

Rescheduled Regular Meeting  
**WINNETKA VILLAGE COUNCIL**  
510 Green Bay Road  
Winnetka, Illinois 60093  
March 22, 2011  
7:30 p.m.

Emails regarding any agenda item are welcomed. Please email [LRosenthal@winnetka.org](mailto: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.

**Agenda**

- 1) Call to Order
- 2) Pledge of Allegiance to the Flag
- 3) Quorum
  - a) Thursday, April 7, 2011, Rescheduled Regular Meeting
  - b) April 12, 2011, Study Session
  - c) Thursday, April 26, 2011, Rescheduled Regular Meeting
- 4) Approval of Agenda
- 5) Consent Agenda
  - a) Village Council Minutes
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  - d) Undisputed Annual Sidewalk Café & Liquor Service Renewals .....25
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  - b) Updated Fee & Rate Resolutions
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11) Appointments	
12) Executive Session	
13) Adjournment	

**NOTICE**

All agenda materials are available at [www.villageofwinnetka.org](http://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 (2<sup>nd</sup> 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](http://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).

**MINUTES  
WINNETKA VILLAGE COUNCIL  
SPECIAL MEETING  
February 8, 2011**

(Approved: )

A record of a legally convened special meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, February 8, 2011, at 7:30 p.m.

- 1) Call to Order. President Tucker called the meeting to order at 7:35 p.m. Present: Trustees Gene Greable, Bill Johnson, Linda Pedian, King Poor, Chris Rintz and Jennifer Spinney. Absent: None. Also present: Village Manager Rob Bahan, Village Attorney Katherine Janega, Finance Director Ed McKee, Director of Public Works Steven Saunders and approximately 5 persons in the audience.
- 2) Pledge of Allegiance. President Tucker led the group in the Pledge of Allegiance.
- 3) Quorum.
  - a) February 15, 2011, Regular Meeting. All of the Council members present indicated that they expected to attend.
  - b) February 22, 2011, Budget Meeting. All of the Council members present indicated that they expected to attend.
- 4) Approval of the Agenda. There were no changes to the agenda.
- 5) Consent Agenda
  - a) Warrant Lists Nos. 1687 and 1688. Approving Warrant List No. 1687 in the amount of \$905,162.81, and Warrant List No. 1688 in the amount of \$496,366.48.
  - b) Ordinance MC-1-2011. Amending Chapter 15.60 of the Winnetka Village Code as it Pertains to Political Signs - Adoption. This Ordinance amends the Village to bring the regulation of political signs into conformity with current law.

Trustee Johnson, seconded by Trustee Spinney, moved to approve the foregoing items on the Consent Agenda by omnibus vote. By roll call vote, the motion carried unanimously. Ayes: Trustees Poor, Johnson, Pedian, Spinney, Rintz, and Greable. Nays: None. Absent: None.

Trustee Johnson, seconded by Trustee Spinney, moved to approve the foregoing items on the Consent Agenda by omnibus vote. By roll call vote, the motion carried unanimously. Ayes: Trustees Poor, Johnson, Pedian, Spinney, Rintz, and Greable. Nays: None. Absent: None.

On behalf of the Council and Village residents, President Tucker thanked Staff for all of their efforts to keep the Village running during the recent blizzard.

- 6) Adjournment of Special Meeting.

Trustee Poor, seconded by Trustee Rintz, moved adjourn the Special Meeting and convene the Study Session. By roll call vote, the motion carried. Ayes: Trustees Greable, Johnson, Pedian, Poor, Rintz and Spinney. Nays: None. Absent: None.

The Special Meeting adjourned at 7:45 p.m.

**MINUTES**  
**WINNETKA VILLAGE COUNCIL BUDGET MEETING**

**February 8, 2011**

(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, February 8, 2011, at the conclusion of a Special Meeting.

- 1) Call to Order. President Tucker called the meeting to order at 7:46 p.m. Present: Trustees Gene Greable, Bill Johnson, Linda Pedian, King Poor, Chris Rintz and Jennifer Spinney. Absent: None. Also in attendance: Village Manager Robert Bahan, Village Attorney Katherine Janega, Finance Director Ed McKee, Public Works Director Steve Saunders, and approximately five persons in the audience.
- 2) Budget Overview. Mr. McKee reviewed a PowerPoint presentation providing an overview of the proposed FY 2012 budget. He emphasized that the budget is conservative and fiscally responsible, maintains solid reserves and funds capital projects out of the operating budget. His presentation highlighted the following:
  - The Budget is “balanced.”
  - The 6 Core Principles used to guide our finances:
    - Balanced operating budgets
    - Maintaining healthy cash reserves in most funds
    - Paying for capital improvements from operating revenues
    - Limiting the number of employees
    - Using debt sparingly, only for capital improvements
    - Properly funding pension funds
  - The impact of the budget on a typical homeowner amounts to approximately a \$125 increase.
  - The Village’s share of property tax revenue is 13.17%.
  - Over the last twelve years, the Village has kept its property tax increases at or below the rate of inflation, while other taxing districts have not.
  - Many fees haven’t changed in many years, while services have remained stable.
  - The Village has a history over the past 23 years of consistently reducing head count.

Mr. McKee then reviewed employment by department, recent employment changes, pension costs and liabilities, health insurance strategy, and longevity. He went on to cover the revenues, expenses, and concerns in each of the various Village funds.

In summary, Mr. McKee characterized the 2012 Budget as (1) being fiscally sound; (2) maintaining core services; (3) continuing to rebuild infrastructure; and (4) keeping tax and fee increases to a minimum.

Finally, Mr. McKee discussed possible options for increasing revenue, noting that continuing to try to control costs by cutting head count probably cannot continue without residents seeing an impact to services.

Throughout his presentation Mr. McKee responded to questions from the Trustees, and in closing he thanked the department heads and staff for their hard work to control costs.

- 3) Public Works Department. Mr. Saunders also used a PowerPoint presentation to review his department's operations, programs, goals, and budgetary priorities. He noted that the Public Works Department is a highly visible department, and as such, it is important that operations meet the high expectations of its customers, the residents. It is the responsibility of the Department to implement much of the Capital Improvements Plan as it relates to infrastructure upgrade and repair.

Mr. Saunders went on to discuss the funding for the various operations, including the Sewer Fund, Refuse Fund, MFT Fund, and Fleet Services Fund. He pointed out that overall operating expenses have decreased by 3.5%, largely due to the elimination, through attrition, of one position. He commented that staff reductions are not an inexhaustible strategy for lowering expenses, saying that the Village is getting to the point where services are going to be impacted.

Mr. Saunders then discussed upcoming new programs and planned, major capital projects, including:.

- A pavement condition study that will be used to plan street projects based on projected conditions. The project cost is being shared by several other municipalities.
- A study to determine whether the storm sewer outlet is contributing to high bacteria counts at Elder beach. An application will be made for a grant from the Great Lakes Restoration Initiative to offset the project cost.
- Tree planting replacements for EAB removals, and tree inventory software and field services with a matching grant applied for to offset costs.
- Increase the capacity of the Winnetka Ave. pump station
- Resurface streets and replace sidewalks, purchase an asphalt heater box, upgrade the traffic signal at Winnetka and Green Bay, and pay for Willow Road design engineering.
- Replace the sewer jet and line deteriorating sanitary sewers.

Mr. Saunders answered questions from the Council and audience and provided an update on the Village Hall exterior renovation. He estimated that the roof could be complete in April, and the masonry in May, depending on weather conditions. He reported that the bids for the interior renovation are scheduled to be evaluated in April, with the Council is slated to approve the bid at its second April Council Meeting.

- 4) Executive Session. Trustee Rintz moved to adjourn into Executive Session for the purpose of discussing Pending and Probable Litigation and Personnel, pursuant to Sections 2(c)(11) and 2(c)(1), respectively, of the Illinois Open Meetings Act. Trustee Johnson seconded the motion. By roll call vote, the motion carried. Ayes: Trustees Greable, Johnson, Pedian,

Poor, Rintz and Spinney. Nays: None. Absent: None. The Council adjourned into Executive Session at 9:37 p.m.

The Council reconvened into Regular Session at 10:21 p.m. Present: President Tucker, Trustees Greable, Johnson, Pedian, Poor, Rintz and Spinney. Absent: None. Also present: Village Manager Rob Bahan and Village Attorney Katherine Janega.

- 5) Adjournment. Trustee Spinney, seconded by Trustee Greable, moved to adjourn the meeting. By roll call vote, the motion carried. Ayes: Trustees Greable, Johnson, Pedian, Poor, Rintz and Spinney. Nays: None. Absent: None. The meeting adjourned at 10:22 p.m.

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Recording Secretary

**MINUTES  
WINNETKA VILLAGE COUNCIL  
REGULAR MEETING  
February 15, 2011**

(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, February 15, 2011, at 7:30 p.m.

- 1) Call to Order. President Tucker called the meeting to order at 7:34 p.m. Present: Trustees Gene Greable, Bill Johnson, Linda Pedian, King Poor, Chris Rintz and Jennifer Spinney. Absent: None. Also present: Village Manager Robert Bahan, Village Attorney Katherine Janega, Finance Director Ed McKee, Community Development Director Mike D'Onofrio, Director of Water & Electric Brian Keys, Assistant Director of Water & Electric Rich Ciesla, and 5 persons in the audience.
- 2) Pledge of Allegiance. President Tucker led the group in the Pledge of Allegiance.
- 3) Quorum.
  - a) February 22, 2011, Special Meeting & Budget Meeting. All of the Council members present, with the exception of Trustee Poor, indicated that they expected to attend.
  - b) March 1, 2011, Regular Meeting. All of the Council members present indicated that they expected to attend.
  - c) March 8, 2011, Budget Meeting. All of the Council members present indicated that they expected to attend.
- 4) Approval of the Agenda. Trustee Pedian, seconded by Trustee Johnson, moved to approve the Agenda. By roll call vote the motion carried. Ayes: Trustees Poor, Johnson, Spinney, Rintz, Pedian, and Greable. Nays: None. Absent: None.
- 5) Consent Agenda
  - a) Village Council Minutes.
    - i) January 4, 2011, Regular Meeting.
    - ii) January 11, 2011, Study Session.
    - iii) January 18, 2011, Regular Meeting. Trustee Spinney made a correction to her report about the Library Board meeting.
  - b) Warrant Lists Nos. 1689 and 1690. Approving Warrant List No. 1689 in the amount of \$570,628.72, and Warrant List No. 1690 in the amount of \$266,734.83.
  - c) Lead Service Replacement, Bid #011-002. Authorizes Village Manager to execute a purchase order to Rick's Sewer and Drainage for lead water service replacements from April 1, 2011 to March 31, 2012, in the estimated amount of \$99,058.00, at the unit prices, terms and conditions set out in the bid documents for Bid #011-002.
  - d) Water Main Re-Route at Lloyd Park. Authorizes the Village Manager to award the work of the water main at Lloyd Park to Lenny Hoffman Excavating, Inc. in the amount of \$231,453.00 in accordance with the conditions in the bid documents for Bid #011-001.

Trustee Poor, seconded by Trustee Johnson, moved to approve the foregoing items on the Consent Agenda with Trustee Spinney's correction to the January 18th minutes, by omnibus vote. By roll call vote, the motion carried unanimously. Ayes: Trustees Poor, Johnson, Spinney, Rintz, Pedian, and Greable. Nays: None. Absent: None.

6) Ordinances and Resolutions.

- a) Ordinance MC-2-2011: Wireless Fire Alarm Code Amendments – Introduction and Adoption. Attorney Janega reported that the subject ordinance is the final step for implementing the Village's transition to a direct-connect radio alarm monitoring system. She noted that the Ordinance requires current direct-connect users to convert to the new radio alarm system upon expiration of their current contract once the Village's current monitoring system with ADS expires on January 20, 2012. She indicated that the Ordinance also requires that any new system installed on or after March 1, 2011 must be a wireless system. She reviewed several recitals giving the Village's rationale for switching to the new system, and others containing technical amendments.

Attorney Janega said notice of the new requirements will be sent to all the occupancies that have direct connect alarms, and that notice will also be put on the website and in the *Winnetka Report* to publicize the transition. She recommended waiving introduction and proceeding straight to adoption of the Ordinance, to remove confusion that may be caused by conflicting information being disseminated in the Village.

Richard Kates, 1326 Tower, suggested making the ordinance effective at a later date to give time to inform the public about the new direct connect alarm system requirements.

Attorney Janega said there could be confusion caused by a gap between the date of the ordinance and its effective date. She added that notices would be sent the next day and that the Fire Department has contacted the businesses, and she noted if anyone signs a contract in the meantime, the Village will be able to waive the fees on a case-by-case basis.

Trustee Johnson, seconded by Trustee Spinney, moved to waive introduction of Ordinance MC-2-2011 for the reasons stated by the Village Attorney. By roll call vote, the motion carried. Ayes: Trustees Greable, Johnson, Pedian, Poor, Rintz and Spinney. Nays: None. Absent: None.

Trustee Pedian, seconded by Trustee Johnson, moved to adopt Ordinance MC-2-2011. By roll call vote, the motion carried. Ayes: Trustees Greable, Johnson, Pedian, Poor, Rintz and Spinney. Nays: None. Absent: None.

7) Public Comment and Questions.

8) Old Business. None.

9) New Business. None.

10) Reports

- a) Village President. President Tucker reported that she attended the Northwest Municipal Conference Legislative Brunch a few weeks ago, adding that the NWMC Legislative Program is on the Village's website. She encouraged all to view it and to contact their elected representatives to express support for that program. She also reported that she

had recently met with State Senator Schoenberg to discuss current state legislation relating to fiscal solvency and attended a press conference with Mayor Daley in support of a new gun control law.

b) Trustees.

- i) Trustee Greable reported on the most recent Chamber of Commerce and Historical Society meetings.
- ii) Trustee Spinney reported on the RED Center meeting as well as the Library Board and its Strategic Planning Committee meetings.
- iii) Trustee Johnson gave a report about the BCDC meeting, where the North Shore Convention and Visitors' Bureau was discussed.
- iv) Trustee Poor reported on the most recent EFT meeting, where a variety of topics were discussed, and he announced that the Village would be rolling out a new utility bill soon that will track water and electric usage.

c) Attorney. None.

- d) Manager. Manager Bahan reported that the Village's website contains an update about legislation that has been passed and is awaiting Gov. Quinn's signature that will impact gas prices on the North Shore. He suggested residents speak up on the issue by clicking on the link contained in the web update.

11) Appointments. None.

12) Executive Session. None.

- 13) Adjournment. Trustee Johnson, seconded by Trustee Spinney, moved to adjourn the meeting. By roll call vote, the motion carried. Ayes: Trustees Greable, Johnson, Pedian, Poor, Rintz and Spinney. Nays: None. Absent: None. The meeting adjourned at 8:20 p.m.

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Recording Secretary

**MINUTES**  
**WINNETKA VILLAGE COUNCIL BUDGET MEETING**

**February 15, 2011**

(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, February 15, 2011.

- 1) Convene Budget Meeting. President Tucker called the meeting to order at 8:27 p.m. Present: Trustees Gene Greable, Bill Johnson, Linda Pedian, King Poor, Chris Rintz and Jennifer Spinney. Absent: None. Also in attendance: Village Manager Robert Bahan, Village Attorney Katherine Janega, Finance Director Ed McKee, Community Development Director Mike D’Onofrio, Director of Water & Electric Brian Keys, Assistant Director of Water & Electric Rich Ciesla and 5 persons in the audience.
- 2) Community Development. Mr. D’Onofrio reported that the function of the Department is to protect the health, safety and welfare of the Village inhabitants by: i) overseeing building activities; ii) enforcing the Zoning Ordinance and reviewing planning, land use and zoning issues - along with staffing the boards and commissions that relate to these functions; iii) food service and sanitation inspections; and iv) code enforcement activities. He noted that the number of building permit applications increased by 24% last calendar year, and he projected that building permit fees will increase approximately 45% in the next fiscal year.

After giving highlights of last year’s accomplishments, Mr. D’Onofrio reviewed the Department’s FY 2012 goals:

- Implement the new construction demolition recycling program
- Purchase and install new building permit tracking software
- Study the feasibility of sharing inspectional services with neighboring communities
- Assist the Plan Commission and the BCDC with developing a downtown strategic planning process
- Adopt the 2009 ICC building codes
- Continue assisting with the Affordable Housing Plan and Residential Design Guidelines in preparation for Council consideration of these two issues.

Mr. D’Onofrio observed that his budget for FY 2011-12 does not increase from last year, but noted that he expects the Department to provide the same or more services nonetheless. He noted that funds have been earmarked for a downtown strategic plan, but that the Council will have to approve any money that is disbursed for that purpose.

Mr. D’Onofrio’s presentation was followed by a brief discussion that touched upon the issues of: i) a strategic plan for the business districts; ii) affordable housing; iii) the demolition recycling program; iv) residential guidelines; and v) ongoing steps to curb costs by examining new approaches for creating still more government efficiencies.

- 3) Electric Department. In his PowerPoint presentation, Mr. Keys reviewed steps taken last year to reduce costs in the Electric Department, which included laying off the Department’s full-time secretary and reducing the plant clerk position from full-time to part-time. He

reviewed the electric sales forecast and recommended a modest increase in electric rates to offset an increase in the cost of wholesale power. He also reviewed the status of the power cost adjustment recovery in light of the 2008 change in the formula for smoothing fluctuations in wholesale power costs. He noted that Winnetka's residents pay a slightly lower cost for electricity than they would if ComEd supplied their power.

Mr. Keys reviewed significant budget and capital expenditures for FY2011-12, which include:

- Thermography study to identify hot spots in overhead power lines
  - Various aesthetic improvements to traffic signals and lighting poles
  - Replacement of Pole Trailer
  - Inspection of #4 Turbine and Generator
  - Voltage regulator overhaul
  - Purchase of critical spare equipment
  - Installation of underground conductors from Northfield substation to electric plant
  - Replacement of old cable along Sheridan Rd. from Lloyd Park to Oak St.
  - Installation of catalyst converters on diesel generator exhausts to meet Federal emissions standards
  - Replace 1976 Line Truck
- 4) Water Department. Mr. Keys reviewed a rate comparison chart showing that Winnetka's residents pay lower rates than most neighboring communities, gave an overview of the Department's revenue and expenses, and he also reviewed the projections for the Water Fund's cash reserves.
- 5) Adjournment. The meeting adjourned at 10:26 p.m.

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Recording Secretary

**MINUTES  
WINNETKA VILLAGE COUNCIL  
SPECIAL MEETING  
February 22, 2011**

(Approved: )

A record of a legally convened special meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, February 22, 2011, at 7:30 p.m.

- 1) Call to Order. President Tucker called the meeting to order at 7:34 p.m. Present: Trustees Gene Greable, Bill Johnson, Linda Pedian, King Poor, Jennifer Spinney and Chris Rintz who arrived at 7:38 p.m. Absent: None. Also present: Village Manager Rob Bahan, Village Attorney Katherine Janega, Finance Director Ed McKee, Assistant Director of Community Development Brian Norkus, Acting Fire Chief John Ripka, Interim Police Chief Patrick Kreis, Management Analyst Scott Smith and approximately 5 persons in the audience.
- 2) Pledge of Allegiance. President Tucker led the group in the Pledge of Allegiance.
- 3) Quorum.
  - a) March 1, 2011, Regular Meeting. All of the Council members present indicated that they expected to attend.
  - b) March 8, 2011, Budget Meeting. All of the Council members present indicated that they expected to attend.
- 4) Approval of the Agenda. Trustee Poor, seconded by Trustee Pedian, moved to approve the Agenda. By roll call vote. the motion carried. Ayes: Trustees Poor, Johnson, Spinney, Rintz, Pedian, and Greable. Nays: None. Absent: None.
- 5) Public Comment and Questions. None.
- 6) New Business.
  - a) Policy Direction: Winnetka (Elm Street) METRA Station – Commercial Tenant Options.

Assistant Community Development Director Brian Norkus reviewed the commercial spaces for lease at the Elm Street METRA station and described the current tenants who are occupying the spaces on a month to month basis. Members of the BCDC recommended that Zengeler Cleaners continue its operations under a new lease for one of the spaces, but because the renovations improved food preparation areas in the coffee shop area, thought there may be other vendors interested in that space in addition to the current coffee shop operators. Staff has received several inquiries and requests that the Council provide policy direction on conducting a competitive proposal process to solicit detailed proposals from potential tenants. Proposals would be evaluated upon the appropriateness of the food, beverage, and other sundry items offered; experience of the operator; hours of operation and rental terms.

The Council examined the use of a broker to lease the available spaces, the possibility of alternate uses, and considered the current tenant’s continued use of the space vs. a bidding process for prospective tenants.

After hearing the comments of the Council, staff and audience members, President Tucker determined that the consensus of the Council is that (1) a broker would not be necessary to find tenants due to the small amount of square footage available for lease; (2) Zengeler Cleaners is an appropriate tenant for one of the spaces in that its operations have provided convenience to the community for many years; and (3) prospective tenants for the space currently occupied by a coffee shop would compete through a bidding process that would not exclude the current tenant. A request to add an ATM machine was also made and was noted by staff.

- 7) Adjournment of Special Meeting. Trustee Rintz moved to adjourn the Special Meeting and convene the Study Session, seconded by Trustee Pedian. By roll call vote, the motion carried. Ayes: Trustees Greable, Johnson, Pedian, Poor, Rintz and Spinney. Nays: None. Absent: None.

The Special Meeting adjourned at 8:15 p.m.

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Deputy Clerk

## AGENDA REPORT

SUBJECT:           **Warrant Lists Nos. 1693 and 1694**

PREPARED BY:     Robert Bahan, Village Manager

DATE:              March 16, 2011

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Warrants Lists Nos. 1693 and 1694 are enclosed in each Council member's packet.

**Recommendation:** Consider approving Warrants Lists Nos. 1693 and 1694.

## AGENDA REPORT

SUBJECT: GIS Service Provider Agreement with Municipal GIS Partners  
PREPARED BY: Steven M. Saunders, Director of Public Works/Village Engineer  
DATE: March 9, 2011

The Village of Winnetka is a member of the Geographic Information Systems Consortium, or **GISC**, a public entity that was formed in 1999 to help small- and medium-size communities meet the challenges of developing effective information system solutions. The Consortium model is based on creating an economies-of-scale that reduce cost and risk for its members. The GISC model provides for a contractual arrangement with a service provider, who provides the expertise and the labor to develop and populate the GIS. The service provider provides staffing and training for the management, development, operation, and maintenance of the Village's GIS, while the Village provides the necessary computer hardware and software, office facilities, and additional labor to complete the required work.

As authorized in the GISC joint agreement, the Village is to enter a service agreement with GISC's selected service provider to provide GIS development services. The selected service provider is Municipal GIS Partners (MGP), located in Des Plaines, Illinois. MGP has been providing these services to GISC members since the inception of GISCon. For FY 11-12, MGP has provided estimates of the labor hours and associated labor rates needed to perform these services, which are set forth in the following table:

<b>Classification</b>	<b>Est. Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
GIS Specialist	493	\$ 66.50	\$32,784.50
GIS Coordinator	49	\$ 83.10	\$ 4,071.90
GIS Analyst	41	\$ 83.10	\$ 3,407.10
GIS Data Administrator	41	\$ 103.80	\$ 4,255.80
GIS Application Developer	41	\$ 103.80	\$ 4,255.80
GIS Manager	41	\$ 103.80	\$ 4,255.80
<b>TOTALS</b>	<b>706</b>		<b>\$53,030.90</b>

The contractual maximum, not-to-exceed figure is \$53,110. This represents a 1% increase from the prior year's contract amount – the first increase in two years. The Village has budgeted \$81,000 in its FY 11-12 operating budget for the GIS program.

**Recommendation:**

Consider entering a service agreement for GIS services with Municipal GIS Partners, Inc., of Des Plaines, Illinois for a fee based on the hourly rates set forth above, not to exceed \$53,110.00.

## GIS Consortium Service Provider Contract

This CONTRACT made and entered into this 1st day of April, 2011, by and between the VILLAGE OF WINNETKA, an Illinois municipal corporation (hereinafter referred to as "**Village**"), and MGP, Inc., 701 Lee Street, Suite 1020, Des Plaines, Illinois 60016 (hereinafter referred to as "**Consultant**"); and

WHEREAS, the Village desires to engage the Consultant to provide support services in connection with the Village's geographical information system ("**GIS**"); and

WHEREAS, the Consultant represents to be in compliance with Illinois Statutes relating to professional registration of individuals and has the necessary expertise and experience to furnish such services upon the terms and conditions set forth herein below;

NOW, THEREFORE, it is hereby agreed by and between the Village and the Consultant that:

I. SCOPE OF SERVICES

The Scope of Services shall be as set forth in the "Proposal for Geographic Information System Services" (**Attachment 1**). Should there be a conflict in terms between this Contract and the Proposal, this Contract shall control.

II. PERFORMANCE OF WORK

All work hereunder shall be performed under the direction of the Village Manager of the Village or his designee (hereinafter referred to as the "**Village Manager**").

III. INDEPENDENT CONTRACTOR

The Consultant shall at all times be deemed to be an independent contractor, engaged by the Village to perform the services set forth in Attachment 1. Neither the Consultant nor any of its employees shall be considered to be employees of the Village for any reason, including but not limited to for purposes of workmen's compensation law, Social Security, or any other applicable statute or regulation.

IV. PAYMENT TO THE CONSULTANT

For work associated with the project, the Consultant shall be reimbursed in an amount NOT TO EXCEED \$53,110.

- A. The Consultant shall submit invoices in a format approved by the Village.
- B. The Consultant shall maintain records showing actual time devoted and cost incurred. The Consultant shall permit the authorized representative of the Village to inspect and audit all data and records of the Consultant for work done under this Contract. The Consultant shall make these records available at reasonable times during the Contract period, and for a year after termination of this Contract.
- C. The Village shall make monthly payments to the Consultant based upon actual progress, within 30 days after receipt of invoice.

V. TERMINATION OF AGREEMENT

Notwithstanding any other provision hereof, the Village may terminate this Contract at any time upon fifteen (15) days prior written notice to the Consultant. In the event that this Contract is so terminated, the Consultant shall be paid for services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of work completed determined on the basis of the percentage completed as agreed upon between the Village and the Consultant.

VI. TERM

This Contract shall become effective as of the date the Consultant is given a written Notice to Proceed and, unless terminated for cause or pursuant to Article V foregoing, shall expire on March 31, 2012, or on the date the Village Manager determines that all of the Consultant's work under this Contract is completed. A determination of completion shall not constitute a waiver of any rights or claims which the Village may have or thereafter acquire with respect to any breach hereof by the Consultant.

VII. RENEWAL OF CONTRACT

The Village shall decide at least sixty (60) days before the end of the Term, as defined in Article VI of this Contract, whether the Village desires to engage the Consultant in another Contract to provide support services in connection with the Village's geographical information system. The Village shall provide the Consultant written notice within thirty (30) days of said decision.

VIII. NOTICE OF CLAIM

If the Consultant wishes to make a claim for additional compensation as a result of action taken by the Village, the Consultant shall give written notice of his claim within fifteen (15) days after occurrence of such action. No claim for additional compensation shall be valid unless so made. Any changes in the Consultant's fee shall be valid only to the extent that such changes are included in writing signed by the Village and the Consultant. Regardless of the decision of the Village Manager relative to a claim submitted by the Consultant, all work required under this Contract as determined by the Village Manager shall proceed without interruption.

IX. BREACH OF CONTRACT

If any party violates or breaches any term of this Contract, such violation or breach shall be deemed to constitute a default, and the other party has the right to seek such administrative, contractual or legal remedies as may be suitable to the violation or breach; and, in addition, if any party, by reason of any default, fails within thirty (30) days after notice thereof by the other party to comply with the conditions of the Contract, the other party may terminate this Contract.

X. INDEMNIFICATION

The Consultant shall indemnify and save harmless the Village and its officers and employees from and against any and all loss, liability and damages of whatever nature, including Workmen's Compensation claims by Consultant's employees, in any way resulting from or arising out of negligent actions or omissions of the

Consultant in connection herewith, including negligent actions or omissions of employees or agents of the Consultant arising out of the performance of this Contract.

XI. NO PERSONAL LIABILITY

No official, director, officer, agent, or employee of any party shall be charged personally or held contractually liable by or to the other party under any term or provision of this Contract or because of its or their execution, approval, or attempted execution of this Contract.

XII. NON-DISCRIMINATION

In all hiring or employment made possible or resulting from this Contract, there shall be no discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status, of the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification, and this requirement shall apply to, but not be limited to, the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied, or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Contract on the grounds of sex, race, color, creed, national origin, marital status, the presence of any sensory, mental or physical handicap or age except minimum age and retirement provisions. Any violation of this provision shall be considered a violation of a material provision of this Contract and shall be grounds for cancellation, termination or suspension, in whole or in part, of the Contract by the Village.

XIII. ASSIGNMENT AND SUCCESSORS

This Contract and each and every portion thereof shall be binding upon the successors and the assigns of the parties hereto; provided, however, that no assignment shall be made without the prior written consent of the Village.

XIV. DELEGATING AND SUBCONTRACTING

Any assignment, delegation or subcontracting shall be subject to all the terms, conditions and other provisions of this Contract and the Consultant shall remain liable to the Village with respect to each and every item, condition and other provision hereof to the same extent that the Consultant would have been obligated if it had done the work itself and no assignment, delegation or subcontract had been made.

XV. NO CO-PARTNERSHIP OR AGENCY

It is understood and agreed that nothing herein contained is intended or shall be construed to, in any respect, create or establish the relationship of co-partners between the Village and the Consultant, or as constituting the Consultant as the general representative or general agent of the Village for any purpose whatsoever.

XVI. SEVERABILITY

The parties intend and agree that, if any paragraph, subparagraph, phrase, clause, or other provision of this Contract, or any portion thereof, shall be held to be void or

otherwise unenforceable, all other portions of this Contract shall remain in full force and effect.

XVII. HEADINGS

The headings of the several paragraphs of this Contract are inserted only as a matter of convenience and for reference and in no way are they intended to define, limit, or describe the scope of intent of any provision of this Contract, nor shall they be construed to affect in any manner the terms and provisions hereof or the interpretation or construction thereof.

XVIII. MODIFICATION OR AMENDMENT

This Contract constitutes the entire Contract of the parties on the subject matter hereof and may not be changed, modified, discharged, or extended except by written amendment duly executed by the parties. Each party agrees that no representations or warranties shall be binding upon the other party unless expressed in writing herein or in a duly executed amendment hereof, or Change Order as herein provided.

XIX. APPLICABLE LAW

This Contract shall be deemed to have been made in, and shall be construed in accordance with the laws of the State of Illinois.

XX. NEWS RELEASES

The Consultant may not issue any news releases without prior approval from the Village Manager nor will the Consultant make public proposals developed under this Contract without prior written approval from the Village Manager prior to said documentation becoming matters of public record.

XXI. COOPERATION WITH OTHER CONSULTANTS

The Consultant shall cooperate with any other persons in the Village's employ on any work associated with the project.

XXII. NOTICES

All notices, reports and documents required under this Contract shall be in writing and shall be mailed by first class mail, postage prepaid, addressed as follows:

If to Village:

Village of Winnetka  
Steve Saunders  
510 Green Bay Road  
Winnetka, IL 60093

If to Consultant:

MGP, Inc.  
Thomas A. Thomey  
701 Lee Street, Suite 1020  
Des Plaines, IL 60016

XXIII. INTERFERENCE WITH PUBLIC CONTRACTING: P.A. 85-1295

The Consultant certifies hereby that it is not barred from entering into this Contract as a result of violations of either Section 33E-3 or Section 33E-4 of the Illinois Criminal Code.

XXIV. SEXUAL HARASSMENT POLICY: 775 ILCS 5/2-105(A)(4)

The Consultant certifies hereby that it has a written Sexual Harassment Policy in full compliance with 775 ILCS 5/2-105(A)(4).

XXV. WRITTEN COMMUNICATIONS

All recommendations and other communications by the Consultant to the Village Manager and to other participants, which may affect cost or time of completion, shall be made or confirmed in writing. The Village Manager may also require other recommendations and communications by the Consultant be made or confirmed in writing.

IN WITNESS WHEREOF, the undersigned have placed their hands and seals hereto on the date first above written.

ATTEST:

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

\_\_\_\_\_  
Village Manager

ATTEST:

CONSULTANT

By \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Its \_\_\_\_\_

Proposal for Geographic Information System Services  
Attachment 1

1) GENERAL PURPOSE

The purpose of this agreement is for the Village to enter an agreement with the Consultant for all or part of its geographic information system (GIS) management, development, operation, and maintenance. In addition to supporting the existing GIS program, the Consultant will identify opportunities for continued development and enhancement.

The Village will be sharing management, development, and maintenance expertise and staffing with other municipalities as a member of the Geographic Information System Consortium (GISC). The benefits to the Village include, but are not limited to, collective bargaining for rates and services, shared development costs, and joint purchasing and training.

The Consultant is the sole Service Provider for GISC and is responsible for providing the necessary GIS professional resources to support this entity. The Consultant will facilitate and manage resource, cost, and technical innovation sharing among GISC members.

2) CONFIDENTIALITY

This attachment includes proprietary and confidential information. It shall not be copied, circulated, or otherwise provided to any person or organization that is not part of the process established for its consideration without the advance written permission of MGP, Inc.,

3) SERVICE TYPES

For the purpose of cost accounting, the Consultant will provide two (2) service types to the Village. The intent of this distinction is to track specific types of investment without overburdening general operation of the GIS program. Many of these services will go unnoticed to the Village but are required to sustain the GIS program. The Consultant will employ reasonable professional discretion when specific direction is not provided by the Village or the GIS Consortium.

- A. Services relate to the direct management, development, operation, and maintenance of the Village GIS required to reasonably support the system.
- B. Services relating to the investigation, research, and development of new functionality and capability for the GIS Consortium and its members.

4) SERVICES

The Consultant will help provide the necessary resources to support the Village GIS program. The allocation of these resources will be reasonably commensurate with the level of expertise required to fulfill the specific task thus enabling efficient use of Village investment. The Consultant includes, but is not limited to, the following personnel:

- A. A GIS Manager that is responsible for the overall implementation of the GIS program based on the directions and instructions of the Village. The GIS Manager will provide senior-consultant services and will provide coordination and facilitation of GISC developments and initiatives. Budget forecasting and work reporting will be provided by the GIS Manager as directed by the Village.
- B. A GIS Coordinator is responsible for the operation of the GIS program including the coordination of resources. The GIS Coordinator will provide services to the Village in determining the short- and long-term needs of the GIS program. The GIS Coordinator will be responsible for managing the program resources including Consultant resources, external agencies, and Village committees and user groups.
- C. A GIS Data Administrator is responsible for managing the data model and administering the database and related information. The GIS Data Administrator plans, implements, and configures the data to enhance performance and maintain integrity of the data system.
- D. A GIS Application Developer that is responsible for the conceptualization, design, development, testing, installation, documentation, training, and maintenance of GIS and related software. Software includes, but is not limited to; computer programs, form designs, user manuals, data specifications, and associated documentation.
- E. A GIS Analyst is responsible for analyzing and planning special projects that require skills beyond the typical operation of the system. Special projects may include the development of ad hoc maps, layers, databases, and user solutions.
- F. A GIS Specialist that provides the daily operation, maintenance, and support of the GIS. This individual is typically fully allocated to the Village and is responsible for database development and maintenance, map production, user training and help-desk, user group support, and system support and documentation.

