate to ABC as a whole:**

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Overall feeling of safety in ABC.....	1	2	3	4	5
Overall ease of getting to the places you usually have to visit.....	1	2	3	4	5
Quality of overall natural environment in ABC .....	1	2	3	4	5
Overall "built environment" of ABC (including overall design, buildings, parks and transportation systems) .....	1	2	3	4	5
Health and wellness opportunities in ABC .....	1	2	3	4	5
Overall opportunities for education and enrichment.....	1	2	3	4	5
Overall economic health of ABC.....	1	2	3	4	5
Sense of community.....	1	2	3	4	5
Overall image or reputation of ABC .....	1	2	3	4	5

**3. Please indicate how likely or unlikely you are to do each of the following:**

	<i>Very likely</i>	<i>Somewhat likely</i>	<i>Somewhat unlikely</i>	<i>Very unlikely</i>	<i>Don't know</i>
Recommend living in ABC to someone who asks .....	1	2	3	4	5
Remain in ABC for the next five years .....	1	2	3	4	5

**4. Please rate how safe or unsafe you feel:**

	<i>Very safe</i>	<i>Somewhat safe</i>	<i>Neither safe nor unsafe</i>	<i>Somewhat unsafe</i>	<i>Very unsafe</i>	<i>Don't know</i>
In your neighborhood during the day.....	1	2	3	4	5	6
In ABC's downtown/commercial area during the day.....	1	2	3	4	5	6

**5. Please rate each of the following characteristics as they relate to ABC as a whole:**

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Traffic flow on major streets .....	1	2	3	4	5
Ease of public parking.....	1	2	3	4	5
Ease of travel by car in ABC.....	1	2	3	4	5
Ease of travel by public transportation in ABC .....	1	2	3	4	5
Ease of travel by bicycle in ABC.....	1	2	3	4	5
Ease of walking in ABC .....	1	2	3	4	5
Availability of paths and walking trails .....	1	2	3	4	5
Air quality .....	1	2	3	4	5
Cleanliness of ABC .....	1	2	3	4	5
Overall appearance of ABC.....	1	2	3	4	5
Public places where people want to spend time .....	1	2	3	4	5
Variety of housing options .....	1	2	3	4	5
Availability of affordable quality housing .....	1	2	3	4	5
Fitness opportunities (including exercise classes and paths or trails, etc.) .....	1	2	3	4	5
Recreational opportunities.....	1	2	3	4	5
Availability of affordable quality food.....	1	2	3	4	5
Availability of affordable quality health care .....	1	2	3	4	5
Availability of preventive health services .....	1	2	3	4	5
Availability of affordable quality mental health care .....	1	2	3	4	5

**6. Please rate each of the following characteristics as they relate to ABC as a whole:**

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Availability of affordable quality child care/preschool .....	1	2	3	4	5
K-12 education .....	1	2	3	4	5
Adult educational opportunities.....	1	2	3	4	5
Opportunities to attend cultural/arts/music activities .....	1	2	3	4	5
Opportunities to participate in religious or spiritual events and activities .....	1	2	3	4	5
Employment opportunities .....	1	2	3	4	5
Shopping opportunities.....	1	2	3	4	5
Cost of living in ABC.....	1	2	3	4	5
Overall quality of business and service establishments in ABC .....	1	2	3	4	5
Vibrant downtown/commercial area .....	1	2	3	4	5
Overall quality of new development in ABC.....	1	2	3	4	5
Opportunities to participate in social events and activities .....	1	2	3	4	5
Opportunities to volunteer.....	1	2	3	4	5
Opportunities to participate in community matters .....	1	2	3	4	5
Openness and acceptance of the community toward people of diverse backgrounds .....	1	2	3	4	5
Neighborliness of residents in ABC .....	1	2	3	4	5

**7. Please indicate whether or not you have done each of the following in the last 12 months.**

	<i>No</i>	<i>Yes</i>
Made efforts to conserve water .....	1	2
Made efforts to make your home more energy efficient .....	1	2
Observed a code violation or other hazard in ABC (weeds, abandoned buildings, etc.) .....	1	2
Household member was a victim of a crime in ABC.....	1	2
Reported a crime to the police in ABC.....	1	2
Stocked supplies in preparation for an emergency .....	1	2
Campaigned or advocated for an issue, cause or candidate .....	1	2
Contacted the XYZ of ABC (in-person, phone, email or web) for help or information .....	1	2
Contacted ABC elected officials (in-person, phone, email or web) to express your opinion.....	1	2

