

Special Meeting & Study Session
WINNETKA VILLAGE COUNCIL
510 Green Bay Road
Winnetka, Illinois 60093
March 8, 2011
7:30 p.m.

Emails regarding any agenda item are welcomed. Please email LRosenthal@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.

Special Meeting Agenda

- 1) Call to Order
- 2) Pledge of Allegiance to the Flag
- 3) Quorum
 - a) March 22, 2011, Rescheduled Regular Meeting
 - b) April 7, 2011 (Thursday), Rescheduled Regular Meeting
- 4) Approval of Agenda
- 5) Public Comment and Questions.
- 6) New Business
 - a) Low Lift Pump #3 Repairs, Water Plant2
- 7) Adjournment

Study Session Agenda

- 1) Village Report Card on Long Term Budget/Cost Containment Measures.....6
- 2) Policy Direction: Restructuring Boards and Commissions9
- 3) Executive Session
- 4) Adjournment

NOTICE

All agenda materials are available at www.villageofwinnetka.org (click Council and then Current Agenda), the Reference Desk at the Winnetka Library, or in the Manager’s Office at Village Hall (2nd floor).

Videos of the Regular Village Council meetings are televised on Channel 10, Mondays, Wednesdays, and Fridays at 7:00 p.m. Videos of the meeting may also be viewed on the Internet via a link on the Village’s web site: www.villageofwinnetka.org.

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 – Liz Rosenthal, at 510 Green Bay Road, Winnetka, Illinois 60093, (Telephone (847) 716-3540; T.D.D. (847) 501-6041).

AGENDA REPORT

Subject: **Low Lift Pump #3 Repairs, Water Plant**

Prepared by: Brian Keys, Director Water & Electric

Date: March 3, 2011

The Water & Electric Department identified an operational problem with low lift pump #3 at the water plant. The pump experienced excessive vibration in the mid to upper load operating range. On-site assessment by an external contractor confirmed that the vibration problem required removal of the pump followed by disassembly to further diagnose the source of the problem(s).

Low lift pump #3 is one of three 1985 pumps used to move raw water from the wet well building to the water plant for treatment. All three pumps are similar in size and rated at 7.92 million gallons per day. During peak pumping periods, two pumps are operational with one pump available as back up. At the present, system conditions require only one low lift pump.

On February 11th, an external contractor, Layne-Western, removed the pump assembly and transported it to their shop in Aurora, Illinois for additional examination. The contractor has identified replacement of several components (Exhibit A) at an estimated cost of \$19,840, as summarized below.

- New bearings on the motor
- Replacement of bowl assembly bearings
- Replacement of impeller shaft
- Replacement of the line shafts and couplings
- Replacement of the mechanical seal in the discharge head.

To date, staff has expended \$6,574 for the on-site assessment, removal (crane, labor, etc.), disassembly and assessment of the pump. Following repairs, an additional \$3,980 will be required to re-install the repaired pump assembly at the water plant. Total repair costs are estimated at \$30,394.

The Water & Electric Department has previously utilized Layne Western for emergent repair of pumps. In 2007, the company completed removal, inspection, and repairs to the #2 low lift pump. This pump also required significant (emergent) repairs including fabrication of a new impeller shaft, fabrication of bearings, and seal replacement at a cost of \$24,467.

No funding in the FYE 2011 budget is specifically budgeted for emergent repairs of this magnitude. This work will be charged to account #52-61-540-202, Pumping Maintenance Commodities. There is sufficient funding in the expense budget to cover the required repairs.

Staff is requesting authorization to proceed with repairs to the pump and return it to service prior to increased system pumping requirements. Repairs are anticipated to take 3-4 weeks before the unit will be returned to service.

Recommendation:

Consider authorizing the Village Manager to issue a purchase order to Layne Western in an amount not to exceed \$23,820 for the repair and re-installation of low lift pump #3 for a total project cost of \$30,394.

28 February 2011

Village of Winnetka, IL
Attn: Mr. Brian Curley
510 Green Bay Road
Winnetka, IL 60093
bcurley@winnetka.org

**RE: LOW LIFT PUMP NO. 3
BYRON JACKSON S/N 851-C-0098**

REPAIR AND REINSTALLATION ESTIMATE

Dear Mr. Curley:

I have prepared a cost estimate for the repair and reinstallation of the above referenced pumping assembly. Please refer to our previously submitted inspection report for details of the equipment condition.

The required repairs consist of the following:

1. Repair the 125 HP VSS motor – new radial and thrust bearing, bake and clean the windings, replace all lubricants, and test
2. Replace three bowl assembly bronze bearings 2-3/16"
3. Remove the bowl assembly wear ring, true the bronze impeller, fabricate and install a new custom bronze wear ring
4. Fabricate a new 2-3/16" X 61" stainless steel impeller shaft with Byron Jackson thread and coupling
5. Replace three 1-7/16" bronze lineshaft bearings – BJ1006026
6. Replace all lineshafts and couplings – Two 1-7/16" X 10' and one 1-7/16" X 73"
7. Sandblast and protective coat the OD and ID of the 16" flanged column pipe
8. Overhaul the discharge head – sandblast and protective coat, install a new mechanical seal – 155-11.5 SA SSC/TC AFLAS
9. Assemble the complete unit

All repair materials are in stock at our Aurora, IL facility except for the mechanical seal which has a one to two week lead-time. All repairs to be conducted by Layne/Byron Jackson certified machinists. All repairs and tolerances are to be per manufacturer's recommendations.

The cost to furnish the labor and materials to complete the tasks shown above is one lump sum of \$19,840.00.



Winnetka, IL
Low Lift Pump no. 3
Byron Jackson s/n 851-C-0098
Page 2 of 2

The cost to mobilize to the Winnetka Water Plant with the repaired pumping assembly, install the complete pumping assembly, install the VHS motor, and test the equipment (Large Service Crane and operator, two helpers, tractor and trailer, and support equipment) is one lump sum of **\$3,980.00**

Therefore the total cost for this final phase of the project is **\$23,820.00**

Layne-Western values its relationship with the Village of Winnetka. We hope that we can be of continued service. Please do not hesitate to contact me if you have any questions or comments regarding this proposal. If I am not in the office, feel free to contact me on my cellular phone at 708.514.1214.

Sincerely yours,
Layne-Western
A Division of Layne Christensen Co.

Nicholas J. Winkelmann, P.E.
Senior Project Manager

Above work accepted by: _____
Title: _____
Date: _____



AGENDA REPORT

TO: Village Council
FROM: Rob Bahan, Village Manager,
Ed McKee, Finance Director,
DATE: December 2, 2010
RE: **Report Card on Long Term Budget / Cost Containment Measures**

BACKGROUND

In December 2010 the Village looked at long term budget and cost control strategies, including 1) keeping property tax increases at less than the rate of inflation, 2) reducing staffing when possible, 3) working co-operatively with other entities and vendors, and 4) keeping budgetary pressure on Village operations.

VILLAGE REPORT CARD ON FISCAL YEAR 2011-12 BUDGET STRATEGY

Below is a recap of the goals established in December 2010 and an update on their status.

Goal: The Village will continue to lead the way by taking affirmative steps to control its operational costs.

The following guidelines were developed for the 2011/2012 Village Budget:

- Each department was to target a 0% to 1% operating budget increase.
Goal Exceeded - The 2012 operating expense budget for the General Fund is down 2.8% from the current budget.
- No new significant programs will be proposed.
Goal Met - There were no new significant programs proposed.
- No staffing increases or refilling of the 6 positions eliminated last year.
Goal Exceeded - The proposed budget reflects 154 employees, a reduction of two full time positions from last year.

Goal: Continue to revisit its contracts with various vendors over the next year to determine if there is an opportunity to reduce costs without significantly changing service levels.

- In the last calendar year, the Public Works Department examined the landscape maintenance, janitorial, uniform, pest control, and pager contracts. Other

departments have undertaken similar efforts to reduce contractual costs by negotiating with existing vendors for better prices or sending the business out for bid.

Goal Met – Staff continues to review contracts and is making changes as appropriate. For example, the Village has renegotiated contracts for landscape maintenance, janitorial services, laundry services for mats and cleaning, and uniform rental, to name a few. Staff currently is evaluating cell phone contracts to seek cost reductions in that area as well.

Goal: Continue to seek cost savings by participating in joint bidding and purchasing ventures with other communities who have similar needs and provide similar services.

- As noted on November 1st, the Village currently participates in joint purchasing of many items through various avenues, and we are currently one of several north suburban communities that are exploring an expanded degree of joint purchasing and contracting. This municipal partnering would extend to items such as road construction contracts, maintenance and service contracts, as well as the purchase of items of significant cost, such as piping, asphalt and stone and other items. This effort, which is being spearheaded by the Village of Glenview, is an exciting opportunity that has the support of a number of local governments, all of whom are looking for ways to contain costs in an era of reduced revenues, increased non-operating costs, and high expectations of service.

Goal Met – The staff is partnering with other municipalities in some of the combined bidding of projects. Fire hydrant painting, street crack sealing, sanitary sewer lining, sewer root control, watermain leak detection, emergency contractor assistance, are but a few examples where we are working cooperatively with other municipalities.

Goal: Pursue shared service agreements or potential service consolidation agreements with nearby municipalities.

Goal Met - The Village is participating in the Metropolitan Mayors Caucus Service Delivery Task Force (MMCSDTF) to evaluate Code Enforcement service options to identify new approaches to delivering these services through shared resources, contractual agreements or a combination thereof.

Additionally, the Village is studying a combined police dispatch center for the towns of Kenilworth, Northfield, and Winnetka.

Goal: Identify service delivery or program reductions that might be considered to lower the proposed budget.

Goal Met – The staff was able to bring in the budgets with a decline in operating budgets without making notable service reductions.

Goal: Re-examine its pay and benefit plans to ensure that they continue to reflect the Village's market-based approach to compensation.

- The Village recognizes that the marketplace for labor continues to evolve in the public sector, and it seeks to remain competitive in its compensation practices in order to attract and retain talented employees to provide the excellent services expected by our residents, without overpaying.
- It is important to note that over the last several years, the Village has taken significant steps to control its health care expenses. These changes include changing provider networks, benefit levels, employee contributions, etc. These changes have actually resulted in overall savings for the Village in a time when most entities are seeing significant increases in their health care costs. Thus far in 2010, the Village has paid about 24% less than it did in 2005/2006 for health care costs.

Goal In Process – The Council has retained The Waters Consulting Group to evaluate the Village’s pay and benefit compensation practices and provide recommendations.

Goal: Continue to take a leadership role at the State level to seek pension reform.

Goal Met – The Council has been proactive in making our legislators aware of the need for additional pension reform. Staff has supported these efforts with analysis and administrative assistance. Earlier this year the Governor signed legislation revising the pension systems for newly hired employees, including police and fire. The Legislature continues to review this matter.

CLOSING THOUGHTS

The Village has consistently tried to do the right thing with regards to budgetary control of expenses. Our underlying philosophy is that the Community expects and deserves top caliber service and should pay no more than necessary. This has led to a long track record of keeping property tax growth at less than the rate of inflation for most property owners. Additionally, the Village has refrained from increasing some of the smaller fees and charges (license fees, vehicle stickers, refuse bags, parking costs, etc.) and is at a below the market rate in these areas. Keeping some fees and charges flat provides additional cost relief to our customers.

If there is a desire to reduce the Village portion of the property tax bill further, then it is probably most productive to evaluate what services should be curtailed or eliminated to allow for that change, or explore ways to raise non-property tax revenues.