5) PROJECTED UTILIZATION

Projected utilization is an estimate of service hours required of the Consultant by the Village. This projection is established by and between the Village, GISC, and the Consultant. Although variations are anticipated, the Village and the Consultant have a fiduciary responsibility to GISC and its members to meet their projected utilization. Significant variations in actual utilization may negatively influence service rates for GISC members. The anticipated projected utilization for each Consultant service is:

- A. 493 hours of GIS Specialist
- B. 49 hours of GIS Coordinator
- C. 41 hours of GIS Analyst

- D. 41 hours of GIS Data Administrator
- E. 41 hours of GIS Application Developer
- F. 41 hours of GIS Manager

6) SERVICE RATES

Rates are based on projected utilization of GISC members in collective bargaining with the Consultant. The Consultant guarantees these rates for the term of this agreement as long as actual utilization is reasonably consistent with projected utilization. The Consultant has the right to assign a cost-of-living adjustment one (1) time per year with prior notice to the Village. The GISC collective bargaining rates are as follows:

- A. \$ 66.50 per hour for GIS Specialist
- B. \$ 83.10 per hour for GIS Coordinator
- C. \$ 83.10 per hour for GIS Analyst
- D. \$ 103.80 per hour for GIS Data Administrator
- E. \$ 103.80 per hour for GIS Application Developer
- F. \$ 103.80 per hour for GIS Manager

7) FACILITIES AND EQUIPMENT

The Village is required to provide the Consultant adequate space, furnishings, hardware, and software to fulfill the objectives of the GIS program. The facilities requirement is no different than would be otherwise required by the Village to support a GIS program. The rate structure extended to GISC members is contingent on these provisions for the Consultant. Facilities and equipment include, but are not limited to, the following

- A. Full-time office space for the GIS Specialist and periodic office space for guests. This space should effectively and securely house all required GIS systems, peripherals, and support tools. This space must be available during normal business hours.
- B. Furnishings including adequate desk(s), shelving, and seating accommodations for the GIS Specialist and periodic guests. A telephone line and phone to originate and receive outside calls. A network connection with access to the Internet.
- C. Hardware including a workstation, server, plotter, printer, digitizer, scanner and network infrastructure.
- D. Software including GIS software(s), productivity tools, application development tools, commercial databases, and network access software.
- E. The Village is responsible for installing, operating, and maintaining the backup and recovery systems for all Village owned GIS assets that permits the Consultant to continue services within a reasonable period of time following a disaster.

8) BILLING & PAYMENT

The Consultant will invoice the Village on a monthly basis for work completed and work in-progress. The Consultant requires 100% payment within 35 days of invoicing.

9) INTELLECTUAL PROPERTY

If any intellectual property should be developed during the course of this agreement, the Village and the Consultant shall be joint owners of said intellectual property.

- A. It is understood that this agreement does not grant to the Village or any employees, partners, business associates or other associated parties thereof, any rights in any intellectual property developed by the Consultant outside the terms of this agreement, or any protectable interests stemming there from.
- B. The Village and the Consultant agree, that no assignments, authorization of reuse by others, giveaways, license grants, sales, transfer, security interests, or any other grant of rights for any intellectual property that may be developed during this agreement, will be made to any third party without a written agreement between the Village and the Consultant.
- C. If this agreement between the Village and the Consultant should be terminated, the Village shall, in good faith, allow the Consultant, any reasonable use of any Intellectual Property developed during this Contract.

## AGENDA REPORT

**SUBJECT:** Annual Outdoor Seating Permits and Sidewalk Restaurant Liquor License Riders

**PREPARED BY:** Kathie Scanlan

**DATE:** March 15, 2011

Eleven local restaurants have applied for outdoor seating permits; copies of ten of the application packages are attached. The materials for Mirani's Restaurant application are not included in this package of materials, in light of the unresolved issue raised in Mr. Mirani's March 15<sup>th</sup> letter. (See Agenda Item 9(b), below.) All 11 of the applicants have submitted proposed layout sketches and certificates of insurance showing at least \$2,000,000 general aggregate liability, naming the Village as an additional insured.

Love's Winnetka has provided letters from the landlord of 720 Elm and the owner of JS Computer Store at 724 Elm, giving Love's permission to use the sidewalk in front of their premises for outdoor seating.

Finance Director Ed McKee has reviewed and approved the insurance certificates of the applicants. Public Works Director Steve Saunders has inspected and approved the requested table layouts. As in prior years, staff will continue to work with the applicants to assure compliance with approved plans and to provide for appropriate, safe passage of pedestrians.

Four restaurants with liquor licenses - Café Aroma, Corner Cooks/Jerry's, Little Ricky's and Mirani's - have also applied for Sidewalk Restaurant Liquor License Riders in conjunction with their outdoor seating permit applications.

Attached to this agenda report is an updated Appendix 5.09.A to the Village Code, listing the number of active Liquor Licenses. The list is being provided for the Council's information and not for Council action, as Section 5.09.130 of the Village Code provides that the table is to be "kept current and shall be updated as necessary without requiring further action by the Village Council whenever a license ceases to exist because the license has been revoked by the Local Liquor Control Commissioner or because the licensee surrenders the license, goes out of business or fails to renew a license."

### **Recommendation:**

- 1) Consider approval of the 2011 Outdoor Seating Permit applications.
- 2) Consider approval of Sidewalk Restaurant Liquor License Riders for Café Aroma, Corner Cooks/Jerry's, and Little Ricky's.

**Appendix to Winnetka Village Code Chapter 5.09**

**Authorized Liquor Licenses**

<b>Classification</b>	<b>Number</b>	<b>Licensee</b>
A	4	Kyoto Michael Lemongrass Little Lan's
A-1	6	Avli Restaurant, Inc. Corner Cooks/Jerry's Café Aroma Little Ricky's Mirani's O'Neil's
B	2	Grand Food Center Lakeside Foods
C	Unlimited	Issued on an event-by-event basis
D	1	Acute Angle Wines
E	0	
E-1	0	
E-2	1	The Winnetka Wine Shop, LLC
TV Rider	2	Avli Restaurant, Inc. Little Ricky's
Packaged Meal Rider	1	Avli Restaurant, Inc.
Sidewalk Restaurant Rider	4	Corner Cooks Little Ricky's Mirani's Cafe Aroma
P	1	Winnetka Park District

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**VILLAGE OF WINNETKA  
APPLICATION FOR OUTDOOR SEATING PERMIT  
April 1 – November 30**

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If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with the Village of Winnetka named as additional insured in the policy.
- A simple drawing of the table and chair placement plan.

Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 22, 2010**, in order for the Village Council to review your request.

NAME OF BUSINESS CAFE AROMA  
ADDRESS 749 ELM ST - Winnetka IL 60093  
PHONE NUMBER 847-881-2601

I agree to abide by the above standards and to maintain a **five-foot sidewalk clearance at all times** for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER \_\_\_\_\_  


Date: 2/11/2011

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**VILLAGE OF WINNETKA  
APPLICATION FOR SIDEWALK RESTAURANT  
LIQUOR LICENSE RIDER**

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**Note:** Pursuant to Section 5.09.100(L) of the Winnetka Village Code, the outdoor service area shall be separated from the pedestrian areas of the public sidewalk by fencing, planters or such other device as may be specified by the Local Liquor Commissioner.

**APPLICANT INFORMATION**

1. Applicant CAFE' AROMA  
Address 749 ELM ST Zip Code 60093  
Telephone 847-881-2601
  
2. Restaurant \_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_
  
3. Name of Manager HARVEY GOLDMAN

**CURRENT LICENSE INFORMATION**

Liquor License Number \_\_\_\_\_

**OPERATIONS PLANS**

1. Number of waiter/waitress staff 8
2. Number of maintenance staff 4

**LICENSES AND PERMITS**

1. Total square footage to be occupied by sidewalk café \_\_\_\_\_
2. Seating capacity of proposed café 50

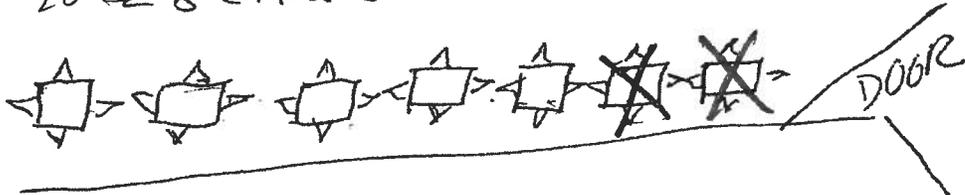
**ADDITIONAL ATTACHMENTS REQUIRED**

The following supplements must be attached to application:

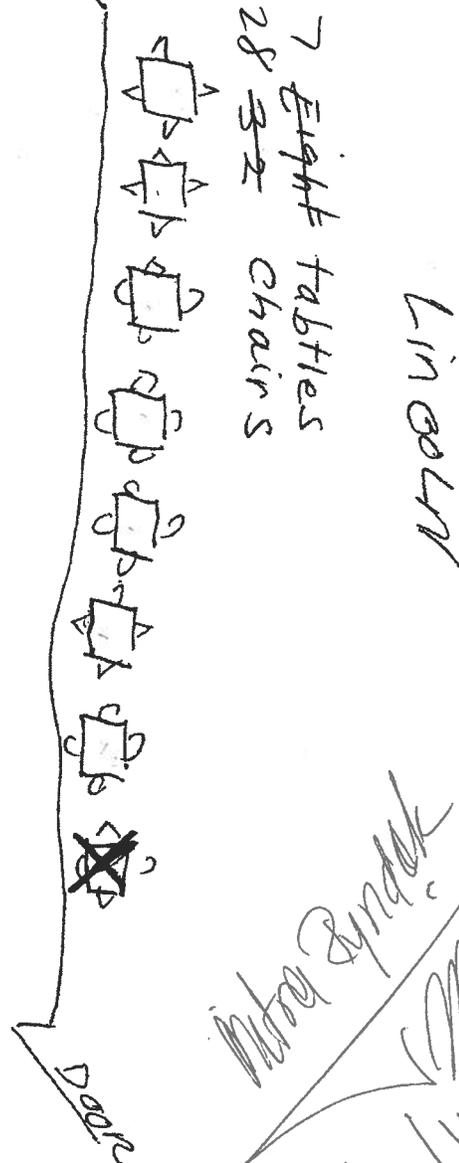
1. Liability Insurance \_\_\_\_\_ Amount \_\_\_\_\_ Policy Number \_\_\_\_\_  
Insurer Name \_\_\_\_\_  
Address \_\_\_\_\_
  
2. Café Location and Layout Plan (attach two copies).

# Outdoor sitting FOR CAFE' AROMA

ELM Street  
5 ~~X~~ tables  
20 ~~28~~ chairs



Tables  
are 30x30  
+ 24x24



Mya Zynak  
3/3/11



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VILLAGE OF WINNETKA  
APPLICATION FOR OUTDOOR SEATING PERMIT  
April 1 – November 30

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If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with the Village of Winnetka named as additional insured in the policy.
- A simple drawing of the table and chair placement plan.

Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 22, 2010**, in order for the Village Council to review your request.

NAME OF BUSINESS Little Rickys  
ADDRESS 540 Lincoln  
PHONE NUMBER 847-784-1444

I agree to abide by the above standards and to maintain a five-foot sidewalk clearance at all times for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER \_\_\_\_\_

Date: 2-12-11

**VILLAGE OF WINNETKA  
APPLICATION FOR SIDEWALK RESTAURANT  
LIQUOR LICENSE RIDER**

**Note:** Pursuant to Section 5.09.100(L) of the Winnetka Village Code, the outdoor service area shall be separated from the pedestrian areas of the public sidewalk by fencing, planters or such other device as may be specified by the Local Liquor Commissioner.

**APPLICANT INFORMATION**

1. Applicant Patrick O'Neil  
Address [REDACTED] Zip Code [REDACTED]  
Telephone [REDACTED]
  
2. Restaurant Little Rockys  
Address 540 Lincoln Zip Code 60093  
Telephone [REDACTED]
  
3. Name of Manager Mark Salmon / Marie Albrecht

**CURRENT LICENSE INFORMATION**

Liquor License Number R15-2011 State  
10-1A-0094573

**OPERATIONS PLANS**

1. Number of waiter/waitress staff 4
2. Number of maintenance staff 7

**LICENSES AND PERMITS**

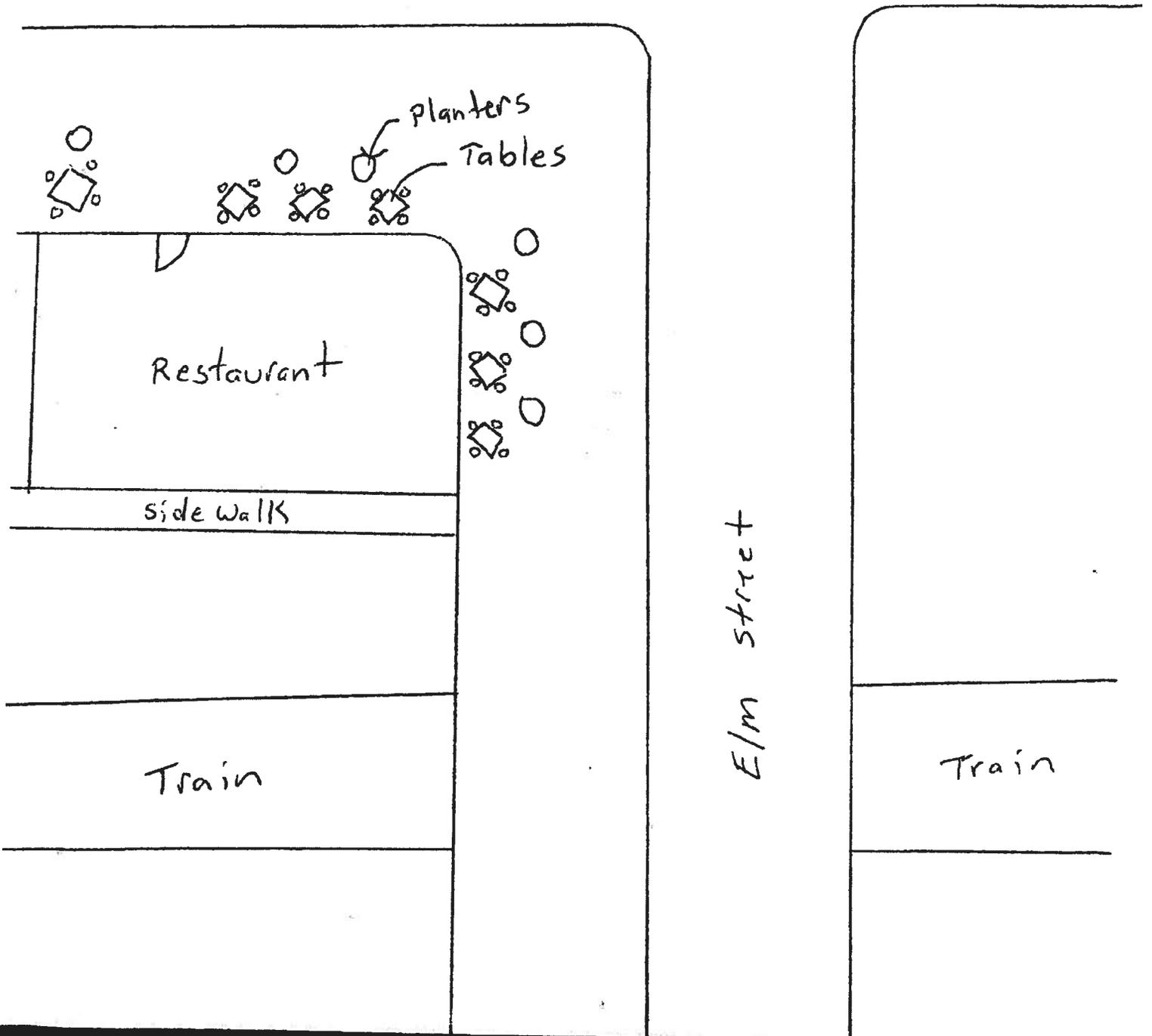
1. Total square footage to be occupied by sidewalk café 400
2. Seating capacity of proposed café 25

**ADDITIONAL ATTACHMENTS REQUIRED**

The following supplements must be attached to application:

1. Liability Insurance \_\_\_ Amount \_\_\_ Policy Number \_\_\_  
Insurer Name Lill  
Address \_\_\_\_\_
  
2. Café Location and Layout Plan (attach two copies).

Lincoln



# Commercial Certificate of Insurance



**FARMERS**

Agency  
 Name : Mary GRUENBERG  
 & : 8 N SKOKIE HWY STE 206  
 Address : Lake Bluff, IL 60044  
 : 847-295-0330

Issue Date (MM/DD/YY) 02/22/2011

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies shown below.

St. 22 Dist. 23 Agent 315

**Companies Providing Coverage:**

Insured  
 Name : LITTLE RICKYS INC  
 & : 540 LINCOLN AVE  
 Address : WINNETKA, IL 60093

- Company A Truck Insurance Exchange  
Letter
- Company B Farmers Insurance Exchange  
Letter
- Company C Mid-Century Insurance Company  
Letter
- Company D \_\_\_\_\_  
Letter

**Coverages**

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

Co. Ltr.	Type of Insurance	Policy Number	Policy Effective Date (MM/DD/YY)	Policy Expiration Date (MM/DD/YY)	Policy Limits	
A	General Liability	[REDACTED]	04/01/2011	04/30/2012	General Aggregate	\$ 4,000,000
	⊗ Commercial General Liability				Products-Comp/OPS Aggregate	\$ 2,000,000
	⊗ - Occurrence Version				Personal & Advertising Injury	\$ 2,000,000
	Contractual - Incidental Only				Each Occurrence	\$ 2,000,000
	Owners & Contractors Prot.				Fire Damage (Any one fire)	\$ 75,000
					Medical Expense (Any one person)	\$ 5,000
	Automobile Liability All Owned Commercial Autos Scheduled Autos Hired Autos Non-Owned Autos Garage Liability				Combtnd Single Limit	\$
					Bodily Injury (Per person)	\$
					Bodily Injury (Per accident)	\$
					Property Damage	\$
					Garage Aggregate	\$
	Umbrella Liability				Limit	\$
	Workers' Compensation and Employers' Liability				Statutory	
					Each Accident	\$
					Disease - Each Employee	\$
					Disease - Policy Limit	\$

**Description of Operations/Vehicles/Restrictions/Special items:**

Restaurant with \$1,000,000 Liquor Liability

**Certificate Holder**

Name : VILLAGE OF WINNETKA  
 & : 510 GREEN BAY RD,  
 Address : WINNETKA, IL 60093

**Cancellation**

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Mary T Gruenberg  
 Authorized Representative

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**VILLAGE OF WINNETKA  
APPLICATION FOR OUTDOOR SEATING PERMIT  
April 1 – November 30**

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If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with the Village of Winnetka named as additional insured in the policy.
- A simple drawing of the table and chair placement plan.

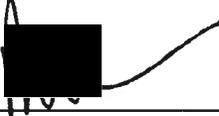
Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 22, 2010**, in order for the Village Council to review your request.

NAME OF BUSINESS Corner Cooks Inc dba Jerry's  
ADDRESS 507 Chestnut St. Winnetka  
PHONE NUMBER 847-441-0134

I agree to abide by the above standards and to maintain a five-foot sidewalk clearance at all times for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER 

Date: 2/4/11

**VILLAGE OF WINNETKA  
APPLICATION FOR SIDEWALK RESTAURANT  
LIQUOR LICENSE RIDER**

**Note:** Pursuant to Section 5.09.100(L) of the Winnetka Village Code, the outdoor service area shall be separated from the pedestrian areas of the public sidewalk by fencing, planters or such other device as may be specified by the Local Liquor Commissioner.

**APPLICANT INFORMATION**

1. Applicant Betsy Simson  
Address [REDACTED] Zip Code [REDACTED]  
Telephone [REDACTED]
  
2. Restaurant Cameo Cooks Inc dba Jerry's  
Address 507 Chestnut St Zip Code 60093  
Telephone 847-441-0134
  
3. Name of Manager Edward Huelke

**CURRENT LICENSE INFORMATION**

Liquor License Number 11-1A0040143

**OPERATIONS PLANS**

1. Number of waiter/waitress staff 5
2. Number of maintenance staff 1

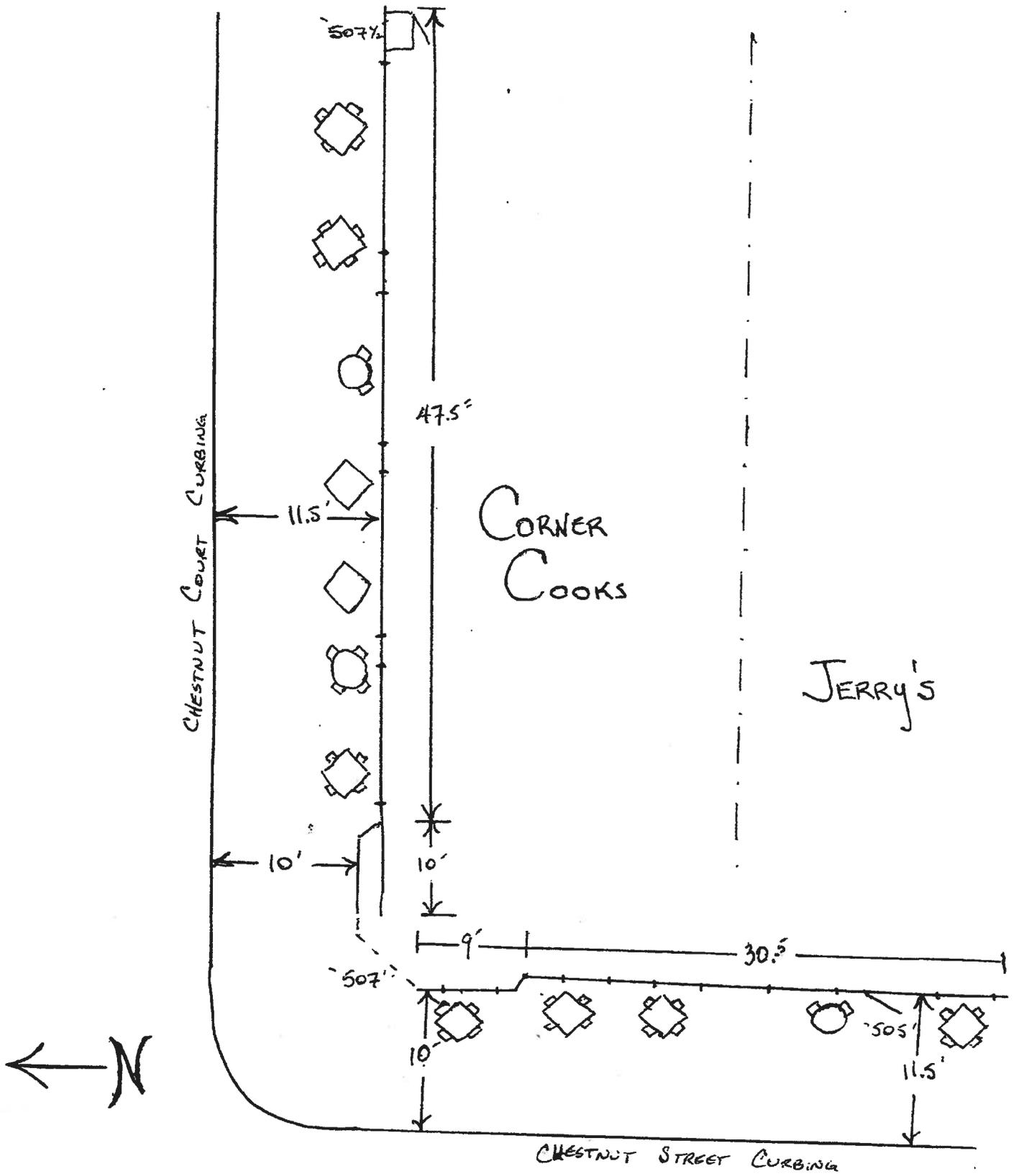
**LICENSES AND PERMITS**

1. Total square footage to be occupied by sidewalk café \_\_\_\_\_
2. Seating capacity of proposed café \_\_\_\_\_

**ADDITIONAL ATTACHMENTS REQUIRED**

The following supplements must be attached to application:

1. Liability Insurance \_\_\_\_\_ Amount \_\_\_\_\_ Policy Number \_\_\_\_\_  
Insurer Name \_\_\_\_\_  
Address \_\_\_\_\_
  
2. Café Location and Layout Plan (attach two copies).



SIDEWALK SEATING  
 5' PATHWAY OBSERVED

1" = 10'

June 09



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**VILLAGE OF WINNETKA  
APPLICATION FOR OUTDOOR SEATING PERMIT  
April 1 - November 30**

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If you wish to apply for an Outdoor Seating Permit, please submit the following:

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3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 22, 2010**, in order for the Village Council to review your request.

NAME OF BUSINESS Panera Bread #644  
 ADDRESS 940 Green Bay Rd - Winnetka 60090  
 PHONE NUMBER 847-441-8619

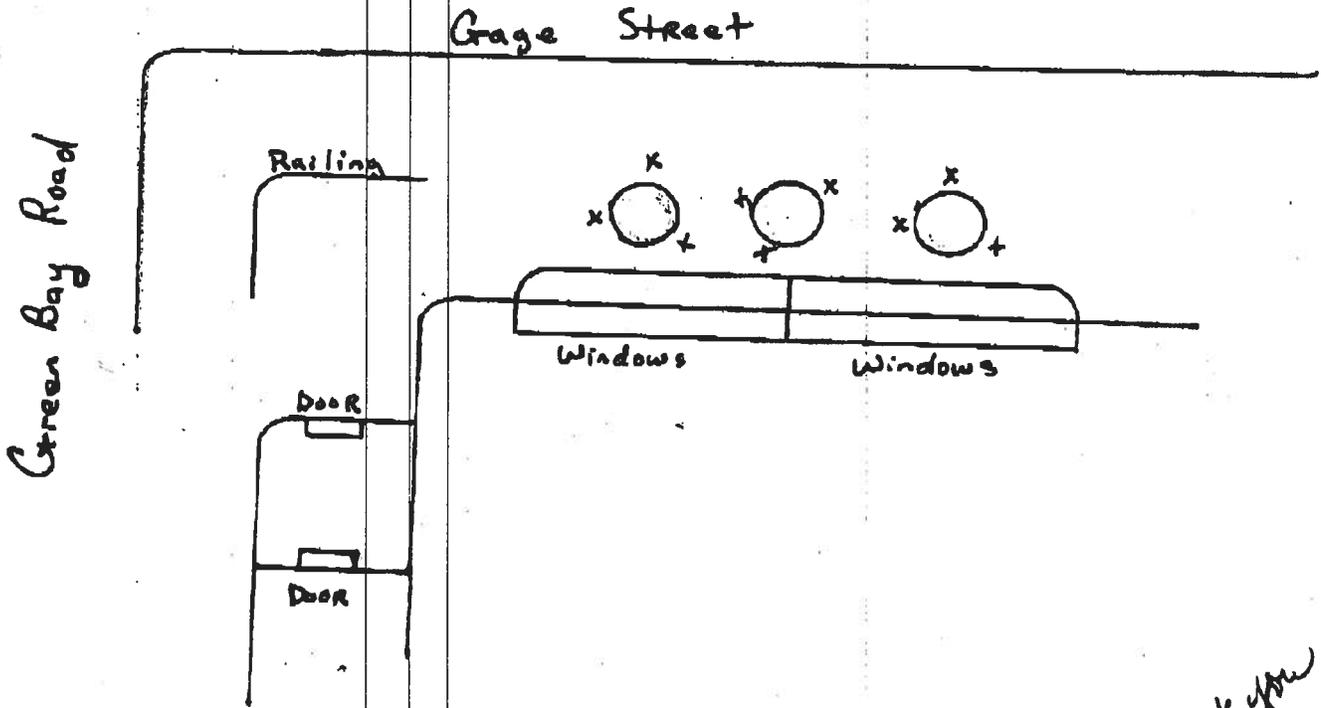
I agree to abide by the above standards and to maintain a five-foot sidewalk clearance at all times for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER [Redacted Signature] for Panera, LLC  
 Date: Feb 18, 2011

Panera Bakery-cafe #0644  
940 Green Bay Road  
Winnetka, IL 60090  
(847) 441-8617



Outside Seating Area



*Thank you,  
Phyllis K  
(314) 984-3979*



www.panerabread.com

Phyllis Kendrick  
Manager, Licenses/Permits

Panera, LLC  
3630 S. Geyer Road, Suite 100  
St. Louis, MO 63127  
(314) 984-3979  
Fax: (314) 909-3305  
E-mail: phyllis.kendrick@panerabread.com

Mailing Address

Panera, LLC  
Attn: Legal Department  
3630 S. Geyer Road  
St. Louis, MO 63127



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/08/2010

**PRODUCER**  
Marsh USA Inc.  
701 Market Street, Suite 1100  
St. Louis, MO 63101-1830  
Attn: stlouis.certrequest@marsh.com f- 212-948-0811

**panera-P&C-10-11**      **LICEN**

**INSURED**  
Panera, Inc.  
940 Green Bay Road  
Winnetka, IL 60093

**THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Travelers Property Casualty Company Of	25674
INSURER B: American Guarantee & Liability Ins Co	26247
INSURER C: Liberty Mutual Insurance Company	23043
INSURER D:	
INSURER E:	

### COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADDL LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GENERAL AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	[REDACTED]	06/01/2010	06/01/2011	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES(Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ --- PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Auto Phys Damage-\$25,000 <input checked="" type="checkbox"/> Ded Comp/\$25,000 Ded Col	Physical Damage	06/01/2010 06/01/2010	06/01/2011 06/01/2011	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
B		<b>EXCESS / UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	[REDACTED]	06/01/2010	06/01/2011	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$ \$
A	A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE Y/N OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in MH) If yes, describe under SPECIAL PROVISIONS below	[REDACTED]	06/01/2010 06/01/2010	06/01/2011 06/01/2011	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C		<b>OTHER Property</b>	[REDACTED]	06/01/2010	06/01/2011	Real and Pers. Prop incl BI Total policy limit subject to \$100,000 Deductible See Additional Information

### DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

RE: 600644 Village of Winnetka is included as an additional insured with respects to the above General Liability policy.  
Phyllis Kendrick

### CERTIFICATE HOLDER

CHI-002430851-21

### CANCELLATION

City of Winnetka  
510 Green Bay Road  
Winnetka, IL 60093

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL **30** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE of Marsh USA Inc.  
Mary Radaezawski

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**VILLAGE OF WINNETKA  
APPLICATION FOR OUTDOOR SEATING PERMIT  
April 1 – November 30**

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If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with the Village of Winnetka named as additional insured in the policy.
- A simple drawing of the table and chair placement plan.

Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 22, 2010**, in order for the Village Council to review your request.

NAME OF BUSINESS D'S HASTE DOGS  
ADDRESS 551 LINCOLN AVE  
PHONE NUMBER 847.386.6238

I agree to abide by the above standards and to maintain a **five-foot sidewalk clearance at all times** for pedestrian traffic.

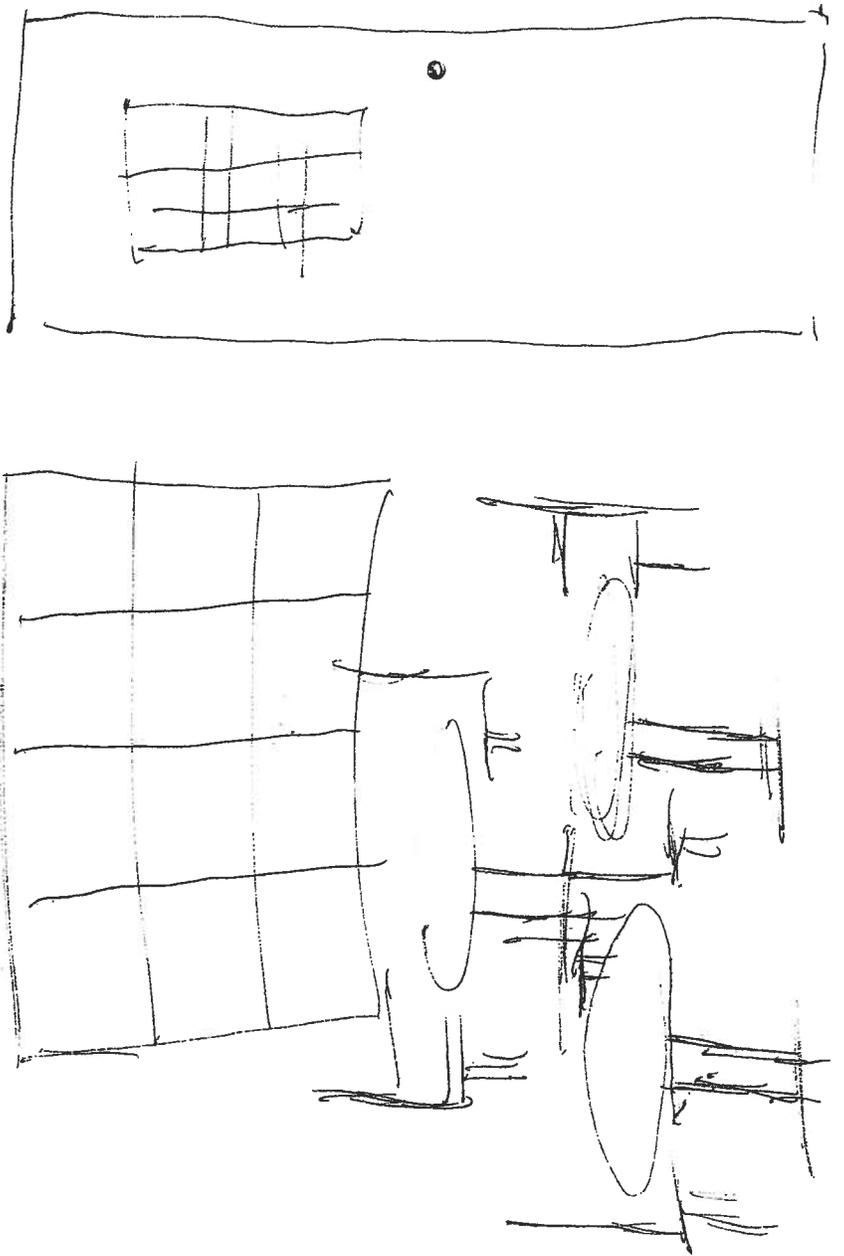
SIGNATURE OF OWNER/MANAGER \_\_\_\_\_

Date: 2.16.11

MAX 3 TABLES

MAX 9 CHAIRS

SS1



# Commercial Certificate of Insurance



FARMERS

Agency Name: Mary GRUENBERG  
 & Address: 8 N SKOKIE HWY STE 206, Lake Bluff, IL 60044, 847-295-0330

Issue Date (MM/DD/YY) 02/15/2011

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies shown below.