**8. In the last 12 months, about how many times, if at all, have you or other household members done each of the following in ABC?**

	<i>2 times a week or more</i>	<i>2-4 times a month</i>	<i>Once a month or less</i>	<i>Not at all</i>
Used ABC recreation centers or their services.....	1	2	3	4
Visited a neighborhood park or XYZ park.....	1	2	3	4
Used ABC public libraries or their services .....	1	2	3	4
Participated in religious or spiritual activities in ABC .....	1	2	3	4
Attended a XYZ-sponsored event .....	1	2	3	4
Used bus, rail, subway or other public transportation instead of driving.....	1	2	3	4
Carpooled with other adults or children instead of driving alone.....	1	2	3	4
Walked or biked instead of driving .....	1	2	3	4
Volunteered your time to some group/activity in ABC .....	1	2	3	4
Participated in a club .....	1	2	3	4
Talked to or visited with your immediate neighbors .....	1	2	3	4
Done a favor for a neighbor.....	1	2	3	4

**9. Thinking about local public meetings (of local elected officials like City Council or County Commissioners, advisory boards, town halls, HOA, neighborhood watch, etc.), in the last 12 months, about how many times, if at all, have you or other household members attended or watched a local public meeting?**

	<i>2 times a week or more</i>	<i>2-4 times a month</i>	<i>Once a month or less</i>	<i>Not at all</i>
<u>Attended</u> a local public meeting .....	1	2	3	4
<u>Watched</u> (online or on television) a local public meeting.....	1	2	3	4

# The XYZ of ABC 2014 Citizen Survey

## 10. Please rate the quality of each of the following services in ABC:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Police/Sheriff services.....	1	2	3	4	5
Fire services.....	1	2	3	4	5
Ambulance or emergency medical services .....	1	2	3	4	5
Crime prevention.....	1	2	3	4	5
Fire prevention and education.....	1	2	3	4	5
Traffic enforcement .....	1	2	3	4	5
Street repair .....	1	2	3	4	5
Street cleaning .....	1	2	3	4	5
Street lighting.....	1	2	3	4	5
Snow removal .....	1	2	3	4	5
Sidewalk maintenance .....	1	2	3	4	5
Traffic signal timing.....	1	2	3	4	5
Bus or transit services.....	1	2	3	4	5
Garbage collection.....	1	2	3	4	5
Recycling .....	1	2	3	4	5
Yard waste pick-up .....	1	2	3	4	5
Storm drainage .....	1	2	3	4	5
Drinking water.....	1	2	3	4	5
Sewer services .....	1	2	3	4	5
Power (electric and/or gas) utility.....	1	2	3	4	5
Utility billing.....	1	2	3	4	5
XYZ parks .....	1	2	3	4	5
Recreation programs or classes.....	1	2	3	4	5
Recreation centers or facilities .....	1	2	3	4	5
Land use, planning and zoning.....	1	2	3	4	5
Code enforcement (weeds, abandoned buildings, etc.) .....	1	2	3	4	5
Animal control.....	1	2	3	4	5
Economic development .....	1	2	3	4	5
Health services .....	1	2	3	4	5
Public library services .....	1	2	3	4	5
Public information services .....	1	2	3	4	5
Cable television.....	1	2	3	4	5
Emergency preparedness (services that prepare the community for natural disasters or other emergency situations).....	1	2	3	4	5
Preservation of natural areas such as open space, farmlands and greenbelts .....	1	2	3	4	5
ABC open space.....	1	2	3	4	5
XYZ-sponsored special events .....	1	2	3	4	5
Overall customer service by ABC employees (police, receptionists, planners, etc.) .....	1	2	3	4	5

## 11. Overall, how would you rate the quality of the services provided by each of the following?

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
The XYZ of ABC .....	1	2	3	4	5
The Federal Government .....	1	2	3	4	5

## 12. Please rate the following categories of ABC government performance:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
The value of services for the taxes paid to ABC .....	1	2	3	4	5
The overall direction that ABC is taking .....	1	2	3	4	5
The job ABC government does at welcoming citizen involvement .....	1	2	3	4	5
Overall confidence in ABC government.....	1	2	3	4	5
Generally acting in the best interest of the community .....	1	2	3	4	5
Being honest.....	1	2	3	4	5
Treating all residents fairly .....	1	2	3	4	5