AGENDA REPORT

SUBJECT: Restructuring of Boards and Commissions

PREPARED BY: Katherine S. Janega, Village Attorney

REFERENCE: January 11, 2011 Study Session, pp. 2 - 20
November 16, 2010 Council Agenda, pp. 88 - 112

DATE: March 3, 2011

At two recent study sessions, the Council has considered the issue of “cross-memberships” on some of the Village’s boards and commissions, *i.e.*, the service of a member of one board or commission as a member on another, and whether there should be more or fewer such cross-over appointees. The issue has arisen in three contexts: (i) “structural” cross-memberships, in which the Village Code provides for a member of a particular board or commission to be a voting member on another board or commission; (ii) non-voting cross-memberships in which the Village Code provides for a member of one board to be named as a non-voting representative to another; and (iii) the designation of a Village Trustee to serve as a “liaison” to another board or commission.

The Plan Commission is the best example of “structural” cross-memberships. Of the Plan Commission’s 13 members, eight are currently representatives of other bodies (a Village Trustee and a member from each of the following boards: Design Review, Landmark Preservation, Environmental and Forestry, Zoning, Winnetka Park District, School District No. 36 and the Winnetka-Northfield Library District). Of the eight representative members, all but the Environmental and Forestry Commission members are “structural” cross-members. The Environmental and Forestry Commission representative takes the place of one of the “at-large” positions, as would be the case if a member of the Business Community Development Commission were to be assigned to the Plan Commission.

Two other bodies reflect “structural” cross-memberships. The nine voting members of the Business Community Development Commission (BCDC) include a Village Trustee and a member of the Plan Commission. Similarly, the seven voting members of the Environmental and Forestry Commission (EFC) also include a member of the Plan Commission.

The informal practice of assigning Village Trustee liaisons to various boards, commissions, and the like to provide an informal conduit between the Council and those subordinate bodies. This practice has grown significantly over the last five years, from a periodic practice to regular attendance and participation of at least one trustee in nearly all of the Village’s boards, commissions, study groups and ad hoc committees. (The most notable exclusion is the Board of Fire and Police Commissioners and the Police and Fire Pension Boards, whose memberships are defined by statute.)

The cross-memberships between the subordinate advisory bodies have given rise to several issues.

1. The Council has begun to receive requests for more reciprocal memberships, in which a member of Board A would sit on Board B, and a member of Board B would sit on Board A. In addition, the Winnetka Park District has questioned whether it's appropriate for a Park District member to be a voting member of the Plan Commission.
2. The informal communications between the Council and the boards and commissions have begun to supplant formal communications between the Council and its advisory bodies. As a result, the Council from time to time has been presented with issues and recommendations that are fully formed without significant input, guidance or, most significant, prioritization by the Council. At the same time, some board and commission members have expressed a desire for more formal communication and policy guidance from the Council.
3. Informal communications can give the boards and commissions the impression that the presence of a council member gives tacit approval of that body's work, and may leave the board or commission believing it to be unnecessary to provide a more detailed report to the Council. However, where public bodies are concerned, it is important that there be clarity on all sides as to when the person speaking is presenting his or her own opinion or recollection and when he or she is speaking on behalf of the body as a whole.
4. Relying exclusively on Council members to be the sole source of communication between the Council and its boards and commissions may have the unintended consequence of reducing the availability of Council members for additional Council meetings when they are needed, and can divert Council members' attentions and energies from the Council's own work.
5. Requests from subordinate boards and commissions and their members for more information from and interaction with Village staff often places staff in the position of having to adjust priorities for the allocation of the Village's resources without the benefit of directives or guidance from the Village's ultimate policy maker.

At the January 11, 2011, study session, the Village Council considered some of these issues, provided some policy direction for the restructuring of the Plan Commission to address cross-memberships, and directed the Village Attorney to return with more information on the issues related to board and commission restructuring. In an effort to provide the Council with the additional information, I have taken a closer look at the board and commission structures in nearby communities, both as to their legislative sources and as to their practical implications.

The attached materials focus on three of the Village's bodies and their counterparts in nearby communities (where such counterparts exist). Those three bodies are the Plan Commission, Environmental and Forestry Commission and Business Community Development Commission. There are several key reasons for the seemingly narrower focus. First, these are

the three bodies that are most directly involved in the cross-membership issue. Second, although the Plan Commission has a direct mission related to the Comprehensive Plan and performs functions on certain zoning applications, it is primarily an advisory policy-making body (as compared with the Zoning Board of Appeals, Design Review Board and Landmark Preservation Commission, which are primarily application driven, and with the Board of Fire and Police Commissioners, Pension Boards and Foreign Fire Insurance Board, which are created pursuant to statute with statutorily prescribed memberships and functions).

In addition, in the course of looking for other comparable examples of cross-memberships, it became apparent that the functions performed in Winnetka by the EFC and BCDC are frequently performed by a community's Plan Commission or a subcommittee of that commission. In fact, both the history and the missions of the EFC and BCDC disclose their roots in planning.

The Environmental Forestry Commission is the successor to the Forestry Commission, which was established in 1992 pursuant to ordinance MC-92-92. Two additional paragraphs were added to the Forestry Commission's powers and duties the following year, pursuant to Ordinance MC-119-93. In 1999, the Village Council refined the Forestry Commission provisions as part of a larger project undertaken by the Code Review Committee, an ad hoc committee established under Village President Michael Duhl. Further structural changes were made when the Village Code was recodified pursuant to ordinance MC-1-2000.

The Environmental and Forestry Commission (EFC) was established pursuant to Ordinance MC-3-2008, which amended Chapter 3.04 of the Village Code to merge the Forestry Commission's existing functions with environmental functions, thereby creating the hybrid body that is the EFC. The expanded powers and duties of the new Commission were taken directly from a report and recommendations submitted to the Council by Trustees King Poor and Ken Behles. Their study, in turn, had been undertaken at the direction of Village President Woodbury in response to the 2007 Caucus platform. With the exception of a modification in the membership to allow representation at the Plan Commission, Chapter 3.04 contains the same powers and duties as delineated in MC-3-2008.

The Business Community Development Commission (BCDC) was established by Ordinance MC-3-2004, pursuant to the recommendation of an Ad Hoc Committee that was chaired by Trustee Barbara Aquilino and included representatives of Winnetka's business community. The membership of the BCDC was modified by Ordinance MC-8-2007, but the scope of its duties has not been changed.

Unlike application driven bodies, the EFC and BCDC are advisory, policy-making and study bodies and have been given the freedom to set their own meeting agendas, priorities and schedules. This distinguishes them from the Plan Commission, which is the only comparable advisory, policy-making body and which has been given a specific charge related to the Comprehensive Plan, in addition to periodically being given specific directives from the Village

Council. As a result, the EFC and BCDC can sometimes get ahead of the Council in policy making.

With the foregoing background information in mind, following are some questions that should be considered in determining whether, and to what extent further structural amendments to the boards and commissions are warranted.

- 1) Should the Village Code provide for more structured communications between the Council and its subordinate bodies? This can be done in a variety of ways, including through periodic written reports, submitting agendas and/or minutes, requiring advance Council approval or directive before engaging in some policy studies.
- 2) Should the Village Code provide limitations on special meetings? For example, while an application by a citizen seeking an approval or seeking relief from an administrative ruling may warrant a special meeting of a board or commission, should a board or commission be allowed to set additional meetings or to call special meetings for its regular business if it has not been directed by the Village Council to complete a certain task by a certain time?
- 3) Should the Village Code limit the number of meetings of certain boards and commissions? Some communities require meetings every other month, or quarterly, or at least once a year. In its nascent stages a board or commission may need to meet more frequently, but eventually the need to meet may be less imperative.
- 4) When a subordinate body is created, its structures and powers are established by Village Code. None of the Code provisions establishing any of the Council's subordinate bodies provide for subcommittees, although from time to time a board or commission may wish to delegate some work to a subcommittee. Providing a clear delegation of the power to establish subcommittees may be taken as an invitation to expand the work of a subordinate body, while providing a clearer limitation would allow the Council to be informed if a board or commission wishes to proceed outside of its normal business structure.
- 5) The Code provisions governing the BCDC specifically prohibit the right to contract and spend money absent Council approval. Although that is normally presumed for all boards and commissions, the provision was added when the BCDC was established to make that point clear to the new body and its inexperienced members. The absence of such a provision from other board and commission chapters could lead members of those bodies to believe that they have that authority in the absence of a prohibition. Should the Code be amended to clarify this point?

Addressing the foregoing issues will provide clearer guidance for drafting the forthcoming Code amendments. However, as noted in the January agenda materials, there are no right or wrong answers to any of these questions. Different communities can, and do, take different approaches to the structure, organization and duties of their various boards, commissions and committees. Periodic reexamination of the Village's advisory bodies to

consider issues such as those outlined above, will assure that the Village's choices are appropriate to its particular needs.

The following materials are attached to this Agenda Report as additional background information for the Council:

- Structural Comparison of Boards and Commissions
- Comparison of Powers and Duties of Boards and Commissions
- An excerpt of Title 3 of the Village Code, containing Chapter 3.02 (the general provisions) and Chapters 3.04, 3.08 and 3.22, which pertain to the EFC, Plan Commission and BCDC.

Recommendation: Provide policy direction.

Comparison of Structure of Boards and Commissions

Plan Commission (PC)

Municipality	Size	Representation Qualifications	Meetings
Winnetka	13	1 from BCDC (at-large) 1 from DRB 1 from LPC 1 from WEFC (at-large) 1 from ZBA 1 Village Trustee 1 Park Dist. Comm'r 1 SD 36 Trustee 1 Library Trustee 6 at large, all residents (subject to reduction to allow BCDC and WEFC members)	As needed, at call of chair (application driven for PDs, SUPs, subdivisions)
Wilmette	7 + 1	7 Residents-electors + Director of Community Development (non-voting)	At least 6 times per year
Glencoe	10	1 Village Trustee SD 35 Bd. Pres. Park Bd. Pres. Library Bd. Pres. 1 from HPC 1 from ZBA 4 residents – at-large	Once a month, as needed
Kenilworth	10	8 residents – at large 1 Village Trustee Chair of ZBA	Once a month, as needed
Northfield	9 – 11	Residents	Call of chair, as needed
Northbrook	9	Residents	Call of chair, as needed
Highland Park	7 + 2	7 Residents – voting 2 non-voting - City Council members	Call of chair, as needed
Lake Forest			

Environmental & Forestry

Municipality	Size	Representation Qualifications	Meetings
Winnetka	7 + 3	7 voting members - residents - includes 1 from PC “experience, training, or demonstrable interest in such areas as environmental science, forestry, ecology, energy conservation, tree preservation, education, pollution control, engineering, science and public health” 3 or 4 non-voting members - 1 or 2 student representative - 1 Village Trustee - 1 Park Board Commissioner	Monthly and at call of chair
Wilmette (Environmental and Energy)	7	Citizens and residents	6 times per year (Sunsets in 2013)
Glencoe	No corresponding body		
Kenilworth	No corresponding body		
Northfield	No corresponding body		
Northbrook (Environmental Quality)	7	Residents	
Highland Park (Environmental)	7 + 3	7 Voting members 3 Non-voting members - 1 City Council member - 1 Park Board member - 1 high school student	
Lake Forest	No corresponding body		

Environmental & Forestry (Cont'd)