St. 22 Dist. 23 Agent 315

Insured Name: D'S HAUTE DOGS LLC  
 & Address: 551 LINCOLN AVIE, WINNETKA, IL 60093

### Companies Providing Coverage:

- Company A Truck Insurance Exchange
- Company B Farmers Insurance Exchange
- Company C Mid-Century Insurance Company
- Company D

### Coverages

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

Co. Ltr.	Type of Insurance	Policy Number	Policy Effective Date (MM/DD/YY)	Policy Expiration Date (MM/DD/YY)	Policy Limits
A	<input checked="" type="checkbox"/> General Liability <input checked="" type="checkbox"/> Commercial General Liability - Occurrence Version Contractual - Incidental Only Owners & Contractors Prot.	[REDACTED]	08/06/2010	08/06/2011	General Aggregate \$ 2,000,000 Products-Comp/OPS Aggregate \$ 1,000,000 Personal & Advertising Injury Each Occurrence \$ 1,000,000 Fire Damage (Any one fire) \$ 1,000,000 Medical Expense (Any one person) \$ 75,000 \$ 5,000
	Automobile Liability All Owned Commercial Autos Scheduled Autos Hired Autos Non-Owned Autos Garage Liability				Combined Single Limit \$ Bodily Injury (Per person) \$ Bodily Injury (Per accident) \$ Property Damage \$ Garage Aggregate \$
	Umbrella Liability				Limit \$
B	<input checked="" type="checkbox"/> Workers' Compensation and Employers' Liability	[REDACTED]	08/06/10	08/06/11	Statutory Each Accident \$ 500,000 Disease - Each Employee \$ 500,000 Disease - Policy Limit \$ 500,000

### Description of Operations/Vehicles/Restrictions/Special items:

Village of Winnetka as additional insured  
 Outdoor seating

### Certificate Holder

Name: VILLAGE OF WINNETKA  
 & Address: 510 GREEN BAY RD, WINNETKA, IL 60093

### Cancellation

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Mary T Gruenberg  
 Authorized Representative

Feb 08 2011 10:55 HP LASERJET FAX

P.2

**VILLAGE OF WINNETKA**  
**APPLICATION FOR OUTDOOR SEATING PERMIT**  
 April 1 - November 30

If you wish to apply for an Outdoor Seating Permit, please submit the following:

- o A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with the Village of Winnetka named as additional insured in the policy.
- o A simple drawing of the table and chair placement plan.

Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

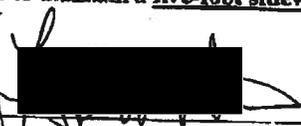
1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by February 22, 2010, in order for the Village Council to review your request.

NAME OF BUSINESS Starbucks Coffee Company  
 ADDRESS P.O. Box 34067, MS: S-RE 3, Seattle, WA 98124-1067  
 PHONE NUMBER 206 318 8932

I agree to abide by the above standards and to maintain a five-foot sidewalk clearance at all times for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER



Date: 2/17/11

Larry D. Metzelaar  
Manager  
Global Real Estate

# Outdoor Patio Drawing

#275

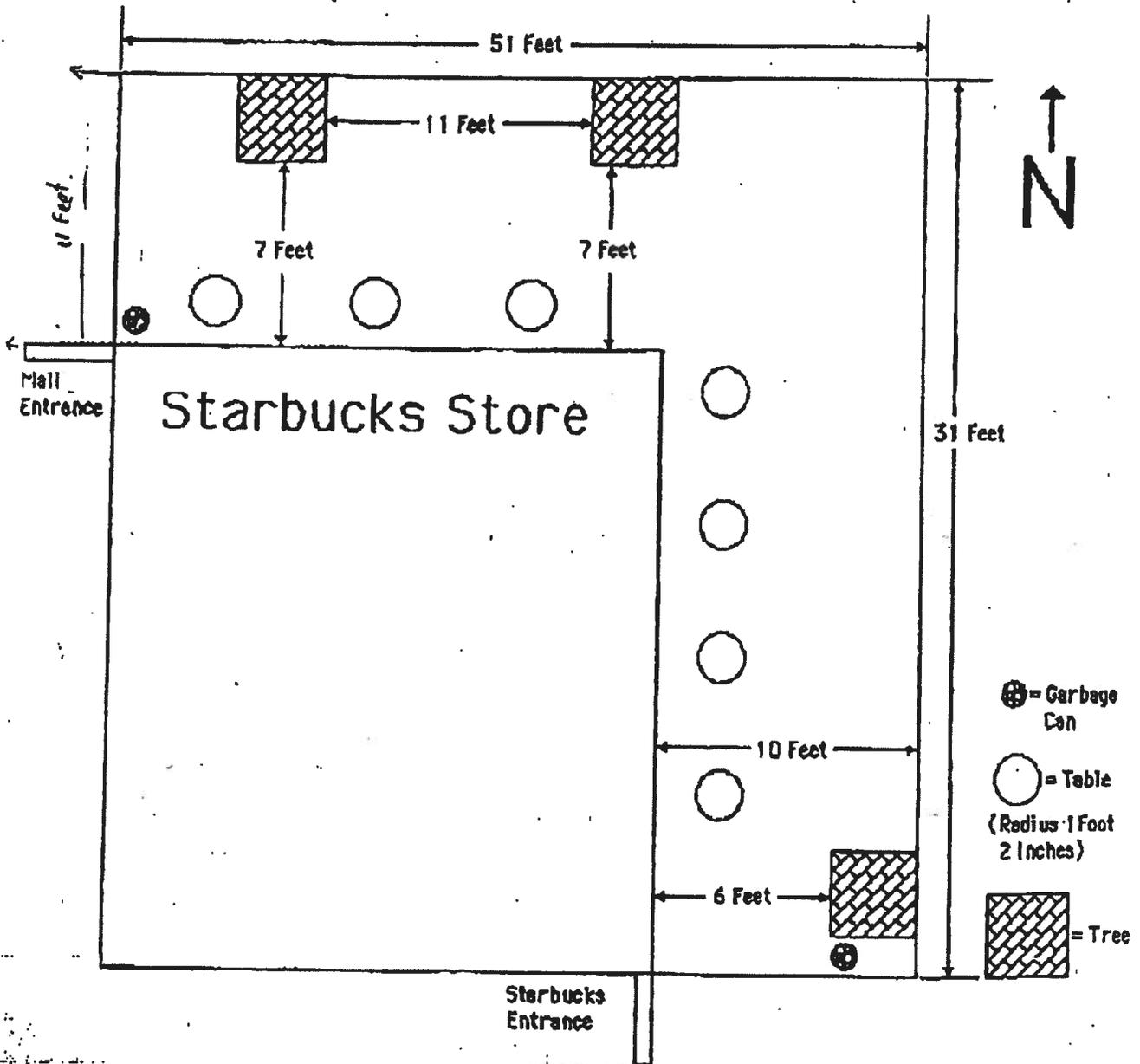
Starbucks Coffee 566 Chestnut Ave.

Winnetka, Illinois 60093

Business Operation Hours: Mon-Fri 5:30A to 6:00P

Sat 6:30A to 6:00P

Sun 6:30A to 5:00P





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/27/2010

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  MARSH USA INC.      2 TYRISCO, INC. 1301 FIFTH AVENUE      P.O. BOX 55219 SEATTLE, WA 98101      SEATTLE, WA 98155		<b>CONTACT NAME</b> ALLISON FREY <b>PHONE</b> (A/C No, Ext): (206) 318-4850 <b>FAX</b> (A/C, No): (206) 682-7570 <b>E-MAIL ADDRESS:</b> <b>PRODUCER CUSTOMER ID #:</b>	
<b>INSURED</b>  STARBUCKS CORPORATION ET AL P.O. BOX 34067 SEATTLE, WA 98124-1067		<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> INSURER A: ZURICH AMERICAN INSURANCE COMPANY      16535 INSURER B: AMERICAN GUARANTEE & LIABILITY INSURANCE COMPANY      26247 INSURER C: AMERICAN ZURICH INSURANCE COMPANY      40142 INSURER D: INSURER E: INSURER F:	

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>			[REDACTED]	10/1/2010	10/1/2011	EACH OCCURRENCE \$ 3,000,000*
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 3,000,000*
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$
	<input checked="" type="checkbox"/> *\$2,000,000 SIR						PERSONAL & ADV INJURY \$ 3,000,000*
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 5,000,000
	<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG \$ 2,000,000
A 2	<b>AUTOMOBILE LIABILITY</b>			[REDACTED]	10/1/2010	10/1/2011	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
B	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR			[REDACTED]	10/1/2010	10/1/2011	EACH OCCURRENCE \$ 10,000,000
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 10,000,000
	<input type="checkbox"/> DEDUCTIBLE						\$
	<input type="checkbox"/> RETENTION						\$
A C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			[REDACTED]	10/1/2010	10/1/2011	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

\*COMPANY A - GENERAL LIABILITY: THE LIMITS ARE \$1,000,000 IN EXCESS OF A \$2,000,000 SELF-INSURED RETENTION. AUTHORIZED REPRESENTATIVE OF ZURICH COVERAGES (GAIL SYDOW).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
RE: WINNETKA (STORE #275) 566 CHESTNUT STREET, WINNETKA, IL 60093  
CERTIFICATE HOLDER IS INCLUDED AS AN ADDITIONAL INSURED AS RESPECTS OUTDOOR SEATING.

<b>CERTIFICATE HOLDER</b>  VILLAGE OF WINNETKA 510 GREEN BAY ROAD WINNETKA, IL 60093	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**VILLAGE OF WINNETKA  
APPLICATION FOR OUTDOOR SEATING PERMIT  
April 1 – November 30, 2011**

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If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with the Village of Winnetka named as additional insured in the policy.
- A simple drawing of the table and chair placement plan.

Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office in order for the Village Council to review your request.

NAME OF BUSINESS Caribou Coffee Co. #727  
ADDRESS 817 819 Elm Street, Winnetka IL 60093-2201  
PHONE NUMBER (847) 441-7485

I agree to abide by the above standards and to maintain a **five-foot sidewalk clearance at all times** for pedestrian traffic.

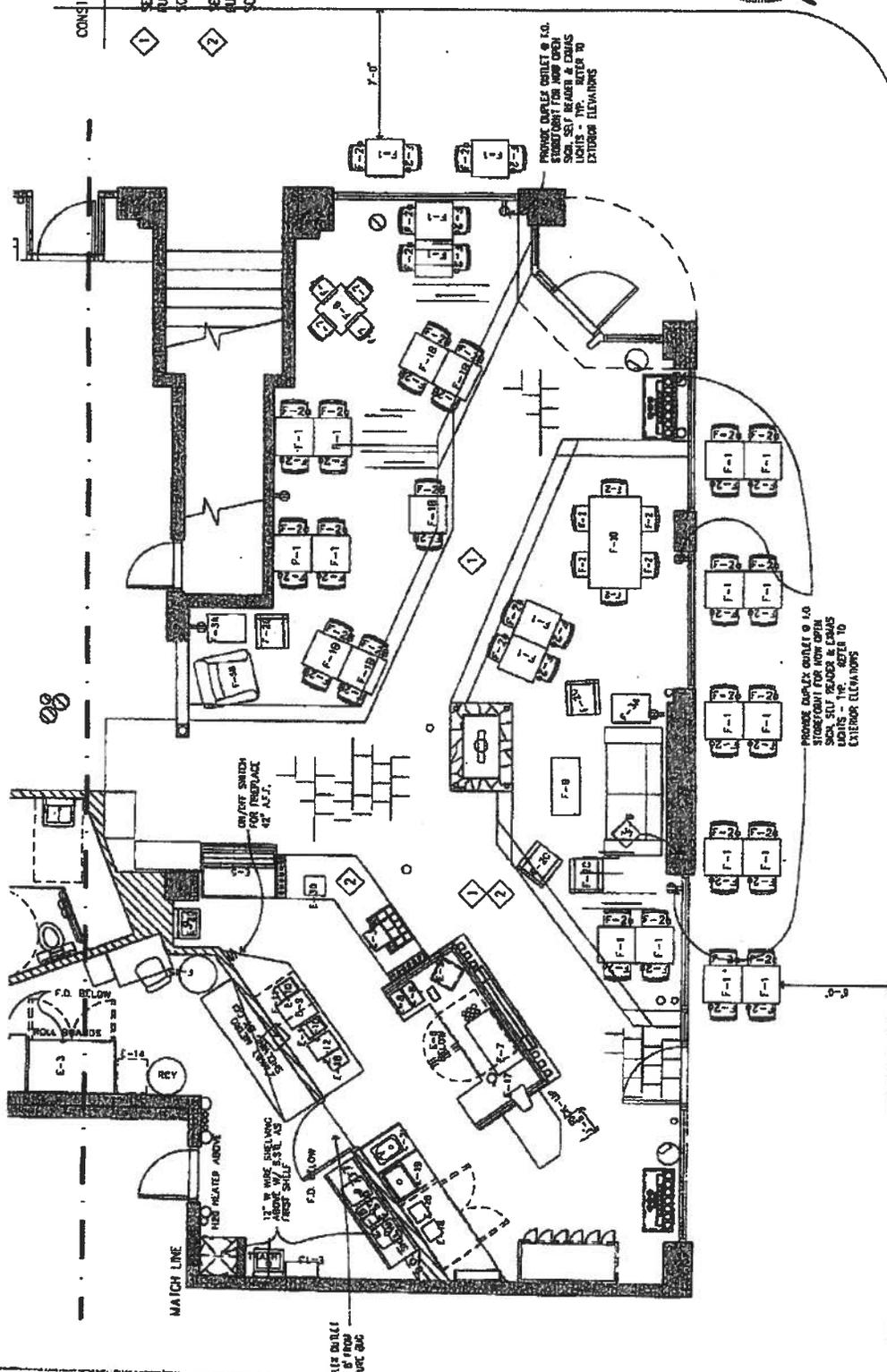
SIGNATURE OF OWNER/MANAGER  Finance Rep

Date: 2/3/11

# 727

CONSTRUCTION NOTES

- 1 SEE FET1 AND FET2 FOR FURNITURE AND EQUIPMENT SCHEDULES
- 2 SEE ME2.1 FOR POS DIAGRAM FURNITURE AND EQUIPMENT SCHEDULES



EXPIRES 11-30-29

**ARCHITECTURAL ALLIANCE**  
600 CLIFTON AVENUE 20TH  
MINNEAPOLIS, MINNESOTA 55415-2200  
TEL: 612-331-8700 FAX: 612-331-1012

Contract No. 9773.50  
Date 9/02/99  
Drawing No.

le2.1

Project CARIBOU COFFEE SHOP  
City WINNETKA - IL  
Title FURNITURE PLAN  
SCALE: 3/16" = 1'-0"



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**VILLAGE OF WINNETKA  
APPLICATION FOR OUTDOOR SEATING PERMIT  
April 1 – November 30**

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If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage **with the Village of Winnetka named as additional insured in the policy.**
- A simple drawing of the table and chair placement plan.

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3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 22, 2010**, in order for the Village Council to review your request.

NAME OF BUSINESS

Caffe Buon Giorno

ADDRESS

566 Chestnut

PHONE NUMBER

847-784-8899

I agree to abide by the above standards and to maintain a **five-foot sidewalk clearance at all times** for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER



Date:

Feb 21, 2011

○ - Tafel

Chestnut

I → five feet clearance

Ⓡ Ⓡ Ⓡ Ⓡ  
Saffie  
Buon Orione

# ACORD CERTIFICATE OF LIABILITY INSURANCE

CSR R1  
CAFF-10

DATE (MM/DD/YYYY)  
02/21/11

<b>PRODUCER</b>  Interamerican Insurance 1S660 Midwest Rd Suite 300 Oakbrook Terrace IL 60181 Phone: 630-574-2300 Fax: 630-574-1388	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b>  Caffè Buon Giorno U.F.U.R., Inc. DBA: 566 Chestnut Winnetka IL 60093	INSURER A: <b>The Hartford</b>	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	[REDACTED]	12/28/10	12/28/11	EACH OCCURRENCE \$ 1000000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000				
					MED EXP (Any one person) \$ 5000
					PERSONAL & ADV INJURY \$ 1000000
					GENERAL AGGREGATE \$ 2000000
					PRODUCTS - COMP/OP AGG \$ 2000000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$  BODILY INJURY (Per person) \$  BODILY INJURY (Per accident) \$  PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$  OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	[REDACTED]	12/28/10	12/28/11	<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
					E.L. EACH ACCIDENT \$ 500000
					E.L. DISEASE - EA EMPLOYEE \$ 500000
					E.L. DISEASE - POLICY LIMIT \$ 500000
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
**Additional Insured: Village of Winnetka in regards to the outdoor cafe.**

<b>CERTIFICATE HOLDER</b>  VILLAWI  Village Of Winnetka Kathleen Scanlon 510 Green Bay Road Winnetka IL 60093	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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**VILLAGE OF WINNETKA  
APPLICATION FOR OUTDOOR SEATING PERMIT  
April 1 – November 30**

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If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage **with the Village of Winnetka named as additional insured in the policy.**
- A simple drawing of the table and chair placement plan.

Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

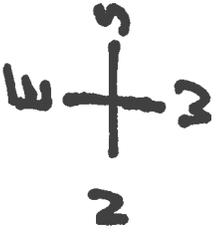
Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 22, 2010**, in order for the Village Council to review your request.

NAME OF BUSINESS     E. Yobubble      
ADDRESS     542 Chestnut      
PHONE NUMBER     847-881-2688    

I agree to abide by the above standards and to maintain a **five-foot sidewalk clearance at all times** for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER         

Date:     2/27/2011



Street

SIDEWALK



Entrance YoBubble

Little Lan's

out door seating for YoBubble Stephanie



# CERTIFICATE OF LIABILITY INSURANCE

OP ID PS

DATE (MM/DD/YYYY)

02/28/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  <b>Serpe Insurance Agency</b> 2538 N. Lincoln Avenue Chicago IL 60614 Phone: 773-871-0808 Fax: 773-871-2976	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ PRODUCER CUSTOMER ID #: _____	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  <b>Yo Bubble, Inc</b> 542 Chestnut St Winnetka IL 60093	<b>INSURER A: Harleysville Insurance</b>	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER:

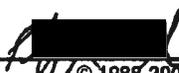
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY			[REDACTED]	02/04/11	02/04/12	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			[REDACTED]	02/04/11	02/04/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> HIRED AUTOS			02/04/11	02/04/12		\$
A	<input checked="" type="checkbox"/> NON-OWNED AUTOS			02/04/11	02/04/12		\$
							\$
	<input type="checkbox"/> UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	<input type="checkbox"/> DEDUCTIBLE						\$
	<input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
**The Village of Winnetka is listed as additional insured with regard to the sidewalk cafe.**

**CERTIFICATE HOLDER****CANCELLATION**

<b>VILWINN</b>  Village Of Winnetka 510 Green Bay Rd. Winnetka IL 60093	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**VILLAGE OF WINNETKA  
APPLICATION FOR OUTDOOR SEATING PERMIT  
April 1 - November 30**

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- o A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with the Village of Winnetka named as additional insured in the policy.
- o A simple drawing of the table and chair placement plan.

Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

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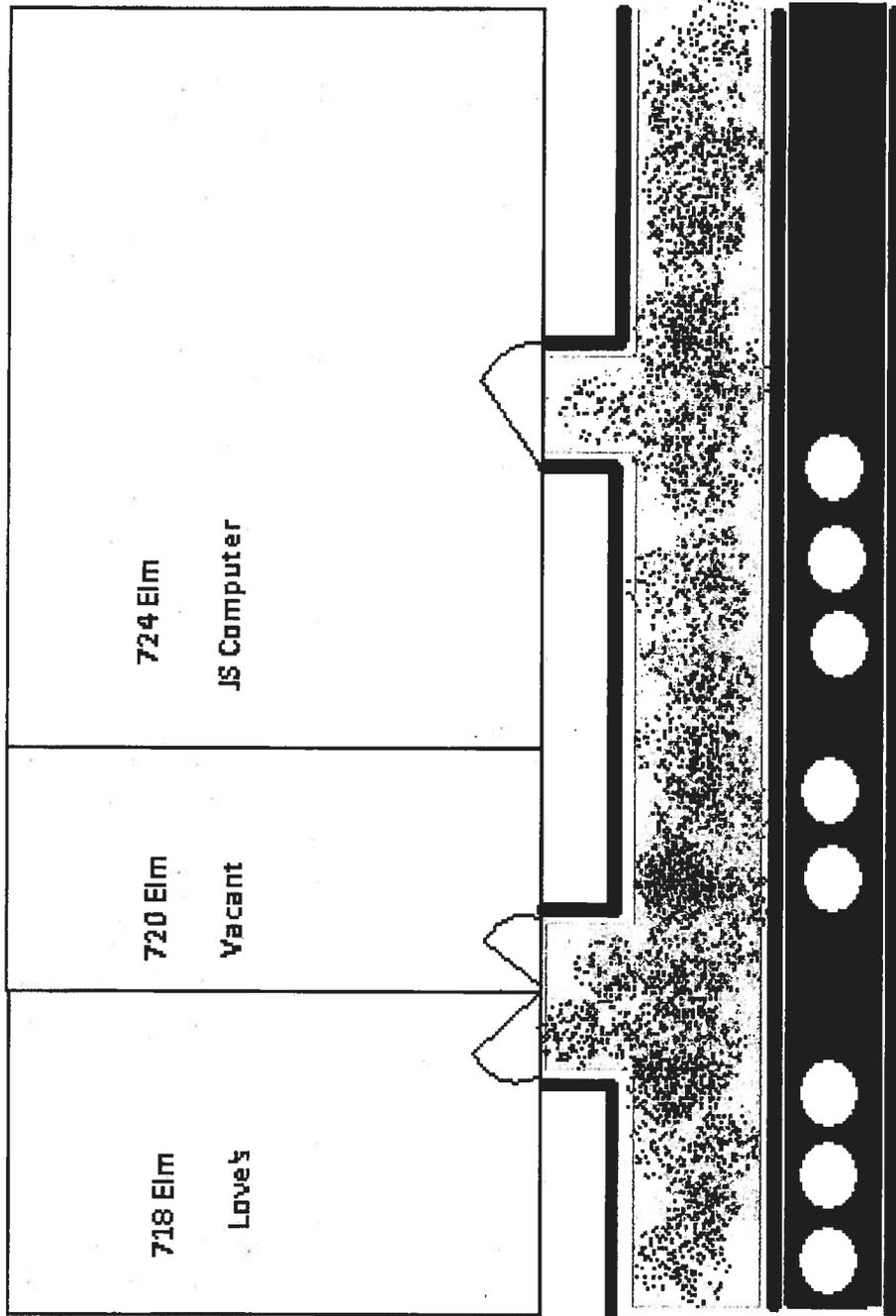
Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 22, 2010**, in order for the Village Council to review your request.

NAME OF BUSINESS Love's Winnetka - Delbay Ltd.  
 ADDRESS 718 Elm Street  
 PHONE NUMBER 847-784-8700

I agree to abide by the above standards and to maintain a five-foot sidewalk clearance at all times for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER [Redacted Signature] - Agent *Manager/*

Date: 2/21/11





# CERTIFICATE OF LIABILITY INSURANCE

OP ID: EZ

DATE (MM/DD/YYYY)  
02/17/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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<b>PRODUCER</b> Total Insurance Services, Inc. 3175 Commercial Avenue Northbrook, IL 60062-1926 Total Insurance Services, Inc.		847-205-1777 847-205-1919	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL: ADDRESS: PRODUCER CUSTOMER ID #:	FAX (A/C, No):
<b>INSURED</b> Delbay, Ltd. d/b/a Love's Winnetka 770 N. Halsted, Ste. 110 Chicago, IL 60644		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Hanover Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 22292

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			[REDACTED]	04/08/11	04/08/12	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ Included
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMPIOP AGG \$ Included
A	<input type="checkbox"/> ANY AUTO			[REDACTED]	04/08/11	04/08/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE						\$
	<input type="checkbox"/> RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY			[REDACTED]	04/08/11	04/08/12	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
							PROPERTY 103,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Includes the outdoor tables located in front of 718,720, and 724 Elm St., Winnetka, IL.

<b>CERTIFICATE HOLDER</b>  VILLWIN  Village of Winnetka 510 Green Bay Rd. Winnetka, IL 60093	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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March 15, 2011

Ms. Kathie Scanlan  
Village of Winnetka  
510 Green Bay Road  
Winnetka, IL 60093

**Re: Application for Love's Yogurt – Outdoor Seating Permit  
718 Elm Street**

Dear Ms. Scanlan:

Please accept this letter confirming our agreement to hold the Village of Winnetka, harmless for any and all claims arising out of the placement of eight (8) tables in total and located in front of 718, 720 & 724 Elm Street, as reflected on the attached drawing.

Cordially,



Delbay Ltd.  
By: Jami E. Bay, President

Enclosure

March 11, 2011

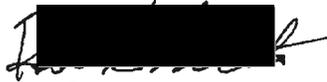
Ms. Kathie Scanlan  
Village of Winnetka  
510 Green Bay Road  
Winnetka, IL 60093

**Re: Love's Yogurt – Outdoor Seating Permit**

Dear Ms. Scanlan:

As the owner of the unoccupied space located at 720 Elm Street, we are happy to see the additional traffic that Love's has generated in the past and welcome additional traffic their business will bring to our building in the future. We would welcome their putting tables in front of our store front, so long as they adhere with all village safety and cleanliness standards.

Cordially,



Robert G. Goldstein  
Managing Partner  
New Trier Partners, LLC

March 14, 2011

Ms. Kathie Scanlan  
Village of Winnetka  
510 Green Bay Road  
Winnetka, IL 60093

**Re: Love's Yogurt – Outdoor Seating Permit**

Dear Ms. Scanlan:

As a neighbor of Love's Yogurt, we are happy to see the additional traffic that Love's is already generating for our building. We would welcome their putting tables in front of our store, so long as they adhere with all village safety and cleanliness standards.

Regards,

The signature is handwritten in black ink and is partially obscured by two black rectangular redaction boxes. The visible portion of the signature appears to start with the letter 'A'.

Faisal Syed  
J.S. Computer Learning Center – 724 Elm Street

## Agenda Report

**Subject: 2011/2012 Budget and Rate Resolution Adoptions**

**Prepared by: Ed McKee, Finance Director**

**Ref:** February 8, 2011 Budget Meeting  
 February 15, 2011 Budget Meeting  
 February 22, 2011 Budget Meeting  
 March 1, 2011 Budget Public Hearing  
 March 8, 2011 Budget Meeting

**Date: March 9, 2011**

The Budget has been distributed and made available for public inspection at the Village Hall and the local Library since January 31st. The Village Council has met five times to review the budget, including a Public Hearing on March 1<sup>st</sup>. The Council did not revise the budget following the hearing and the amounts remain as presented on March 1<sup>st</sup>.

Below is a summary of how the budget changes would impact a homeowner. Staff estimates an overall cost in 2011/2012 of \$6,194 for municipal services, a \$125 or 2.1% increase over the current year. This increase is comprised of higher property taxes (\$37), electric charges (\$35), and water charges (\$53), as outlined below:

**Homeowner Impact Analysis  
 Select Taxes and Fees**

			Change	
	2010/11	2011/12	\$'s	%
Village Property Taxes (\$19,760 total)	\$ 2,631	\$ 2,668	\$ 37	1.4%
Electric	\$ 2,323	\$ 2,358	\$ 35	1.5%
Water	\$ 669	\$ 722	\$ 53	7.9%
Sewer	\$ 216	\$ 216	\$ -	0.0%
Telecommunications Tax	\$ 60	\$ 60	\$ -	0.0%
Natural Gas Tax *	\$ 80	\$ 80	\$ -	0.0%
Licenses (2 cars & 1 Dog)	\$ 90	\$ 90	\$ -	0.0%
<b>Total Taxes and Fees</b>	<b>\$ 6,069</b>	<b>\$ 6,194</b>	<b>\$ 125</b>	<b>2.1%</b>

\* Assumes no change in natural gas heating bills.

On the following two pages is a summary of the budget.

Village of Winnetka Budget Summary

1.17.2011

FY 2010 Actual	FY 2011 Budget	FY 2011 Estimated	FY 2012 Budget	% Budg
A	B	C	D	D v. B

**Operating Revenues and Expenditures**

**Revenues and Transfers:**

General Fund	\$ 22,878,273	\$ 22,099,330	\$ 22,465,100	\$ 22,336,939	1.1%
Electric	\$ 13,738,652	\$ 15,695,900	\$ 16,032,000	\$ 16,635,200	6.0%
Water	\$ 2,916,374	\$ 3,532,500	\$ 3,338,000	\$ 3,542,500	0.3%
Sanitary Sewer	\$ 748,602	\$ 907,500	\$ 840,500	\$ 829,500	-8.6%
Refuse	\$ 2,369,095	\$ 2,256,000	\$ 2,205,000	\$ 2,206,000	-2.2%
Workers' Comp. Insurance	\$ 587,783	\$ 766,488	\$ 760,488	\$ 541,492	-29.4%
Liability Insurance	\$ 237,049	\$ 40,000	\$ 40,000	\$ 204,008	410.0%
Health Insurance	\$ 3,823,950	\$ 3,276,600	\$ 3,285,900	\$ 2,746,950	-16.2%
Data Processing	\$ 347,945	\$ 331,000	\$ 341,400	\$ 341,500	3.2%
Fleet Services	\$ 857,002	\$ 857,500	\$ 859,600	\$ 858,500	0.1%
<b>Total Revenues &amp; Transf. - A</b>	<b>\$ 48,504,724</b>	<b>\$ 49,762,818</b>	<b>\$ 50,167,988</b>	<b>\$ 50,242,589</b>	<b>1.0%</b>

**Operating Expenses and Transfers:**

General Fund	\$ 17,301,822	\$ 20,411,432	\$ 20,110,633	\$ 20,711,776	1.5%
Electric	\$ 14,186,189	\$ 15,508,570	\$ 15,264,650	\$ 15,906,442	2.6%
Water	\$ 3,115,696	\$ 3,376,120	\$ 3,318,830	\$ 3,320,572	-1.6%
Sanitary Sewer	\$ 835,792	\$ 1,021,456	\$ 933,594	\$ 978,962	-4.2%
Refuse	\$ 2,854,132	\$ 2,454,434	\$ 2,405,488	\$ 2,365,460	-3.6%
Workers' Comp. Insurance	\$ 438,893	\$ 645,500	\$ 433,000	\$ 645,500	0.0%
Liability Insurance	\$ 245,953	\$ 300,000	\$ 93,000	\$ 300,000	0.0%
Health Insurance	\$ 3,167,428	\$ 3,276,100	\$ 3,276,000	\$ 3,297,600	0.7%
Data Processing	\$ 378,738	\$ 421,070	\$ 395,919	\$ 448,580	6.5%
Fleet Services	\$ 796,310	\$ 862,831	\$ 853,837	\$ 849,380	-1.6%
<b>Total Operating Expenses - B</b>	<b>\$ 43,320,953</b>	<b>\$ 48,277,513</b>	<b>\$ 47,084,951</b>	<b>\$ 48,824,272</b>	<b>1.1%</b>

<b>Net Margin Operations A - B</b>	<b>\$ 5,183,771</b>	<b>\$ 1,485,305</b>	<b>\$ 3,083,037</b>	<b>\$ 1,418,317</b>	<b>-4.5%</b>
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1.17.2011

FY 2010 Actual A	FY 2011 Budget B	FY 2011 Estimated C	FY 2012 Budget D	% Budg D v. B
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### Capital Revenues, Expenditures, and Pension Funds:

#### Capital Fund Revenues:

Cash Flow - Operating Funds	\$ 7,410,630	\$ 3,590,305	\$ 5,223,037	\$ 3,558,317	-0.9%
Motor Fuel Tax Fund	\$ 314,267	\$ 336,000	\$ 371,000	\$ 325,000	-3.3%
Debt Service Funds	\$ 482,199	\$ 484,120	\$ 483,120	\$ 476,760	-1.5%
SSA 3 Trapp Lane	\$ -	\$ -	\$ -	\$ 510,000	
Facilities Fund	\$ 52,887	\$ 420,000	\$ 425,000	\$ 510,000	21.4%
Business Dist. Revitalization	\$ (1,997,621)	\$ 20,000	\$ 15,000	\$ 3,000	-85.0%
	<u>\$ 6,262,362</u>	<u>\$ 4,850,425</u>	<u>\$ 6,517,157</u>	<u>\$ 5,383,077</u>	11.0%

#### Capital Expenditures:

Cap. Exp. - Operating Funds	\$ (2,239,400)	\$ 781,440	\$ 1,399,840	\$ 516,240	-33.9%
Motor Fuel Tax Fund	\$ 372,432	\$ 875,000	\$ 271,000	\$ 610,000	-30.3%
Debt Service Funds	\$ 465,608	\$ 505,105	\$ 505,105	\$ 500,397	-0.9%
SSA 3 Trapp Lane	\$ -	\$ -	\$ 15,000	\$ 510,000	
Facilities Fund	\$ 193,484	\$ 2,700,000	\$ 400,000	\$ 2,600,000	-3.7%
Business Dist. Revitalization	\$ 231,590	\$ 750,000	\$ 295,000	\$ 350,000	-53.3%
	<u>\$ (976,287)</u>	<u>\$ 5,611,545</u>	<u>\$ 2,885,945</u>	<u>\$ 5,086,637</u>	-9.4%

Capital Accumulation (Use) \$ 7,238,649 \$ (761,120) \$ 3,631,212 \$ 296,440

### Assets Held in Trust

#### Pension Revenues:

Police	\$ 4,260,264	\$ 2,281,480	\$ 2,281,480	\$ 2,375,387	4.1%
Fire	\$ 3,840,516	\$ 2,116,668	\$ 2,116,668	\$ 2,319,134	9.6%
	<u>\$ 8,100,780</u>	<u>\$ 4,398,148</u>	<u>\$ 4,398,148</u>	<u>\$ 4,694,521</u>	6.7%

#### Pension Expenses:

Police	\$ 1,404,729	\$ 1,681,550	\$ 1,475,000	\$ 1,681,350	0.0%
Fire	\$ 1,173,390	\$ 1,481,500	\$ 1,625,000	\$ 1,941,500	31.0%
	<u>\$ 2,578,119</u>	<u>\$ 3,163,050</u>	<u>\$ 3,100,000</u>	<u>\$ 3,622,850</u>	14.5%

Cash Flow \$ 5,522,661 \$ 1,235,098 \$ 1,298,148 \$ 1,071,671

### Total All Accounts

Inflows	\$ 62,867,866	\$ 59,011,391	\$ 61,083,293	\$ 60,320,187	2.2%
Outflows	\$ 44,922,785	\$ 57,052,108	\$ 53,070,896	\$ 57,533,759	0.8%
Difference	<u>\$ 17,945,081</u>	<u>\$ 1,959,283</u>	<u>\$ 8,012,398</u>	<u>\$ 2,786,428</u>	

Below is a summary of the resolutions needed to implement the proposed 2011 / 2012 budget. The Village adopts new utility and fee resolutions each year as a matter of practice, even if there are no changes. Items with an “\*” by the number, which require introduction prior to adoption, were introduced at the March 1<sup>st</sup> Council Meeting. There have been no amendments to these resolutions.

**Resolutions:**

- 1) Budget (R-3-2011) – The Village held a Public Hearing on the budget on March 1, 2011.
- 2\*) Water Rates (R-4-2011) – There is an 8% increase for customers within the municipal boundaries. This will cost customers within the Village, about \$53 more per year. The resolution will increase the unincorporated water rate by 10%.
- 3\*) Electric Rates (R-5-2011) – There is an approximately 1.5% increase in budget for the residential electric costs. A 1.5% increase would cost a typical residential customer about \$37 more per year. The final electric rate will be set by formula in April 2011 once the actual cost of power is known for March. Based on current estimates, staff now believes the total increase will be closer to 1% than the 1.5% included in the budget. At a 1% increase in the electric rates, a typical customer would pay \$23 more per year.