**13. Please rate how important, if at all, you think it is for the ABC community to focus on each of the following in the coming two years:**

	<i>Essential</i>	<i>Very important</i>	<i>Somewhat important</i>	<i>Not at all important</i>
Overall feeling of safety in ABC.....	1	2	3	4
Overall ease of getting to the places you usually have to visit.....	1	2	3	4
Quality of overall natural environment in ABC.....	1	2	3	4
Overall “built environment” of ABC (including overall design, buildings, parks and transportation systems).....	1	2	3	4
Health and wellness opportunities in ABC.....	1	2	3	4
Overall opportunities for education and enrichment.....	1	2	3	4
Overall economic health of ABC.....	1	2	3	4
Sense of community.....	1	2	3	4

**xx. Custom Question #1 Custom Question #1**  
 Scale point 1       Scale point 2       Scale point 3       Scale point 4       Scale point 5

**xx. Custom Question #2 Custom Question #2**  
 Scale point 1       Scale point 2       Scale point 3       Scale point 4       Scale point 5

**xx. Custom Question #3 Custom Question #3**  
 Scale point 1       Scale point 2       Scale point 3       Scale point 4       Scale point 5

**xx. OPTIONAL [See Worksheets for details and price of this option] Open-Ended Question Open-Ended Question**

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# The XYZ of ABC 2014 Citizen Survey

**Our last questions are about you and your household. Again, all of your responses to this survey are completely anonymous and will be reported in group form only.**

**D1. How often, if at all, do you do each of the following, considering all of the times you could?**

	<i>Never</i>	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>
Recycle at home .....	1	2	3	4	5
Purchase goods or services from a business located in ABC .....	1	2		4	5
Eat at least 5 portions of fruits and vegetables a day .....	1	2	3	4	5
Participate in moderate or vigorous physical activity .....	1	2	3	4	5
Read or watch local news (via television, paper, computer, etc.) .....	1	2	3	4	5
Vote in local elections.....	1	2	3	4	5

**D2. Would you say that in general your health is:**

- Excellent       Very good       Good       Fair       Poor

**D3. What impact, if any, do you think the economy will have on your family income in the next 6 months? Do you think the impact will be:**

- Very positive       Somewhat positive       Neutral       Somewhat negative       Very negative

**D4. What is your employment status?**

- Working full time for pay  
 Working part time for pay  
 Unemployed, looking for paid work  
 Unemployed, not looking for paid work  
 Fully retired

**D5. Do you work inside the boundaries of ABC?**

- Yes, outside the home  
 Yes, from home  
 No

**D6. How many years have you lived in ABC?**

- Less than 2 years       11-20 years  
 2-5 years       More than 20 years  
 6-10 years

**D7. Which best describes the building you live in?**

- One family house detached from any other houses  
 Building with two or more homes (duplex, townhome, apartment or condominium)  
 Mobile home  
 Other

**D8. Is this house, apartment or mobile home...**

- Rented  
 Owned

**D9. About how much is your monthly housing cost for the place you live (including rent, mortgage payment, property tax, property insurance and homeowners' association (HOA) fees)?**

- Less than \$300 per month  
 \$300 to \$599 per month  
 \$600 to \$999 per month  
 \$1,000 to \$1,499 per month  
 \$1,500 to \$2,499 per month  
 \$2,500 or more per month

**D10. Do any children 17 or under live in your household?**

- No       Yes

**D11. Are you or any other members of your household aged 65 or older?**

- No       Yes

**D12. How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)**

- Less than \$25,000  
 \$25,000 to \$49,999  
 \$50,000 to \$99,999  
 \$100,000 to \$149,999  
 \$150,000 or more

**Please respond to both questions D13 and D14:**

**D13. Are you Spanish, Hispanic or Latino?**

- No, not Spanish, Hispanic or Latino  
 Yes, I consider myself to be Spanish, Hispanic or Latino

**D14. What is your race? (Mark one or more races to indicate what race you consider yourself to be.)**

- American Indian or Alaskan Native  
 Asian, Asian Indian or Pacific Islander  
 Black or African American  
 White  
 Other

**D15. In which category is your age?**

- 18-24 years       55-64 years  
 25-34 years       65-74 years  
 35-44 years       75 years or older  
 45-54 years