Municipality	Size	Representation Qualifications	Meetings
Glenview (Natural Resources Commission)	5 + 2	5 voting members “training, interest or experience in such areas as ecology, biology, environmental law, education, pollution control, engineering, science and public health 2 non-voting members - Commission secretary - junior or senior high school student or college student with interest in the commission	Meetings “at regular intervals” At least 4 per year Schedule set annually
Deerfield (Sustainability Commission)	12	“demonstrated interest in the sustainable use and reuse of resources, considering environmental, economic and social demands”	As necessary, but at least once per year

Business Community Development Commission

Municipality	Size	Representation Qualifications	Meetings
Winnetka	9 + 1	1 Village Trustee 1 from PC 1 Exec. Dir. of Winnetka Chamber 1 Resident/consumer 5 others - no more than 3 retail business owners or operators - residents or commercial property owners Non-voting: - Director of Community Development	As needed, at call of chair
Wilmette (Ad hoc advisory group)	6	Village President 1 Trustee 4 others	
Glencoe	No corresponding body		
Kenilworth	No corresponding body		
Northfield	No corresponding body		
Northbrook (Industrial and Commercial Development)	11	At least 3 residents Nonresidents must be owners, lessees or employees of industrial or commercial property in the village. 2 from each of the 3 industrial areas 1 representative of the regional shopping area 1 from the central business area 3 at-large, may include one officer of Northbrook Chamber of Commerce and Industry	
Highland Park (Business and Economic Development)	7 + 2	7 Voting members 2 Non-Voting - 1 City Council member - 1 HP Chamber member	
Lake Forest	No corresponding body		

Comparison of Powers & Duties of Boards and Commissions

Plan Commission (PC)

Municipality	Powers and Duties
Winnetka	<ul style="list-style-type: none"> • Prepare and recommend to the Council a Comprehensive Plan for the present and future development or redevelopment of the Village • Assist Village officials charged with the direction of projects for improvements embraced within the official plan, to further the making of such improvements, and generally to promote the realization of the official plan • Prepare and recommend to the Council and to the Board of Local Improvements plans for specific improvements in pursuance of the official plan • Recommend changes from time to time in the official Comprehensive Plan • Consider and make recommendations to the Council on applications for land subdivisions as provided in Title 16 of this Code • Consider and make recommendations to the Council on applications for special use permits, wireless telecommunications facilities and planned developments, as provided in Title 17 of this Code • Adopt rules of procedure not inconsistent with this section • Perform such other duties and responsibilities as directed by the Village Council or as otherwise required by ordinance or statute • Exercise such additional powers as may be granted by ordinance or statute
Wilmette	<p>Duty to prepare and recommend for consideration and adoption by the Board of Trustees</p> <ul style="list-style-type: none"> • A statement of goals and objectives to guide new development and maintain improved standards in the village; • Official Map of the village; • Official Plan for the present and future development of the village. Such plan shall include conservation of existing areas, promotion of urban aesthetics, recommendations for rezoning classifications and for long-range community facilities; • Amendments to statement of goals and objectives, Official Map and Official Plan, as the commission deems necessary or desirable from time to time to meet the changing requirements of the village. • Hold hearings on map, plan, or amendments thereto

Plan Commissions (Cont'd)

Municipality	Powers and Duties
Wilmette (cont'd)	<ul style="list-style-type: none"> • Make recommendations on subdivisions in undeveloped areas in accordance with the Village ordinances • Consult and cooperate with the Community Development Department and may call upon village officials for aid and advice on matters within its jurisdiction, and shall give assistance to the operating officials of the village • Coordinate planning with other governmental agencies and be required to consult with representatives of other governmental boards affecting the Village of Wilmette, when the interests of such agencies or boards are involved in problems under consideration. • Submit annual appropriation request to the Board of Trustees for anticipated expenditures. • May secure technical assistance in the performance of its powers and duties upon authority from, and within the appropriations made by, the Board of Trustees.
Glencoe	<ul style="list-style-type: none"> • To aid and assist the Board of Trustees and the departments of the Village in implementing general plans and in planning, developing, and completing specific projects. • To review and report on any matters referred to it by the Board of Trustees of the village manager. • Upon reasonable written request, to make its special knowledge and expertise available to any official, department, board, or commission of the village, county, state, or federal governments to aid them in the performance of their respective duties relating to the planning and development of the village and its region. • To exercise such other powers, germane to the powers granted by this Code and State statute, as may be conferred by the Board of Trustees.
Kenilworth	<p>Purpose (Code provisions not available):</p> <ul style="list-style-type: none"> • to undertake long-range planning for the Village • to consider and issue recommendations on proposed subdivisions and/or consolidations of land.
Northfield (Combined Planning and Zoning Commission)	<ul style="list-style-type: none"> • To prepare and recommend appropriate changes or revisions to the comprehensive official plan and map; lists details of what may be included • To prepare and recommend to the corporate authorities plans for specific improvements in furtherance of the official plan and map.

Plan Commissions (Cont'd)

Municipality	Powers and Duties
<p>Northfield (cont'd)</p>	<ul style="list-style-type: none"> • To give aid as requested to village officials charged with directing projects for improvements embraced within the official plan and map. • To generally promote the realization of the official plan. • To act as a zoning commission in accordance with section 11-13-2 of the Illinois municipal code only upon appointment by the corporate authorities. • To act as a plan commission pursuant to section 11-12-4 of the Illinois municipal code, to hear applications for subdivisions, resubdivisions, zoning map changes, appendix A text changes, special uses and planned unit developments. • To exercise such other jurisdiction germane to the powers granted by this article, as may be conferred by the corporate authorities • To prepare and recommend to the corporate authorities schemes for regulating or forbidding structures or activities which may hinder access to solar energy necessary for the proper functioning of solar energy systems, as defined in section 1.2 of the comprehensive solar energy act of 1977, or to recommend changes in such schemes. • To hold a public hearing and make a recommendation to the corporate authorities on planned unit developments, special uses, and subdivisions and to attend to any other duties set forth in appendix A or appendix B of this code. • To attend to any other duties assigned by the corporate authorities.
<p>Northbrook</p>	<ul style="list-style-type: none"> • powers set forth in the village zoning code • prepare and recommend for consideration and adoption by the board of trustees the following: <ul style="list-style-type: none"> ○ statement of goals and objectives to help guide growth and development in the village and its environs. ○ comprehensive plan for the present and future development and redevelopment of the village. ○ official map of the village and such revisions in the map as may be deemed necessary by the board of trustees or by the commission • aid and assist the board of trustees and the departments of the village in implementing general plans and in planning, developing and completing specific projects. • review and report on any matters referred to it by the board of trustees or the village manager. • In furtherance of the above jurisdiction and authority, to make such investigations, maps and reports, and recommendations in connection therewith, relating to the planning and development of the village as seem desirable to it.

Plan Commissions (Cont'd)

Municipality	Powers and Duties
Highland Park	<ul style="list-style-type: none"> • Prepare and recommend official comprehensive plan for the present and future development or redevelopment • Prepare and recommend from time to time such changes in the plan as may be deemed necessary by the Council or by the Plan Commission. • Prepare and recommend from time to time plans for specific improvements pursuant to the provisions of such official plan. • Prepare and recommend official map and revisions • Call upon any officials of the City for aid and advice upon any matter properly within the scope of interest of the Plan Commission and to give aid to the officials of the City charged with the direction of projects for improvements embraced within the official plan, to further the making of such improvements and, generally, to promote the realization of the official plan • If the Plan Commission deems it advisable to secure technical advice or service, it may do so upon authority from and by the City Council and appropriation by the City Council therefor. • Exercise such other powers germane to the powers granted by this ordinance as may, from time to time, be conferred by the City Council.
Lake Forest	<ul style="list-style-type: none"> • The Plan Commission shall have such powers and duties as are now or may hereafter be given to it by law • To prepare and recommend to the City Council a comprehensive plan • To recommend changes, from time to time, in the Official Comprehensive Plan. • To prepare and recommend to the City Council, from time to time, plans for specific improvements in pursuance of the Official Comprehensive Plan. • To give aid to the municipal officials charged with the direction of projects for improvements embraced within the official plan, to further the making of these projects, and, generally, to promote the realization of the Official Comprehensive Plan. • To investigate and make recommendation to the City Council concerning the subject matter of amendments to the Lake Forest Zoning Ordinance • To exercise such other powers germane to the powers herein granted as may, from time to time, be conferred by the City Council.

Environmental & Forestry

Municipality	Powers and Duties
Winnetka	<p>EFC added to Forestry:</p> <ul style="list-style-type: none"> • Advise Council on possible amendments to this Village code regarding environmental and forestry matters • Assist PC in reviewing and updating the Comprehensive Plan on matters pertaining to the protection of the environment and the protection, maintenance and improvement of the Village's tree population, including updating Chapter XIV, "Street Tree Planting," of the Winnetka Comprehensive Plan • Assist the Village and its officials in developing and recommending policies relating to the protection of the environment and the protection, maintenance and improvement of the Village's tree population, including recommendations pertaining to the Tree Preservation Code set forth in Chapter 15.28 of this Village code <p>Added upon Creation of EFC</p> <ul style="list-style-type: none"> • Advise Council on matters relating to the protection of the environment and the conservation of energy • Engage in such other activities, studies and educational programs related to environmental protection, energy conservation, tree preservation and urban forestry as may be requested by the Village President or the Village Council from time to time • Make recommendations to the Village Council on programs and methods for increasing public awareness of environmental and energy issues • Make policy recommendations to the Village Council to preserve, conserve, enhance and protect the quality of our land, air and water, including issues related to pollution and recycling • Make policy recommendations to improve public and private energy stewardship within the Village, including strategies for energy conservation, reduced energy consumption, the development of renewable energy sources • Make policy recommendations regarding the adoption of "green" building strategies for public and private development and redevelopment, such as the <i>Leadership in Energy and Environmental Design Program</i> developed by the U.S. Green Building Council • Act as a liaison between the Village and other local governmental, public and private agencies, such as the Winnetka Park District, area schools, Great Lakes Commission and Chicago Wilderness to learn how they deal with matters of interest to the Environmental and Forestry Commission and to share information pertaining to those matters

Environmental & Forestry (Cont'd)

Municipality	Powers and Duties
Winnetka (Cont'd)	<p>Forestry Carry-over</p> <ul style="list-style-type: none"> • Advise Council on matters relating to urban forestry, including the enhancement and preservation of trees in the Village, and methods to mitigate threats to trees in the Village such as Dutch elm disease and the emerald ash borer • Develop and recommend policy concerning the selection, planting, maintenance and removal of trees on Village-owned property • Consider and determine the propriety of removing trees on Village-owned property, except during emergencies or when a tree poses an immediate threat to the public health, safety or welfare • Assist the Village and its officials in disseminating information about protection of the environment, the conservation of energy, and the protection, maintenance and improvement of the Village's tree population • Apply annually for Tree City U.S.A. designation or other awards and incentives recognizing the Village or any portion of the Village for its trees or forestry • Review and make recommendations to Village staff on all Village plans for streets, utility, and other public improvement projects that impact public trees • Provide advice and mediation in disputes concerning the maintenance or removal of trees in the Village when requested by all parties to a dispute • Determine, at request of PW Director, whether an application for a permit to remove a tree under Section 15.28.040 (B)(6) meets the requirement of that subsection that the removal of the tree will avoid or alleviate an economic hardship or hardship of another nature on the property or residence • Hear and decide appeals from the action of the Director of Public Works denying a permit to remove a tree pursuant to Section 15.28.040 of this Village code, in accordance with the procedures set out in Section 15.28.090
Wilmette (Environmental and Energy)	<p>Purpose (Section 2-16.12.2):</p> <ul style="list-style-type: none"> • Advisory body to the Village Board and its Boards and Commissions • To provided advice and education on environmental and energy-related issues. <p>Duties and Functions:</p> <ul style="list-style-type: none"> • Duties assigned to it by Section 2-16.12.2 • Power to carry out such other duties or functions as assigned to it by the Village President or Board of Trustees.