The electric rate resolution updates the charges and fees to keep up with inflation. The current charges for installation of 200 and 400 ampere electric services of \$9,500 and \$17,000, respectively, should cover the Village’s costs. If future bids for supplies and services increase this cost, we may revisit the charge during the 2012 fiscal year.

- 4\*) Sewer Rates (R-6-2011) – There is no sewer rate adjustment proposed.
- 5\*) Refuse Fees (R-7-2011) – The resolution will reflect no change in the once a week refuse and recycling service provided residential customers at no separate charge. The cost of commercial services were not increased last year but are adjusted somewhat this year to help keep the refuse fund budget in balance. The commercial rates are less than what a commercial hauler would charge, reflecting the fact that commercial properties also pay property taxes which support a portion of the refuse budget. The cost of twice a week back door residential collection remains \$25 per month.
- 6) General Permit and Fees (R-8-2011), (to be presented for adoption on March 22nd without introduction) – this resolution reflects the fact that most of our customers will not see a fee increase as there is no change in the vehicle sticker fee, commuter parking fee, dog license fee, etc.

The advanced life support call cost will remain at \$650 and the basic life support call cost will remain at \$500, in line with our local market. Both of these costs were increased significantly last year.

- 7) Building, Zoning, and Construction Fees (R-9-2011), (to be presented for adoption on March 22nd without introduction) – these fees were reviewed by staff and no adjustments are proposed. Some of the fees were adjusted last year.
- 8) The annual Fire Suppression and Rescue Services to Unincorporated Properties (R-10-2011), (to be presented for adoption on March 22nd without introduction) - the unincorporated fire service rates are set by a formula that includes call volume, budget, and equalized assessed value. There will be a decrease this year because the fire department expenses declined due to staffing turnover and lower health insurance costs. Based on the formula, the cost will decrease from \$86.55 to \$80.46 per month. The worksheet delineating the above calculations is attached.

The changes in the utility resolutions are effective for customer bills issued on or after April 1, 2011. Because of State law, the property tax levy in the budget was approved in December 2010.

**Recommendation:** Consider Adoption of the following resolutions:

R-3-2011	Adoption of the Budget
R-4-2011	Establishing Rates and Fees Related to Water Service
R-5-2011	Establishing Rates and Fees Related to Electric Service
R-6-2011	Establishing Rates and Fees Related to Sewer Services
R-7-2011	Establishing Rates and Fees Related to Refuse Service
R-8-2011	Establishing General Permits and License Fees
R-9-2011	Establishing Building and Construction Fees
R-10-2011	Establishing Fire and Rescue Service Charges in Unincorporated Areas

**Village of Winnetka**  
**Overview of 2011 / 2012 Budget**

3.14.2011

(Information in Millions of Dollars)

**1) Information for the General, Enterprise, and Internal Services Fund.**

<b>Budget 2011</b>							
	Enterprise Funds						
	General Fund	Electric	Water	Sewer	Refuse	Total	
Op. Revenues	\$ 22.1	\$ 15.7	\$ 3.5	\$ 0.9	\$ 2.3	\$ 44.5	
Op. Expenditures	\$ (20.4)	\$ (15.5)	\$ (3.4)	\$ (1.0)	\$ (2.5)	\$ (42.8)	
Difference	\$ 1.7	\$ 0.2	\$ 0.1	\$ (0.1)	\$ (0.2)	\$ 1.7	
	Internal Service Funds						Total Funds Listed
	Workers Comp.	Liability	Health	Data Proc.	Fleet	Total ISF	
Op. Revenues	\$ 0.8	\$ -	\$ 3.3	\$ 0.3	\$ 0.9	\$ 5.3	\$ 49.8
Op. Expenditures	\$ (0.6)	\$ (0.3)	\$ (3.3)	\$ (0.4)	\$ (0.9)	\$ (5.5)	\$ (48.3)
Difference	\$ 0.2	\$ (0.3)	\$ -	\$ (0.1)	\$ -	\$ (0.2)	\$ 1.5
<b>Budget 2012</b>							
	Enterprise Funds						
	General Fund	Electric	Water	Sewer	Refuse	Total	
Op. Revenues	\$ 22.3	\$ 16.6	\$ 3.5	\$ 0.8	\$ 2.4	\$ 45.6	
Op. Expenditures	\$ (20.7)	\$ (15.9)	\$ (3.3)	\$ (1.0)	\$ (2.4)	\$ (43.3)	
Difference	\$ 1.6	\$ 0.7	\$ 0.2	\$ (0.2)	\$ -	\$ 2.3	
	Internal Service Funds						Total Funds Listed
	Workers Comp.	Liability	Health	Data Proc.	Fleet	Total ISF	
Op. Revenues	\$ 0.5	\$ 0.2	\$ 2.7	\$ 0.3	\$ 0.9	\$ 4.6	\$ 50.2
Op. Expenditures	\$ (0.6)	\$ (0.3)	\$ (3.3)	\$ (0.5)	\$ (0.8)	\$ (5.5)	\$ (48.8)
Difference	\$ (0.1)	\$ (0.1)	\$ (0.6)	\$ (0.2)	\$ 0.1	\$ (0.9)	\$ 1.4

**Summary from Page 3 of The Budget**

Operating Revenues, Expenses, and Transfers (1)	FY 2010 Actual	FY 2011 Budget	FY 2011 Estimated	FY 2012 Budget	% Change	\$ Change
	A	B	C	D	D vs. B	D vs. B
Revenues and Transfers	\$ 48.50	\$ 49.76	\$ 50.17	\$ 50.24	1.0	\$ 0.48
Expenses and Transfers	\$ (43.32)	\$ (48.28)	\$ (47.08)	\$ (48.82)	1.1	\$ 0.54
Margin from Operations	\$ 5.18	\$ 1.48	\$ 3.09	\$ 1.42	(4.1)	\$ (0.06)
Plus: Depreciation	\$ 2.23	\$ 2.11	\$ 2.14	\$ 2.14	1.4	\$ 0.03
.= Cash from Operations	\$ 7.41	\$ 3.59	\$ 5.23	\$ 3.56	(0.8)	\$ (0.03)

(1) Excludes pension funds and capital expenses.

**2. Detail of the Property Tax Levy in the Budget**

(in millions)

	2011	2012
General Fund	\$ 11.51	\$ 11.87
Debt Service	\$ 0.14	\$ 0.14
Refuse	\$ 1.10	\$ 1.10
Police Pension	\$ 1.01	\$ 0.96
Fire Pension	\$ 0.94	\$ 1.00
	<u>\$ 14.70</u>	<u>\$ 15.07</u>
Less double counting P & F *	\$ (1.95)	\$ (1.96)
Net Tax Levy In Budget	<u>\$ 12.75</u>	<u>\$ 13.11</u> **

\* Counted once as a revenue in the general fund and then is transferred to the police and fire pension funds.

\*\* The increase is 2.8% with an approximately 1.4% increase for an existing homeowner with the remaining approximately 1.4% paid by new development.

**3. Wages and Benefits Costs and Percentage of the Budget these represent**

	2011	2012
Wages & Benefits	\$ 21.73	\$ 20.93
Expense Budget of funds above	\$ 48.30	\$ 48.80
Percentage of W & B to Exp.	45%	43%

**4. 2012 Operating Expenses other than Wages and Benefits**

2012 Operating Expense total from above	\$ 48.80
Less: wages and benefits	<u>\$ (20.93)</u>
Operating expenses other than wages and benefits	<u>\$ 27.87</u>

**5. Pension Costs in the Budgets**

	2011	2012
IMRF & SS	\$ 1.83	\$ 1.82
Police	\$ 1.01	\$ 0.96
Fire	\$ 0.94	\$ 1.00
	\$ 3.78	\$ 3.78

**6. Number of Employees**

	2011	2012
	156	154

**7. Wage Increases in Budget**

	2011	2012
Wages	\$ 14.73	\$ 14.43
	Difference	\$ (0.30)

**8. Planned capital outlay for larger Operating Funds:**

	2011 Estimate	Proposed		
	2011 Estimate	2012	2013	2014
General Fund	\$ 2.16	\$ 2.82	\$ 4.61	\$ 4.40
Electric Fund	\$ 2.17	\$ 2.35	\$ 1.85	\$ 1.71
Water Fund	\$ 1.45	\$ 0.69	\$ 0.80	\$ 1.06

Refer to pages 70 and 77 of the 2012 budget book for details.

**RESOLUTION NO. R-3-2011**

**A RESOLUTION  
ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR  
BEGINNING APRIL 1, 2011  
AND ENDING MARCH 31, 2012**

**WHEREAS**, the Council of the Village of Winnetka have previously adopted Sections 8-2-9.1 through 8-2-9.10 of the Illinois Municipal Code, establishing the office of budget officer and authorizing the adoption of the annual budget in lieu of an annual appropriation ordinance; and

**WHEREAS**, on January 31, 2011, the corporate authorities of the Village of Winnetka placed the proposed, tentative annual budget for the fiscal year beginning April 1, 2011, and ending March 31, 2012, on file at the office of the Village Manager and at the Winnetka Public Library and has made said tentative annual budget available for public inspection since that date; and

**WHEREAS**, on March 1, 2011, pursuant to notice published on Thursday, February 17, 2011, in the Winnetka Talk, a newspaper published and in general circulation in the Village of Winnetka, the Council of the Village of Winnetka held a public hearing on the proposed tentative annual budget; and

**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, including, but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

**WHEREAS**, the Village Council find that establishing an annual budget for the Village, including estimating revenues and recommending expenditures, is a matter pertaining to the affairs of the Village.

**NOW, THEREFORE**, be it resolved by the Council of the Village of Winnetka as follows:

**SECTION 1:** The Annual Budget for the Village of Winnetka, which is attached hereto as Exhibit A and is incorporated by reference as if fully set forth herein, is hereby adopted as the Annual Budget for the Village of Winnetka for the Fiscal Year beginning April 1, 2011 and ending March 31, 2012.

**SECTION 2:** The adoption of the foregoing annual budget shall be in lieu of the appropriation ordinance required in Section 8-2-9 of the Illinois Municipal Code.

**SECTION 3:** This Resolution is adopted 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 4:** This Resolution shall take effect immediately upon its adoption.

**ADOPTED** this 22<sup>nd</sup> day of March, 2011, pursuant to the following roll call vote:

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

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

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

Signed:

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

Countersigned:

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

Introduced: March 1, 2011

Posted: March 2, 2011

Adopted: March 22, 2011

Posted:

**NOTE:**

**EXHIBIT A IS THE COMPLETE BUDGET DOCUMENT, WHICH, DUE TO ITS SIZE, CANNOT BE REPRODUCED IN FULL IN THESE AGENDA MATERIALS.**

**THE FOLLOWING 6 PAGES PROVIDE A SUMMARY OF THE BUDGETED REVENUES AND EXPENDITURES BY FUND, AND ARE PROVIDED HERE FOR EASE OF REFERENCE.**

**THE COMPLETE BUDGET REMAINS AVAILABLE FOR INSPECTION IN THE VILLAGE MANAGER'S OFFICE AND AT THE WINNETKA PUBLIC LIBRARY, AND THE COMPLETE, FINAL BUDGET WILL BE APPROPRIATELY LABELED AND WILL BE ATTACHED TO AND MAINTAINED WITH THE ORIGINAL BUDGET RESOLUTION FOLLOWING ITS ADOPTION.**

1.17.2011

FY 2010 Actual	FY 2011 Budget	FY 2011 Estimated	FY 2012 Budget	% Budg
A	B	C	D	D v. B

## Operating Revenues and Expenditures

### Revenues and Transfers:

General Fund	\$ 22,878,273	\$ 22,099,330	\$ 22,465,100	\$ 22,336,939	1.1%
Electric	\$ 13,738,652	\$ 15,695,900	\$ 16,032,000	\$ 16,635,200	6.0%
Water	\$ 2,916,374	\$ 3,532,500	\$ 3,338,000	\$ 3,542,500	0.3%
Sanitary Sewer	\$ 748,602	\$ 907,500	\$ 840,500	\$ 829,500	-8.6%
Refuse	\$ 2,369,095	\$ 2,256,000	\$ 2,205,000	\$ 2,206,000	-2.2%
Workers' Comp. Insurance	\$ 587,783	\$ 766,488	\$ 760,488	\$ 541,492	-29.4%
Liability Insurance	\$ 237,049	\$ 40,000	\$ 40,000	\$ 204,008	410.0%
Health Insurance	\$ 3,823,950	\$ 3,276,600	\$ 3,285,900	\$ 2,746,950	-16.2%
Data Processing	\$ 347,945	\$ 331,000	\$ 341,400	\$ 341,500	3.2%
Fleet Services	\$ 857,002	\$ 857,500	\$ 859,600	\$ 858,500	0.1%
<b>Total Revenues &amp; Transf. - A</b>	<b>\$ 48,504,724</b>	<b>\$ 49,762,818</b>	<b>\$ 50,167,988</b>	<b>\$ 50,242,589</b>	<b>1.0%</b>

### Operating Expenses and Transfers:

General Fund	\$ 17,301,822	\$ 20,411,432	\$ 20,110,633	\$ 20,711,776	1.5%
Electric	\$ 14,186,189	\$ 15,508,570	\$ 15,264,650	\$ 15,906,442	2.6%
Water	\$ 3,115,696	\$ 3,376,120	\$ 3,318,830	\$ 3,320,572	-1.6%
Sanitary Sewer	\$ 835,792	\$ 1,021,456	\$ 933,594	\$ 978,962	-4.2%
Refuse	\$ 2,854,132	\$ 2,454,434	\$ 2,405,488	\$ 2,365,460	-3.6%
Workers' Comp. Insurance	\$ 438,893	\$ 645,500	\$ 433,000	\$ 645,500	0.0%
Liability Insurance	\$ 245,953	\$ 300,000	\$ 93,000	\$ 300,000	0.0%
Health Insurance	\$ 3,167,428	\$ 3,276,100	\$ 3,276,000	\$ 3,297,600	0.7%
Data Processing	\$ 378,738	\$ 421,070	\$ 395,919	\$ 448,580	6.5%
Fleet Services	\$ 796,310	\$ 862,831	\$ 853,837	\$ 849,380	-1.6%
<b>Total Operating Expenses - B</b>	<b>\$ 43,320,953</b>	<b>\$ 48,277,513</b>	<b>\$ 47,084,951</b>	<b>\$ 48,824,272</b>	<b>1.1%</b>

<b>Net Margin Operations A - B</b>	<b>\$ 5,183,771</b>	<b>\$ 1,485,305</b>	<b>\$ 3,083,037</b>	<b>\$ 1,418,317</b>	<b>-4.5%</b>
Plus: Depreciation all funds	\$ 2,226,859	\$ 2,105,000	\$ 2,140,000	\$ 2,140,000	1.7%
Equals: Oper. Cash-Flow	\$ 7,410,630	\$ 3,590,305	\$ 5,223,037	\$ 3,558,317	-0.9%

1.17.2011

FY 2010 Actual	FY 2011 Budget	FY 2011 Estimated	FY 2012 Budget	% Budg
A	B	C	D	D v. B

### Capital Revenues, Expenditures, and Pension Funds:

#### Capital Fund Revenues:

Cash Flow - Operating Funds	\$ 7,410,630	\$ 3,590,305	\$ 5,223,037	\$ 3,558,317	-0.9%
Motor Fuel Tax Fund	\$ 314,267	\$ 336,000	\$ 371,000	\$ 325,000	-3.3%
Debt Service Funds	\$ 482,199	\$ 484,120	\$ 483,120	\$ 476,760	-1.5%
SSA 3 Trapp Lane	\$ -	\$ -	\$ -	\$ 510,000	
Facilities Fund	\$ 52,887	\$ 420,000	\$ 425,000	\$ 510,000	21.4%
Business Dist. Revitalization	\$ (1,997,621)	\$ 20,000	\$ 15,000	\$ 3,000	-85.0%
	<u>\$ 6,262,362</u>	<u>\$ 4,850,425</u>	<u>\$ 6,517,157</u>	<u>\$ 5,383,077</u>	<u>11.0%</u>

#### Capital Expenditures:

Cap. Exp. - Operating Funds	\$ (2,239,400)	\$ 781,440	\$ 1,399,840	\$ 516,240	-33.9%
Motor Fuel Tax Fund	\$ 372,432	\$ 875,000	\$ 271,000	\$ 610,000	-30.3%
Debt Service Funds	\$ 465,608	\$ 505,105	\$ 505,105	\$ 500,397	-0.9%
SSA 3 Trapp Lane	\$ -	\$ -	\$ 15,000	\$ 510,000	
Facilities Fund	\$ 193,484	\$ 2,700,000	\$ 400,000	\$ 2,600,000	-3.7%
Business Dist. Revitalization	\$ 231,590	\$ 750,000	\$ 295,000	\$ 350,000	-53.3%
	<u>\$ (976,287)</u>	<u>\$ 5,611,545</u>	<u>\$ 2,885,945</u>	<u>\$ 5,086,637</u>	<u>-9.4%</u>

Capital Accumulation (Use) \$ 7,238,649 \$ (761,120) \$ 3,631,212 \$ 296,440

### Assets Held in Trust

#### Pension Revenues:

Police	\$ 4,260,264	\$ 2,281,480	\$ 2,281,480	\$ 2,375,387	4.1%
Fire	\$ 3,840,516	\$ 2,116,668	\$ 2,116,668	\$ 2,319,134	9.6%
	<u>\$ 8,100,780</u>	<u>\$ 4,398,148</u>	<u>\$ 4,398,148</u>	<u>\$ 4,694,521</u>	<u>6.7%</u>

#### Pension Expenses:

Police	\$ 1,404,729	\$ 1,681,550	\$ 1,475,000	\$ 1,681,350	0.0%
Fire	\$ 1,173,390	\$ 1,481,500	\$ 1,625,000	\$ 1,941,500	31.0%
	<u>\$ 2,578,119</u>	<u>\$ 3,163,050</u>	<u>\$ 3,100,000</u>	<u>\$ 3,622,850</u>	<u>14.5%</u>

Cash Flow \$ 5,522,661 \$ 1,235,098 \$ 1,298,148 \$ 1,071,671

### Total All Accounts

Inflows	\$ 62,867,866	\$ 59,011,391	\$ 61,083,293	\$ 60,320,187	2.2%
Outflows	\$ 44,922,785	\$ 57,052,108	\$ 53,070,896	\$ 57,533,759	0.8%
Difference	<u>\$ 17,945,081</u>	<u>\$ 1,959,283</u>	<u>\$ 8,012,398</u>	<u>\$ 2,786,428</u>	

1.17.2011

FY 2010 Actual	FY 2011 Budget	FY 2011 Estimated	FY 2012 Budget	% Budg
A	B	C	D	D v. B

**General Fund****Operating Revenues:**

Property Taxes	\$ 11,694,521	\$ 11,509,450	\$ 11,509,000	\$ 11,866,281	3.1%
Sales and Use Tax	\$ 1,183,995	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	0.0%
Income and Corp. Repl. Tax	\$ 1,120,968	\$ 1,100,000	\$ 1,030,000	\$ 1,031,000	-6.3%
Telecommunications Tax	\$ 724,186	\$ 720,000	\$ 720,000	\$ 720,000	0.0%
Natural Gas Tax	\$ 462,104	\$ 550,000	\$ 425,000	\$ 475,000	-13.6%
Licenses and Permits	\$ 1,815,124	\$ 1,407,000	\$ 2,001,000	\$ 1,591,000	13.1%
Charges for Services	\$ 929,078	\$ 1,018,950	\$ 1,018,000	\$ 1,047,956	2.8%
Franchise Fees & Rent	\$ 609,599	\$ 573,160	\$ 573,000	\$ 627,852	9.5%
Interest	\$ 418,896	\$ 280,000	\$ 300,000	\$ 180,000	-35.7%
Fines	\$ 278,401	\$ 255,000	\$ 215,000	\$ 215,000	-15.7%
All Others	\$ 398,825	\$ 406,050	\$ 394,700	\$ 384,850	-5.2%
<b>Total Operating Revenue</b>	<b>\$ 19,635,697</b>	<b>\$ 18,919,610</b>	<b>\$ 19,285,700</b>	<b>\$ 19,238,939</b>	<b>1.7%</b>

**Operating Expenses:**

Administration	\$ 2,935,744	\$ 2,754,292	\$ 2,852,960	\$ 2,716,498	-1.4%
Police	\$ 5,850,165	\$ 6,356,137	\$ 6,353,865	\$ 6,213,014	-2.3%
Fire	\$ 4,463,076	\$ 4,718,145	\$ 4,689,231	\$ 4,505,410	-4.5%
Com. Development	\$ 1,548,051	\$ 1,560,960	\$ 1,575,760	\$ 1,560,940	0.0%
Public Works	\$ 3,779,787	\$ 3,996,898	\$ 3,613,817	\$ 3,855,914	-3.5%
<b>Total Operating Exp.</b>	<b>\$ 18,576,822</b>	<b>\$ 19,386,432</b>	<b>\$ 19,085,633</b>	<b>\$ 18,851,776</b>	<b>-2.8%</b>

<b>Operating Margin</b>	<b>\$ 1,058,875</b>	<b>\$ (466,822)</b>	<b>\$ 200,067</b>	<b>\$ 387,163</b>	<b>-182.9%</b>
<b>Plus: Transfers In</b>	<b>\$ 3,242,576</b>	<b>\$ 3,179,720</b>	<b>\$ 3,179,400</b>	<b>\$ 3,098,000</b>	<b>-2.6%</b>
	<b>\$ 4,301,451</b>	<b>\$ 2,712,898</b>	<b>\$ 3,379,467</b>	<b>\$ 3,485,163</b>	<b>28.5%</b>

<b>Less: Transfers (Out)</b>	<b>\$ 1,275,000</b>	<b>\$ (1,025,000)</b>	<b>\$ (1,025,000)</b>	<b>\$ (1,860,000)</b>	<b>81.5%</b>
<b>\$'s Available for Capital</b>	<b>\$ 5,576,451</b>	<b>\$ 1,687,898</b>	<b>\$ 2,354,467</b>	<b>\$ 1,625,163</b>	<b>-3.7%</b>

<b>Less: Capital Outlay</b>	<b>\$ (2,239,400)</b>	<b>\$ (3,620,060)</b>	<b>\$ (2,190,060)</b>	<b>\$ (3,014,760)</b>	<b>-16.7%</b>
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<b>Source (Use) of Cash</b>	<b>\$ 3,337,051</b>	<b>\$ (1,932,162)</b>	<b>\$ 164,407</b>	<b>\$ (1,389,597)</b>	<b>-28.1%</b>
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**Special Revenue Funds****Motor Fuel Tax Fund**

Revenues	\$ 314,267	\$ 336,000	\$ 371,000	\$ 325,000	-3.3%
Expenditures and Transfers	\$ 372,432	\$ 875,000	\$ 271,000	\$ 610,000	-30.3%
Cash - Flow	\$ (58,165)	\$ (539,000)	\$ 100,000	\$ (285,000)	-47.1%

1.17.2011

FY 2010 Actual	FY 2011 Budget	FY 2011 Estimated	FY 2012 Budget	% Budg
A	B	C	D	D v. B

**Debt Service Funds**

Revenues and Transfers	\$ 482,199	\$ 484,120	\$ 483,120	\$ 476,760	-1.5%
Expenditures	\$ 465,608	\$ 505,105	\$ 505,105	\$ 500,397	-0.9%
Cash - Flow	\$ 16,591	\$ (20,985)	\$ (21,985)	\$ (23,637)	

**Capital Projects Funds****Facilities Fund**

Revenues and Transfers	\$ 52,887	\$ 420,000	\$ 425,000	\$ 510,000	
Expenditures	\$ 193,484	\$ 2,700,000	\$ 400,000	\$ 2,600,000	
Cash - Flow	\$ (140,597)	\$ (2,280,000)	\$ 25,000	\$ (2,090,000)	

**SSA 3 Trapp Lane**

Revenues and Transfers	\$ -	\$ -	\$ -	\$ 510,000	
Expenditures & Transfers	\$ -	\$ -	\$ 15,000	\$ 510,000	
Cash - Flow	\$ -	\$ -	\$ (15,000)	\$ -	

**Business Distr. Revitalization**

Revenues and Transfers	\$ (1,997,621)	\$ 20,000	\$ 15,000	\$ 3,000	
Expenditures	\$ 231,590	\$ 750,000	\$ 295,000	\$ 350,000	
Cash - Flow	\$ (2,229,211)	\$ (730,000)	\$ (280,000)	\$ (347,000)	

**Enterprise Funds****Electric**

Electric Operating Revenue	\$ 13,636,467	\$ 15,615,900	\$ 15,957,000	\$ 16,595,200	6.3%
Electric Operating Expenses	\$ 14,186,189	\$ 15,508,570	\$ 15,264,650	\$ 15,906,442	2.6%
Electric Operating Income	\$ (549,723)	\$ 107,330	\$ 692,350	\$ 688,758	

Non-op. income - interest	\$ 102,185	\$ 80,000	\$ 75,000	\$ 40,000	-50.0%
Capital Outlay	\$ -	\$ (2,548,500)	\$ (1,934,000)	\$ (2,354,000)	-7.6%
Depreciation	\$ 1,553,543	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	0.0%
Cash - Flow	\$ 1,106,005	\$ (861,170)	\$ 333,350	\$ (125,242)	

**Water**

Water Operating Revenue	\$ 2,896,235	\$ 3,512,500	\$ 3,313,000	\$ 3,541,500	0.8%
Water Operating Expenses	\$ 3,115,696	\$ 3,376,120	\$ 3,318,830	\$ 3,320,572	-1.6%
Water Operating Income	\$ (219,460)	\$ 136,380	\$ (5,830)	\$ 220,928	

Non-op. income - interest	\$ 20,138	\$ 20,000	\$ 25,000	\$ 1,000	-95.0%
Capital Outlay	\$ -	\$ (1,583,000)	\$ (1,450,900)	\$ (687,000)	-56.6%
Depreciation	\$ 422,611	\$ 400,000	\$ 400,000	\$ 400,000	0.0%
Cash - Flow	\$ 223,289	\$ (1,026,620)	\$ (1,031,730)	\$ (65,072)	

1.17.2011

	<b>FY 2010 Actual</b>	<b>FY 2011 Budget</b>	<b>FY 2011 Estimated</b>	<b>FY 2012 Budget</b>	<b>% Budg</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>D v. B</b>
<b>Sanitary Sewer</b>					
Sewer Operating Revenue	\$ 720,333	\$ 879,500	\$ 813,500	\$ 815,500	-7.3%
Sewer Operating Expenses	\$ 835,792	\$ 1,021,456	\$ 933,594	\$ 978,962	-4.2%
Sewer Operating Income	\$ (115,459)	\$ (141,956)	\$ (120,094)	\$ (163,462)	
Non-op. income - interest	\$ 28,269	\$ 28,000	\$ 27,000	\$ 14,000	-50.0%
Capital Outlay	\$ -	\$ (125,000)	\$ (125,000)	\$ (490,000)	292.0%
Depreciation	\$ 72,860	\$ 70,000	\$ 70,000	\$ 70,000	0.0%
Cash - Flow	\$ (14,330)	\$ (168,956)	\$ (148,094)	\$ (569,462)	
<b>Refuse</b>					
Refuse Operating Revenue	\$ 2,342,778	\$ 2,230,000	\$ 2,180,000	\$ 2,193,000	-1.7%
Refuse Operating Expenses	\$ 2,854,132	\$ 2,454,434	\$ 2,405,488	\$ 2,365,460	-3.6%
Refuse Operating Income	\$ (511,354)	\$ (224,434)	\$ (225,488)	\$ (172,460)	
Non-op. income - interest	\$ 26,317	\$ 26,000	\$ 25,000	\$ 13,000	-50.0%
Capital Outlay	\$ -	\$ (145,000)	\$ (80,000)	\$ -	-100.0%
Depreciation	\$ 142,845	\$ 135,000	\$ 135,000	\$ 135,000	0.0%
Cash - Flow	\$ (342,192)	\$ (208,434)	\$ (145,488)	\$ (24,460)	
<b>Internal Service Funds</b>					
<b>Workers' Comp. Insurance</b>					
Revenues	\$ 587,783	\$ 766,488	\$ 760,488	\$ 541,492	-29.4%
Expenses	\$ 438,893	\$ 645,500	\$ 433,000	\$ 645,500	0.0%
Cash-Flow	\$ 148,890	\$ 120,988	\$ 327,488	\$ (104,008)	
<b>Liability Insurance</b>					
Revenues	\$ 237,049	\$ 40,000	\$ 40,000	\$ 204,008	410.0%
Expenses	\$ 245,953	\$ 300,000	\$ 93,000	\$ 300,000	0.0%
Cash-Flow	\$ (8,904)	\$ (260,000)	\$ (53,000)	\$ (95,992)	
<b>Health Insurance</b>					
Revenues & Transfers	\$ 3,823,950	\$ 3,276,600	\$ 3,285,900	\$ 2,746,950	-16.2%
Expenses	\$ 3,167,428	\$ 3,276,100	\$ 3,276,000	\$ 3,297,600	0.7%
Cash-Flow	\$ 656,522	\$ 500	\$ 9,900	\$ (550,650)	
<b>Data Processing</b>					
Operating Revenue	\$ 329,680	\$ 324,000	\$ 334,500	\$ 334,500	3.2%
Operating Expenses	\$ 378,738	\$ 421,070	\$ 395,919	\$ 448,580	6.5%
DP Operating Income	\$ (49,058)	\$ (97,070)	\$ (61,419)	\$ (114,080)	
Non-op. income - interest	\$ 18,265	\$ 7,000	\$ 6,900	\$ 7,000	0.0%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	
Depreciation	\$ 35,000	\$ -	\$ 35,000	\$ 35,000	#DIV/0!
Cash - Flow	\$ 4,207	\$ (90,070)	\$ (19,519)	\$ (72,080)	

1.17.2011

FY 2010 Actual	FY 2011 Budget	FY 2011 Estimated	FY 2012 Budget	% Budg
A	B	C	D	D v. B

**Fleet Services**

Operating Revenue	\$ 857,480	\$ 857,000	\$ 857,000	\$ 857,000	0.0%
Operating Expenses	\$ 796,310	\$ 862,831	\$ 853,837	\$ 849,380	-1.6%
Fleet Operating Income	\$ 61,170	\$ (5,831)	\$ 3,163	\$ 7,620	
Non-op. income - interest	\$ (478)	\$ 500	\$ 2,600	\$ 1,500	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	
Transfer In - Recapitalize	\$ -	\$ 150,000	\$ 150,000	\$ -	
Depreciation	\$ -	\$ -	\$ -	\$ -	
Cash - Flow	\$ 60,692	\$ 144,669	\$ 155,763	\$ 9,120	

**Assets Held in Trust****Police Pension**

Revenues	\$ 4,260,264	\$ 2,281,480	\$ 2,281,480	\$ 2,375,387	4.1%
Expenses	\$ 1,404,729	\$ 1,681,550	\$ 1,475,000	\$ 1,681,350	0.0%
Cash-Flow	\$ 2,855,535	\$ 599,930	\$ 806,480	\$ 694,037	

**Fire Pension**

Revenues	\$ 3,840,516	\$ 2,116,668	\$ 2,116,668	\$ 2,319,134	9.6%
Expenses	\$ 1,173,390	\$ 1,481,500	\$ 1,625,000	\$ 1,941,500	31.0%
Cash-Flow	\$ 2,667,126	\$ 635,168	\$ 491,668	\$ 377,634	

**RESOLUTION NO. R-04-2011**

**A RESOLUTION ESTABLISHING RATES AND FEES  
RELATED TO WATER SERVICE, SERVICE TAPS AND METERS**

**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, including, but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

**WHEREAS**, the Village of Winnetka owns and operates a water utility that provides all water service within the Village of Winnetka; and

**WHEREAS**, the Village of Winnetka's Water and Electric Department is responsible for the day-to-day operations of the Village's water utility; and

**WHEREAS**, the Council find that all matters pertaining to the operation of the Village's water utility, including but not limited to establishing rates for water service, are matters pertaining to the affairs of the Village.

**NOW, THEREFORE**, be it resolved by the Council of the Village of Winnetka as follows:

**SECTION 1: Water Rates.** Each customer using water furnished by the Village of Winnetka Water and Electric Department shall be charged for such service in accordance with the following Schedule of Water Rates, as provided in Section 13.04.040 of the Winnetka Village Code.

**SCHEDULE OF WATER RATES**

<b><u>Type of Customer</u></b>	<b><u>Rate</u></b>
Service within corporate limits	<del>\$25.53</del> <u>27.57</u> per 1,000 cubic feet, as metered
Service outside of corporate limits	<del>\$42.37</del> <u>46.61</u> per 1,000 cubic feet, as metered
Service to Village of Northfield:	Rate shall be as established by agreement approved by resolution of the Village Council
Special Service	<del>\$19.15</del> <u>20.68</u> per 1,000 cubic feet, as metered

**SECTION 2: Disconnection/Reconnection Fees.** The following fees shall be charged and collected for service calls to either disconnect or reconnect service as the result of nonpayment, as provided in Section 13.04.060 of the Winnetka Village Code:

**SERVICE DISCONNECTION OR RECONNECTION FEE**

<u>Time of Service Call</u>	<u>Fee</u>
During regular business hours (Monday through Friday, except for holidays, from 7:30 a.m. to 3:00 p.m.)	\$95.00 per service dispatch
All other times (Evenings, nights, weekends and holidays)	\$265.00 per service dispatch

**SECTION 3: Water Service Tap Fees.** The following fees shall be charged for the installation of water connections, as provided in Section 13.04.100 of the Winnetka Village Code:

**WATER SERVICE TAP FEES**

<u>Water Tap Size</u>	<u>Water Main Size</u>	<u>Fee</u>	<u>Service Included in Fee</u>
1 1/2" or less	All	\$852	Making tap, Corp stop, Curb stop and box, and inspection
2"	All	\$960	Making tap, Corp stop, Curb stop and box, and inspection
4"	4"	\$1,535	Making tap, tapping sleeve and valve, and inspection
4"	6"	\$1,775	Making tap, tapping sleeve and valve, and inspection
6"	6"	\$1,880	Making tap, tapping sleeve and valve, and inspection
4"	8"	\$1,880	Making tap, tapping sleeve and valve, and inspection
6"	8"	\$1,985	Making tap, tapping sleeve and valve, and inspection
8"	8"	\$2,300	Making tap, tapping sleeve and valve, and inspection
4"	10"	\$2,400	Making tap, tapping sleeve and valve, and inspection
6"	10"	\$2,500	Making tap, tapping sleeve and valve, and inspection
8"	10"	\$2,900	Making tap, tapping sleeve and valve, and inspection
4"	12"	\$2,400	Making tap, tapping sleeve and valve, and inspection
6"	12"	\$2,500	Making tap, tapping sleeve and valve, and inspection
8"	12"	\$2,925	Making tap, tapping sleeve and valve, and inspection

For all taps 4" and larger, valve vaults meeting Water and Electric Department specifications must be furnished by the customer's plumber, at the customer's cost. Other size taps may be made only with the consent of the Water and Electric Department, at the customer's cost.

**SECTION 4: Water Meter Fees.** The following fees shall be charged for the water meters provided by the Village, as provided in Sections 13.04.030 and 13.04.100 of the Winnetka Village Code:

**WATER METER FEES**

<u>Meter Size</u>	<u>Cost</u>
5/8"	\$475
3/4"	\$525
1"	\$625
1 1/2"	\$890
2"	\$990

Spreader and valves on both sides of meter must be installed by the customer's plumber, at the customer's cost. Other sizes of meters may be required or permitted, as determined by the Water and Electric Department, based on the characteristics of the proposed service. Such other installations shall require the written approval of the Water and Electric Department and the entire cost of the purchase and installation shall be borne by the customer.