**D16. What is your sex?**

- Female       Male

**D17. Do you consider a cell phone or land line your primary telephone number?**

- Cell       Land line       Both

**Thank you for completing this survey. Please return the completed survey in the postage-paid envelope to: National Research Center, Inc., PO Box 549, Belle Mead, NJ 08502**



# Village of Winnetka

*Community Wide Survey*

***Pricing Proposal***

Revised July 10, 2014

**Overview .....1**

**Tasks and Deliverables.....1**

    Survey Development ..... 1

    Survey Administration ..... 3

    Data Collection and Analysis ..... 3

    Reporting ..... 4

    Presentations ..... 5

    Consulting and Continued Support ..... 5

**Pricing.....6**

**Proposed Timeline .....7**

## Overview

To serve the needs of the Winnetka community, NRC proposes offering a scientific survey to all households in the Village that utilizes current industry best practices, including using a mail-based approach, multiple contacts and reporting of weighted results. Winnetka's fully-customized, approximately four-page Community Wide Survey will be developed in collaboration with the Village's survey team to focus on resident satisfaction with core services, as well as current issues such as the Stormwater Management Program and business district revitalization. Respondents also will have the option to complete the survey online. NRC will manage all aspects of survey formatting, printing, mailing preparation and delivery as well as data collection, analysis and reporting. Responses will be weighted to reflect the demographic composition of Winnetka.

NRC will create a report that summarizes the survey findings while also providing detailed, tabulated results for each question. Results will be compared by select demographic characteristics and/or geographic areas of Winnetka and will be reported alongside benchmark comparisons where comparisons are available. NRC will deliver an in-person presentation of the summary of findings to the Village Council. For an additional fee, the survey may be offered in a foreign language. We have proposed pricing along with a timeline that would allow completion of the work in time to provide an in-person presentation of results of the Community Wide Survey to Council in November.

## Tasks and Deliverables

### Survey Development

#### Collaboration

NRC will work collaboratively with Village staff and elected officials to determine the most appropriate survey methods to address Winnetka's needs.

NRC will assign a project manager to be the primary point of contact with the Village of Winnetka's survey team. We find having one person manage communication best keeps the project on track, but where it is helpful, we are always happy to have our clients contact any NRC staff with questions at any point in the process.

While we propose for NRC to take the lead in each project task, we will work collaboratively with the Village survey team, soliciting input and feedback at each decision point. We use our survey research expertise to provide guidance in clear discussions and writing, including pros, cons and recommendations to Village staff to facilitate decision-making. We will prioritize regular, informative communication to ensure that broad and specific goals and timelines are understood by all and are met.

#### Creating the Survey Instrument

NRC will work with the Village survey team to develop a customized four- to five-page survey for Winnetka. Our process is to listen closely to help you define your specific survey needs, develop and

prioritize questions and ensure the process will be low-burden for Village staff. Survey development is an iterative process that we will lead, giving you questions and formats to which you can react. The number of iterations is limited only by the length of time available to meet the overall timeline (about seven weeks). We focus on working quickly, yet thoughtfully, on our side of the responsibilities, leaving ample time for your review. For example, we seek to turn around a survey draft within 24 business hours to ensure the maximum time for stakeholder reflection.

Our goal in working with Village staff and elected officials is to ensure that the final survey includes all desired questions, with optimal sequencing and wording to ensure valid and informative responses. We will provide draft question wording for any topics to ensure that questions capture the intended meaning for the Village of Winnetka. We will provide feedback regarding which questions are most commonly asked in other communities across the country to maximize the benefit of benchmark comparisons. As this will be Winnetka's first community wide survey, we will strive to set the stage for any trends the Village would like to track (e.g., overall quality of life, operation of village government, overall quality of services). Similarly, NRC will provide suggested wording for all mailing materials, including postcards and cover letters, to accompany the survey.

NRC will be responsible for finalizing the survey questions, sequence and format once final approval is given from Village staff. We will ensure that the survey format is inviting and easy to complete. Attractive and appropriately condensed question formatting also will encourage valid responses and a maximized response rate. With regards to survey length, our typical booklet survey format (one folded ledger paper with one letter-size insert, each with double-sided printing) accommodates up to six pages of content: one page cover letter, four pages of topical survey questions and one page of demographic questions. NRC carefully reviews proofs of all survey materials as part of our quality assurance process.