Environmental & Forestry (Cont'd)

Municipality	Powers and Duties
Glencoe	No corresponding body; occasional sub-committee of Plan Commission; details of committee duties not available
Kenilworth	No corresponding body
Northfield	No corresponding body, but note specific reference to solar power in Plan Commission powers
Northbrook (Environmental Quality)	<ul style="list-style-type: none"> • Shall be concerned with air pollution, water pollution, noise abatement, solid waste disposal, resource recycling and other environmental quality problems. • Study such problems and their solutions in depth. • Conduct a continuing public education program. • Hear and consider citizen suggestions and complaints. • Act in an advisory capacity to the village president and board of trustees with respect to recommendations for action at appropriate levels of government and industry and by citizens generally.
Highland Park (Environmental)	<p>The Environmental Commission shall perform the following functions:</p> <ul style="list-style-type: none"> • Preserve, conserve, enhance, and protect the environment, natural resources, and environmental values of the City including the quality of land, air, and water and the interrelationships that exist among and between them and all living things within the limits of the City. • Strive to create an interest and awareness of the problems of land, water and air pollution and of the need to preserve, conserve, protect, and enhance the environment, natural resources, and environmental values of the City among the citizens of and visitors to the City. • Make such investigations and such recommendations to the City Council as it may deem appropriate to carry out the foregoing functions.
Lake Forest	No corresponding body
Glenview (Natural Resources Commission)	<ul style="list-style-type: none"> • Make such investigations and such recommendations to the Village board of trustees as it may deem appropriate to carry out the following functions: <ul style="list-style-type: none"> • Preserve, conserve, enhance, and protect the environment, natural resources, and environmental values of the Village including the quality of land, air, and water and the interrelationships that exist among and between them and all living things within the limits of the Village. • Conduct and maintain an inventory of the natural resources of the Village

Environmental & Forestry (Cont'd)

Municipality	Powers and Duties
Glenview (Cont'd)	<ul style="list-style-type: none"> • Develop and recommend a plan for protection and restoration of the natural resources of the Village. • Review and comment on management plans as such plans are developed by Village staff with respect to areas of specific interest, including but not limited to the: <ul style="list-style-type: none"> • West Fork of the Chicago River. • Techny Basin. • Natural areas of Gallery Park, including Lake Glenview, the wetlands and native areas surrounding the Lake, and the North Meadow. • Air Station Prairie. • Strive to create an interest and awareness of the problems of land, water and air pollution and of the need to preserve, conserve, protect, and enhance the environment, natural resources, and environmental values of the Village among the citizens of and visitors to the Village. • Hear appeals from any decision of the director of public works (1) issuing or revoking a tree permit, (2) denying a tree permit application, or (3) granting or denying an exemption pursuant to section 20-11(f) of Ordinance Number 4235 Regarding Tree Protection and Preservation. With respect to this paragraph (3), the decision of the natural resources commission shall be final. • Act as a liaison between the Village and other governmental, public and private agencies such as the Glenview Park District, area schools, Friends of the Chicago River, Northeastern Illinois Planning Commission, Chicago Wilderness, and others to encourage development of programs and management of land that supports recognition and conservation of native species and natural ecological communities, and the improvement and enhancement of the environment. • May propose an annual budget to the Village board of trustees for the purpose of furthering the goals and objectives of the natural resources commission. Such budget, if approved, shall be administered by the Village manager. • All recommendations of the natural resources commission shall be forwarded to the Village board of trustees for final action, except appeals relating to the Tree Protection and Preservation Ordinance, which decisions shall be final.

Municipality	Powers and Duties
Glenview (Cont'd)	<ul style="list-style-type: none"> • Advise the Village board of trustees on such matters as may be requested. • Nothing in this ordinance shall operate or be construed to authorize the regulation, direction or management of Glenview Park District natural resources assets.
Deerfield (Sustainability Commission)	<p>Purpose:</p> <ul style="list-style-type: none"> •to optimize Deerfield's potential in environmentally sound practices, thereby improving the quality of our local environment for the benefit of our citizens, businesses and neighbors with respect to "sustainability", meaning the use of resources such that they do not become depleted or permanently damaged and requiring the balancing of environmental, economic and social demands. <p>Functions and Duties:</p> <ul style="list-style-type: none"> • Shall act in an advisory capacity to the president and board of trustees, to the village administration and to the Deerfield community to optimize the potential of the village and the Deerfield community in environmentally sound practices with a view toward improving the quality of the local environment for the benefit of our citizens, businesses and neighbors. • To educate and actively engage the Deerfield community regarding the benefits of living sustainably. • To make environmental information and resources readily available. • To create partnerships with interested parties to help achieve our mutual sustainability goals. • To recommend sustainable initiatives which are fiscally responsible and enhance economic vitality.

Business Community Development Commission

Municipality	Powers and Duties
Winnetka	<p>General</p> <ul style="list-style-type: none"> •To collect information and report to the Village Council on opportunities for business and investment in the Village's commercial zoning districts; •To perform studies and make recommendations to the Village Council concerning business development in the Village, including but not limited to helping existing businesses grow, encouraging new businesses to be started and attracting businesses from outside the Village •To identify grants and other financial resources available to the Village for business and economic development and, subject to the prior approval of the Village Council, to apply for such grants or financial resources •To identify services and professional resources available to the Village for business and economic development and, subject to the prior approval of the Village Council, to retain services or otherwise acquire such resources •To adopt rules of procedure not inconsistent with this chapter •To perform such other duties pertaining to the development and improvement of the Village's business districts as the Village Council, in the exercise of its discretion, may direct from time to time •To exercise such additional powers as may be granted by ordinance or statute. <p>Limitations:</p> <ul style="list-style-type: none"> •No authority to expend Village funds without prior Council authorization •No authority to contract without prior Council authorization
Wilmette (Ad hoc advisory group)	<ul style="list-style-type: none"> •Created to research, discuss and provide recommendations to the Village Board on business development initiatives •Reviews, implements and refines the Village's business development plans •Oversees business promotions and marketing
Glencoe	No corresponding body
Kenilworth	No corresponding body
Northfield	No corresponding body

Business Community Development Commission (Cont'd)

Municipality	Powers and Duties
<p>Northbrook (Industrial and Commercial Development)</p>	<ul style="list-style-type: none"> • Shall act in an advisory capacity to the village president and board of trustees. • After due deliberation, make recommendations to the board of trustees on matters relating to the improvement of sound economic growth and business development and the fostering of an attractive business climate for business within the village with respect to both existing and potential new business establishments • Within parameters authorized by the board of trustees, recommend additional steps and measures deemed appropriate to the accomplishment of sound economic growth and a harmonious environment, retention of existing business and attraction of new commerce and industry. • Cooperate with the plan commission and village board of trustees in joint efforts to realize appropriate goals and objectives relating to sound business, increased tax base and better employment opportunities. • The commission shall prepare a statement of its own goals and objectives which shall be reviewed and revised at least annually and submitted to the board of trustees for approval not later than the beginning of each fiscal year. Recommended procedures for accomplishing goals and objectives shall be included. • The commission shall promote industrial and commercial climate and economic development by activities including but not limited to the following: <ul style="list-style-type: none"> ○ Communications, information and advice to private enterprise. ○ Research, review and advice to the board of trustees, village manager and other boards and commissions on matters relating to industrial and commercial development. ○ Periodic review of codes, comprehensive plan, and other policy documents influencing industrial and commercial development with a view toward recommending changes in consonance with the goals and objectives established by the board of trustees. • Other powers, duties and responsibilities as assigned by the village president and board of trustees • Within parameters authorized by the board of trustees, the commission may, at its own initiative, engage in specific activities beyond the scope
<p>Highland Park (Business and Economic Development)</p>	<p>Power</p> <ul style="list-style-type: none"> • Review , revise and make recommendations to City Council regarding any or all projects being undertaken in the commercial, industrial, and residential/office zoning districts of the City <p>Purpose:</p> <ul style="list-style-type: none"> • prepare and recommend to the City Council development programs designed to achieve the goals and objectives of the City's official Master Plan that pertains to economic restructuring and development within the community's commercial, industrial, and residential/office zoning district

Business Community Development Commission (Cont'd)

Municipality	Powers and Duties
Highland Park (Cont'd)	<ul style="list-style-type: none"> •make recommendations to the City Council concerning plans, projects, and actions to enhance the beauty of the City through its business districts, neighborhoods, and gateways <ul style="list-style-type: none"> ○The plans, projects and actions which constitute the BEDC's recommended development program need not be directly related to a goal or objective set forth in the Master Plan ○but plans, projects or actions must, in the BEDC's view, be reasonably likely to foster economic development in the City's commercial, industrial, and residential/office zoning districts. •Projects of the BEDC may include recommendations regarding, but are not limited to, commercial and office developments, industrial developments, and other mixed use developments, or any other tasks as may be directed to the BEDC by the City Council <p>May hold public hearings as deemed necessary to seek public input on projects under review by the BED Commission.</p>
Lake Forest	No corresponding body

Chapter 3.02

MEETINGS OF BOARDS, COMMISSIONS AND COMMITTEES

NOTE: This is the first chapter in Title 3. It contains provisions that apply to all Boards and Commissions.

Sections:

- 3.02.010 Open Meetings**
- 3.02.020 Meeting Attendance**

Section 3.02.010 Open Meetings

It is the policy of the Village of Winnetka that all meetings of all Boards, Commissions and Committees of the Village, and all committees and subcommittees of such Boards, Commissions and Committees, shall be held in accordance with the provisions of the Illinois Open Meetings Act.

(MC-8-2007, Added, 06/05/2007)

Section 3.02.020 Meeting Attendance

A. Attendance in Person. It is the policy of the Village of Winnetka that the members of all Boards, Commissions and Committees of the Village, and all committees and subcommittees of such Boards, Commissions and Committees, shall attend meetings of their respective bodies in person, notwithstanding any statutes of the State of Illinois permitting attendance by some means other than physical presence at the location of the meeting.

B. Rules Governing Attendance. No Board, Commission or Committee of the Village, or any committee or subcommittee of such Board, Commission or Committee, shall have the power or discretion to establish rules permitting any of their members to attend meetings by any means other than by their physical presence, unless such power and discretion is specifically enumerated in the powers of such Board, Commission or Committee set forth in this Title.

(MC-8-2007, Added, 06/05/2007)

Chapter 3.04

ENVIRONMENTAL AND FORESTRY COMMISSION

Sections:

- 3.04.010** **Creation; Members; Compensation**
- 3.04.020** **Officers**
- 3.04.030** **Vacancies**
- 3.04.040** **Meetings; Vote; Quorum**
- 3.04.050** **Powers and Duties**

Section 3.04.010 **Creation; Members; Compensation**

A. Creation of Commission. There is created an Environmental and Forestry Commission, which shall have such powers and perform such duties as provided in this chapter.

B. Members; Appointment. The Commission shall consist of seven voting members and one or more student members, all of whom shall be appointed by the Village President, with the advice and consent of the Trustees, plus two ex officio members who shall be appointed as provided in subsection D, below.