**SECTION 5: Replacement of Touchpad.** The following fees shall be charged for replacement of removed touchpads and replacement of the touchpad wiring.

Replacement of Touchpad	\$95.00
Replacement of Touchpad Wiring	\$265.00

**SECTION 6: Temporary Water Service.** Pursuant to Section 13.04.150 of the Winnetka Village Code, temporary water service provided during building construction shall be billed at the rate applicable to the use specified in the building permit.

**SECTION 7: Fee for Returned Payments.** A fee of \$30.00 shall be charged for any payment that is returned to the Village for any reason, including, but not limited to, insufficient funds, account closed, or referred to maker.

**SECTION 8: Payment Period; Late Fees.** All bills issued for water service shall be paid in full by the time specified in the bill. The time of payment shall be established by the Director of Finance, provided that the payment period for charges made pursuant to Section 1 of this Resolution shall be no less than 21 nor more than 30 days from the date of the issuance of the bill. Pursuant to Section 13.04.040 of the Winnetka Village Code, if any bill for any change

made pursuant to this Resolution is not paid within the specified payment period, a late payment penalty of 5% of the amount due shall be added to the bill and collected from the user.

**SECTION 9:** This Resolution is adopted 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 10: Effect of Resolution.** The rates established herein shall apply to all bills issued on or after April 1, 2011, and this resolution shall supersede Resolution R-8-2010.

**SECTION 11: Effective Date.** This Resolution shall take effect immediately upon its adoption.

**ADOPTED** this 22<sup>nd</sup> day of March, 2011, pursuant to the following roll call vote:

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

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

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

Signed:

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

Countersigned:

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

Introduced: March 1, 2011

Posted: March 2, 2011

Adopted: March 22, 2011

Posted:

**RESOLUTION NO. R-5-2011**

**A RESOLUTION ESTABLISHING RATES AND FEES  
FOR ELECTRIC SERVICE**

**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, including, but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

**WHEREAS**, the Village of Winnetka owns and operates an electric utility that provides all electric service within the Village of Winnetka; and

**WHEREAS**, the Village of Winnetka's Electric Department is responsible for the day-to-day operations of the Village's electric utility; and

**WHEREAS**, the Council find that all matters pertaining to the operation of the Village's electric utility, including but not limited to establishing rates for electric service, are matters pertaining to the affairs of the Village.

**NOW, THEREFORE**, be it resolved by the Council of the Village of Winnetka as follows:

**SECTION 1:** As used in this Resolution, the following terms, phrases and words and their derivations shall have the meanings given in this section, unless the context or use clearly indicates another or different meaning is intended:

*Customer Charge:* A fixed charge based on the type of service rather than the amount of electricity used.

*Demand Charge:* A charge based on the rate at which electric energy is delivered, expressed in kilowatts (kW), averaged over a 30-minute period.

*Energy Charge:* A volume based charge for energy used.

*Load Factor:* The ratio of energy used to the maximum energy consumption for a given monthly peak demand.

*On-peak Demand:* A peak demand that occurs between the hours of 3:00 p.m. and 9:00 p.m.

*Off-peak Demand:* A peak demand that occurs between after 9:00 p.m. and before 3:00 p.m.

*Primary Lines:* High voltage power lines

*Secondary Lines:* Low voltage power lines that extend from the high voltage Primary Lines and distribute electricity to individual property lines.

*Service Lines:* The power lines that extend from the Secondary Lines to the individual meter connections located on each parcel of property that receives electric service.

**SECTION 2: Seasonal Rates.** Separate summer and winter rates shall be established for demand charges and energy charges. Pursuant to Section 13.08.150 of the Winnetka Village Code, summer rates shall be in effect for each of the four consecutive months with ending metered dates on or after June 1 of each year.

**SECTION 3: Electric Rates.** Each customer using electricity furnished by the Village of Winnetka Water and Electric Department shall be charged for such service in accordance with the following schedule of electric rates, as provided in Section 13.08.040 of the Winnetka Village Code.

A. **Customer Charge:** Each customer shall be charged a monthly customer charge of \$9.46 for Single Phase Service or \$15.76 for Three Phase Service, except that this Customer Charge does not apply to customers subject to Energy and Demand Charges under Rate 18.

B. **Energy and Demand Charges:** In addition to the Customer Charge, each customer shall pay energy and demand charges at the rates set forth in the following Schedule of Energy and Demand Charges.

**SCHEDULE OF ENERGY AND DEMAND CHARGES**

**Rate 1 - Residential:** (Section 13.08.080 of the Winnetka Village Code)

Energy Charge

Summer Rate	<del>\$0.1209</del> <u>0.1239</u> per kWh
Winter Rate	<del>\$0.1062</del> <u>0.1092</u> per kWh

**Rate 2 - Space Heating Customers:** (Section 13.08.090 of the Winnetka Village Code)

Energy Charge

Summer Rate	\$ <del>0.12060</del> <u>0.1236</u>	per kWh
Winter Rate		
First 750 kWh	\$ <del>0.10880</del> <u>0.1118</u>	per kWh
All over 750 kWh	\$ <del>0.07400</del> <u>0.0770</u>	per kWh

**Rate 3 - Commercial:** (Section 13.08.100 of the Winnetka Village Code)

Demand Charge

Summer Rate		
First 50 kW	\$0.00	per kW
All over 50 kW	\$11.27	per kW
Winter Rate		
First 50 kW	\$0.00	per kW
All over 50 kW	\$9.91	per kW

Energy Charge

Summer Rate		
First 15,000 kWh	\$ <del>0.11820</del> <u>0.1212</u>	per kWh
All over 15,000 kWh	\$ <del>0.09000</del> <u>0.0930</u>	per kWh
Winter Rate		
First 15,000 kWh	\$ <del>0.10470</del> <u>0.1077</u>	per kWh
All over 15,000 kWh	\$ <del>0.08010</del> <u>0.0831</u>	per kWh

**Rate 4 - School and Government:** (Section 13.08.110 of the Winnetka Village Code)

(a) **With an annual peak demand of up to 1,000 kW:**

Demand Charge

Summer Rate	\$10.82	per kW
Winter Rate	\$9.01	per kW

Energy Charge

Summer Rate		
First 100,000 kWh	\$ <del>0.07290</del> <u>0.0759</u>	per kWh
Over 100,000 kWh	\$ <del>0.06650</del> <u>0.0695</u>	per kWh
Winter Rate		
First 100,000 kWh	\$ <del>0.06750</del> <u>0.0705</u>	per kWh
Over 100,000 kWh	\$ <del>0.06220</del> <u>0.0652</u>	per kWh

(b) **With an annual peak demand exceeding 1,000 kW:**

Demand Charge		
Summer Rate	On Peak	\$10.82 per kW
	Off Peak	\$6.62 per kW in excess of On Peak Demand
Winter Rate	On Peak	\$9.01 per kW
	Off Peak	\$6.76 per kW in excess of On Peak Demand
Energy Charge		
Summer Rate		
First 100,000 kWh		<del>\$0.07290</del> <u>0.0759</u> per kWh
Over 100,000 kWh		<del>\$0.06650</del> <u>0.0695</u> per kWh
Winter Rate		
First 100,000 kWh		<del>\$0.06750</del> <u>0.0705</u> per kWh
Over 100,000 kWh		<del>\$0.06220</del> <u>0.0652</u> per kWh
Load Factor Credit		(\$0.005) per kWh for kWh in excess of 50% based upon the on-peak demand

**Rate 6 - Water Heating:** (Section 13.08.120 of the Winnetka Village Code)

Energy Charge		
Summer Rate		<del>\$0.10670</del> <u>0.1097</u> per kWh
Winter Rate		<del>\$0.10670</del> <u>0.1097</u> per kWh

**Rate 7 - Large Residential:** (Section 13.08.130 of the Winnetka Village Code)

Demand Charge		
Summer Rate		\$9.91 per kW
Winter Rate		\$8.33 per kW
Energy Charge		
Summer Rate		<del>\$0.09080</del> <u>0.0938</u> per kWh
Winter Rate		<del>\$0.08040</del> <u>0.0831</u> per kWh

**Rate 18 - Street Lights:** (Section 13.08.140 of the Winnetka Village Code)

Energy Charge		
Summer Rate		<del>\$0.10090</del> <u>0.1039</u> per kWh
Winter Rate		<del>\$0.10090</del> <u>0.1039</u> per kWh

**SECTION 4: Wholesale Power Purchase Cost Adjustment.**

A. **Wholesale Power Purchase Cost Adjustment formula.** The electric system's cost of purchasing power shall be estimated at least once per year. The estimated annual

purchase cost shall be prorated among all rate classes by establishing the cost of purchase per kWh, which cost shall be added to the base rates set by Village Council resolution. The actual annual cost of purchasing power shall be determined after the close of each fiscal year. Pursuant to Section 13.08.160 of the Winnetka Village Code, the Wholesale Power Purchase Cost Adjustment shall be calculated as the difference between the estimated annual cost per kWh of purchasing power and the actual annual purchase power cost per kWh incurred during the prior fiscal year. If the actual annual cost per kWh of purchasing power exceeds the estimated cost, the shortage shall be annualized and shall be recovered by billing all customers at the same amount per kWh, beginning with all bills issued on or after May 1 of the new fiscal year. If the estimated annual cost per kWh of purchasing power exceeds the actual cost, the excess shall be annualized and shall be credited to all customers at the same amount per kWh, beginning with all bills issued on or after May 1 of the new fiscal year.

**B. Wholesale Power Purchase Cost Adjustment Catch-up.** Notwithstanding the foregoing, the accumulated shortfall in recovered purchase power costs shall be calculated after the close of the 2007-08 fiscal year, and such accumulated shortfall shall be prorated among all rate classes on a per kWh basis for recovery over a three-year period (Wholesale Power Purchase Cost Adjustment Catch-up), beginning with all bills issued on or after May 1, 2008, and continuing through April 30, 2011, (the Recovery Period). The Wholesale Power Purchase Cost Adjustment Catch-up shall be added into the Wholesale Power Purchase Cost Adjustment charges billed during the Recovery Period.

#### **SECTION 5: Renewable Energy Production Credit**

**A. Terms.**

1. Eligible Customer. A customer of the Village's Electric Utility who satisfies all of the requirements of Section 13.08.260 of the Winnetka Village Code.
2. Renewable Energy Production Credit, or REPC, means the actual credit as calculated pursuant to the formula in subsection B, below.
3. Renewable Energy, or RE, means the amount of energy, measured in kWh, delivered to the Village by an Eligible Customer.
4. Wholesale Purchase Power Cost, or WPPC, means the allocation on a per kilowatt hour basis of the total annual cost of purchasing power shown in the annual budget line item for "Purchased Power – Contractual Services."

**B. Calculation of REPC**

$$\text{REPC} = (\text{RE} \times \text{WPPC})$$

**C. REPC Carry-forward.** If the REPC exceeds the cost of the power and energy billed to the Eligible Customer by the Village in a billing period, the excess REPC will be carried forward from one billing period to the next, except that no amount shall be carried forward past the end of the calendar year and that any amount of energy in kWh reflected in carry-forward credits remaining at the end of the calendar year shall be deemed to have been provided to the Village at no charge.

**D. No refunds or transfers.** No Eligible Customer ~~that terminates whose~~ electric service ~~is terminated from the Village for any reason,~~ shall be entitled to a refund of any REPC balance, regardless of the reason for the termination of service. Nor shall any Eligible Customer be entitled to transfer any REPC balance to a succeeding customer upon the termination of the Eligible Customer's electrical service, regardless of the reason for the termination of service. Upon the termination of an Eligible Customer's electric service, The the Eligible Customer's account ~~of any Eligible Customer that terminates electric service from the Village for any reason~~ shall be closed and ~~no REPC balance shall be transferred to any succeeding customer. The any~~ amount of kWh reflected in any REPC balance in existence at the time ~~of an Eligible Customer's termination of electrical service~~ the account is closed will be deemed to have been provided to the Village, at no charge.

**SECTION 6: Undergrounding Surcharge.** Pursuant to Section 13.08.240 of the Winnetka Village Code, the following surcharges are hereby established for the undergrounding of transmission and distribution lines:

**RATE U - UNDERGROUNDING SURCHARGE**

- (a) **Surcharge.** Except as provided in subsection (c), each customer located in a Project Area within which the Primary Lines and Secondary Lines are placed underground pursuant to section 9.22 of the Winnetka Village Code shall be subject to an undergrounding surcharge. The surcharge shall be charged monthly until the Applicable Project Cost, plus interest on the unpaid balance at a rate of 7% per annum, is fully paid. The surcharge shall not be charged for more than 60 consecutive months. The surcharge amount shall be as follows:

Surcharge UA     Monthly surcharge of \$100 if Applicable Project Cost equals \$5,000 or less.

- Surcharge UB Monthly surcharge of \$150 if Applicable Project Cost is greater than \$5,000 but does not exceed \$7,500.
- Surcharge UC Monthly surcharge of \$200 if Applicable Project Cost is greater than \$7,500 but does not exceed \$10,000.
- Surcharge UD Monthly surcharge of \$250 if Applicable Project Cost is greater than \$10,000 but does not exceed \$12,500.

(b) **Definitions.** The following definitions shall be used in determining the undergrounding surcharge:

*Project Area:* The service area covered by a petition for undergrounding, as determined by the director of water and electric, and shall include the Primary Lines, Secondary Lines and Service Lines within that service area.

*Project Costs:* All direct costs of undergrounding the Primary Lines and Secondary Lines in the Project Area (“Cost 1”). For customers with overhead Service Lines, the direct costs of undergrounding overhead Service Lines in the Project Area (“Cost 2”) shall be included in the Project Costs in addition to Cost 1. Direct costs shall include, but not be limited to, labor, materials, recording of easements and the cost of relocating all related electric utility facilities and equipment, such as pad mount transformers and switch gear.

*Project Cost<sub>UG</sub> :* the Project Cost per customer with underground Service Lines, which shall be determined by dividing Cost 1 by the number of customers in the Project Area.

*Project Cost<sub>OH</sub>:* the Project Cost per customer with overhead electric service, which shall be determined by dividing Cost 2 by the number of customers in the Project Area with overhead electric service and adding the resulting amount to Project Cost<sub>UG</sub> .

*Applicable Project Cost:* the Project Costs as allocated to the individual customers in the Project Area. The Applicable Project Cost for each customer with underground Service Lines shall be Project Cost<sub>UG</sub>. The Applicable Project Cost for each customer with overhead Service Lines shall be Project Cost<sub>OH</sub>.

(c) **Exceptions to Surcharge.** The undergrounding surcharge shall not be charged to any customer in the Project Area who pays the Applicable Project Costs in full before the project begins.

**SECTION 7: Disconnection or Reconnection Fee.** The following fees shall be charged and collected for service calls to disconnect or reconnect service as the result of nonpayment, as provided in Section 13.08.060 of the Winnetka Village Code:

**SERVICE DISCONNECTION OR RECONNECTION FEE**

<u>Time of Service Call</u>	<u>Fee</u>
During regular business hours (Monday through Friday, except for holidays, from 7:30 a.m. to 3:00 p.m.)	\$95.00 per service dispatch
All other times (Evenings, nights, weekends and holidays)	\$265.00 per service dispatch

**SECTION 8: Replacement of Touchpad.** The following fees shall be charged for replacement of removed touchpads and replacement of the touchpad wiring.

Replacement of Touchpad	\$95.00
Replacement of Touchpad Wiring	\$265.00

**SECTION 9: Costs of Adding, Upgrading and Undergrounding Electric Services.** The costs of installing new electric service, upgrading electric service to increase capacity and converting overhead service to underground service shall be allocated as follows:

**Installation and Ownership of Facilities:** All existing facilities and equipment, and all facilities and equipment related to new service, upgraded service and underground conversions, up to the meter, shall be owned, operated and maintained by the Village of Winnetka Water and Electric Department. The meter pedestal or meter enclosure shall be provided by the customer, at the customer's expense, and shall be owned and maintained by the customer. The Water and Electric Department shall install all new electrical service lines, all meters, all service upgrades and all conversions of overhead service to underground service, regardless of the party initiating the conversion, except that the Water and Electric Department shall not perform any work on the customer's side of the meter.

**New Service or Increased Load:** The following fees shall be charged for installing new or larger electric services:

Installation of a 200 Ampere service	\$ 9,500
Installation of a 400 Ampere service	\$17,000
Installation of three phase service	as below

The costs of providing three phase electric service, including the cost of any necessary relocation, replacement or extension of the primary, secondary lines and transformers to which the service line is connected, shall be paid for by the customer requesting the new or increased three phase service.

If a primary or secondary line must be relocated, replaced or extended in order to install a new service or to increase the load capacity of an existing service, any customer who connects to such primary or secondary line within five years after the its installation may be required to pay that customer's pro rata share of such costs. The Village Manager, in the exercise of his discretion, may enter into a written agreement with the initial requesting customer and establish terms for the payment of such costs, which may include a recapture provision that provides for the Village to refund such pro rata costs, less administrative costs in the amount of 10% of the recaptured amount, to the initial requesting customer.

**Service Lines – Scheduled Conversion to Underground Service:** A customer may choose either to maintain overhead service or to convert his service line from overhead service to underground service in conjunction with the Water and Electric Department’s planned conversion undergrounding of the primary and secondary lines to which the customer’s service line is connected. If the customer elects to maintain overhead service, the Water and Electric Department will install, at no additional cost to the customer, a new pole as close to the service connection as the Department deems possible, placing the service line underground to the pole, installing a service riser to the top of the pole, and connecting an overhead line to the existing service connection. If the customer elects to place the service line underground, the Water and Electric Department will do so, at no additional cost to the customer, provided the customer purchases the meter enclosure or meter pedestal and makes, at the customer’s expense, all alterations necessary to relocate the meter and building service so as to connect to the underground service line in the location specified by the Water and Electric Department.

**Underground Service – Customer Requested Conversion:** All costs of converting overhead electrical service to underground electrical service, including the cost of any necessary relocation of the primary and secondary lines to which the service line is connected, shall be paid by the customer if it is requested by the customer and the conversion is not done as part of the Water and Electric Department’s undergrounding program.

**SECTION 10: Temporary Electric Service.** Pursuant to Section 13.08.210 of the Winnetka Village Code, temporary electric service provided during building construction shall be billed at the rate applicable to the use specified in the building permit.

**SECTION 11: Fee for Returned Payments.** A fee of \$30.00 shall be charged for any payment that is returned to the Village for any reason, including, but not limited to, insufficient funds, account closed, or referred to maker.

**SECTION 12: Payment Period; Late Fees.** All bills issued for electric service shall be paid in full within the payment period specified in the bill. The payment period shall be established by the Director of Finance, and shall be no less than 21 no more than 30 days from the date of the issuance of the bill. Pursuant to Section 13.08.040.B of the Winnetka Village Code, if any bill for electric service is not paid within the payment period prescribed by resolution, a late payment penalty of 5% of the amount due shall be added to the bill and collected from the user.

**SECTION 13:** This Resolution is adopted 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 14: Effect of Resolution.** The rates established herein shall apply to all bills issued on or after April 1, 2011, and this resolution shall supersede Resolution R-9-2010.

**SECTION 15: Effective Date.** This resolution shall be in full force and effect immediately upon its adoption.

**ADOPTED** this 22<sup>nd</sup> day of March, 2011, pursuant to the following roll call vote:

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

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

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

Signed:

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

Countersigned:

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

Introduced: March 1, 2011

Posted: March 2, 2011

Adopted: March 22, 2011

Posted:

**A RESOLUTION ESTABLISHING RATES AND FEES  
FOR SEWER SERVICES**

**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, including, but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

**WHEREAS**, the Village of Winnetka maintains a public sewer system that serves all premises within the Village; and

**WHEREAS**, the Council find that all matters pertaining to the operation and maintenance of the Village's public sewers, including but not limited to establishing rates for sewer service, are matters pertaining to the affairs of the Village.

**NOW, THEREFORE**, be it resolved by the Council of the Village of Winnetka as follows:

**SECTION 1: Sewer Service Rates.** Any person owning or occupying premises which are connected to the public sewers within the Village of Winnetka shall pay for such services, as provided in Section 13.12.010 of the Winnetka Village Code, at the rate of \$9.44 per 1,000 cubic feet of water supplied to those premises.

**SECTION 2: Fee for Returned Payments.** A fee of \$30.00 shall be charged for any payment that is returned to the Village for any reason, including, but not limited to, insufficient funds, account closed, or referred to maker.

**SECTION 3: Payment Period; Late Fees.** All bills issued for sewer service shall be paid in full within the payment period specified in the bill. The payment period shall be established by the Director of Finance, and shall be no less than 21 nor more than 30 days from the date of the issuance of the bill. Pursuant to Section 13.12.010.B of the Winnetka Village Code, if any bill for sewer service is not paid within the specified payment period, a late payment penalty of 5% of the amount due shall be added to the bill and collected from the user.

**SECTION 4:** This Resolution is adopted 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:** **Effect of Resolution.** The rates established herein shall apply to all bills issued on or after April 1, 2011, and this resolution shall supersede Resolution R-10-2010.

**SECTION 6:** **Effective Date.** This resolution shall be in full force and effect immediately upon its adoption.

**ADOPTED** this 22<sup>nd</sup> day of March, 2011, pursuant to the following roll call vote:

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

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

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

Signed:

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

Countersigned:

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

Introduced: March 1, 2011

Posted: March 2, 2011

Adopted: March 22, 2011

Posted:

**RESOLUTION NO. R-7-2011**

**A RESOLUTION ESTABLISHING RATES AND FEES  
FOR REFUSE SERVICE**

**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, including, but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

**WHEREAS**, the Village of Winnetka, through its Public Works Department, operates a municipal waste system that provides for the collection, transportation and disposal of refuse and yard waste within the Village; and

**WHEREAS**, the Council find that all matters pertaining to the operation of the Village's municipal waste system, including but not limited to establishing rates and fees for refuse and yard waste services, are matters pertaining to the affairs of the Village.

**NOW, THEREFORE**, be it resolved by the Council of the Village of Winnetka as follows:

**SECTION 1: Definitions.** All terms defined in Section 8.16.010 of Chapter 8.16 of the Winnetka Village Code, "Garbage and Refuse," shall have the same meaning when used in this resolution.

**SECTION 2: Commercial Refuse Service Fees.** Pursuant to Section 8.16.050 of the Winnetka Village Code, the following monthly fees are hereby established for commercial refuse service, including apartments in commercial buildings:

**SCHEDULE OF MONTHLY COMMERCIAL REFUSE SERVICE FEES**

Container Volume per Pick-up	Number of Pickups Per Week						
	1	2	3	4	5	6	7
1 Cu.Yd.	<del>\$2930</del>	<del>\$5254</del>	<del>\$7376</del>	<del>\$9699</del>	<del>\$116120</del>	<del>\$139144</del>	<del>\$162168</del>
1.5 Cu.Yd.	<del>\$3738</del>	<del>\$6769</del>	<del>\$98101</del>	<del>\$128132</del>	<del>\$159165</del>	<del>\$188195</del>	<del>\$218226</del>
2 Cu.Yd.	<del>\$4446</del>	<del>\$8285</del>	<del>\$122126</del>	<del>\$161167</del>	<del>\$199206</del>	<del>\$238246</del>	<del>\$276286</del>
3 Cu.Yd.	<del>\$5961</del>	<del>\$111115</del>	<del>\$164170</del>	<del>\$216224</del>	<del>\$269278</del>	<del>\$321332</del>	<del>\$374387</del>
4 Cu.Yd.	<del>\$7679</del>	<del>\$134139</del>	<del>\$205212</del>	<del>\$269278</del>	<del>\$333345</del>	<del>\$397411</del>	<del>\$461477</del>
5 Cu.Yd.	<del>\$9497</del>	<del>\$170176</del>	<del>\$245254</del>	<del>\$321332</del>	<del>\$397411</del>	<del>\$473490</del>	<del>\$549568</del>
6 Cu.Yd.	<del>\$111115</del>	<del>\$199206</del>	<del>\$286296</del>	<del>\$374387</del>	<del>\$461477</del>	<del>\$549568</del>	<del>\$637659</del>
1-99 Gal.	<del>\$1213</del>	<del>\$1819</del>	<del>\$2324</del>	<del>\$2930</del>	<del>\$3435</del>	<del>\$4041</del>	<del>\$4547</del>
100-180 Gal.	<del>\$1819</del>	<del>\$2930</del>	<del>\$4041</del>	<del>\$5254</del>	<del>\$6365</del>	<del>\$7477</del>	<del>\$8689</del>

[**Note:** Individual accounts will be charged a share of the monthly fees charged based upon the account’s proportionate use of the container(s), as determined by the Winnetka Public Works Department.]

**SECTION 3: Residential Refuse Service Fees.** Pursuant to Section 8.16.050 of the Winnetka Village Code, the following fees and charges are hereby established for residential refuse service:

**SCHEDULE OF RESIDENTIAL REFUSE SERVICE FEES**

<u>Service</u>	<u>Charge</u>
One pick-up per week of no more than two garbage cans of household rubbish	No charge
Collection of household rubbish or garbage in excess of two garbage cans per pick-up(one sticker required per container)	\$2.00 per sticker
Subscription service for one additional pick-up each week	\$25.00 per month

**SECTION 4: Charges for Special Refuse Collections.** Pursuant to Section 8.16.050 of the Winnetka Village Code, the following rates are hereby established for special refuse collections:

**SCHEDULE OF FEES FOR SPECIAL REFUSE COLLECTIONS**

<u>Service</u>	<u>Charge</u>
Base Fee for special collections	\$30.00
Bulk pick-ups	
Up to 1.0 cubic yards	Base Fee
Over 1.0 cubic yards	Base Fee plus \$11.00 for each additional cubic yard or fraction thereof
 [ <i>Note:</i> Bulk pick-ups are for light refuse other than liquids and yard waste.]	
White goods and other large items	Base Fee plus \$10.00 for each item
[ <i>Note:</i> Includes appliances, sofas, etc.]	
Hard-to-handle refuse	Base Fee plus \$15.00 per cubic yard
[ <i>Note:</i> Hard-to-handle refuse includes such miscellaneous rubbish as wood, fencing, carpeting, multiple pieces of furniture and cabinets, and construction materials such as wallboard, plaster and flooring, but shall not include liquids, soil, concrete and asphalt.]	
Tires and/or tire rims	Base Rate plus Charge per Tire
Charge per tire	
Tire without rim	Base Rate plus \$10.00
Tire with rim	Base Rate plus \$15.00
Truck tire without rim	Base Rate plus \$20.00
Truck tire with rim	Base Rate plus \$25.00
Carts and roll-off boxes	
[ <i>Note:</i> Charge is based on container size. Contents shall not include concrete, soil, asphalt or liquids]	
1.0 cubic yard	\$40.00
1.5 cubic yard	\$50.00
2.0 cubic yard	\$60.00
6.0 cubic yard	\$165.00

**SECTION 5: Yard Waste.** Pursuant to Section 8.16.050 of the Winnetka Village Code, the following rates are hereby established for the removal of certain yard waste:

**SCHEDULE OF YARD WASTE REMOVAL FEES**

<u>Service</u>	<u>Charge</u>
Removal of yard waste	
Village yard waste bag	\$2.00 per bag
Other bags (one sticker required per bag)	\$2.00 per sticker
Removal of brush, trees, logs and limbs	
Diameter of 4 inches or less	
First 10 minutes <del>of chipper time</del>	\$30.00
Each additional minute	\$1.00
Diameter over 4 inches	Charged as hard-to-handle item (See Section 4)

**SECTION 6: Charges for Miscellaneous Refuse Services.** Pursuant to Section 8.16.050 of the Winnetka Village Code, the following rates are hereby established for miscellaneous refuse services and for the purchase of miscellaneous items for use in disposing of refuse:

**SCHEDULE OF MISCELLANEOUS FEES**

<u>Service or Item</u>	<u>Charge</u>
Small Recycling Carts	\$50.00 each
Large Recycling Carts	<del>\$60.00</del> <u>\$67.00</u> each

**SECTION 7: Fee for Returned Payments.** A fee of \$30.00 shall be charged for any payment that is returned to the Village for any reason, including, but not limited to, insufficient funds, account closed, or referred to maker.

**SECTION 8: Payment Period.** All bills issued for refuse service shall be paid in full within the payment period specified in the bill. The payment period shall be established by the Director of Finance, and shall be no less than 21 no more than 30 days from the date of the issuance of the bill.

**SECTION 9:** This Resolution is adopted 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 10: Effect of Resolution.** The rates established herein shall apply to all bills issued on or after April 1, 2011, and this resolution shall supersede Resolution R-11-2010.

**SECTION 11: Effective Date.** This resolution shall be in full force and effect immediately upon its adoption.

**ADOPTED** this 22<sup>nd</sup> day of March, 2011, pursuant to the following roll call vote:

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

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

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

Signed:

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

Countersigned:

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

Introduced: March 1, 2011

Posted: March 2, 2011

Adopted: March 22, 2011

Posted:

**RESOLUTION NO. R-8-2011**

**A RESOLUTION  
AMENDING GENERAL PERMIT, LICENSE AND REGISTRATION FEES,  
PARKING AND TOWING FEES AND  
MISCELLANEOUS SERVICE FEES**

**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, with the authority and, except as limited by said Section 6 of Article VII, is authorized to exercise any power and perform any function pertaining to the government and affairs of the Village, including, but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax, and (iv) to incur debt; and

**WHEREAS**, the Council find that it is necessary to amend certain copying fees to make them consistent with the Freedom of Information Act, as amended by Public Act 96-542.

**NOW, THEREFORE**, be it resolved by the Council of the Village of Winnetka as follows:

**SECTION 1: Permit, License and Registration Fees.** Pursuant to the sections of the Winnetka Village Code ("Code") referred to in the following Schedule of General Permit, License and Registration Fees ("Fee Schedule"), there are hereby established certain permit, license and registration fees, in the amounts and for the purposes set forth in said Fee Schedule:

**SCHEDULE OF GENERAL PERMIT, LICENSE AND REGISTRATION FEES**

**Note:** All annual permits, licenses and registrations other than motor vehicle licenses are due and payable on or before the beginning of each fiscal year, April 1, and remain in effect until the end of the applicable fiscal year, the following March 31. Motor Vehicle Licenses are due and payable on or before January 1 of each year and remain in effect until the end of the calendar year, December 31.

<b><u>Type of Permit, License or Registration</u></b>	<b><u>Amount of Fee</u></b>	<b><u>Code Section</u></b>
<i>Amusement Devices</i>		5.12.010
Daily	\$15.00	
Annual	\$25.00	
<i>Animals</i>		6.08.010
Dog License (Annual)		
Unspayed Female	\$15.00	
All Other Dogs	\$10.00	

<u>Type of Permit, License or Registration</u>	<u>Amount of Fee</u>	<u>Code Section</u>
Replacement License	\$2.00	
Taking up or Impounding Dog	\$55.00	
<i>Bicycle Registration</i>	No Fee	10.32.060
<i>Billiard Rooms &amp; Pool Rooms</i>		5.52.020
Annual License (per table)	\$10.00	
<i>Bowling Alleys</i>		5.52.030
Annual License (per alley)	\$10.00	
<i>Coin Operated Musical Devices</i>		5.16.010
Annual License (per device)	\$25.00	
<i>Charitable and Political Solicitation</i>	None	5.48.010
<i>Circuses and Carnivals (Daily)</i>	\$100.00	5.52.040
<i>Drug Paraphernalia Sales</i>		9.04.070
Annual Registration Fee	\$25.00	
<i>Film Production Application Fees</i>		
Basic Application Processing Fee	\$1,000.00	5.20.070
Additional Application Processing Fee (Per Hour)	\$250.00	5.20.070
<i>Food Dealers</i>		
Restaurant Permit: (Annual, based on seating capacity)		5.24.010
1-20	\$35.00	
21-50	\$45.00	
51-100	\$50.00	
More than 100	\$75.00	
Fast Food/Drive-In	\$75.00	
Food Store Permit (Annual, per cash register)	\$25.00	5.24.010
Itinerant Food Vendor Permit (Annual)	\$15.00	5.24.010
Vending Machine Operator Permit (Annual, per machine)	\$15.00	5.24.010
<i>Foresters, Tree Surgeons</i>		5.72.010
Annual License	\$15.00	

<b><u>Type of Permit, License or Registration</u></b>	<b><u>Amount of Fee</u></b>	<b><u>Code Section</u></b>
<i>Garbage and Refuse Scavenger</i>		8.16.040
Annual License	\$500.00	
<i>Junk Dealers (Annual)</i>		5.32.010
License, Base Fee	\$50.00	
Vehicle Fee (per vehicle)	\$25.00	
<i>Laundries</i>		5.36.010
Annual Fee	\$15.00	
<i>Liquor Licenses</i>		5.09.100
Class A-1 Restaurant (Annual)	\$1,000.00	
Class A Restaurant (Annual)	\$750.00	
Packaged Meal Rider (Take-out; Annual)	\$150.00	
Class B - Grocery Store (Annual)	\$750.00	
Class C - Special Event (Daily)	\$25.00	
Maximum per event more than 2 days	\$75.00	
Class D – Package delivery service/mail	\$150.00	
Class E - Limited Food Products Store (Wine)	\$500.00	
Class E-1 - Limited Food Products Store (Wine or Beer)	\$500.00	
Class P - Park District (Annual)	\$500.00	
Sidewalk Restaurant Rider	\$150.00	
<i>Money Changers</i>		5.40.010
Annual Fee, per location	\$25.00	
<i>Parades and Processions</i>	None	10.08.060
<i>Pawnbrokers</i>		5.44.010
Annual Fee, per location	\$100.00	
<i>Peddlers</i>		5.48.010
License, if NO vehicle used		
Per year	\$25.00	
Per month	\$10.00	
Per day	\$3.00	

<u>Type of Permit, License or Registration</u>	<u>Amount of Fee</u>	<u>Code Section</u>
License, if vehicle used		
Per year, per vehicle	\$50.00	
Per month, per vehicle	\$15.00	
Per day, per vehicle	\$5.00	
<i>Public Dance Halls</i>		5.56.010
Per year	\$100.00	
Per Day	\$20.00	
<i>Public Garage and Service Station</i>		5.60.010
Base fee, annual	\$50.00	
For each fuel pump	\$5.00	
<i>Raffle, per event</i>	\$25.00	9.04.040
<i>Second Hand Dealers</i>		5.64.010
Annual Fee, per location	\$25.00	
<i>Taxicab Operator's License</i>	\$2.00	5.68.050
<i>Vehicle (Motor) Licenses</i>		10.12.030
Annual Fee	\$40.00	
Semi-Annual Fee (if purchased after 6/30)	\$20.00	
Transfer Fee	\$1.00	

**SECTION 2: Parking Permit Fees.** Pursuant to Chapter 10.24 of the Winnetka Village Code, entitled, "Parking," the following fees are hereby established for parking permits:

**SCHEDULE OF PARKING PERMIT FEES**

**Semi-Annual Permits (Commuter Parking Permits)**

**Note:** Semi-annual parking permits are issued for the periods of January through June and July through December. Purchase and refund amounts are prorated based on the month in which the purchase or refund request is made. Only persons who reside in the Village of Winnetka, and who have a current Village vehicle sticker for a vehicle registered with the State to a Winnetka address, are eligible for the resident fee.