### Creating the Mailing List

The survey will be mailed to all households located in Winnetka (presumed to be up to 4,300 households). The Village has indicated an interest in using their utility billing database as the address source. This has advantages over other list sources (such as United States Postal Service lists) in some situations and NRC is happy to discuss and use the address source that would best serve Winnetka's needs for the survey. Through NRC's extensive research on various list sources, we have determined that lists from the USPS generally provide the best representation of all households in a specific geographic location. The lists are updated every three months. We use geocoding to assure that each address is located in Winnetka and, additionally, we can use geocoding to identify the Village district of each household so that comparisons of the results by district can be made, if desired.

To support the objective of providing scientific results, we will use an unbiased procedure to select a single individual within each household.

The list of addresses will be processed for certification and verification. NRC uses CASS™/NCOA software that relies on the USPS National Directory information to verify and standardize the address elements and assign each a complete, nine-digit zip code where possible.

## Survey Administration

### Contact Strategy

NRC manages all aspects of survey administration including printing, mailing preparation and postage. Maximizing survey participation requires multiple contacts with residents. Our contact approach maximizes the number of completed surveys through a rigorous multi-contact strategy. Mailing materials will utilize Village logos and letterheads to encourage response. We will contact each recipient three times, as described in the initial proposal response. The Village may also choose to add a fourth contact in the form of a reminder postcard for an additional fee.

Each household receiving a survey will be sent with a postage-paid pre-addressed envelope for respondents to return completed surveys to NRC.

### Mailing Preparation

NRC's will prepare the three mailings (e.g., folding, stuffing and addressing survey packets). If the Village wishes results to be reported by district or location, the survey will include an appropriate level of identification (colors for areas, numerical IDs for individual level tracking).

### Online Response Option

The survey will be available online. The cover letters that are sent to each household will include a simplified URL that respondents can enter into their browser on any Internet-capable device, including mobile phones, tablets and computers. If a foreign language option is selected, the online survey will included a translation that is noted in the cover letter.

### Public Outreach

To boost survey awareness and response, we recommend that the Village uses all available communication channels to inform residents of the survey in advance. This approach has the added benefit of building trust through conveying Winnetka leaders' interest in listening to its residents. NRC will support the communications effort by providing Village staff with example wording for a press release, giving feedback on the communications plan, press releases and other publicity wording, if your communication team so desires. We have samples of communications plans our clients have developed that we can share with the Village.

## Data Collection and Analysis

### Survey Processing

Completed surveys will be returned via postage-paid business reply envelopes to NRC and reviewed and "cleaned" as necessary. Completed surveys will be collected over the five weeks following the first survey wave.

Returned questionnaires will be scanned electronically (and stored for later review, as needed) and entered into an electronic dataset. This dataset will be subject to a data entry protocol of "key and verify," in which survey data are entered twice into an electronic dataset and then compared. Discrepancies are evaluated against the original survey form and corrected. Range checks, a form of

quality control, also will be performed. Data from the web surveys are automatically entered into an electronic dataset, downloaded, cleaned as necessary and then merged with the data from the mail survey to create one complete dataset. If desired, NRC can provide the original survey scans to the Village on a CD, DVD or flash drive.

### **Weighting the Data**

The first step in preparing the data for analysis will be to weight the data to reflect the demographic profile of all adults in Winnetka. The weighting variables to be considered will be all those demographics included on the survey and where census data for Winnetka are available. Additionally, NRC has extensive experience with complex weighting schemes required with tracking geographic subareas.

### **Analyzing the Data**

For quantitative analysis, we rely on IBM Statistical Package for the Social Sciences (SPSS). We believe that analysis must be replicable and leave a clear path. To this end, we keep every label and command run in SPSS in a syntax file available for audit and re-running, as necessary. We will code any open-ended responses using both an emergent approach, where themes are revealed through the analysis, combined with a deductive approach, where a scheme or codes are predetermined and applied to the data. We use various analysis techniques, suited to the project and question.

As is customary, results for each question will be reported along with a 95% confidence interval, a measure of the precision of estimates. In addition to providing a full set of responses to each survey question, analysis may include comparisons of the results by respondent characteristics, geographic area (if tracked) and results from other communities in NRC's benchmark database, as determined by the Village survey team. We can also provide mapped results on request. The full dataset will be provided in an agreed upon format for sharing with Village staff.

The data and report will undergo a thorough quality assurance review. This will ensure the data analyses are correct and that staff, the media and the public will trust the results.