C. Appointed Members; Qualifications; Term of Office.

1. Qualifications. The seven voting members of the Commission shall be residents of the Village. In addition, one of the appointed voting members shall be a member of the Plan Commission. Each student member shall be a high school junior or senior, or an undergraduate college student, who either resides in or attends school in the Village. All members of the Commission shall have experience, training or a demonstrable interest in such areas as environmental science, forestry, ecology, energy conservation, tree preservation, education, pollution control, engineering, science and public health.

2. Term of Office. Subject to the additional limitations set forth in the following paragraph 3, each appointed member other than the student appointees shall serve for a term of three years and until a successor is appointed and qualified. The terms of the appointed members shall be staggered so that the term of two appointed members expire in one year, the term of two other appointed members expire the following year and the term of the remaining three appointed members expire the next following year. No appointed member other than the student appointee shall serve more than two full terms consecutively.

3. Term of Representative Members. The Plan Commission representative and any other members of the Commission who are representatives of another board or commission (the "representative members"), shall not serve on the Environmental and Forestry Commission beyond the termination of their respective memberships on the Plan Commission or other board or commission, whether by expiration of that term, by resignation or by some other cause.

4. Student Members. The student members shall be appointed in September of each year and shall serve through the month of August of the following year, and until a successor is

appointed and qualified. Any student member may serve consecutive terms, without limitation, provided the student continues to meet the qualifications for appointment. For purposes of this section, if a student who is appointed while he or she is enrolled as a full time student in high school or college, the student's enrollment shall be presumed to continue through the summer immediately following the academic year of appointment, regardless of whether the student enrolls for summer studies or has graduated.

D. Ex Officio Members. One ex officio member of the Commission shall be a Village Trustee and shall be designated by the Village President. One ex officio member shall be a member of the Winnetka Park District Board and shall be designated by that Board, according to its own procedures.

E. No Compensation. All members of the Commission shall serve without compensation for those services.

(MC-14-2009, Amended, 11/17/2009; MC-8-2009, Amended, 09/01/2009; MC-3-2008, Amended, 06/03/2008; MC-4-2005, Amended, 09/06/2005)

Section 3.04.020 Officers

The Village President shall designate one of the members of the Commission to serve as Chairperson of the Commission. The Chairperson shall hold that office until the Village President designates another member to be Chairperson. The Village Manager shall appoint one or more employees of the Public Works Department and/or Water and Electric Department to serve as Secretary to the Commission.

(MC-3-2008, Amended, 06/03/2008; MC-4-2005, Amended, 09/06/2005)

Section 3.04.030 Vacancies

Any vacancy occurring shall be filled for the remainder of the unexpired term in the same manner as provided for the original appointment of a member.

(MC-3-2008, Amended, 06/03/2008; MC-4-2005, Amended, 09/06/2005)

Section 3.04.040 Meetings; Vote; Quorum

A. Meeting. Meetings of the Commission shall be held once each month or at the call of the Chair. All meetings shall be open to the public and shall be conducted in accordance with the Open Meetings Act and [Chapter 3.02](#) of this code. The Commission shall keep minutes of its proceedings and shall keep records of all other official actions.

(MC-8-2007, Amended, 06/05/2007)

B. Vote. The student members and the two ex officio members of the Commission shall not be entitled to vote. All other members of the Commission shall be voting members.

C. Quorum. A majority of the voting members shall constitute a quorum.

(MC-14-2009, Amended, 11/17/2009; MC-3-2008, Amended, 06/03/2008)

Section 3.04.050 Powers and Duties

The Commission shall have the following powers and duties:

A. To advise the Village Council on matters relating to urban forestry, including the enhancement and preservation of trees in the Village, and methods to mitigate threats to trees in the Village such as Dutch elm disease and the emerald ash borer;

B. To advise the Village Council on matters relating to the protection of the environment and the conservation of energy;

C. To advise the Village Council on possible amendments to this Village code regarding environmental and forestry matters;

D. To develop and recommend policy concerning the selection, planting, maintenance and removal of trees on Village-owned property;

E. To consider and determine the propriety of removing trees on Village-owned property, except during emergencies or when a tree poses an immediate threat to the public health, safety or welfare;

F. To assist the Village and its officials in developing and recommending policies relating to the protection of the environment and the protection, maintenance and improvement of the Village's tree population, including recommendations pertaining to the Tree Preservation Code set forth in Chapter 15.28 of this Village code;

G. To assist the Village and its officials in disseminating information about protection of the environment, the conservation of energy, and the protection, maintenance and improvement of the Village's tree population;

H. To apply annually for Tree City U.S.A. designation or other awards and incentives recognizing the Village or any portion of the Village for its trees or forestry;

I. To review and make recommendations to Village staff on all Village plans for streets, utility, and other public improvement projects that impact public trees;

J. To provide advice and mediation in disputes concerning the maintenance or removal of trees in the Village when requested by all parties to a dispute;

K. To assist the Plan Commission in reviewing and updating the Comprehensive Plan on matters pertaining to the protection of the environment and the protection, maintenance and improvement of the Village's tree population, including updating Chapter XIV, "Street Tree Planting," of the Winnetka Comprehensive Plan;

L. To determine, at the request of the Director of Public Works, whether an application for a permit to remove a tree under Section 15.28.040 (B)(6) meets the requirement of that subsection that the removal of the tree will avoid or alleviate an economic hardship or hardship of another nature on the property or residence;

M. To hear and decide appeals from the action of the Director of Public Works denying a permit to remove a tree pursuant to Section 15.28.040 of this Village code, in accordance with the procedures set out in Section 15.28.090;

(Ord. MC-228-99 § 4 (part), 1999; prior code § 6.09)

N. To engage in such other activities, studies and educational programs related to environmental protection, energy conservation, tree preservation and urban forestry as may be requested by the Village President or the Village Council from time to time;

O. To make recommendations to the Village Council on programs and methods for increasing public awareness of environmental and energy issues;

P. To make policy recommendations to the Village Council to preserve, conserve, enhance and protect the quality of our land, air and water, including issues related to pollution and recycling;

Q. To make policy recommendations to improve public and private energy stewardship within the Village, including strategies for energy conservation, reduced energy consumption, the development of renewable energy sources;

R. To make policy recommendations regarding the adoption of “green” building strategies for public and private development and redevelopment, such as the *Leadership in Energy and Environmental Design Program* developed by the U.S. Green Building Council; and

S. To act as a liaison between the Village and other local governmental, public and private agencies, such as the Winnetka Park District, area schools, Great Lakes Commission and Chicago Wilderness to learn how they deal with matters of interest to the Environmental and Forestry Commission and to share information pertaining to those matters.

(MC-3-2008, Amended, 06/03/2008)

Chapter 3.08

PLAN COMMISSION

Sections:

3.08.010	Commission Created; Terms; Compensation
3.08.020	Qualification and Appointment of Members
3.08.030	Officers
3.08.040	Vacancies
3.08.050	Meetings; Quorum
3.08.060	Powers and Duties

Section 3.08.010 Commission Created; Terms; Compensation

A. Creation. There is created a Plan Commission for the Village, consisting of thirteen appointed members.

B. Terms. Each member of the Plan Commission shall be appointed for a term of three years and until a successor has been appointed.

C. Compensation. Members of the Plan Commission shall serve without compensation, except that the Council may provide a salary for the Secretary if the Secretary is not a member of the Commission.

(MC-8-2005, Amended, 12/20/2005)

Section 3.08.020 Qualification and Appointment of Members

A. Qualification of Members. In addition to being residents of the Village, the members of the Plan Commission shall have the following qualifications:

1. One member shall be a Village Trustee.
2. One member shall be a member of the Zoning Board of Appeals created by Chapter 3.44 of this Code.
3. One member shall be a member of the Design Review Board created by Chapter 3.12 of this Code.
4. One member shall be a member of the Landmark Preservation Commission created by Chapter 3.40 of this Code.
5. One member shall be a member of the Board of Park Commissioners of the Winnetka Park District.
6. One member shall be a member of the Board of Education of Winnetka Elementary School District No. 36.
7. One member shall be a member of the Board of Trustees of the Winnetka-Northfield Public Library District.

8. The remaining six members shall be appointed from among the residents of the Village. Subject to the Village President's sole discretion, the six resident members may include one member of the Business Community Development Commission and one member of the Environmental and Forestry Commission.

B. Appointment.

1. Each of the Plan Commission members from the Winnetka Park District, School District No. 36 and Winnetka-Northfield Public Library District shall be residents of the Village and shall be nominated by resolution of their respective governing board. A certified copy of the nominating resolution shall be filed with the Village Clerk.

2. Except as provided in the foregoing paragraph 1, all members of the Plan Commission shall be appointed by the Village President, with the advice and consent of the Village Trustees.

(MC-8-2009, Amended, 09/01/2009; MC-8-2005, Amended, 12/20/2005)

Section 3.08.030 Officers

A. Chairperson. The Village President shall designate one of the members of the Plan Commission to serve as Chairperson of the Commission and shall hold that office until a successor is appointed and qualified.

B. The Director of Community Development shall designate one or more employees of the Department of Community Development to serve as Secretary to the Commission.

C. The Plan Commission may elect from among its members such other officers as it desires.

(MC-8-2005, Amended, 12/20/2005)

Section 3.08.040 Vacancies

Any vacancy on the Plan Commission shall be filled for the remainder of the term of the member whose position has become vacant, in the same manner as for an original appointment.

(MC-8-2005, Amended, 12/20/2005)

Section 3.08.050 Meetings; Quorum

A. Meetings. Meetings of the Plan Commission shall be held at the call of the Chairperson. All meetings shall be open to the public and conducted in accordance with the Open Meetings Act and Chapter 3.02 of this code. The Plan Commission shall keep minutes of its proceedings and record the vote of each member on every question.

B. Quorum. A majority of the members of the Plan Commission shall constitute a quorum for the conduct of business and the holding of any hearing.

(MC-8-2007, Amended, 06/05/2007, Subsection A; MC-8-2005, Amended, 12/20/2005)

Section 3.08.060 Powers and Duties

A. The Plan Commission shall have the following powers and duties:

1. To prepare and recommend to the Council a Comprehensive Plan for the present and future development or redevelopment of the Village;
2. To assist the officials of the Village charged with the direction of projects for improvements embraced within the official plan, to further the making of such improvements, and generally to promote the realization of the official plan;
3. To prepare and recommend to the Council and to the Board of Local Improvements plans for specific improvements in pursuance of the official plan;
4. To recommend changes from time to time in the official Comprehensive Plan;
5. To consider and make recommendations to the Council on applications for land subdivisions as provided in Title 16 of this Code;
6. To consider and make recommendations to the Council on applications for special use permits, wireless telecommunications facilities and planned developments, as provided in Title 17 of this Code;
7. To adopt rules of procedure not inconsistent with this section;
8. To perform such other duties and responsibilities as directed by the Village Council or as otherwise required by ordinance or statute; and
9. To exercise such additional powers as may be granted by ordinance or statute.

(Ord. MC-228-99 § 4 (part), 1999; prior code § 6.02)
(MC-8-2005, Amended, 12/20/2005)

Chapter 3.22

BUSINESS COMMUNITY DEVELOPMENT COMMISSION

Sections:

- 3.22.010 Commission Created; Terms; Compensation.**
- 3.22.020 Appointment and Qualifications of Members.**
- 3.22.030 Officers.**
- 3.22.040 Vacancies.**
- 3.22.050 Meetings; Quorum.**
- 3.22.060 Scope of Powers and Duties.**

Section 3.22.010 Commission Created; Terms; Compensation.