<b>Month of Purchase or Refund</b>	<b>Purchase Cost</b>		<b>Refund Amount</b>	
	<b>Resident</b>	<b>Non-Resident</b>	<b>Resident</b>	<b>Non-Resident</b>
January or July	\$100.00	\$220.00	\$83.33	183.33
February or August	83.33	183.33	66.67	146.67
March or September	66.67	146.67	50.00	110.00

Month of Purchase or Refund	Purchase Cost		Refund Amount	
	Resident	Non-Resident	Resident	Non-Resident
April or October	50.00	110.00	33.33	73.33
May or November	33.33	73.33	16.67	36.67
June or December	16.67	36.67	---	---

**Annual Permits**

Business District Employee Parking Permit \$10.00

**Daily Parking Permits**

**Note:** Beginning July 1, 2000, refunds will no longer be available for unused daily parking permits.

Commuter Parking Lots \$3.00  
 Business District Employee Parking \$3.00

**Remote Lot Parking Permits (Public Works Yards)**

**Note:** The Village Manager may issue permits to allow parking on a limited basis at the Village's landfill site, 1390 Willow Road, by businesses located in the Village of Winnetka, including but not limited to the United States Postal Service, for parking of their fleet vehicles, and by businesses located in the Village of Winnetka that are engaged in the retail sale of automobiles, for parking of their sales inventory. The Village Manager shall determine the number and location of such spaces that may be made available on the site may vary from time to time. Such space shall be limited to areas of the site that the Village Manager determines will not interfere with the Village's use of the site. Requests for such parking shall be made directly to the Village Manager. Remote parking spaces shall not be available for the general public.

Remote Parking Permit (Semi-annual charge per vehicle) \$120.00

**SECTION 3: Fees for Vehicle Impoundment and Towing.** Pursuant to Section 10.24.130 of the Winnetka Village Code, charges and fees are hereby established for the impoundment, towing and storage of vehicles upon the issuance of a final notice for unpaid parking tickets, as set forth in the following Impoundment and Towing Fee Schedule:

## Impoundment and Towing Fees

<u>Type of Fee</u>	<u>Amount of Fee</u>	<u>Conditions for Payment or Refund</u>
<i>Impoundment</i>	\$200.00	Payment is required prior to release of vehicle. Payment will be refunded if the hearing officer determines that the impoundment was not conducted in accordance with the procedural requirements of Village Code Section 10.24.130.
<i>Towing and/or Storage - Private Contractor</i>	Actual cost as billed by the towing or impounding facility	Payment is required prior to release of towed, removed, relocated and/or stored vehicle. Payment will be refunded if the hearing officer determines that the towing, removal, relocation and/or storage was not conducted in accordance with the procedural requirements of Village Code Section 10.24.130.
<i>Storage on Village Property</i>	\$10.00 per day, per vehicle	Payment is required prior to release of stored vehicle. Payment will be refunded if the hearing officer determines that the storage was not conducted in accordance with the procedural requirements of Village Code Section 10.24.130.
<i>Collateral</i>	75% of the amount of all outstanding fines due, as stated in the final notice.	Payment is required prior to release of impounded, towed, removed, relocated and/or stored vehicle. Payment is also required before a request for a judicial proceeding made pursuant to a "final notice" is processed. Payment will be refunded if, as the result of the dismissal of outstanding or unsettled traffic violation notices, judgments and/or warrants by a court of competent jurisdiction, the impounded or removed vehicle is subject to fewer than five unsatisfied fines for violation of any parking ordinance of the Village.

**SECTION 4: Miscellaneous Service Fees.** Pursuant to the sections of the Winnetka Village Code ("Code") referred to in the following Schedule of General Permit, License and Registration Fees (Miscellaneous Fee Schedule), fees are hereby established for certain miscellaneous services and purchase items in the amounts and for the purposes set forth in said General Fee Schedule: Miscellaneous Fee Schedule

<u>Miscellaneous Service Fees</u>	<u>Amount of Fee</u>	<u>Code Section</u>
<i>Ambulance Services</i>		2.52.040
Advanced Life Support	\$650.00	
Basic Life Support	\$500.00	

<u>Miscellaneous Service Fees</u>	<u>Amount of Fee</u>	<u>Code Section</u>
<i>Audit</i>	\$35.00	
<i>Annual Budget</i>	\$35.00	
<i>Certified copies</i> (per certification)	\$1.00	
<i>Comprehensive Plan</i>		
With Maps	\$35.00	
Without Maps	\$8.50	
<i>Copying, Scanning and Printing Charges</i>		
In-house copying		
Black & White, 8½” x 11” (per side)	\$0.15	
Black & White, 8½” x 14” (per side)	\$0.15	
Black & White, 11” x 17” (per side)	\$0.50	
Color, 8½” x 11” (per side)	\$0.50	
Color, 8½” x 14” (per side)	\$1.00	
Color, 11” x 17” (per side)	\$1.00	
Out-sourced copying	Actual Cost	
Oversize documents (plats, etc.)	Actual Cost	
CD-ROM (per disk)	\$5.00	
Computer diskette (per diskette)	\$2.00	
Video tape (per tape)	\$5.00	
DVD recordings of meetings (per DVD)	\$20.00	
<i><u>Fire Alarm Monitoring Services</u></i>	<u>\$55.00</u>	
<i><u>(direct connections to Village’s fire alarm monitoring system only)</u></i>	<u>per month</u>	
<i>Other, Unspecified Services</i>	Actual Cost	
<i>Street Cleaning</i>	\$550.00	
<i>Unincorporated Fire Service</i>	\$80.46/mo	13.040.120
<i>Winnetka Village Code</i>	\$200.00	
<i>Winnetka Zoning Ordinance</i>	\$10.00	

**SECTION 5: Fees for Special Services, Film Production and Special Events.**

Services provided or performed in conjunction with film production permits issued pursuant to Chapter 5.20 of the Winnetka Village Code and in conjunction with special event permits issued pursuant to Chapter 5.66 of the Winnetka Village Code shall be subject to the following fee schedule.

**SCHEDULE OF SPECIAL SERVICE FEES**

**Note:** The following hourly rates shall be assessed for: (i) all services provided in conjunction with film production and film production permits issued pursuant to Chapter 5.20 of the Village Code; (ii) all services provided in conjunction with film special events and events subject to special events permits issued pursuant to Chapter 5.66 of the Village Code; and (iii) all other non-standard services provided by Village personnel and all other uses of Village equipment not subject to specific fees set out in either this resolution R-8-2011 or resolution R-9-2011.

<u><b>Department</b></u>	<u><b>Hourly Rate</b></u>
<i>Village Administration &amp; Finance Departments</i>	
Village Manager	\$340
Assistant to the Village Manager	\$280
Village Attorney	\$340
Department Head	\$280
Supervisory Personnel	\$180
Clerical/Support Staff	\$180
 <i>Police Department</i>	
Command Staff (Deputy Chief, Commanders)	\$230
Sergeants	\$180
Patrol Officers	\$150
Support Staff	\$130
Vehicles	\$50
 <i>Fire Department</i>	
Command Staff (Deputy Chief, Captains)	\$230
Lieutenants	\$180
Fire Medics	\$150
Support Staff	\$130
Light Vehicles	\$60
Ambulance	\$100
Fire Truck / Engine	\$450
 <i>Public Works</i>	
Supervisory	\$180
Engineers	\$180
Maintenance Workers	\$130
Light Trucks	\$60
Medium Trucks	\$90
Heavy Trucks, Refuse Trucks, Street Sweepers	\$120
 <i>Community Development</i>	
Assistant Director	\$230
Planners, Architect	\$180
Inspectors	\$150

<u>Department</u>	<u>Hourly Rate</u>
<i>Community Development (cont'd)</i>	
Clerical / Support Staff	\$130
Vehicles	\$50
 <i>Water &amp; Electric</i>	
Deputy Director, Chief Engineer	\$230
Supervisory	\$180
Plant Operators	\$150
Linesmen	\$150
Clerical / Support Staff	\$120
Light Trucks	\$60
Medium Trucks	\$70
Heavy Trucks, Boom Trucks	\$120

**SECTION 6: Fee for Returned Payments.** A fee of \$30.00 shall be charged for any payment that is returned to the Village for any reason, including, but not limited to, insufficient funds, account closed, or referred to maker.

**SECTION 7:** This Resolution is adopted 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 8: Effect of Resolution.** This resolution supersedes Resolution R-12-2010.

**SECTION 9: Effective Date.** This resolution shall be in full force and effect immediately upon its adoption..

**ADOPTED** this 22<sup>nd</sup> day of March, 2011, pursuant to the following roll call vote:

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

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

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

Signed:

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

Countersigned:

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

**RESOLUTION NO. R-9-2011**

**A RESOLUTION  
AMENDING THE SCHEDULE OF FEES FOR  
BUILDING, ZONING AND CONSTRUCTION ACTIVITY**

**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, including, but not limited to, the powers (i) to regulate for the protection of the public health, safety, morals and welfare, (ii) to license, (iii) to tax and (iv) to incur debt; and

**WHEREAS**, the Council find that all matters pertaining to the regulation of building, zoning and construction activities within the Village of Winnetka, including but not limited to establishing fees for permits for such activities, are matters pertaining to the affairs of the Village.

**NOW, THEREFORE**, be it resolved by the Council of the Village of Winnetka as follows:

**SECTION 1: Permit, License and Registration Fees.** Pursuant to the sections of the Winnetka Village Code (“Code”) referred to in the following Schedule Building, Zoning and Construction Activity Fees (“Fee Schedule”), there are hereby established certain permit, license and registration fees, in the amounts and for the purposes set forth in said Fee Schedule:

**SCHEDULE OF BUILDING, ZONING AND CONSTRUCTION ACTIVITY FEES**

**WORK PERFORMED WITHOUT PERMITS**

**All permit fees for work performed without a required permit shall be double the amount of the fees for the required permits.**

**PERMIT DEPOSITS (Section 15.32.020)**

[**Note:** Deposits must be submitted with permit applications. The Village’s costs, including plan review and reinspections, will be deducted from deposits. Deposit balances will be retained by the Village until a final certification of occupancy is approved.]

**For Building Demolition Permits with site restoration plans** **\$3,000**

**PERMIT DEPOSITS (Section 15.32.020) (Cont'd)**

**For Installation of New Security, Fire Detection or other Fire and Life Safety Systems (Chapters 8.04 and 15.16)** \$1,500

**For Temporary Certificate of Occupancy** \$3,000

**For Tree Replacement (for each inch of DBH)** \$250

**PLAN REVIEW FEES (Sec. 15.32.020)**

**For all Building Permits, other than restrictive building permits:**

- 15% of building permit fee, \$70 minimum.

**For review of Construction Document Revisions**

- \$15 for each review where original building permit was subject to minimum fee, building permit is not required, or revision is for a restrictive building permit.
- \$100 for all reviews of any revision to building permit construction documents that do **not** require zoning, engineering, and/or forestry reviews.
- \$130 for all reviews of any revision to building permit construction documents that require zoning, engineering, and/or forestry reviews for minor revisions (as determined by the Director of Community Development).
- 25% of original plan review fee for all reviews of any major revision to building permit construction documents (as determined by the Director of Community Development).

**For engineering review required for building in the flood plain:**

- \$500 for flood plain development review
- \$500 for LOMR review

**For plan reviews required for fire and life safety systems (Sec. 15.16.070) (deducted from any deposits)**

- Fire Department review
- Technical review services

\$100.00  
Variable,  
based on  
actual cost to  
Village

**CONTRACTOR PERMIT BOND (Sec. 15.32.060)**

\$20,000

[**Note:** Bond to be payable to the Village of Winnetka; required of all contractors. Pursuant to the Contractor Unified License and Permit Bond Act of 1998, contractor may provide a certified copy of his/its current unified contractor bond in amount of no less than \$50,000, as on file with Cook County Clerk.]

**BUILDING PERMIT FEES (Sec. 15.32.020)**

**Renovations, including remodeling and additions, to Existing Structures and for other construction activity not specified by Resolution of the Council**

- \$30 per \$1,000 or fraction thereof of the estimated total project cost, \$70 minimum.

**Construction** [as defined in Title 17, for all primary structures and additions thereto, including basement and attic areas, whether finished or unfinished, crawl space, attached garages and detached accessory structures, all without deducting for zoning allowances, bonuses or other exceptions]

- \$1.30 per horizontal square foot, but not less than \$70.00,

**Below Grade Parking Facilities**

- \$0.80 per Gross Floor Area square foot.

**RESTRICTIVE PERMITS**

[**Note:** Includes initial plan review fee.]

**Canopy/Awning (Sec. 15.44.030)** \$70 each

[**Note:** Certificate of Appropriateness of Design may be required.]

**Construction Trailers (Sec. 15.32.020)** \$220 each

**Demolition (Sec. 15.52.010)**

- For each accessory structure \$45
- For demolition with building permit application and complete construction documents. \$16,070
- For demolition with site restoration plan and schedule. \$16,070
- Reimbursement of payment made by Village of Winnetka to Winnetka Historical Society for research related to demolition of a primary structure \$600

**Fences (Sec. 15.44.060)** \$65 each

**Roofing (Sec. 15.32.020 and 15.44.100)** \$65 each

**Signs (Sec. 15.60.140)**

[**Note:** Signs may require Certificate of Appropriateness of Design.]

- For each non-illuminated signs \$60
- For each illuminated sign (includes electrical permit fee) \$195

**Swimming Pools (Sec. 15.56.020)** \$515

[**Note:** Includes electrical, plumbing and fence permits]

**Tree Enhancement/Tree Protection Plan Review (Sec. 15.28.070)**

- For each review per lot in development site \$90

**RESTRICTIVE PERMITS (Cont'd)**

**Landscape/Tree Replacement Plan Review** (Sec. 15.28.050 and 15.28.060)

- For each review per lot in development site \$90

**Tree Removal Permit Fee** (Sec. 15.28.040)

- For each tree \$60

**ELECTRICAL PERMITS** (Sec. 15.32.020 and 15.44.050)

[**Note:** Includes initial plan review fee.]

**Base Fee for All Permits** \$70

**Electrical Fixtures, per fixture** \$1.10

**Heating/Air Conditioning/Ventilation (HVAC), per unit** \$25

[**Note:** Requires HVAC permit.]

**Motors over 0.5 hp, per motor** \$25

**New Service or Modifications to Existing Service Entrance Equipment**

[**Note:** Permit fees are waived if modifications result from Water & Electric Department's scheduled undergrounding program.]

- Less than 200 amps, per new service or modification \$50
- 200 amps or more, per new service or modification \$60

**Outlets, per outlet** \$1.10

**Temporary Service, per service** \$340

**PLUMBING AND MECHANICAL (HVAC) PERMITS** (Sec. 15.32.020 and 15.44.050)

[**Note:** Includes initial plan review fee.]

**Plumbing**

- Base Fee for All Plumbing Permits (includes 5 fixtures) \$70
- Plumbing Fixtures (beginning with the sixth fixture), per fixture \$10
- Process Piping for Heating System, per unit \$100

**Lawn Sprinklers**

- Base Fee \$80
- Per Sprinkler Head \$0.90

**HVAC**

[**Note:** Exterior installations require zoning approval.]

- Base Fee for all HVAC Permits \$70
- For replacement of duct work only, per unit \$45

**HVAC (Cont'd)**

- For totally new system, per unit \$90
- For each roof-top unit, new or replacement \$100
- For each new or replacement AC unit, if total capacity on the property is 8 tons or more. \$100

**MISCELLANEOUS FEES**

<b>Development Agreement — Base Fee (Sec. 15.32.080(K))</b>	\$1,500
[Note: Base Fee includes standard staff review time and 3 hours of Village Attorney time.]	
<b>Development Agreement — Supplemental Fee (Sec.15.32.080(K))</b>	Variable, based on Staff time spent and rates set by R-8-2011
All Village costs in excess of those included in the Base Fee shall be based upon the actual time spent by the Village, plus costs incurred, and shall be incorporated into the Development Agreement.	
<b>Fire Prevention Permit (Sec. 15.16.040)</b>	\$100
<b>Partial Permits (Sec. 15.32.110)</b>	\$150
<b>Permit Renewal (Sec. 15.32.200)</b>	50% of total original permit fees
<b>Stop Work Order (Sec. 15.04.080)</b>	
• 1 <sup>st</sup> Stop Work Order	\$250
• 2 <sup>nd</sup> Stop Work Order	\$500
• 3 <sup>rd</sup> Stop work Order	\$750
<b>Temporary Certificate of Occupancy (Sec. 15.36.010)</b>	\$275
<b>Village Attorney Services (Sec. 5.66.040)</b>	\$340 per hour, ½ hour increments
For non-standard services related to post-approval implementation or amendment of development agreements, subdivisions and planned developments	

**PETITION FILING FEES**

<b>Administrative Appeals</b>	
• Building Code Appeals (Sec. 15.72.010)	\$350
• Zoning Appeals (Sec. 17.72.010)	\$450
<b>Certificate of Appropriateness of Design (Sec. 15.40.010)</b>	
• For each new primary structure or addition thereto	\$450
• For each application for signs, canopies, or awnings	\$55
• All other requests	\$110
<b>Consolidation of Land into single parcel (Sec. 16.08.010)</b>	\$550
<b>Driveway Variation (Sec. 12.12.010 and 15.44.040)</b>	\$265
<b>Flood Plain Variation (Sec. 15.68.100)</b>	\$715
<b>Sign Variation (Sec. 15.60.250)</b>	\$220
<b>Special Use Permit (Sec. 17.56.010)</b>	\$935

**PETITION FILING FEES (Cont'd)**

<b>Subdivision of Land</b> – Base Fee (Sec. 16.04.040)	\$935
[Note: Base Fee includes standard staff review time and 3 hours of Village Attorney time.]	
<b>Subdivision of Land – Supplemental Fee</b> (Sec. 15.32.080(K))	Variable,
All Village costs in excess of those included in the Base Fee shall be based upon the actual time spent by the Village, plus costs incurred. For projects requiring a Development Agreement, the supplemental fee shall be incorporated into the Development Agreement t.	based on Staff time spent and rates set by R-8-2011
<b>Zoning Map Amendment</b> (Sec. 17.72.040)	\$800
<b>Zoning Planned Development</b> (Chapter 17.58)	\$935
<b>Zoning Special Use</b> (Chapter 17.56)	\$935
<b>Zoning Text Amendment</b> (Sec. 17.72.040)	\$800
<b>Zoning Variation by Zoning Administrator</b> (Minor Variation) (Sec. 17.60.015)	\$250
<b>Zoning Variation by Ordinance</b> (Major Variation)(Sec. 17.60.030)	\$800
<b>Zoning Variation by Zoning Board of Appeals</b> (Standard Variation) (Sec. 17.60.020)	\$400

**STREETS, SIDEWALKS, DRIVEWAYS AND OTHER IMPERMEABLE SURFACES**  
(Sec. 12.04.110)

<b>Driveway curb cut, new or enlarged</b> (Sec. 12.12.010)	\$75
[Note: Requires street excavation/occupancy permit and right-of-way deposit]	
<b>Right-of-way Excavation and/or Occupation</b> (Sec. 12.16.010)	\$125
<b>Sewer</b> (Sec. 15.24.090)	\$150
<b>Impermeable Surfaces (including driveways, sidewalks, patios, etc.)</b> (Sec. 12.08.010)	\$75
<b>Street Replacement</b> (Sec. 12.04.20)	
• Base fee - Streets resurfaced 5 or fewer years prior to the date of permit application	\$2,000
• Base Fee - Streets resurfaced more than 5 years prior to the date of permit application	\$1,000
• Per square yard of base (any type of base)	\$125

**SECTION 2: Determination of Construction Costs.** In setting any fee based on the cost of construction, the Director of Community Development may use any of the following methods:

- A. an estimate furnished by the permit applicant;
- B. a certification of the cost of construction from a licensed architect or a registered structural or professional engineer;
- C. an affidavit from the owner or the owner's agent setting forth the estimated cost of the proposed work; or
- D. a calculation. to be made by the Director, based on the most current edition of the RS Means Square Foot Costs Book.

**SECTION 3: Fee for Returned Payments.** A fee in the amount of \$150.00 or 5% of the permit fee, whichever is greater, shall be charged for any payment that is returned to the Village for any reason, including, but not limited to, insufficient funds, account closed, or referred to maker.

**SECTION 4: Home Rule.** This Resolution is adopted 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: Effect of Resolution.** This resolution supersedes Resolution R-13-2010.

**SECTION 8: Effective Date.** This resolution shall be in full force and effect immediately upon its adoption..

**ADOPTED** this 22<sup>nd</sup> day of March, 2011, pursuant to the following roll call vote:

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

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

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

Signed:

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

Countersigned:

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

**A RESOLUTION ESTABLISHING THE ANNUAL FEE FOR THE MAINTENANCE AND AVAILABILITY OF FIRE SUPPRESSION AND RESCUE SERVICES TO CERTAIN PREMISES IN UNINCORPORATED NEW TRIER TOWNSHIP**

**WHEREAS**, the Village of Winnetka's water utility provides water service to certain customers located in unincorporated areas outside the corporate limits; and

**WHEREAS**, Section 13.04.120 of the Winnetka Village Code, "Charges for the maintenance and availability of fire suppression and emergency paramedical and rescue services," provides for the establishment of an annual fee for providing such services to any customer of the Village of Winnetka water utility located outside of the corporate limits of the Village and in the vicinity of one or more fire hydrants maintained by the Village for fire protection purposes; and

**WHEREAS**, Section 13.04.120 of the Winnetka Village Code establishes the formula for determining said annual fee; and

**WHEREAS**, calculations performed by Village staff pursuant to Section 13.04.120 of the Winnetka Village Code have established that the annual amount to be charged to each of the premises in unincorporated New Trier Township that receives fire suppression and rescue services from the Village of Winnetka is Nine Hundred Sixty-Five Dollars and Fifty-Eight cents (\$965.58)~~One Thousand Thirty Eight Dollars and Sixty Cents (\$1,038.60)~~; and

**WHEREAS**, in accordance with Social Security Administration Medicare billing requirements, non-residents receiving emergency medical services from the Village are charged the same fixed, per call charge for such services that Village residents pay, pursuant to the Village's annual general fee and rate resolutions; and

**WHEREAS**, the Council find that it is fair and reasonable to increase the charges for non-resident fire suppression and rescue services to Nine Hundred Sixty-Five Dollars and Fifty-Eight cents (\$965.58)~~One Thousand Thirty Eight Dollars and Sixty Cents (\$1,038.60)~~ for the fiscal year commencing April 1, 2011; and

**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 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, including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; and

**WHEREAS**, the Council find that all matters pertaining to the operation of the Village's water utility, including but not limited to providing water service to residents in nearby unincorporated areas establishing rates for water service, are matters pertaining to the affairs of the Village.

**NOW, THEREFORE**, be it resolved by the Council of the Village of Winnetka as follows:

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

**SECTION 2:** Effective April 1, 2011, the annual amount to be charged to each premises that is located in unincorporated New Trier Township and is receiving fire suppression and rescue services from the Village of Winnetka is hereby established in the amount of Nine Hundred Sixty-Five Dollars and Fifty-Eight cents (\$965.58)~~One Thousand Thirty Eight Dollars and Sixty Cents (\$1,038.60).~~

**SECTION 3:** All non-resident water customers who are subject to the foregoing fire suppression fee shall pay for emergency medical services on a per call basis, at the rates established in the Village's general fee and rate resolutions.

**SECTION 4:** This resolution supersedes Resolution R-14-2010.

**SECTION 5:** This Resolution is adopted 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 Resolution shall take effect immediately upon its adoption.

**ADOPTED** this 22<sup>nd</sup> day of March, 2011, pursuant to the following roll call vote:

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

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

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

Signed:

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

Countersigned:

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

**FIRE CONTRACT WORKSHEET FOR FISCAL YEAR 2011/2012 (beginning April 1, 2011)**

The annual reimbursement for fire suppression and emergency paramedical and rescue services provided by the Village of Winnetka to the Village of Kenilworth and to certain premises located in unincorporated New Trier Township is based upon the following terms:

A. POPULATION (latest decennial census figures available):		<2000>	
Total New Trier Township.....			56,716
Incorporated New Trier Township:			
Village of Kenilworth.....	(2,494)		
Village of Winnetka.....	(12,419)		
New Trier Township portion of Village of Glencoe.....	(8,760)		
New Trier Township portion of Village of Wilmette.....	(27,549)		
New Trier Township portion of Village of Glenview.....	(2,988)		
New Trier Township portion of Village of Northfield.....+	(1,688)		
Total Incorporated New Trier Township.....=-/			(55,898)
Unincorporated New Trier Township .....	=		818
Fire Service Area:			
Village of Kenilworth.....		2,494	( 15.85% )
Village of Winnetka.....		12,419	( 78.95% )
Unincorporated New Trier Township.....+		818	( 5.20% )
Total Fire Service Area.....=			15,731

B. EQUALIZED ASSESSED VALUATION (latest figures available):		<2009>	
Total New Trier Township.....			\$6,348,542,469
Incorporated New Trier Township:			
Village of Kenilworth.....	(\$412,571,054)		
Village of Winnetka.....	(\$1,871,799,291)		
New Trier Township portion of Village of Glencoe.....	(\$1,229,784,287)		
New Trier Township portion of Village of Wilmette.....	(\$2,319,636,301)		
New Trier Township portion of Village of Glenview.....	(\$164,252,505)		
New Trier Township portion of Village of Northfield.....+	(\$181,303,389)		
Total Incorporated New Trier Township.....=-/			(\$6,179,346,827)
Unincorporated New Trier Township .....	=		\$169,195,642
Fire Service Area:			
Village of Kenilworth.....		\$412,571,054	( 16.82% )
Village of Winnetka.....		\$1,871,799,291	( 76.29% )
Unincorporated New Trier Township.....+		\$169,195,642	( 6.90% )
Total Fire Service Area.....=			\$2,453,565,987

C. CALLS (for fire suppression and emergency paramedical and rescue services, including false, for twelve-month period January 1st through December 31st):		<2010>	
Fire Service Area:			
Village of Kenilworth.....		198	( 8.88% )
Village of Winnetka )including auto and mutual aid calls).....		1,969	( 88.30% )
Unincorporated New Trier Township.....+		63	( 2.83% )
Total Fire Service Area.....=			2,230

D. FIRE SERVICE AREA ANNUAL BUDGET (for fiscal year corresponding to term of contract):

	<2011/2012>	
Winnetka Fire Department annual budget....including capital		\$4,565,410
Less:		
Fire Prevention -- salaries & retirement <*>.....	(\$731,291)	
Fire Prevention -- services.....	(56,420)	
Fire Prevention -- employee insurance benefits <*>.....	(99,825)	
Foreign Fire Insurance .....	(60,000)	
Joint Services Credit .....	(30,000)	
Major capital in proposed budget.....	(60,000)	
Total subtractions.....		(1,037,536)
Plus:		
Amortized Major Capital <*>.....	\$119,383	
Total Additions.....		119,383
Kenilworth contract annual budget calculation		\$3,647,257

<\*> These figures each equal exactly 25% of total budgeted departmental expenditures for salaries, retirement and employee insurance benefits. The resulting dollar figures shown are estimates of the department's respective budgeted amounts allocated to fire prevention activities within Winnetka.

<\*> This figure is the sum of:

1990		
1993	Public Safety Bldg Renovation Plans (Fire); \$30,000 over 30 years installment #19 of 30; installments required through FY 2022/23.....	1,000
1995	Pumper Truck; \$211,000 over 20 years; installment #17 of 20; installments required through FY 2014/15.....	10,550
2007	Training Tower \$290,000 over 20 years installment #5 of 20; installments required through FY2027	14,500
1998	Conversion of Pumper to Rescue/Pumper; \$42,000 over 17 years; installment #14 of 17; installments required through FY 20014/15.....	2,471
2000	Pumper Truck; \$290,000 over 20 years; installment #12 of 20; installments required through FY 2019/20.....	14,500
2001	Command Vehicle;\$60,000 over 10 years installmant #1of 10; installments required through FY 2021/2022	6,000
2008	Staff Vehicle; \$35,000 over 6 years; installment #4 of 6; installments required through FY 2014/2015.....	5,833
d/c		
2010	Ladder/Quint truck; \$674,400 over 20 years installment # 2 of 25;.....	33,720
2004	Self Contained Breathing Apparatus; \$60,000 over 14 years; installment #8 of 14; installments required through FY 2019/2020.....	4,143
2006	Utility Vehicle;\$35,000 over 6 years installments #6 of 6;installments required through FY 2011/2012	5,833
2007	Ambulance;\$180,000 over 12 years installments #5 of 12; installments required through FY 2019/2020	15,000
2007	Staff Vehicle;\$35,000 over 6 years; installments #5 of 6; installments required through FY 2013/2014	5,833
chief		
	Total amortized major capital .....	\$119,383



F. ANNUAL COST OF FIRE SUPPRESSION AND EMERGENCY PARAMEDICAL AND RESCUE SERVICES  
 PROVIDED TO THE VILLAGE OF KENILWORTH:

Village of Kenilworth population.....	2,494	
Fire Service Area population...../	15,731	
		-----
Village of Kenilworth population as a proportion of Fire Service Area population.....=	15.85%	=====
Village of Kenilworth equalized assessed valuation.....	\$412,571,054	
Fire Service Area equalized assessed valuation...../	2,453,565,987	
		-----
Village of Kenilworth equalized assessed valuation as a proportion of Fire Service Area equalized assessed valuation.....=	16.82%	=====
Village of Kenilworth calls.....	198	
Fire Service Area calls...../	2,230	
		-----
Village of Kenilworth calls as a proportion of Fire Service Area calls.....=	8.88%	=====
Fire Service Area annual budget.....	3,647,257	
Average Village of Kenilworth proportion of Fire Service Area.....*	13.85%	
		-----
Village of Kenilworth portion of Fire Service Area annual budget.....=	\$505,122.36	
Less Village of Kenilworth latest credit.....-	(42,041.31)	
		-----
Village of Kenilworth annual amount due.....=	\$463,081.05	=====

G. ANNUAL COST OF FIRE SUPPRESSION AND EMERGENCY PARAMEDICAL AND RESCUE SERVICES

PROVIDED TO THE VILLAGE OF WINNETKA (required for computation purposes only):

Village of Winnetka population.....	12,419	
Fire Service Area population...../	15,731	
		-----
Village of Winnetka population as a proportion of Fire Service Area population.....=	78.95%	=====
Village of Winnetka equalized assessed valuation.....	\$1,871,799,291	
Fire Service Area equalized assessed valuation...../	2,453,565,987	
		-----
Village of Winnetka equalized assessed valuation as a proportion of Fire Service Area equalized assessed valuation.....=	76.29%	=====
Village of Winnetka calls.....	1,969	
Fire Service Area calls...../	2,230	
		-----
Village of Winnetka calls as a proportion of Fire Service Area calls.....=	88.30%	=====
Fire Service Area annual budget.....	\$3,647,257	
Average Village of Winnetka proportion of Fire Service Area.....*	81.18%	
		-----
Village of Winnetka portion of Fire Service Area annual budget.....=	\$2,960,732.92	
Less Village of Winnetka latest credit.....-	(225,925.87)	
		-----
Village of Winnetka annual amount "due".....=	\$2,734,807.05	=====

H. ANNUAL COST OF FIRE SUPPRESSION AND EMERGENCY PARAMEDICAL AND RESCUE SERVICES  
 PROVIDED TO UNINCORPORATED NEW TRIER TOWNSHIP:

Unincorporated New Trier Township population.....	818	
Fire Service Area population...../	15,731	
		-----
Unincorporated New Trier Township population as a proportion of Fire Service Area population.....=	5.20%	=====
Unincorporated New Trier Township equalized assessed valuation.....	\$169,195,642	
Fire Service Area equalized assessed valuation...../	2,453,565,987	
		-----
Unincorporated New Trier Township equalized assessed valuation as a proportion of Fire Service Area equalized assessed valuation.....=	6.90%	=====
Unincorporated New Trier Township calls.....	63	
Fire Service Area calls...../	2,230	
		-----
Unincorporated New Trier Township calls as a proportion of Fire Service Area calls.....=	2.83%	=====
Fire Service Area annual budget.....		\$3,647,257
Average Unincorporated New Trier Township proportion of Fire Service Area.....*		4.97%
		-----
Unincorporated New Trier Township portion of Fire Service Area annual budget.....=		\$181,401.72
Less Unincorporated New Trier Township latest credit.....-		(16,287.81)
		-----
Unincorporated New Trier Township annual amount "due".....=		\$165,113.91
		-----
Number of fire contracts between Winnetka Fire Department and Unincorporated New Trier Township...../		171
		-----
Annual amount due per contract in Unincorporated New Trier Township.....=		\$965.58
		=====

Current Monthly  
 Proposed Monthly \$ 80.46

cc: Winnetka Village Manager  
 Winnetka Fire Chief  
 Winnetka Finance Director  
 Kenilworth Village Manager

## AGENDA REPORT

**SUBJECT:** MC-3-2011 – Amending Title 3 of the Village Code as It Pertains to the Membership, Powers and Duties of Certain Boards and Commissions

**PREPARED BY:** Katherine S. Janega, Village Attorney

**DATE:** March 18, 2011

Over the course of several months, the Village Council has considered the structure and powers of its boards and commissions. The discussion was initially triggered by inquiries about cross-memberships, in which a member of one board or commission also served in a representative capacity on another board or commission. The Council's discussion eventually evolved into a discussion of the powers and duties of the various subordinate bodies; of ways to improve communication between the Council and its subordinate bodies; and of ways to structure the boards and commissions so as to clarify their respective powers while making efficient use of the Village's professional and clerical staff and, in particular, to assure that the Council maintains its role as the Village's policy making body.

The study of the boards and commissions included considering whether their work is part of a statutory process (*e.g.*, the Zoning Board of Appeals, which conducts hearings in conjunction with zoning applications), or whether their work is more advisory in nature. In the end, the discussion focused on the Council's three principal subordinate advisory bodies, *i.e.*, the Plan Commission, Business Community Development Commission and Environmental and Forestry Commission.

After considering the roles and functions of the Village's boards and commissions, and examining how other municipalities structure comparable boards and commissions in other nearby communities, the Council provided policy direction and instructed the Village Attorney to prepare an ordinance for Council consideration.

Pursuant to that directive, the attached draft MC-3-2011, amends three chapters of Title 3 of the Village Code ("Boards and Commission"), as follows:

- Amends the general provisions in Chapter 3.02 to require Council approval before advertising for bids, seeking proposals for work, or encumbering Village funds, but clarifies that boards and commissions may take the initiative and request such authority for specific purposes.
- Amends Chapter 3.02 to codify the established role of Village staff in relation to the boards and commissions, distinguish between clerical, professional and technical staff, and reinforce the Village Manager's role in assigning Village staff.

- Amends Chapter 3.04, pertaining to the Environmental and Forestry Commission by eliminating the Plan Commission representative and modifying the powers and duties to clarify the Commission’s subordinate role to the Council.
- Amends Chapter 3.08, pertaining to the Plan Commission by (i) reducing the size of the Commission from 13 members to ten, (ii) eliminating the representatives from the Park District, Zoning Board of Appeals, Library District and School District 36, (iii) adding a representative from the Business Community Development Commission (the representative from the Environmental and Forestry Commission has been retained), (iv) making the Village trustee a non-voting member, and (v) making minor modifications to the Commission’s powers and duties.
- Amends Chapter 3.22, pertaining to the Business Community Development Commission, making the Village Trustee representative and the Director of Community Development non-voting members, and making minor modifications to the Commission’s powers and duties.
- Chapters 3.04, 3.08 and 3.22 have also been amended by adding identical provisions (i) requiring periodic status reports to the Council, including annual reporting to the Village Council at a Council meeting, and (ii) providing for the standard “other duties and responsibilities as directed by the Village Council.”