### **Reporting**

Our reports are comprehensive and include technical and detailed numbers and information, but without requiring a degree in statistics to understand the survey results. All the technical details are in appendices for those who wish to read them. We provide basic frequencies of results for all questions and also more in-depth analyses, when desired and when relevant. Some of the most common additional analyses are outlined below, including geographic and sociodemographic subgroup comparisons, custom benchmarking and mapping of survey results. To help stakeholders focus on the key takeaways from the results, our report also will include an executive summary that highlights key findings. We can easily adjust the level of reporting to fit the Village's needs.

### **Comparisons by Geographic and Demographic Subgroups**

number of sub-geographies is limited only by the desired level of precision around the survey results (margin of error), determined by the number of responses received. We will note statistically significant differences among subgroups to deter readers being drawn to small differences that only may be the result of chance.

### **Benchmarking Results to other Communities**

Survey results will be compared to select group of communities of Winnetka's choosing found in NRC's benchmark database. NRC has normative comparisons for 260 services that include police services, fire and EMS, garbage collection and recycling, utilities and utilities billing, library services, street maintenance and repair, water quality, code enforcement, senior services, public transportation, municipal employee ratings, job opportunities, public safety, historic preservation, economic development, public trust and many others. Wherever comparisons are available for questions asked on Winnetka's survey, NRC will provide a benchmark comparison.

Because NRC's benchmark database contains communities that range widely in size, location and other features, we can easily create benchmarks to make comparisons to the entire nation or a subset, such as all jurisdictions in a region, a population range or other factors.

### **Mapping Results**

At the request of the Village, NRC has the capability to provide results as mapped data. By linking the subarea of residence (e.g., District) or individual locations for each respondent, we can group residents by location to produce maps that display patterns of community experience and perspective.

### **Presentations**

NRC will develop and conduct one in-person presentation of the summary report to the Village Council. Our typical presentations are approximately 20-30 minutes in length. We recommend having 15-30 minutes following the presentation portion for questions, depending on your preferences.

### **Consulting and Continued Support**

We know that an effective report will be reviewed and discussed by many people in your community after we have completed any formal presentations and workshops, and that new questions may arise. We always will provide you with the electronic dataset of your responses for your future reference and use. Further, we commit to supporting follow-up discussions by offering crosstabulations of the survey results and other additional analyses when needed at no cost to you during the six months following the project.

**Pricing**

We have provided a budget estimate for a four to five-page survey mailed to up to 4,300 Winnetka households. Should this proposed budget exceed your resources or not meet your needs, NRC will work with you to develop a budget and work plan that yields a better fit. Our budget includes custom benchmark comparisons at no added cost to the Village.

<b>Activities and Tasks</b>	<b>Cost</b>
Survey Development and Administration.....	\$6,351
(includes, survey development, study design, address list procurement, mailing preparation for up to 4,300 households, cleaning and coding of returned surveys, data entry and web programming)	
Survey Material Printing and Postage for up to 4,300 households .....	\$13,152
Survey Analysis and Reporting.....	\$8,437
(includes benchmarks comparisons, comparison of results by sociodemographic and geographic subgroups and continuous support for six months at no cost; final report provided in PDF format; in-person presentation to Village officials)	
Presentation (includes travel, hotel and transportation).....	\$2,060
<b>Total (fixed-price, not-to-exceed) .....</b>	<b>\$30,000</b>

**Optional Services**

Reminder postcard (4,300 households) .....	\$1,500
Spanish language* response option.....	\$700
(includes translation and web survey programming)	
*Other languages are available, and can be priced on request.	
Mapping of survey results (per 10 maps) .....	\$250
Mailings to households in excess of proposed 4,300.....	\$1,000
(per 100 households, including printing and postage)	

**Proposed Timeline**

Anticipating vendor selection in mid-July and survey mailings in mid-September, we feel that the following timeline is a reasonable schedule for conducting Winnetka’s survey. We have allowed for up to five weeks of data collection, but have outlined an aggressive schedule for analyzing the data, writing and receiving feedback on the draft report and presentation in order to accomplish a November 11 summary presentation of results to Village Council.

**Timeline**

Finalize survey materials and instrument .....	August 26
Postcard mails.....	September 8
1st wave mails.....	September 12
2nd wave mails .....	September 17
Data collection ends .....	October 10
Draft reports delivered .....	October 24
Comments on draft report due to NRC .....	October 29
Reports finalized.....	November 3
Draft presentation delivered .....	November 4
Comments on draft presentation due to NRC.....	November 6
Final presentation to Village Council .....	November 11