A. Commission Created. There is created a Business Community Development Commission for the Village, consisting of nine appointed members, plus the Director of Community Development, who shall be a non-voting, *ex officio* member of the Commission.

B. Terms. Of the members first appointed to the commission, three shall serve for terms of three years, three shall serve for terms of two years, and three shall serve for terms of one year. Thereafter, each succeeding member of the Commission shall be appointed for a term of three years. Members shall continue to serve after the expiration of their terms until a successor has been appointed and qualified.

C. Compensation. Members of the Business Community Development Commission shall serve without compensation.

Section 3.22.020 Appointment and Qualifications of Members.

A. Appointment. All members of the Business Community Development Commission shall be appointed by the Village President, with the advice and consent of the Village Trustees.

B. Qualifications of Members. The members of the Business Community Development Commission shall be appointed on the basis of experience, expertise or interest in retail development, urban design and planning, retail business operations, commercial real estate, or retail marketing. In addition, the members shall have the following qualifications:

1. One member shall be a Village Trustee.
2. One member shall be a member of the Winnetka Plan Commission.
3. One member shall be the Executive Director of the Winnetka Chamber of Commerce.
4. One member shall be a resident and consumer.
5. Of the members other than the Village Trustee, the Plan Commission representatives and the Executive Director of the Chamber of Commerce, no more than three shall own or operate a retail business in the Village.

6. All other members shall either reside in the Village, or shall own commercial property in one of the Village's commercial zoning districts.

Section 3.22.030 Officers.

The Village President shall designate one of the members of the Commission to serve as Chairperson. The Director of Community Development shall designate one or more employees of the Department of Community Development to serve as Secretary to the Commission.

Section 3.22.040 Vacancies.

Any vacancy on the Commission shall be filled for the unexpired term of the member whose position has become vacant, in the same manner as for an original appointment.

Section 3.22.050 Meetings; Quorum

Meetings of the Business Community Development Commission shall be held at the call of the Chairperson. All meetings shall be open to the public and shall be conducted in accordance with the Open Meetings Act and Chapter 3.02 of this code. The Business Community Development Commission shall keep minutes of its proceedings and record the vote of each member on every question. A majority of the nine appointed members of the Business Community Development Commission shall constitute a quorum for the conduct of business. The Director of Community Development shall not be counted in determining a quorum.

(MC-8-2007, Amended, 06/05/2007; MC-3-2004, Added, 04/06/2004)

Section 3.22.060 Scope of Powers and Duties.

A. General Statement of Powers and Duties. The Business Community Development Commission shall have the following powers and duties:

1. To collect information and report to the Village Council on opportunities for business and investment in the Village's commercial zoning districts;
2. To perform studies and make recommendations to the Village Council concerning business development in the Village, including but not limited to helping existing businesses grow, encouraging new businesses to be started and attracting businesses from outside the Village;
3. To identify grants and other financial resources available to the Village for business and economic development and, subject to the prior approval of the Village Council, to apply for such grants or financial resources;

4. To identify services and professional resources available to the Village for business and economic development and, subject to the prior approval of the Village Council, to retain services or otherwise acquire such resources;

5. To adopt rules of procedure not inconsistent with this chapter; and

6. To perform such other duties pertaining to the development and improvement of the Village's business districts as the Village Council, in the exercise of its discretion, may direct from time to time;

7. To exercise such additional powers as may be granted by ordinance or statute.

B. Limitations on Powers. The Commission shall not be authorized to expend funds of the Village or to contract in its name or in the name of the Village without the prior authorization of the Village Council.

(MC-8-2007, Amended, 06/05/2007, Paragraph 5 of Subsection A; MC-3-2004, Added, 04/06/2004)

Public Works
and
Water & Electric Department
Capital Review

March 8, 2011

Public Works

Capital Review

2011-12 Major Capital Projects

- Winnetka Avenue Pump Station - \$750,000
 - Increase capacity of stormwater pump station from 40,000 gpm¹ to 60,000 gpm¹
- Street & Sidewalk Construction - \$1.2m
 - Resurface streets and replace deteriorated sidewalks
- Winnetka & Green Bay Traffic Signal - \$450,000 (+\$100,000 State)
 - Traffic signal upgrade and intersection improvement

¹ Plus 10,000 gpm portable pump

2011-12 Major Capital Projects (cont.)

- Willow Road Engineering - \$125,000
 - Village share of design engineering
 - Replace Sewer Jet - \$340,000
 - Replace 2000 Sewer cleaner/vacuum machine
 - Sewer Lining - \$150,000
 - Line deteriorating sanitary sewers (municipal partnering project)
-

3 Major Long-Term Projects in CIP

- Village Hall
 - \$3.2m programmed between 2011-12 and 2012-13
 - Willow Road
 - \$1.875m (Village Share) programmed between 2011 - 2013
 - Stormwater
 - Pump Station 2011 (\$750k)
 - Unspecified improvements \$8m programmed between 2012 - 2015
-

Village Hall

- Roofing Contract \$634,970
 - Completion weather-dependent, April '11?
 - Masonry Contract \$347,800
 - Shut down for winter, completion May '11?
 - Interior Project Budget \$2.6m
 - Phased Construction
 - Bidding Period March 10 - April 5
 - Bid evaluation April 5 - April 14
 - Bid Award 2nd April meeting
-

Willow Road Improvements

- Rehabilitation - Provident to Forestway
 - Pavement Replacement
 - New Traffic Signal at Willow/Forestway
 - Channelization/Improvement at Willow/Hibbard
 - Total Estimated Cost
 - 70% Federal Funds
 - 30% Village Funds
 - Jurisdictional Transfer
 - Construction Calendar 2012-13
-

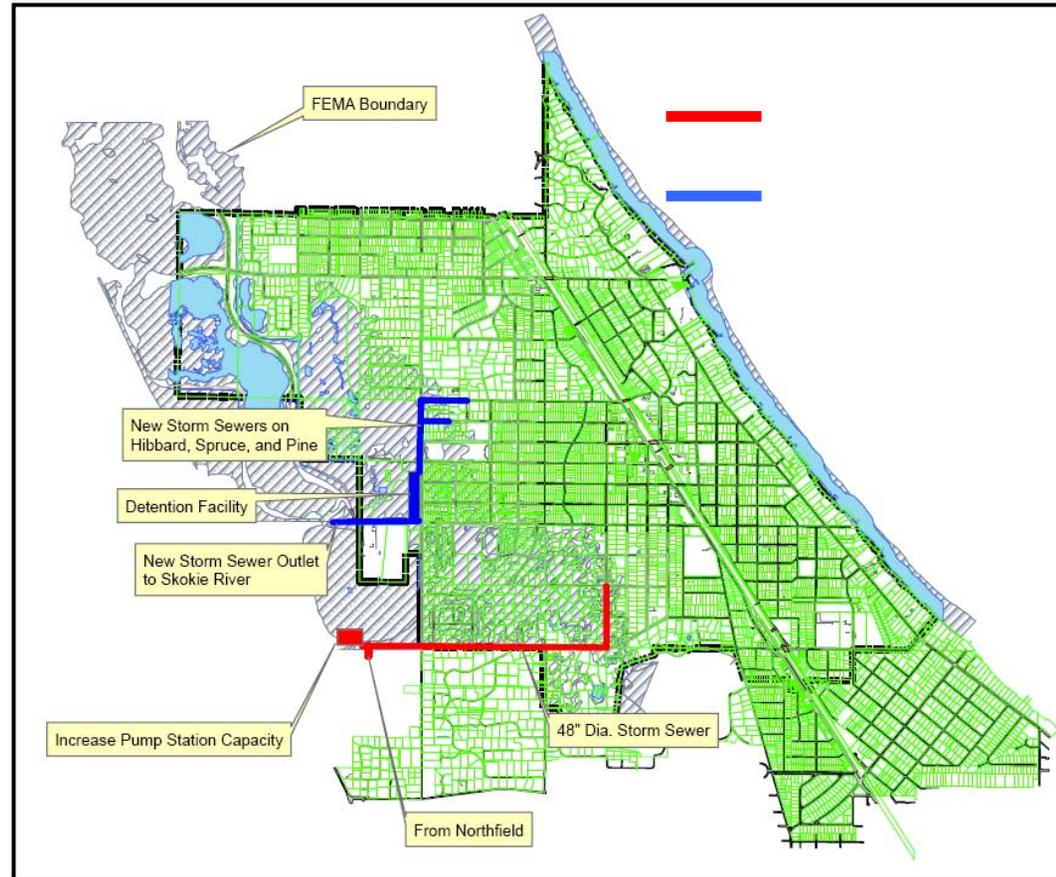
2009 Proposed Stormwater Improvements

■ Birch/Hill Diversion

- Construct new storm sewer along Birch and along Hill
- Increase pumping capacity
- Overbank storage in FPD
- Benefits Birch, Alles, Sunset, Meadow, DeWindt, White Oak (pump also benefits north area)
- 10 year protection level
- **Cost \$3.5m**

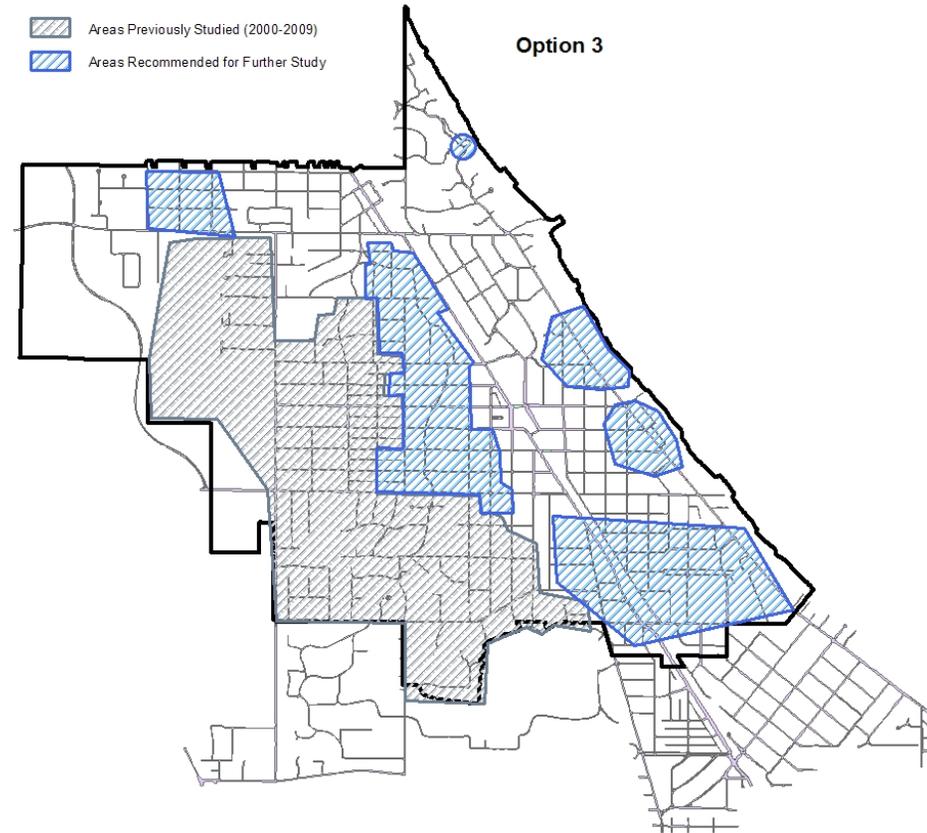
■ Duke Child/Hibbard

- Pine, Spruce and Hibbard storm sewer
- Duke Child detention
- Ash Street Pump facility
- New pumped outlet via Willow Road
- Benefits Pine-Willow e. of Hibbard, plus south area
- 5-10 year protection level
- **Cost \$4.5m**