**Recommendation:**

- 1) Consider introduction of Ordinance MC-3-2011, amending Title 3 of the Village Code as it pertains to the membership, powers and duties of certain boards and commissions.

**ORDINANCE NO. MC-3-2011**

**AN ORDINANCE  
AMENDING TITLE 3 OF THE WINNETKA VILLAGE CODE  
AS IT PERTAINS TO THE MEMBERSHIP, POWERS AND DUTIES  
OF CERTAIN BOARDS AND COMMISSIONS**

**WHEREAS**, Title 3 of the Winnetka Village Code, “Boards and Commissions,” establishes several subordinate boards and commissions, defines the scope of their authority and charges them with advising the Village Council on various matters lying within the scope of their authority; and

**WHEREAS**, at study sessions in November of 2010 and January and March of 2011, the Village Council considered various issues pertaining to the Village Council’s advisory boards and commissions, including the structure, membership and authority of the boards and commissions, and improving communications between the boards and commissions and the Village Council; and

**WHEREAS**, the Village Council has determined that certain provisions of Title 3 should be amended so as to (i) preserve and enhance the Village Council’s role as the policy making body of the Village of Winnetka, (ii) clarify the role of the advisory boards and commissions in assisting in developing Village policy, and (iii) make the most efficient use of the Village Council, the interest and expertise of the advisory boards and commissions, and of the Village staff that provides professional assistance and clerical support to the Village Council and its subordinate bodies; and

**WHEREAS**, the Village of Winnetka (“Village”) is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and, except as limited by that provision, has the authority to exercise any power and perform any function pertaining to the government and affairs of the Village, including the power to regulate for the protection of the public health, safety, morals and welfare; and

**WHEREAS**, the Village Council finds that establishing subordinate boards and commissions, and defining their structure and membership, as well as their powers and duties, are matters pertaining to the government and affairs of the Village; and

**WHEREAS**, the Village Council find and determine that it is in the best interests of the general health, safety and welfare of the Village of Winnetka that provisions of Title 3 of the

Winnetka Village Code pertaining to certain boards, commissions and committees, be amended as provided herein.

**NOW, THEREFORE**, the Council of the Village of Winnetka do ordain 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:** Chapter 3.02, of Title 3 of the Winnetka Village Code, titled “Meetings of Boards, Commission and Committees,” is hereby **retitled “General Provisions”** and is amended to provide as follows:

## **Chapter 3.02**

### **GENERAL PROVISIONS**

#### **~~MEETINGS OF BOARDS, COMMISSIONS AND COMMITTEES~~**

#### **Sections:**

- 3.02.010 Open Meetings**
- 3.02.020 Meeting Attendance**
- 3.02.030 Limitation on Powers and Authority**
- 3.02.040 Professional Staff Support**
- 3.02.050 Applicability**

#### **Section 3.02.010 Open Meetings**

It is the policy of the Village of Winnetka that all meetings of all **boards, commissions and committees** ~~Boards, Commissions and Committees~~ of the Village, and all committees and subcommittees thereof, ~~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** ~~Boards, Commissions and Committees~~ of the Village, and all committees and subcommittees thereof, ~~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** ~~Board, Commission or Committee~~ of the Village, nor any committee or subcommittee ~~of thereof, 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 the Village Council has specifically granted such power and discretion ~~is specifically enumerated~~ in the enumerated powers set forth in the chapter of this Title pertaining to ~~of such board, commission or committee or committee or subcommittee thereof.~~ ~~Board, Commission or Committee set forth in this Title.~~

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

### **Section 3.02.030 Limitation of Powers and Authority**

A. No board, commission or committee of the Village, and no committee or subcommittee thereof, shall have the power or authority to advertise for bids, to request proposals for work, to enter into a contract, to purchase any goods or services, or to encumber or expend Village funds (i) unless the Village Council has specifically granted such power and discretion in the enumerated powers set forth in the chapter of this Title pertaining to such board, commission or committee or committee or subcommittee thereof, or (ii) unless the Village Council has specifically granted such power or authority in an open meeting of the Village Council.

B. No board, commission or committee of the Village, and no committee or subcommittee thereof shall have the power or authority to create other committees or subcommittees to assist such board, commission or committee in the performance of its work, unless directed by the Village Council or, if time is of the essence, by the Village President, subject to ratification by the Village Council at its next meeting.

C. Notwithstanding the foregoing, any board, commission, or committee of the Village, and any committee or subcommittee thereof, may request additional power or authority from the Village Council at any time, provided such request is for a specific purpose related to the duties of requesting body.

### **Section 3.02.040 Staff Liaisons**

The Village Manager shall have the authority and discretion to assign such Village staff as is necessary to provide professional and technical assistance, to provide clerical support, and to serve as a liaison between the Village administration and each board, commission or committee established pursuant to this Title 3 of the Village Code.

### **Section 3.02.050 Applicability**

A. The provisions of this Chapter shall apply to all boards and commissions established pursuant to this Title 3 of the Village Code, to all boards and commissions of the Village established by State law and to all standing committees and ad hoc committees established by the Village Council. The provisions of this Chapter shall also apply to all committees and subcommittees of any of the foregoing, whether such committee or subcommittee is established by such board or commission or by State law, this Code, or other act of the Village Council.

**SECTION 3:** Chapter 3.04 of Title 3 of the Winnetka Village Code, titled “Environmental and Forestry Commission,” is hereby amended to provide as follows:

### **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~~ <sup>one</sup> 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 appointee(s) 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~~ Ex Officio Members. ~~The Plan Commission representative and any other members of the Commission who are representatives of another board or commission (the "representative members")~~ The Village Trustee who serves as an ex officio member, shall not serve on the ~~Environmental and Forestry Commission~~ beyond the termination of ~~their~~ his or her service in the office of Trustee, whether the Trustee's service in office has terminated ~~respective memberships on the Plan Commission or other board or commission, whether by~~ due to the expiration of ~~that~~ the Trustee's term, ~~by~~ to resignation or ~~by~~ to some other cause.

4. Student Member(s). The student member(s) 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 Village Trustee shall be designated by the Village President to serve as an 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**

A. Chairperson. 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 ~~or until the Chairperson is no longer a member of the Commission, whichever is later.~~

B. Secretary. 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 ~~on the Commission occurring~~ shall be filled for the remainder of the ~~former member's~~ unexpired term in the same manner as provided for in 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. Meetings. 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 member(s) 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 of the Commission 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. ~~When requested by the Village Council, 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. ~~When requested by the Village Council, To~~ advise the Village Council on matters relating to the protection of the environment and the conservation of energy;

C. ~~To advise~~ When requested by the Village Council or Village Manager, to review and provide comment ~~the Village Council~~ on possible proposed amendments to this Village code regarding environmental and forestry matters;

D. ~~When requested by the Village Council or Village Manager, To~~ assist in developing and recommending ~~policy~~ policies relating to any or all of the following:

1. ~~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;~~

2. ~~—F. To assist the Village and its officials in developing and recommending policies relating to~~ the protection of the environment; ~~and~~

3. 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;~~

4. the preservation, conservation, enhancement and protection of the quality of the Village's natural resources, including issues related to pollution and recycling;

5. the improvement of private energy stewardship by the Village's residents and businesses, including strategies for energy conservation, reduced energy consumption and access to renewable energy sources; and

6. 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;

~~E. 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;

~~F. 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;~~

~~G. 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;

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

~~I. 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;

~~J. 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)

~~K. 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;

~~L. O.—With the approval of the Village Council, to conduct studies and 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~~

~~M. 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. for the purpose of obtaining information on matters related to the foregoing powers and duties of the Commission;~~

~~N. To report to the Village Council from time to time on the work of the Commission, including but not limited to (i) presenting a report to the Village Council in an open session of the Village Council at least once each calendar year, and (ii) submitting such other and additional reports as the Village Council, in the exercise of its discretion and authority, may direct from time to time; and~~

~~O. To perform such other duties and responsibilities as directed by the Village Council or as otherwise required by ordinance or statute.~~

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

**SECTION 4:** Chapter 3.08 of Title 3 of the Winnetka Village Code, titled “Plan Commission,” is hereby amended to provide as follows:

### **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~~ten 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 Village Council may provide a salary for the Secretary if the Secretary is not a member of the Commission or an employee of the Village.

(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, who shall serve as an ex officio member of the Commission and shall not be a voting member.

2. One member shall be a member of the ~~Zoning Board of Appeals~~Business Community Development Commission created by Chapter ~~3.44~~3.22 of this Code.

3. One member shall be a member of the ~~Design Review Board~~Environmental and Forestry Commission created by Chapter ~~3.12~~3.04 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~~ 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.~~ The Chairperson shall hold that office until the Village President designates another member to be Chairperson, or until the Chairperson is no longer a member of the Commission, whichever is later.

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~~ deems necessary to facilitate the Plan Commission's performance of its duties.

(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 ~~voting~~ 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~~ submit to the Council and to the Board of Local Improvements ~~plans~~ proposals for making specific improvements in pursuance of the official plan;

4. To ~~prepare and~~ recommend to the Council, changes ~~from time to time~~ in the official Comprehensive Plan ~~from time to time~~;

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 report to the Village Council from time to time on the work of the Commissions, including but not limited to (i) presenting a report to the Village Council in an open session of the Village Council at least once each calendar year, and (ii) submitting such other and additional reports as the Village Council, in the exercise of its discretion and authority, may direct from time to time; and

9. 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)

**SECTION 5:** Chapter 3.22 of Title 3 of the Winnetka Village Code, titled “Business Community Development Commission,” is hereby amended to provide as follows:

## 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, ~~two of which shall be non-voting, ex officio 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, ~~who shall serve as an ex officio member of the Commission and shall not be a voting member.~~

2. ~~One member shall be the Director of Community Development, who shall serve as an ex officio member of the Commission and shall not be a voting member. 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 voting 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.**

A. **Chairperson.** 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, or until the Chairperson is no longer a member of the Commission, whichever is later.~~

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.

### **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 seven~~ voting 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:

A. ~~1.~~ To collect information and report to the Village Council on opportunities for business and investment in the Village's commercial zoning districts;

B. 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;

C. 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;

D. 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~~

E. 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;

F. 7.—To report to the Village Council from time to time on the work of the Commissions, including (i) presenting a report to the Village Council in an open session of the Village Council at least once each calendar year, and (ii) submitting such other and additional reports as the Village Council, in the exercise of its discretion and authority, may direct from time to time; and

G. To perform such other duties and responsibilities as directed by the Village Council or as otherwise required by ordinance or statute. ~~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)

**SECTION 7:** 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 8:** This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

**PASSED** this \_\_\_ day of \_\_\_\_\_, 2011, pursuant to the following roll call vote:

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

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

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

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2011.

Signed:

---

Village President

Countersigned:

---

Village Clerk

Introduced:

Posted:

Passed and Approved:

Posted:

**ORDINANCE NO. MC-3-2011**

**AN ORDINANCE  
AMENDING TITLE 3 OF THE WINNETKA VILLAGE CODE  
AS IT PERTAINS TO THE MEMBERSHIP, POWERS AND DUTIES  
OF CERTAIN BOARDS AND COMMISSIONS**

**WHEREAS**, Title 3 of the Winnetka Village Code, “Boards and Commissions,” establishes several subordinate boards and commissions, defines the scope of their authority and charges them with advising the Village Council on various matters lying within the scope of their authority; and

**WHEREAS**, at study sessions in November of 2010 and January and March of 2011, the Village Council considered various issues pertaining to the Village Council’s advisory boards and commissions, including the structure, membership and authority of the boards and commissions, and improving communications between the boards and commissions and the Village Council; and

**WHEREAS**, the Village Council has determined that certain provisions of Title 3 should be amended so as to (i) preserve and enhance the Village Council’s role as the policy making body of the Village of Winnetka, (ii) clarify the role of the advisory boards and commissions in assisting in developing Village policy, and (iii) make the most efficient use of the Village Council, the interest and expertise of the advisory boards and commissions, and of the Village staff that provides professional assistance and clerical support to the Village Council and its subordinate bodies; and

**WHEREAS**, the Village of Winnetka (“Village”) is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970 and, except as limited by that provision, has the authority to exercise any power and perform any function pertaining to the government and affairs of the Village, including the power to regulate for the protection of the public health, safety, morals and welfare; and

**WHEREAS**, the Village Council finds that establishing subordinate boards and commissions, and defining their structure and membership, as well as their powers and duties, are matters pertaining to the government and affairs of the Village; and

**WHEREAS**, the Village Council find and determine that it is in the best interests of the general health, safety and welfare of the Village of Winnetka that provisions of Title 3 of the

Winnetka Village Code pertaining to certain boards, commissions and committees, be amended as provided herein.

**NOW, THEREFORE**, the Council of the Village of Winnetka do ordain 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:** Chapter 3.02, of Title 3 of the Winnetka Village Code, titled “Meetings of Boards, Commission and Committees,” is hereby retitled “General Provisions” and is amended to provide as follows:

## **Chapter 3.02**

### **GENERAL PROVISIONS**

#### **Sections:**

- 3.02.010 Open Meetings**
- 3.02.020 Meeting Attendance**
- 3.02.030 Limitation on Powers and Authority**
- 3.02.040 Professional Staff Support**
- 3.02.050 Applicability**

#### **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 thereof, 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 thereof, 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, nor any committee or subcommittee thereof, 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 the Village Council has specifically granted such power and discretion in the enumerated powers set forth in the chapter of this Title

pertaining to such board, commission or committee or committee or subcommittee thereof.

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

### **Section 3.02.030 Limitation of Powers and Authority**

A. No board, commission or committee of the Village, and no committee or subcommittee thereof, shall have the power or authority to advertise for bids, to request proposals for work, to enter into a contract, to purchase any goods or services, or to encumber or expend Village funds (i) unless the Village Council has specifically granted such power and discretion in the enumerated powers set forth in the chapter of this Title pertaining to such board, commission or committee or committee or subcommittee thereof, or (ii) unless the Village Council has specifically granted such power or authority in an open meeting of the Village Council.

B. No board, commission or committee of the Village, and no committee or subcommittee thereof shall have the power or authority to create other committees or subcommittees to assist such board, commission or committee in the performance of its work, unless directed by the Village Council or, if time is of the essence, by the Village President, subject to ratification by the Village Council at its next meeting.

C. Notwithstanding the foregoing, any board, commission, or committee of the Village, and any committee or subcommittee thereof, may request additional power or authority from the Village Council at any time, provided such request is for a specific purpose related to the duties of requesting body.

### **Section 3.02.040 Staff Liaisons**

The Village Manager shall have the authority and discretion to assign such Village staff as is necessary to provide professional and technical assistance, to provide clerical support, and to serve as a liaison between the Village administration and each board, commission or committee established pursuant to this Title 3 of the Village Code.

### **Section 3.02.050 Applicability**

A. The provisions of this Chapter shall apply to all boards and commissions established pursuant to this Title 3 of the Village Code, to all boards and commissions of the Village established by State law and to all standing committees and ad hoc committees established by the Village Council. The provisions of this Chapter shall also apply to all committees and subcommittees of any of the foregoing, whether such committee or subcommittee is established by such board or commission or by State law, this Code, or other act of the Village Council.

**SECTION 3:** Chapter 3.04 of Title 3 of the Winnetka Village Code, titled “Environmental and Forestry Commission,” is hereby amended to provide as follows:

### **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 one 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. 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 appointee(s) 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 Ex Officio Member. The Village Trustee who serves as an ex officio member shall not serve on the Commission beyond the termination of his or her service in the office of Trustee, whether the Trustee’s service in office has terminated due to the expiration of the Trustee’s term, to resignation or to some other cause.

4. Student Member(s). The student member(s) 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 Member. One Village Trustee shall be designated by the Village President to serve as an ex officio member of the Commission.

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**

A. Chairperson. 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 or until the Chairperson is no longer a member of the Commission, whichever is later.

B. Secretary. 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 on the Commission shall be filled for the remainder of the former member's unexpired term in the same manner as provided for in 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. Meetings. 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 member(s) and the ex officio member 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 of the Commission 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. When requested by the Village Council, 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. When requested by the Village Council, to advise the Village Council on matters relating to the protection of the environment and the conservation of energy;

C. When requested by the Village Council or Village Manager, to review and provide comment on proposed amendments to this Village code regarding environmental and forestry matters;

D. When requested by the Village Council or Village Manager, to assist in developing and recommending policies relating to any or all of the following:

1. the selection, planting, maintenance and removal of trees on Village-owned property;

2. the protection of the environment;

3. the protection, maintenance and improvement of the Village's tree population;

4. the preservation, conservation, enhancement and protection of the quality of the Village's natural resources, including issues related to pollution and recycling;

5. the improvement of private energy stewardship by the Village's residents and businesses, including strategies for energy conservation, reduced energy consumption and access to renewable energy sources; and

6. 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;

E. 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;

F. 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;

G. 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;

H. To assist the Plan Commission in its review and updating of the Comprehensive Plan on matters pertaining to the protection of the environment and to make recommendations to the Plan Commission for amendments to the Comprehensive Plan pertaining to the protection, maintenance and improvement of the Village's tree population, including updating Chapter XIV, "Street Tree Planting," of the Winnetka Comprehensive Plan;

I. 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;

J. 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)

K. 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;

L. With the approval of the Village Council, to conduct studies and make recommendations to the Village Council on programs and methods for increasing public awareness of environmental and energy issues;

M. 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 for the purpose of obtaining information on matters related to the foregoing powers and duties of the Commission;

N. To report to the Village Council from time to time on the work of the Commission, including but not limited to (i) presenting a report to the Village Council in an open session of the Village Council at least once each calendar year, and (ii) submitting such other and additional reports as the Village Council, in the exercise of its discretion and authority, may direct from time to time; and

O. To perform such other duties and responsibilities as directed by the Village Council or as otherwise required by ordinance or statute.

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

**SECTION 4:** Chapter 3.08 of Title 3 of the Winnetka Village Code, titled "Plan Commission," is hereby amended to provide as follows:

## 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 ten 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 Village Council may provide a salary for the Secretary if the Secretary is not a member of the Commission or an employee of the Village.

(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, who shall serve as an ex officio member of the Commission and shall not be a voting member.

2. One member shall be a member of the Business Community Development Commission created by Chapter 3.22 of this Code.

3. One member shall be a member of the Environmental and Forestry Commission created by Chapter 3.04 of this Code.

4. One member shall be a member of the Landmark Preservation Commission created by Chapter 3.40 of this Code.

8. The remaining six members shall be appointed from among the residents of the Village.

B. Appointment. 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. The Chairperson shall hold that office until the Village President designates another member to be Chairperson, or until the Chairperson is no longer a member of the Commission, whichever is later.

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 deems necessary to facilitate the Plan Commission's performance of its duties.

(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 voting 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 submit to the Council and to the Board of Local Improvements proposals for making specific improvements in pursuance of the official plan;

4. To prepare and recommend to the Council, changes in the official Comprehensive Plan from time to time;

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 report to the Village Council from time to time on the work of the Commissions, including but not limited to (i) presenting a report to the Village Council in an open session of the Village Council at least once each calendar year, and (ii) submitting such other and additional reports as the Village Council, in the exercise of its discretion and authority, may direct from time to time; and

9. To perform such other duties and responsibilities as directed by the Village Council or as otherwise required by ordinance or statute.

(Ord. MC-228-99 § 4 (part), 1999: prior code § 6.02)

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

**SECTION 5:** Chapter 3.22 of Title 3 of the Winnetka Village Code, titled “Business Community Development Commission,” is hereby amended to provide as follows:

### **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 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, two of which shall be non-voting, ex officio members.

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, who shall serve as an ex officio member of the Commission and shall not be a voting member.

2. One member shall be the Director of Community Development, who shall serve as an ex officio member of the Commission and shall not be a voting member.

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 voting members other than 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.**

A. Chairperson. 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, or until the Chairperson is no longer a member of the Commission, whichever is later.

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.

**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 seven voting members of the Business Community Development Commission shall constitute a quorum for the conduct of business.

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

**Section 3.22.060 Powers and Duties.**

The Business Community Development Commission shall have the following powers and duties:

A. To collect information and report to the Village Council on opportunities for business and investment in the Village's commercial zoning districts;

B. 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;

C. 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;

D. To identify services and professional resources available to the Village for business and economic development;

E. 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;

F. To report to the Village Council from time to time on the work of the Commissions, including (i) presenting a report to the Village Council in an open session of the Village Council at least once each calendar year, and (ii) submitting such other and additional reports as the Village Council, in the exercise of its discretion and authority, may direct from time to time; and

G. To perform such other duties and responsibilities as directed by the Village Council or as otherwise required by ordinance or statute.

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

**SECTION 7:** 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 8:** This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

**PASSED** this \_\_\_ day of \_\_\_\_\_, 2011, pursuant to the following roll call vote:

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

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

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

**APPROVED** this \_\_\_ day of \_\_\_\_\_, 2011.

Signed:

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

Countersigned:

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

Introduced:  
Posted:  
Passed and Approved:  
Posted:

## **Agenda Report**

**To:** Village Council

**From:** Robert Bahan, Village Manager  
Patrick Kries, Interim Chief of Police  
Ed McKee, Finance Director

**Date:** March 4, 2011

**Re:** Consolidated Dispatch

Over the past several years, communities on the north shore have explored the idea of combining police dispatch services. This process has been driven by the desire to maintain high service levels, seek regionalization of efficiencies, and meet the ever increasing federal and state demands for more complex and expensive systems to handle emergency calls. It was believed that if the communities worked together we could meet these standards in a more cost effective manner than approaching these improvements individually. There was also a desire to find economies of scale that would produce cost savings over the long-term.

Over the past two years, the Villages of Kenilworth, Northfield, and Winnetka have worked co-operatively to see if a combined dispatch operation was feasible for the three towns. While we have talked to other communities during this time, the three communities share a strong operational platform using the same radio network and have a very similar focus on a high level of customer service. There was also a consensus to follow a shared governance model to maintain a high level of control, which would be absent if we chose to contract with another entity.

Near the end of calendar 2010, it became apparent that additional expertise was needed if the three communities wanted to move forward with a combined dispatch project. There was a desire to have an independent expert who combines dispatch centers on a regular basis assist us to make sure a combined police dispatch can be implemented in such a way that maintains or enhances services, clearly identifies any efficiencies, and does not increase costs.

In December 2010, the Villages issued a Request for Qualifications for combined dispatch consulting services. Following the RFQ, a mandatory pre-bid meeting was held to explain the project in more detail and give the vendors an opportunity to interact with staff as a group so everyone had the same information.

RFQs were received by the Villages and opened on January 27, 2011. The five responses were narrowed down based on the experience outlined in their proposals to three firms who were then interviewed on February 24<sup>th</sup>. There was a consensus among the group that Elert and Associates had the best understanding of our project and would be the best firm to assist the group in determining if a combined dispatch center could meet our enhanced service targets without increasing costs.

Elert and Associates will be collecting information from the three existing dispatch centers and then determine if there is a business case for consolidation. Specifically, they will look at current and planned capital costs, forecast service requirements and workload, estimate staffing requirements and organizational structure, analyze cost structures for operations and capital components, analyze governance, and generate an assessment and recommendation report. A copy of their proposal is attached.

Elert and Associates proposed a not to exceed price of \$51,975 for the above work based on 315 hours of work.

In terms of implementation, the Village of Winnetka has agreed to be the lead agency for this contract. The Villages of Kenilworth and Northfield will reimburse Winnetka for their pro-rata share of the costs. It was agreed that the costs would be split for this phase of the work according to some preliminary discussions among the three communities about how a combined dispatch center might allocate costs (population, sworn police officers, and equally split).

Village	%	Share
Kenilworth	22%	\$ 11,434.50
Northfield	33%	\$ 17,151.75
Winnetka	45%	\$ 23,388.75
Total	100%	\$ 51,975.00

A final point worth noting is that while the three communities are recommending moving forward with this study, the combined dispatch model being evaluated has the flexibility to accommodate other entities in the future. It is beneficial to move forward with the three communities at this time due to the shared vision and operational closeness of the departments. If the combined dispatch is ultimately created, it is likely that new members would be considered in the future. This would have a favorable impact on the costs for the membership.

In terms of the three communities, Northfield will be considering this item on March 15th, Kenilworth on March 21<sup>st</sup>, and Winnetka on March 22<sup>nd</sup>.

**Staff Recommendation:**

Authorize staff to enter into a contract with Elert & Associates for a combined dispatch study in an amount not to exceed \$51,975 using the cost allocation formula in this memo.



February 1, 2011

Mr. Edward McKee, Finance Director  
Village of Winnetka  
510 Green Bay Road  
Winnetka, IL 60093

Dear Mr. McKee:

Elert & Associates is pleased to respond the Villages of Kenilworth, Northfield, and Winnetka Request for Qualifications for Consulting and Project Management Services for a Consolidated Police Dispatch Facility. We are proposing a senior level, very experienced core team of consultants for this critical project in order to provide the most comprehensive evaluation and guidance for your project.

We attended the pre bid meeting as well as conducting a second follow up review walk through of each of the three existing dispatch centers.

We have enclosed seven signed printed copies and seven electronic copies on CD, as requested.

We look forward to hearing from you. If you have any questions or if we can be of assistance in any way, please feel free to give us a call at (847) 984-2802.

Sincerely,

A handwritten signature in cursive script that reads "Ed Hazelwood".

Ed Hazelwood  
Elert & Associates

# **The Villages of Kenilworth, Northfield and Winnetka**

## *Consolidated Police Dispatch Facility Consulting Services Proposal*

February 1, 2011

Prepared by:

Ed Hazelwood  
Tom Pavek  
Roger Olwin



ELERT & ASSOCIATES  
129 North Stewart Avenue  
Libertyville, IL 60048  
(847) 984-2802

[www.elert.com](http://www.elert.com)

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# 1 Elert & Associates

Elert & Associates (E&A) was established as a privately owned firm in March of 1984. Currently, E&A employs nearly 40 consulting staff, operates out of multiple offices, and has served hundreds of clients throughout the United States.

E&A is recognized as a premiere public safety-consulting firm in the Midwest. Established in March of 1984 as an independent consulting firm, our purpose is to provide the benefits of experienced public safety management and technology consulting including land mobile radio communications, data systems, CAD/RMS, telephone, E9-1-1 and microwave dispatch operations and facility layout consulting.

E&A offers services for public safety communication center staffing and operations consulting. Public safety has been a focus of our organization with our first dispatch consolidation project conducted in 1988.

E&A does not sell or represent any software or hardware products of any type, nor are we affiliated with any vendor. This allows our firm to provide an objective, unbiased assessment of our clients' needs and recommendations of the best products currently on the market today. Our professional services extend to design of communication systems, development of equipment procurement specifications, system implementation and acceptance testing. In addition, E&A provides expertise in other areas of technology; such as telephone, data cabling, computer network design, CCTV, and video teleconferencing.

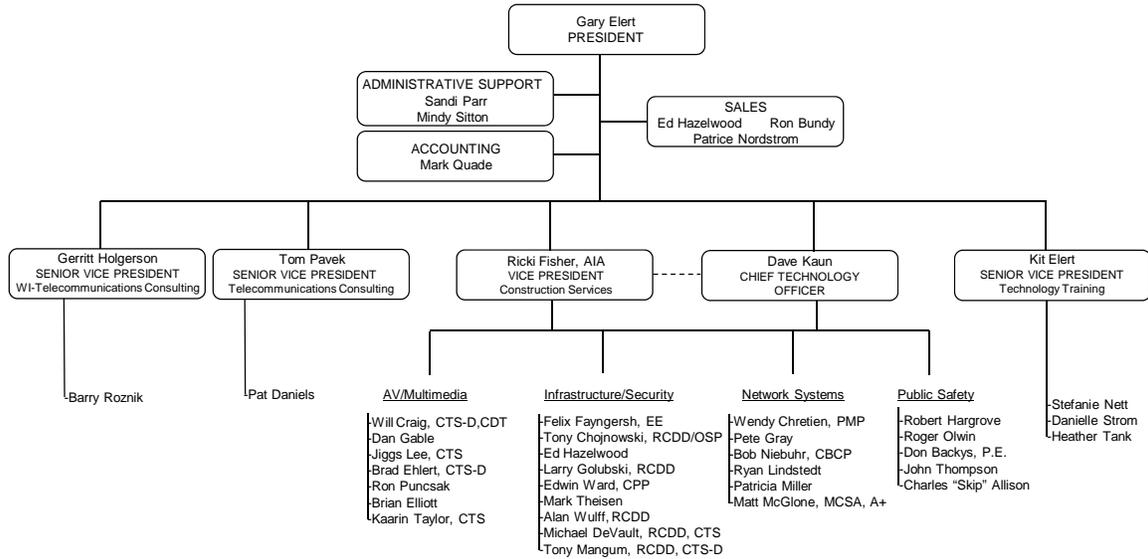
E&A offers services in all aspects of public safety communications. Our expertise encompasses multiple vendor equipment and lines for two-way trunked and conventional radio systems, paging systems, dispatch consoles, mobile data communications, microwave, and CAD/RMS systems.

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1.1 Organization Chart

# Elert & Associates Organization Chart – February 2011



Minneapolis/St. Paul

Austin

Chicago

Dallas

Kansas City

Milwaukee

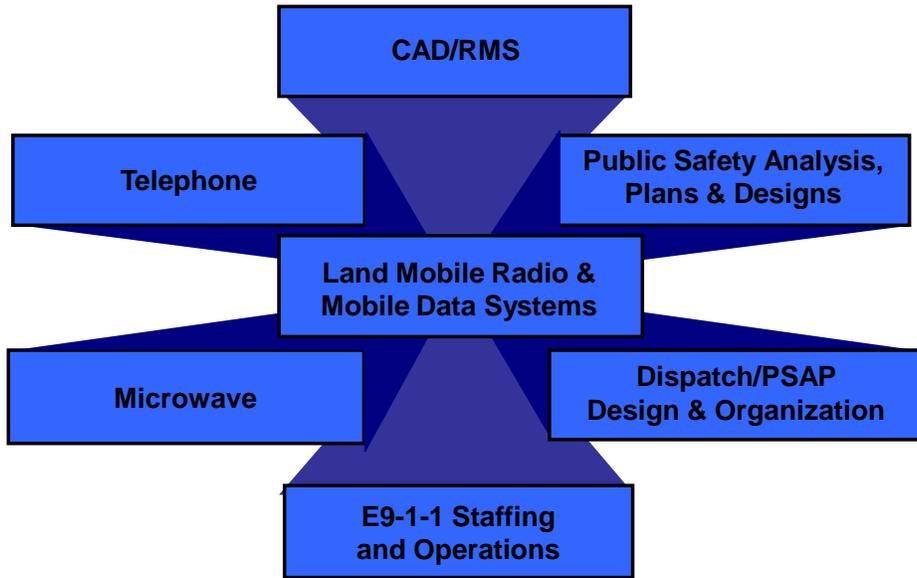
New Haven

-Established 1984-

1.2 Areas of Expertise

# Elert & Associates

## Technology Consultants



### 1.3 List of Certifications & Professional Affiliations

- ◆ AIA American Institute of Architects
- ◆ AICP American Institute of Certified Planners
- ◆ APCO Association of Public-Safety Communications Officials
- ◆ BICSI Building Industry Construction Services International
- ◆ CBCP Certified Business Continuity Planner
- ◆ CDT Construction Documents Technologist
- ◆ CEFPI Council of Educational Facility Planners International Membership
- ◆ CHS-III Certified Homeland Security Professional
- ◆ CPTED Crime Prevention Through Environmental Design Certification
- ◆ CTS Certified Technology Specialist
- ◆ CTS-D Certified Technology Specialist – Design
- ◆ EE Electrical Engineer
- ◆ FCC General Class Radiotelephone License
- ◆ ICIA International Communications Industries Association, Inc.
- ◆ IEEE Institute of Electrical & Electronic Engineers
- ◆ ITPM Information Technology Project Manager
- ◆ LEED AP Leadership in Energy and Environmental Design, Accredited Professional
- ◆ MTA Minnesota Telecommunications Association
- ◆ NCARB National Council of Architectural Registration Boards
- ◆ 911 ENP Emergency Number Professional
- ◆ PE Professional Engineer (*selected states*)
- ◆ PMP Project Management Professional
- ◆ RCDD Registered Communications Distribution Designer  
(*Certified in all major structured cabling systems*)
- ◆ RCDD OSP Outside Plant Specialist
- ◆ SCTE Society of Cable Telecommunications Engineers Membership
- ◆ STC Society of Telecommunications Consultants Membership
- ◆ USGBC U.S. Green Building Council Membership

**1.4 Affidavit of Non-Alliance and Independence**

Elert & Associates hereby declares:

1. We are an independent technology-consulting group.
2. We sell no hardware or software or any tangible products, including but not limited to personal computers, mainframe computers, computer software, PBX, key, VoIP systems, network devices, telecommunications network services and telephones of any kind, cable, or software packages.
3. We are not aligned with any manufacturers of the above-listed products or any products.
4. We are not aligned with any vendors, or distributors, or representative firms who sell, market, install, program or subcontract work for the above-listed products, or any products or services.
5. We are paid only on a fee (hourly) basis by our clients for whom we are contractually committed to providing independent consulting and design engineering services.
6. We receive no commissions, salaries, or payoffs of any kind from any business entity for services we perform on behalf of our clients, or for products that we may from time to time recommend to our clients on their behalf.



Signed \_\_\_\_\_  
President

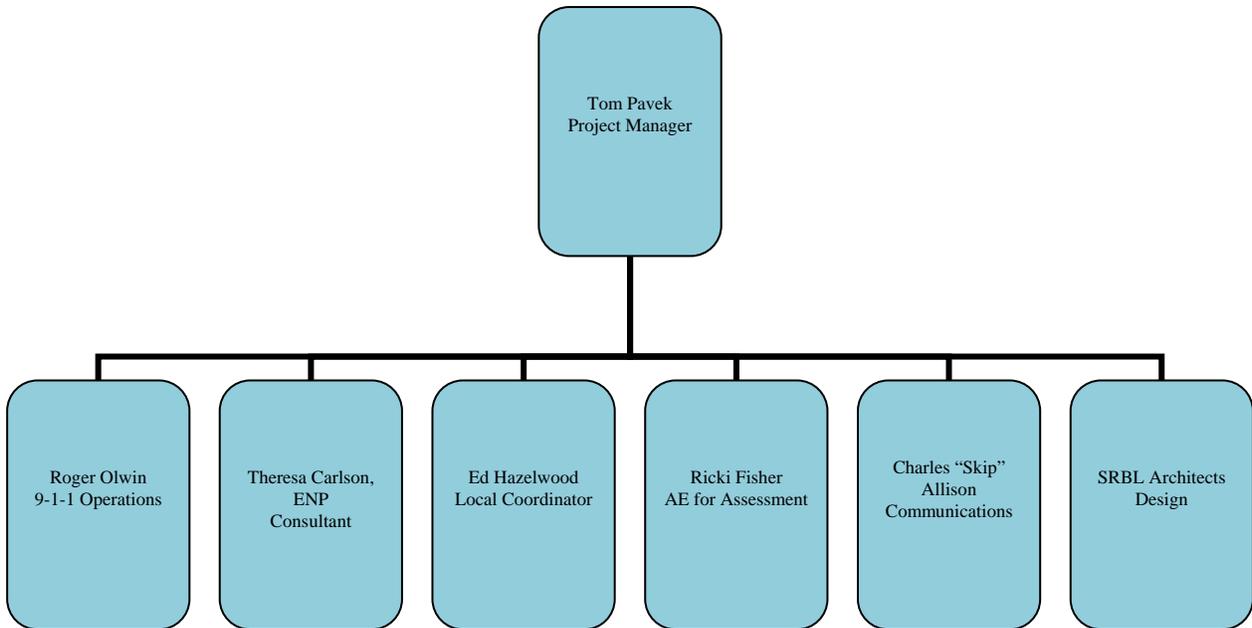
**1.5 Relationships with the Communities**

Elert & Associates does NOT have any personal or business relationships with any employee, contractor, or elected official of any of the three communities.