Additional Study Areas

- Identified based on survey results
- Perform limited hydrologic and hydraulic modeling of 6 areas
- Complete by May 2011
- Combine results with 2009 proposed improvements for Village-wide plan



Proposed Strategy

- Skokie River Pump Station Expansion
 - Construction in FY 2011-12
 - Obtain Forest Preserve permission/Northfield
 - Northern Improvements
 - Discussions with NTHS and Park District detention in Duke Child Field
 - Additional Drainage Basin Improvements
 - Identify additional possible improvements
 - Develop Village-wide stormwater plan
 - Financing Study
 - Commence financing study when possible additional improvements are identified
-

Water & Electric Department

Capital Review

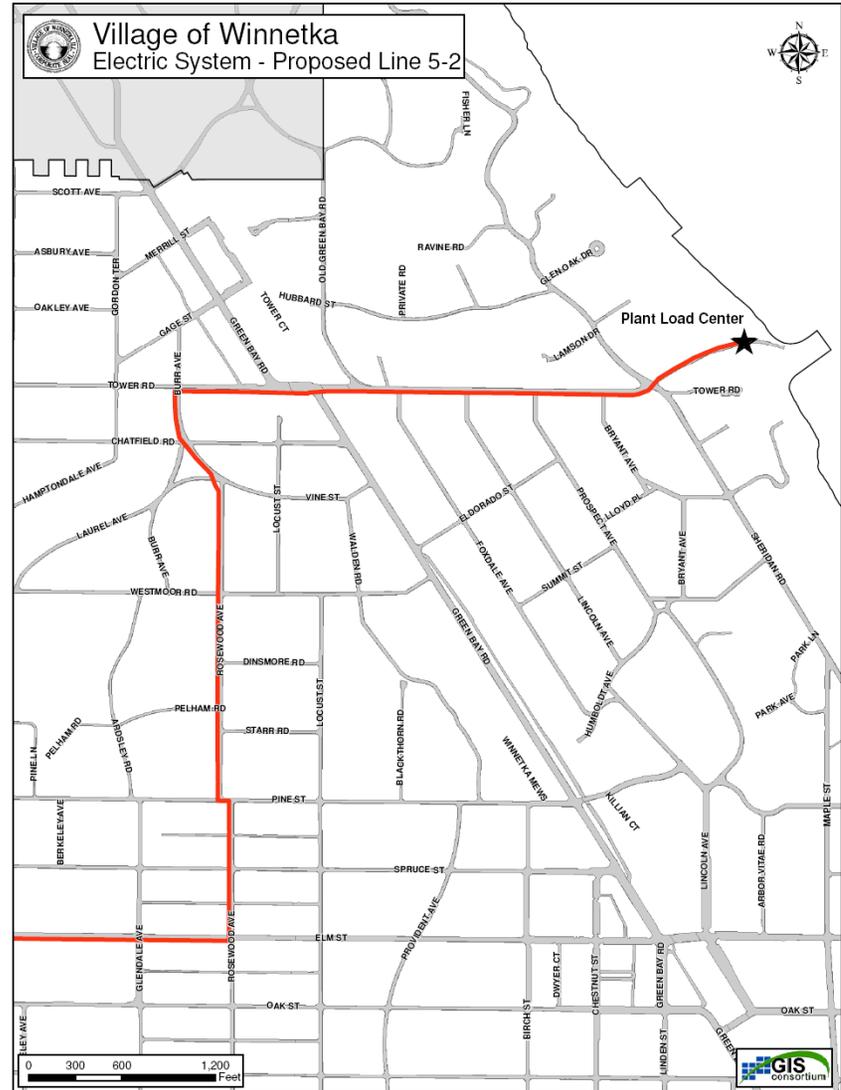
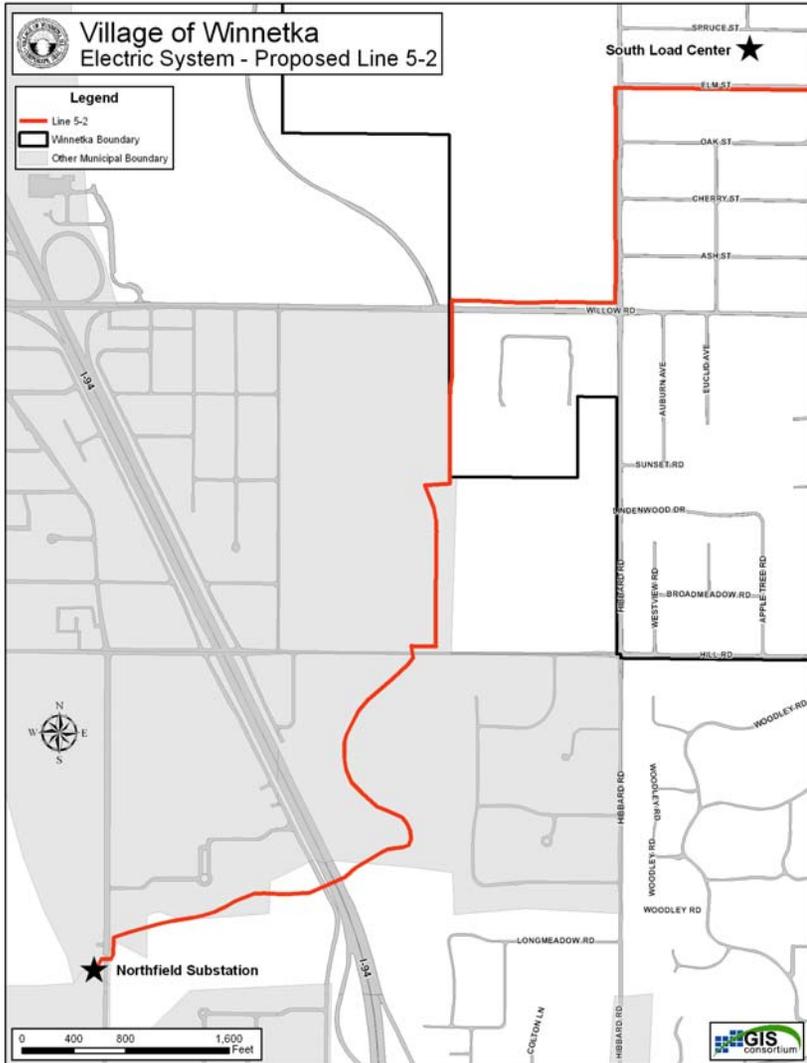
Capital Expenditures (select items)

- 5-2 Tie Line Capacity: Installation of additional underground conductors from Northfield Substation to Electric Plant (Plant Load Center). Increased capacity on the tie line is for operational contingency and load growth. Phase 2 work from Elm St.(W/Glendale) to Electric Plant.
 - \$456K
- Circuit B: Replacement of older cable to provide added circuit capacity and reliability. Section to be replaced is located along Sheridan Road from Humboldt (Lloyd Park) to Oak.
 - \$96K
- Diesel Engine Emissions: Installation of catalyst devices on diesel generator exhausts to meet Federal emissions standards. Compliance deadline is May 2013.
 - \$300K
- Replace 1976 Line Truck
 - \$170K

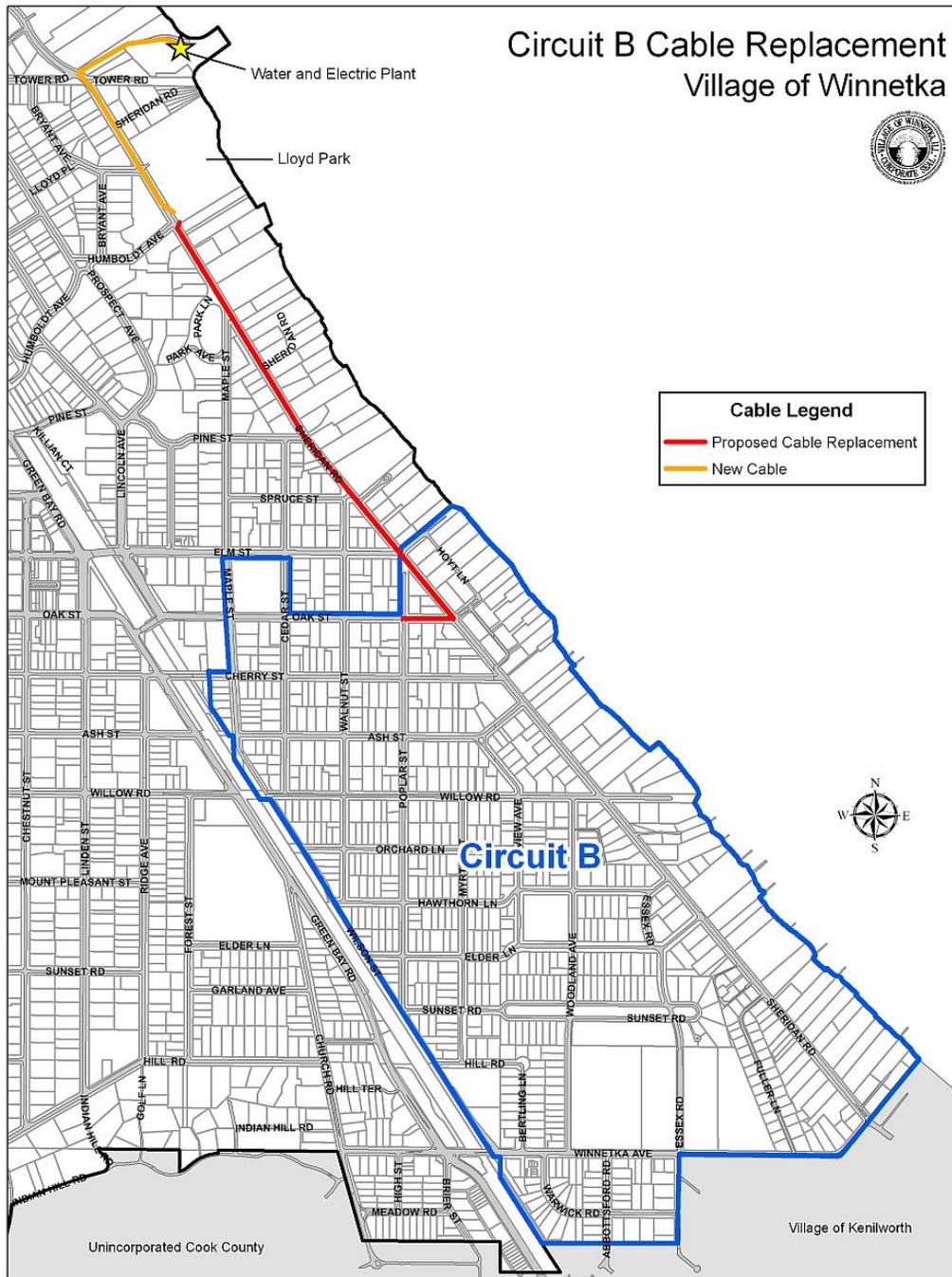


Capital Expenditures

Total cable route is approx. 21,900 ft. from Northfield substation to the Plant Load Center. Phase 2 of the project is to install cable from Elm St. (W/Glendale) to the Plant Load Center at the Electric Plant.



Circuit B Cable Replacement Village of Winnetka



Cable Legend

- Proposed Cable Replacement
- New Cable



Long Term Capital Expenditures (select items)

- Substation Switchgear: Additional switchgear required for transformer installation and additional circuits.
 - FYE 2013: \$400K
- Substation Transformer: Additional transformer at Northfield substation for contingency and/or capacity.
 - FYE 2015: \$2,000K
- Capacitor Bank: Equipment required for voltage control, associated with new transformer and/or capacity requirements.
 - FYE 2016: \$400K
- Underground Conductors: Procurement and installation of cable used on the electric distribution system.
 - Annual Cost: \$706K-\$750K
 - FYE 2014: \$300K for Circuit A

Northfield Substation Expansion

New Capacitor Bank

New Transformer

New Switchgear

Existing Switchgear

Existing Transformer

Existing Capacitor Bank



121 ft

© 2011 Google

Google

Imagery Date: 7/1/2010

42°05'14.45" N 87°46'00.66" W elev 623 ft

Eye alt 1139 ft

138/12.47kV Power Transformer and Metering Equipment



Existing Transformer



Existing metering equipment



Transformer Pad for Unit #2

15 kV Substation Switchgear at Northfield



Existing switchgear (circuit breakers)



Equipment location for future switchgear.

Capacitor Bank and Station Service Transformer



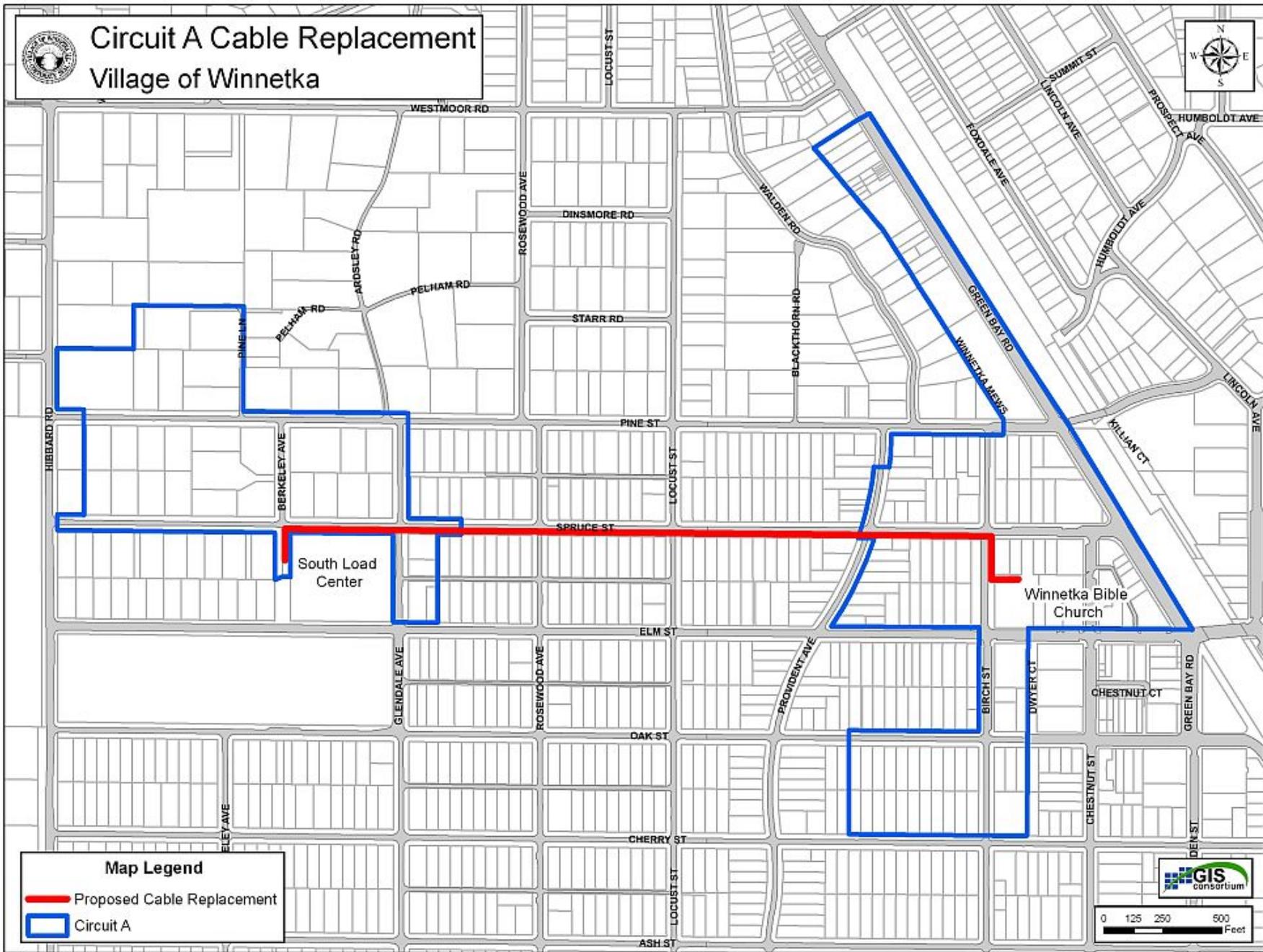
Equipment capacitor bank and station service transformer.

Pads for future equipment (capacitor bank and station service transformer).



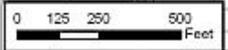


Circuit A Cable Replacement Village of Winnetka



Map Legend

- Proposed Cable Replacement
- Circuit A

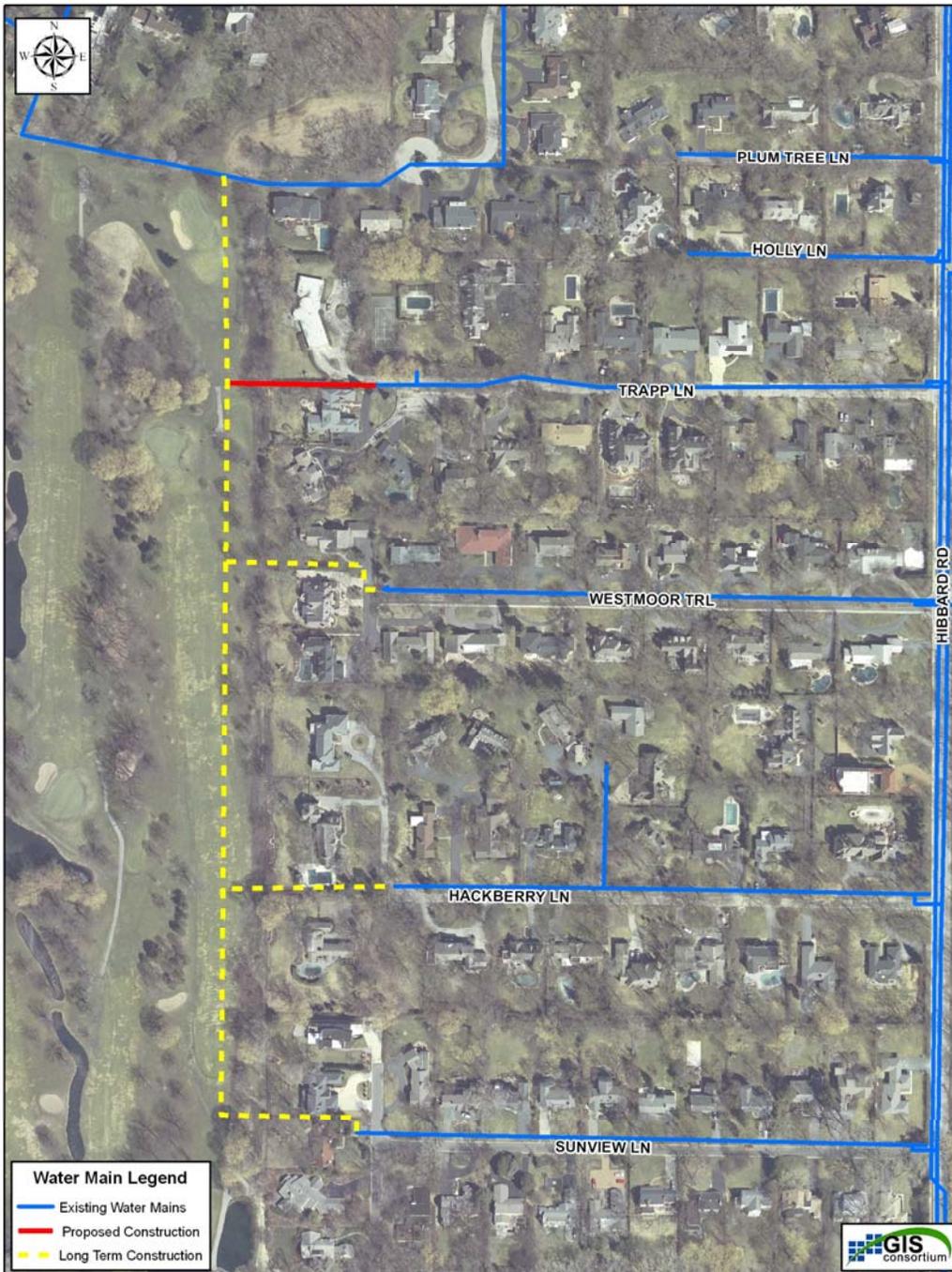


Water Department

Capital Review

Capital Expenditures

- Water Main, Trapp Lane: Extend 8” water main on Trapp Lane to golf course for future use.
 - \$42K
- Intake Stone: Placement of stone on and around 20” intake.
 - \$80K
- Lead Service Replacements: Emergent replacement of leaking lead water services located on public property.
 - \$130K
- Lloyd Park Water Main: Re-route main exposed along shoreline.
 - \$200K (FYE2011)
 - \$200K (FYE2012)
- Chlorine Scrubber: Install scrubber system to improve site safety and minimize the consequences of a release.
 - \$235K



Capital Expenditures

Trapp Lane Water Main Extension

- Water & Electric to install 8” water main for future use.
- Installation of water main to be coordinated with Trapp Lane improvements.
- Proposed water main extension provides future opportunity to address dead end water mains.



Capital Expenditures Lloyd Park Water Main Re-route

- New section of main to eliminate section exposed by shoreline erosion.
- Project started in FYE 2011 due to emergent situation.
- Scheduled completion date: mid-April 2011.

Long Term Capital Expenditures (select items)

- **Lead Service Replacements:** Emergent replacement of leaking lead water services located on public property.
 - Approx. \$130K annually
- **SCADA Replacement:** Replacement of the Supervisory Control and Data Acquisition system used to operate the water plant.
 - FYE 2013: \$250K
- **Filter 5-8 Media Replacement:** Replace of filter media. Last replacement of the media was 1960's. Address any identified concrete issues with individual filters.
 - FYE 2014: \$420K
- **Concrete Work in Clearwells:** Repair of three clearwell basins.
 - FYE's 2013, 2014, 2015: \$300K
- **Motor Control Center (MCC) Replacement:** Electric service cabinet for the water plant. Identified in improvement plan for replacement.
 - FYE 2015: \$480K

Long Term Capital Expenditures (select items)

- Flocculator Replacement: Replacement of existing fixed speed vertical shaft paddle mixers with variable speed mixers using hydrofoil blades.
 - FYE 2015: \$420K
- Water Main Replacements: Address sections of water main with deteriorating performance.
 - FYE 2014 & 2016: \$700K
- Filter Backwash Tank: Install tank for filter backwash water.
 - FYE 2016: \$497K

Questions?