## 2 Project Understanding

We understand that the Villages of Kenilworth, Northfield, and Winnetka (“The Villages”) are seeking a consulting firm to advise the Villages on matters relating to a combined police dispatch operation.

### 2.1 Project Team Organization Chart



### 3 Detailed Project Plan

#### 3.1 Phase I – Introduction and Interviews

We have submitted this proposal as a guide or course of action to assist in assessing the feasibility of consolidating dispatch centers of the three villages.

Our proposal is separated by phase to allow a systematic approach. We propose to have consultants on site to conduct an initial project meeting and interview key personnel. The initial meeting will be held to gather and review available information and establish a mutual understanding of the project. This meeting will also serve to define specific timelines, deliverable items, and working relationships between assigned personnel and the consulting team. It is expected that each entity will provide a representative to assist with communications and information gathering.

Our staff will interview the following key personnel:

- Kenilworth .....Village Administrator, Police Chief, other staff
- Northfield.....Village Administrator, Police Chief, other staff
- Winnetka.....Village Administrator, Police Chief, other staff

The interviews will:

- Develop an understanding of the current operations and review information and reports provided by the villages.
- Explore ideas and perceptions of a consolidated dispatch center.
- Discuss reasons for entities to join in the consolidation.
- Evaluate existing barriers to entry into the consolidation (i.e., level of debt, technical limitations, etc.).
- Review and assess existing facilities for the best possible consolidated center.
- Discuss funding issues for current dispatch centers.
- Discuss funding issues for a consolidated dispatch center.
- Discuss current governance and possible governance for consolidated dispatch center.
- Review requirements for technology, i.e., radio, mobile data, E911, wide area network, etc.

Reporting: We will provide an interim written report based upon our findings after initial meetings with all entities.

### **3.2 Phase Ia – Evaluation of Existing Dispatch Centers**

This phase is gathering the detailed information to fully understand the technology requirements, existing facilities, staff duties and responsibilities, salaries and benefits, existing equipment, network capabilities, and existing communications.

#### **3.2.1 Dispatch Duties and Responsibilities**

Review all dispatcher duties/activities of each entity that will and will not be carried to a consolidated center. This will be accomplished by written survey and interviews with dispatch management and selected dispatchers.

A written summary and detailed lists will be provided to each agency identifying duties and operations. The lists will be discussed with each entity to identify duties and operations that will be transferred to a new consolidated dispatch center. Each entity must evaluate the duties or operations that will remain with its specific agency and the means and costs to maintain these operations including both emergency and non-emergency functions (i.e., location specific duties, walk-ins, etc.).

#### **3.2.2 Salaries and Benefits**

Identify personnel situations and costs at each agency. We will gather and review all salary and benefits of all employees involved in dispatching operations. Review current staffing levels, training, and length of service. Review similarities and differences among the agencies including personnel policies, job description training, benefits, and reporting lines.

#### **3.2.3 Facilities and Equipment**

We will visit each of the existing three police dispatch facilities to review and understand the existing layout, daily operations of the dispatch center and other assigned duties. We will thoroughly review the facility as it relates to dispatch duties and to assess the pros and cons of utilizing that center as the new consolidated operations center.

We will also assess the existing equipment in each of the dispatch centers to determine the age and condition and if the equipment could become available for the new consolidated center. This includes furniture, chairs, computers, printers, fax machines, copiers, etc.

#### **3.2.4 Computer Aided Dispatch / Records Management System (CAD/RMS)**

We will review the needs and requirements for receiving CAD data and/or interfaces to the CAD. We understand not all centers are using the same system or approach and studies have been conducted with a possible solution with all using the same CAD system. This includes the usage of AVL (automatic vehicle location) and computerized mapping, and any recommended changes.

### **3.2.5 E911**

We will review the existing E911 equipment at each of the centers to determine the type, age, and functionality of the equipment. We will also review the requirements for wireless 911 as well as VoIP services and the NG 9-1-1 possibility, and the rerouting of 911 trunks.

### **3.2.6 Mobile Data**

We will review the current usage of mobile data system, interface to CAD and the state, and the wireless network.

### **3.2.7 Local Area Network / Wide Area Network (LAN/WAN)**

We will review the LAN and WAN usage at each location and determine what will be required for a WAN to a new consolidated center.

### **3.2.8 Voice Radio**

We will review the existing voice radio system(s) as currently used for public safety communications in the three entities. This includes radio consoles, base stations, receivers, repeaters, towers, frequencies, channel usage, congestion, interoperability, and coverage issues.

### **3.2.9 Interoperability**

We will review the need for interoperability between all agencies for radio communications and surrounding communities and regional requirements.

## **3.3 Phase Ib – Business Case for Consolidation**

The objective of this phase is to determine if there is a business case and, if so, to demonstrate the business case for consolidation. In this phase, we will gather documentation and review the information and reports already completed by the villages including the handout information from the pre-bid meeting.

We will compare current and anticipated costs to potential transition costs, and develop cost and operational scenarios for feasible consolidation approaches, and identify options for allocating future costs and estimated savings. Our approach on previous consolidation feasibility studies has been to identify both operational costs and savings, as well as estimated *avoided costs* to identify the business case for consolidation.

### **3.3.1 Identify Current Operational Costs and Planned Capital Costs**

For each independent PSAP:

- Identify existing staffing approaches and protocols;
- Obtain and analyze detailed staff compensation costs for each participating dispatch operation, including salary and fringe benefit costs;

- Analyze current supplies and services costs;
- Identify planned or anticipated capital costs for the next eight years.

### **3.3.2 Forecast Potential Service Requirements and Workload**

We have successfully employed industry standard staffing methodologies for other PSAP consolidation studies that are based on a careful analysis of forecasted call volume, including peak hours and average emergency- and non-emergency call duration to estimate the staffing level of dispatchers required minimizing wait times. We assume that the required call volume data will be available electronically in MS Excel format.

- Evaluate optimal changes to staffing approaches.
- Project the number and average duration of emergency calls.
- Project the number and average duration of non-emergency calls.
- Using industry standards we will identify the minimum number of dispatcher posts necessary to avoid excessive wait times.
- Using a post-shift staffing methodology, identify a shift relief factor to estimate the total number of full-time equivalent positions necessary to avoid excessive scheduling-related overtime, while providing for heavy call periods and major incidents.
- Estimate the personnel costs for staffing a co-located center and the cost to maintain other services at the existing local agencies.

### **3.3.3 Develop Estimated Staffing Requirements and Optimal Organizational Operations Structure**

Our experience with other PSAPs tells us that dispatchers are not assigned solely to take emergency calls. Dispatchers typically are assigned to perform a wide range of support functions during those times when they are not on an emergency call, such as entering warrants, assisting with report transcriptions, providing “look up” support to patrol officers, responding to requests for information from members of the public, providing visual observation of lobby and customer service areas, and other administrative tasks. Further, well-run PSAP operations place great emphasis on data-driven performance management, effective supervisory communication techniques, scheduling, training, and discipline.

- Review and discuss non-call duties currently assigned to dispatchers in each independent PSAP, and analyze the potential feasibility of consolidation from an administrative staffing perspective.
- Carefully consider the potential impacts of consolidation on current operations relative to administrative and support functions currently performed by dispatchers in each organization.

- Complete a high-level assessment of the current approach to management and supervision, including performance monitoring, scheduling and training of dispatchers to identify potential obstacles to effectiveness that could be addressed through consolidation.
- Address potential labor relations and legal issues related to staff merging.
- Develop an optimal operational organizational chart and reporting relationships.
- Identify anticipated costs for new equipment or one-time costs as well as recurring costs.

### **3.3.4 Analyze Potential Cost Structure (operational and capital) for a Consolidated PSAP**

Any potential operational cost structure depends on a careful assessment of the anticipated workload and service delivery requirements, because required staffing level is the critical ongoing operational cost factor. However, capital costs related to the technology and to the facility also create fixed costs, which are depreciated over a number of years and included in the total cost structure. Leveraging the work completed in Phase II, we will develop potential cost structure for the three most feasible consolidation alternatives.

We fully realize that cost savings will be a primary decision factor for participating entities, as they attempt to determine whether to participate in a consolidated PSAP. However, it is not feasible to attempt to develop fully loaded total cost structures for all possible permutations involving the entities.

Therefore, we will focus our efforts on those consolidation alternatives that appear to be most feasible after our review. Our cost calculations will be presented over an eight year period because this is commonly considered to be the typical life cycle of emergency communications technology systems.

- Determine the two most feasible consolidation alternatives from a cost savings perspective.
- Calculate the estimated fully loaded costs and savings over an eight-year timeframe.
- Identify the potential cost sharing allocation approaches associated with each alternative.

### **3.3.5 Analyze Governance Structure Options for a Consolidated PSAP**

In our experience, fiscal savings are a necessary, but not sufficient, precondition for successful consolidation. As important is commitment and buy in by key leadership staff, together with a well crafted approach to governance for the new entity.

- Identify the optimal approach to oversight for each alternative, including process for joining, membership rights and responsibilities, and exit and notification procedures as appropriate.

- For those alternatives where an independent board structure appears indicated, determine the optimal board size and membership composition (exclusive of individual participation).

### **3.4 Phase Ic – Assessment and Recommendation Report**

An assessment report will be developed from the information gathered in Phases Ia, Ib, and Ic. Recommendations will be provided (including probable cost estimates) of a new consolidated communications center.

The report will include but not be limited to:

1. Political feasibility
2. Technical feasibility
3. Facility options
4. Projected costs
  - a. Emergency related
  - b. Non-emergency (those duties that will remain)
5. Projected call volume / workload
6. Projected staffing levels
7. Projected benefits
8. Summary of advantages and disadvantages of full or partial consolidation
9. State/Regional considerations
10. Future cost sharing/savings potential
11. Present report and respond to questions.

We will provide a draft report for review and comments, then a final report.

### **3.5 Subsequent Phase II – Design Development**

The Design Development phase is a period in which the design achieves the refinement and coordination necessary for a polished and responsive solution. The primary purpose of the design development phase is to further define and describe all important aspects of the project solution so that what remains is the formal documentation step of construction contract documents.

- a. Based on the approved Program/Schematic Design Documents and any adjustments authorized in the program, schedule, or construction budget, Elert & Associates will prepare, for approval, Design Development Documents, consisting of drawings and other documents to fix and describe the size and character of the project as to architectural, mechanical, electrical and technology systems, materials, and such other elements as may be appropriate.
- b. E&A in conjunction with assigned management will review and comment on staffing issues.

- c. E&A will meet with key personnel to assist with the decision making on the type of operation and governance of the new consolidated dispatch center. The governing body may be a police department, sheriff’s office, or independent entity governed by a board. If by a board, a meeting with city and county attorneys will be held to determine requirements under state statute. If the governing body is a board, then it must be determined what constitutes the board and voting rights.

**3.5.1 Building Modifications Considerations / Develop an Architectural Program**

- Objectives, limitations, and criteria
- Space relations
- Number of personnel
- Flexibility and expandability
- Special equipment and systems
- Site requirements
- Preliminary program budget
- Criteria
- Communications relationships
- Project schedule

**3.5.2 Develop Space Schematics/Flow Diagrams consisting of diagrammatic studies/descriptive test**

- Conversion of programmed requirements to net area requirements
- Internal functions
- General space allocations
- Adjacency
- Special facilities and equipment
- Flexibility and expandability

**3.5.3 Develop a Concept Design**

During the Concept Design Phase, respond to program requirements and preparing:

- Review of program and budget
- Development of approximate dimensions, area, and volume

**3.5.4 Cost Updates**

Elert & Associates will advise the Villages of any adjustments to the preliminary estimate of consolidation and construction costs.

### **3.6 Subsequent Phase III – Construction Documents**

Elert & Associates will work with the architectural firm of Sente, Rebel, Bosman and Lee (SRBL) on facilities modifications, considerations, and design. We have spoken with Mr. Lee and believe working with them is in the best interest of the project as they have worked with the Villages and are familiar with the facilities and operations.

Once a design has been developed and approved, Elert & Associates prepares drawings and specifications that set forth the requirements for implementation of the project solution. The construction documents are an extension of the design process. Decisions of specific design details, products, and configurations are a few of the requirements spelled out in the construction documents.

- a. Based on the approved Design Development Documents and any further adjustments in the scope or quality of the project or in the construction budget authorized by the Villages, Elert & Associates will prepare, for approval, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the project.
- b. Elert & Associates will assist the Villages in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the Owner and Contractor.
- c. Elert & Associates will advise the Villages of any adjustments to previous preliminary estimates of Construction Cost indicated by changes in requirements or general market conditions.
- d. Elert & Associates will furnish copies of the above documents and of the Drawings and Specifications and present and review them in person with the Villages.
- e. Elert & Associates will assist in the bidding and award process.

Please Note: Various levels of project management/implementation are available all the way from hourly assistance to full project commissioning.

### **3.7 Subsequent Phase IV – Project Implementation Support**

Elert & Associates will provide consulting services through Phase IV for project implementation support to assist the Villages in dispatch consolidation.

### ***3.8 Project Schedule for Phases I through Ic***

Please see Elert & Associates' project schedule on the following page.

Please Note: A specific schedule will be established for the remainder of the project upon award of contract and conducting project initiation meeting with the client.

**The Villages of Kenilworth, Northfield and Winnetka  
Project Schedule**

ID	Task Name	2011												2012												2013	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
1	Project Management and Client Communication		I																								
2	Phase I - Introduction and Interviews			I																							
3	Phase Ia - Evaluation of Existing Dispatch Centers				I																						
4	Identification of Options					I																					
5	Phase Ib - Building Considerations						I																				
6	Phase Ic - Business Case for Consolidation							I																			
7	Delivery of Draft Report								I																		
8	Delivery of Final Report									I																	
9	Future Phases II, III, and IV (TBD)																										
		<p><b>Key Dates and Assumptions:</b></p> <ol style="list-style-type: none"> <li>1. Assumes project kickoff in February.</li> <li>2. On-site visits conducted in two waves: first wave - an initial dialog with key stakeholders at a central location for issue definition and second wave site visits; and second wave - on-site visits or follow-up at each partner agency.</li> <li>3. Key milestone date for review and confirmation for draft and final report by March 7.</li> <li>4. Ability of E&amp;A team to achieve this project schedule is entirely dependent on the availability of key personnel for interviews scheduled in advance by the project team and by the timeliness of responses to written data requests.</li> <li>5. Anticipated deliverable date and completion is 60 days from actual start of project. A complete project schedule with actual months/dates will be provided upon contract award.</li> </ol>																									

Kenilworth, Northfield and Winnetka February 1, 2011	Task		Milestone		External Tasks	
	Split		Summary		External Milestone	
	Progress		Project Summary		Deadline	

## **4 Requirements of the Villages (for project support)**

The Villages of Kenilworth, Northfield, and Winnetka will be required to make personnel available and to make arrangements for other appropriate staff for interviews as necessary to ensure the mutual understanding of the existing systems and their issues and problems. Each entity will need to name a representative to assist Elert & Associates in scheduling and meeting with the required employees and departments.

The respective agencies would also need to make available documentation on existing systems, other past studies, or other information or documentation that will assist in this project. The representative will need to assist E&A in scheduling meetings with its radio maintenance vendor, area telephone companies and other agencies or organizations, as required for E&A to collect the required data and information.

The E&A project team will work closely with your representatives and its committees to plan all tasks and meetings well in advance to facilitate the meetings. We plan on regular project status meetings either by teleconference or onsite meetings.

## 5 References

### PCSG

Project Description: Elert & Associates was retained to perform a 10-county PSAP Consolidation Study for the Public Safety Answering Point Consolidation Study Group (PCSG), consisting of the Counties of Douglas, Grant, Lac qui Parle, Ottertail, Pope, Stevens, Todd, Traverse, Wilkin, and Wadena.

Several of the counties have multi-jurisdictional entities in common and have a history of working together and sharing services. The study includes operational, economic, and technical aspects of consolidation including CAD, RMS, 911, public safety radio, workload, staffing levels, facility options, alternative service models, and governance alternatives.

<u>Client</u>	<u>Contact Person</u>	<u>Phone #</u>
PCSG Stevens County Sheriff’s Office P.O. Box 530 400 Colorado Avenue Morris, MN 56267	Sheriff Randy Willis <a href="mailto:randywillis@co.stevens.mn.us">randywillis@co.stevens.mn.us</a>	(320) 589-2141

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### Johnson County, Iowa

Project Description: The Joint Emergency Communications Center (JECC) project included an assessment and study of the public safety radio communications systems used in Johnson County including Sheriff, Fire, Police and the University of Iowa DPS and how best to integrate current users into a countywide system consolidating all county public safety radio communications. In addition, a new dispatch center is now under construction. After the successful radio system RFP development and solution selection at the end of 2008, E&A assisted in the final stages of site selection with the County and selected vendor for a seven-site simulcast P25 700/800 MHz trunked radio system. E&A continues to provide project management during engineering, implementation, and acceptance testing for the project which is anticipated to be completed early 2010. E&A is also assisting in dispatch room furniture design and currently reviewing bids for a new 911 system for the consolidated center. The JECC is a countywide consolidated dispatch combining County Sheriff and County Fire with public safety agencies of Iowa City and all other county municipalities.

<u>Client</u>	<u>Contact Person</u>	<u>Phone #</u>
Joint Emergency Communication Center 4810 Melrose Avenue West Iowa City, IA 52240	Mr. Tom Jones Acting Executive Director <a href="mailto:tjones@co.johnson.ia.us">tjones@co.johnson.ia.us</a>	(319) 356-6888

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**Wood County, Wisconsin**

Project Description: Beginning in 2003, the County sought to combine its dispatch operations from three sites into one consolidated site. Elert & Associates assisted the County with a study of options and offered a plan of action to reach the County’s desired goals. The single dispatch site will require buy-in by two cities and the County as to location, staffing, and organizational structure. Consolidation of the County and one city has taken place.

Project Manager: Roger Olwin

<u>Client</u>	<u>Contact Person</u>	<u>Phone #</u>
Wood County 400 Market Street Wisconsin Rapids, WI 54495	Mr. Steve Kreuser	(715) 421-8500

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**Calhoun County, Michigan**

Project Description: Consolidation assessment of four dispatch centers located in Calhoun County, Michigan. The assessment was completed and the next proposed steps are building design, radio system design, assessment and recommendations for CAD and RMS. Final phase will be request for proposals, vendor recommendations, and installation and implementation. The City and County lost large tax revenues with the closing of multiple food processing plants, and the project was placed on hold.

<u>Client</u>	<u>Contact Person</u>	<u>Phone #</u>
Calhoun County 161 E. Michigan Street Battle Creek, MI 49014	Mr. John Townsend Office of Emergency Services	(616) 969-6428

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**Western Wayne County, Michigan**

Project Description: Consolidation communications study for a four-city centralized dispatch system and a five-city, 800 MHz, APCO 25 digital, trunked radio system in the Detroit metropolitan area. The cities involved in the project were Dearborn Heights, Inkster, Garden City, Wayne and Westland. The feasibility study was used to determine organizational, technical, and cost benefits to each participant in the project. E&A developed the system design, issued the RFP, and assisted the cities in vendor evaluation and test and acceptance of the system.

<u>Client</u>	<u>Contact Person</u>	<u>Phone #</u>
Western Wayne County 36601 Ford Road Westland, MI 48185	Chief Emery Price	(313) 467-3226

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**Leavenworth City/County, Kansas**

Project Description: City and County consolidation of dispatch in a new combined justice center. E&A conducted feasibility studies for dispatch consolidation including CAD/RMS, E9-1-1, jails, courts, prosecution, probation, computer network, data cabling and telephone systems. E&A assisted in contract negotiations with the CAD & RMS vendor. In addition, E&A evaluated vendor responses for building cabling and data electronics.

<u>Client</u>	<u>Contact Person</u>	<u>Phone #</u>
City/County Courthouse 100 N. 5 <sup>th</sup> Street Leavenworth, KS 66048-1970	Police Chief Lee Doehring	(913) 651-2260

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**West Central-Wisconsin Interoperability Alliance (WCIA)**

Project Description: For this project, Elert & Associates conducted a complete Homeland Security grant assessment of twelve counties in western Wisconsin, with a focus on interoperability among the county public safety, fire, and EMS units. **Upon completion of the study, a nearly \$1M grant application was made and funded** to install the proposed solution to improve interoperability. Elert & Associates developed an RFP for a unique design. This system was initially implemented in 2007 and expanded in 2008 with work continuing to update its capabilities as an ongoing effort.

The system purpose and focus was and is to provide for improved interoperability of public safety communications within and between rural counties of Wisconsin. As these counties did not have extensive microwave systems, the only common communications other than the public telephone system was the State’s MPLS data network. This existing connectivity afforded a means of providing for radio over IP channels by sharing the bandwidth of the CJIS network already in place at the sites. Working with a manufacturer, radio over IP interfaces were developed and installed into the dispatch centers that look like a radio channel to the dispatcher but allow for instant voice connectivity during emergencies.

<u>Client</u>	<u>Contact Person</u>	<u>Phone #</u>
La Crosse County Courthouse & LEC La Crosse, WI 54601-3296	Mr. Keith Butler Emergency Manager	(608) 789-4811

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**Columbia County, Wisconsin (Three-County Interoperability Consortium)**

Project Description: E&A assisted the County in completing its successful OJA grant application for the three-county consortium of Columbia, Marquette, and Waushara Counties. Columbia County has since contracted with Elert & Associates to conduct the OJA radio interoperability engineering study. That study has been completed with both the initial management review meetings and follow-up technical review meetings having taken place. A variety of technical solutions to address various interoperability issues were investigated, with draft and final reports being delivered.

<u>Client</u>	<u>Contact Person</u>	<u>Phone #</u>
Columbia County Sheriff's Department 711 East Cook Street Portage, WI 53901	Sgt. Patrick Beghin Emergency Mgmt. Director	(608) 742-4166 ext. 3322

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**Blue Earth County, Minnesota**

Project Description: E&A was involved with technology aspects of the new Justice Center. E&A designed fiber and wireless to connect the new center as well as the telephone system, 911 system, and two-way radio system. E&A also designed the dispatch layout and furniture for the new center.

In the past, E&A has conducted numerous other projects for Blue Earth County, including a telecommunications study (including local and long distance services), audit, needs assessment, and RFP process. We assisted in the County's new telephone system implementation in 1989, in 1994, and again in 2005.

<u>Client</u>	<u>Contact Person</u>	<u>Phone #</u>
Blue Earth County Government Center 410 S. 5 <sup>th</sup> Street Mankato, MN 56002	Mr. Charles Berg	(507) 389-8204

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**Pine County, Minnesota**

Project Description: E&A consulted with Pine County on the technology design of their new courthouse. E&A was involved in the technology cabling infrastructure design; phone system design and move; AV-multimedia design for the courtrooms, conference rooms, jury rooms, boardroom, and training rooms; data network; public safety radio system; and dispatch center design. E&A has been involved in project planning/programming and schematic design and worked with Pine County through detail design, construction documents, and overall technology project management.

Project Manager: Pete Gray

Project Dates: August 2005 to 2008

<u>Client</u>	<u>Contact Person</u>	<u>Phone #</u>
Pine County	Mr. John Stieben	(320)-245-6700
315 Main Street South	County Administrator	
Pine City, MN 55063	Mr. Steve Ovick	(320) 629-8385
	Ms. Annette Zacharias	(320) 591-1702

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**METCAD**

Project Description: METCAD retained E&A to support their vendor selection and contract negotiations and to assist with project implementation oversight, final system testing and commissioning/acceptance of a complete P25 trunked radio 800 MHz system. Additionally, and a significant effort, was assisting METCAD with the process of obtaining the necessary frequencies (FCC licensing). Project was initiated in late 2005 and completed in mid 2007 with only slight delay due Nextel re-banding.

<u>Client</u>	<u>Contact Person</u>	<u>Phone #</u>
METCAD 9-1-1	Mr. Ralph Caldwell	(217) 333-4348
1905 East Main Street	Executive Director	
Urbana, IL 61802	<a href="mailto:ralph.caldwell@ci.champaign.il.us">ralph.caldwell@ci.champaign.il.us</a>	

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### Sangamon County, Illinois

Project Description: E&A was retained to conduct an analysis of the existing communications system used by the agencies listed in the Study Group, specifically focused on the requirements and issues with the rural Fire Department communications. We will then prepare a written report on the condition and status of the existing system suitable for non-communications oriented upper management overview.

An inventory of current equipment and systems will be completed prior to completion of this project and made available for the vendor's use. E&A will develop written recommendation (options/alternatives/estimated costs) for replacing or upgrading the existing communications system of the study group.

The findings and options report has been completed and delivered. Additional tasks now also included research and coordination with the State of Illinois frequency coordinator regarding available frequencies for assignment for use in Sangamon County. Our consultants also worked with the County to identify various governance structures that might be utilized in a new or outdated communications system and provided a detailed written report.

Client

Sangamon County  
Sheriff's Office  
200 South 9<sup>th</sup> Street  
Springfield, IL 62701

Contact Person

Mr. Kevin Steelman  
[kevins@sangamon.il.us](mailto:kevins@sangamon.il.us)  
Fax: 217-753-6831

Phone #

(217) 753-6835

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## 6 Project Team

The key to the success of a study such as that sought by the Villages is the quality of personnel assigned to the project team. The staff that will be assigned to this study has extensive experience conducting management consulting services with an industry specialty in the public sector. The following table presents the team to be assigned to this project, including roles and areas of expertise.

<b>PROJECT TEAM</b>		
<b>Member</b>	<b>Title</b>	<b>Engagement Role and Area of Emphasis</b>
Tom Pavek	Project Manager	<b>Role: Project Manager</b> <b>Responsibilities:</b> Provide expertise in consolidated communications; coordinate and lead the project team. Tom will have direct responsibility for the total project.
Roger Olwin	Public Safety Consultant	<b>Role: Overall 9-1-1 dispatch operations</b> <b>Responsibilities:</b> Expertise is in the area of public safety consulting including a strong background in technology systems, CAD, records management and 911 systems as well as the general operations of a center having prior experience in managing the dispatch operations for the Edina Police Department.
Theresa Carlson, ENP	Consultant	<b>Role: Specialist in E9-1-1 operations with ENP certification.</b> <b>Responsibilities:</b> Provide expertise in local and Illinois procedures and operations requirements.
Ed Hazelwood	Local Coordinator	<b>Role: Local Coordinator</b> <b>Responsibilities:</b> Assist as needed to ensure timely response and to provide support to the core team.
Ricki Fisher, AIA	Architect	<b>Role: Facility assessment and options</b> <b>Responsibilities:</b> Coordinate with architect from SRBL in options in room layout and sizing parameters.
Charles “Skip” Allison	Radio Communication Consultant	<b>Role: Radio communications assessment</b> <b>Responsibilities:</b> Study and provide recommendations for radio and microwave equipment and systems.

**TOM PAVEK**

SENIOR VICE PRESIDENT, TELECOMMUNICATIONS

AREAS OF EXPERTISE

PBX, Centrex, network and toll analysis, voice processing, ACD and automated attendants, call centers, voice over IP (VoIP)

WORK EXPERIENCE

- |                |   |
|----------------|---|
| 1990 – Present | Elert & Associates <ul style="list-style-type: none"><li>◆ Senior Vice President, Telecommunications (1995-Present)</li><li>◆ Associate Partner (1990-1995)</li></ul> |
| 1986 – 1990    | Telecom North/Mitel Systems (Mendota Heights, MN)<br>Account Manager  |
| 1984 – 1986    | U.S. West Information Systems (Mendota Heights, MN)<br>Account Manager  |
| 1982 – 1984    | International Office Systems (Bloomington, MN)<br>Telecommunication Sales   |
| 1980 – 1982    | Hauinstien & Burmiester (Minneapolis, MN)<br>Telecommunication Sales  |

EDUCATION

Associate of Arts  
North Hennepin Community College (Brooklyn Park, MN)

Business Management Coursework  
University of Minnesota (Minneapolis, MN)

PROFESSIONAL TRAINING

Mitel SX-200/100, Mitel SX-200 Digital, Mitel SX-2000 ICS, Fujitsu 9600, Fujitsu 196, Fujitsu Starlog, NEC 2400, US West CENTRON/CENTREX, ATT Dimension PBX, Gandolf Data, Video Teleconferencing, Xiox Call Accounting, ISDN Networking, Toll Analysis

**TOM PAVEK (CONT.)**

SENIOR VICE PRESIDENT, TELECOMMUNICATIONS

SIGNIFICANT PROJECTS

- ◆ DFW Airport, Strategic Communications Design Terminal D (2004-Present)
- ◆ Edina School System, IP Telephony, Project Management (1992-Present)
- ◆ Washington County, Technology Strategic Plan, Voice System (2003-2004)
- ◆ Garland School District (80 locations) (2003-Present)
- ◆ Blue Valley Schools VoIP (26 locations) (2000-Present)
- ◆ City of St. Cloud & St. Cloud School District, Public Partnership Metropolitan MAN (2000)
- ◆ Burnsville Schools (18 locations) (1997)
- ◆ City of St. Cloud / St. Cloud Schools (23 locations) (1997)
- ◆ Wayzata Schools (18 locations) (1997)
- ◆ City of Burnsville, IP Telecommunications (1995-Present)
- ◆ City of Kansas City (50 locations) (1995)
- ◆ University of Rhode Island (56 locations) (1993)
- ◆ Metropolitan Council (20 locations) (1993-Present)
- ◆ Hopkins School (15 locations) (1992)
- ◆ BGEA, ACD Call Center, Voice System, Network Study, Multiple Projects (1989 to present)

**ROGER OLWIN**

PUBLIC SAFETY CONSULTANT

AREAS OF EXPERTISE

Radio consoles, communications room designs, and E-911 systems, computer aided dispatch, police and fire records management, mobile data systems, intrusion alarm systems, access control, and closed circuit television

WORK EXPERIENCE

- 1998 – Present Elert & Associates  
Security and Public Safety Consultant
  
- 1968 – 2000 Edina Police Department (Edina, MN)
  - ◆ Police Lieutenant, Support Services (1993-2000)
  - ◆ Police Sergeant (1979-1993)
  - ◆ Police Officer (1968-1979)
  
- 1964 – 1967 US Army
  - ◆ Fort Leonard, MO
  - ◆ Fort Gordon, GA
  - ◆ Fort Riley, KA
  - ◆ Vietnam

EDUCATION

- Indiana University Center for Police Training (Bloomington, IN)
- Suburban Police Academy (Richfield, MN)
- Military Police Academy (Fort Gordon, GA)
- Dunwoody Industrial Institute (Minneapolis, MN)

PROFESSIONAL TRAINING

- ◆ Security Technology: Card Access NexSentry, Phillips CCTV, Continental Security Systems, US West Security
- ◆ Radio System: Motorola Radio Communications Systems Training (2004, 5, 8)
- ◆ Data Radio: Wireless System Design (2006)
- ◆ Harris Corporation: Microwave Transmission with Digital Applications (2006)
- ◆ Tyco Electronics: MA-COM Propagation Analysis (2007, 8)
- ◆ Tyco Electronics: MA COM Communications Technology 2008

**ROGER OLWIN (CONT.)**

**PUBLIC SAFETY CONSULTANT**

PROFESSIONAL TRAINING (CONT)

- ◆ Law Enforcement: Police Science, Law Enforcement & the Telecommunications Industry, Law Enforcement Barricaded Suspects, Explosives and Sabotage, NRA Police Firearms Training Program, Smith & Wesson Armorer School, Pursuit/Emergency Driving, Computer Applications in Law Enforcement
- ◆ Investigative: Accident Investigation & Analysis, Advanced Crash Investigation, Crime Scene Processing, Evidence & Death Investigation, Forensic Science – Physical Evidence Photographic, Professional Interviewing/Interrogation, Surveillance, Property & Evidence Management
- ◆ Computers and Software: Computer Principals and Fundamentals, Microsoft Excel 2000, Microsoft PowerPoint 2000, WordPerfect, Windows NT and NT Server, OS2, OS2 DB2, OS400 – System Operators, Administration & Security, and Desktop AutoCAD
- ◆ Supervisory/Management/General: Law Enforcement Labor Relations, Managing the Unsatisfactory Employee, Upper Management Training, Dimensional Management Training, Administration of Police Training, Police Precision Instructors Course, and Police Training Techniques
- ◆ Emergency Management Institute (2009) – FEMA: IS-00001 Emergency Program Manager, IS00100.a Introduction to the Incident Command System, IS-00700.a National Incident Management System (NIMS)
- ◆ Other: Minnesota Data Practices Act, Doppler Radar, Emergency Medical Technician, Emergency Reaction Driving, Night Viewing Devices, and Private Pilot

SIGNIFICANT PROJECTS

- ◆ Andover, Minnesota Water Treatment Plant – Intrusion, access control, and CCTV design (2002)
- ◆ City of Appleton, Wisconsin – Assistance with Communications System Study (2003)
- ◆ Coeur d’ Alene, Kootenai County, Idaho – Staffing Analysis (1999)
- ◆ Bayfield County, Wisconsin – Dispatch center assessment; dispatch room, EOC, and equipment room design and specifications; radio console and furniture specification (2002-2005)
- ◆ City of Ankeny and Polk County, Iowa – Computer aided dispatch, police records, and mobile data (2001-2003)
- ◆ Bloomington, Minnesota Water Treatment Plant – Security assessment and CCTV system design, installation, and project management (2002-2003)
- ◆ City and County of Leavenworth, Kansas – Needs assessment and RFP specifications for criminal justice software (1998)
- ◆ College of Saint Catherine (St. Paul, Minnesota) – Intrusion, access control, and CCTV (2001)

**ROGER OLWIN (CONT.)**

**PUBLIC SAFETY CONSULTANT**

**SIGNIFICANT PROJECTS**

- ◆ City of Fargo, North Dakota – Business practices, computer aided dispatch, and police records management assessment and recommendations (1998-1999)
- ◆ Grand Forks, North Dakota – Technology needs assessment and recommendations (2003); radio system assessment (2004); access control for police department (2006); access control for water department facilities (2006); broadband wireless network and wireless mobile data (2006)
- ◆ Hennepin County, Minnesota – Computer aided dispatch, police records management, and mobile data systems (2000-2004)
- ◆ Ho Chunk Nation, Wisconsin – Intrusion, metal detection, x-ray, access control, and CCTV (1999-2000)
- ◆ Houston, Texas Independent School District – Assessment, design, project management, and implementation of multiple security systems for 15 schools and two administrative offices (2001-2003)
- ◆ Katy Law Enforcement Center, Texas – Designed, managed, and implemented the intrusion, CCTV and access control (2001-2002)
- ◆ Goodwill/Easter Seals (St. Paul, Minnesota) – Intrusion, access control, and CCTV assessment and RFP (2001-2002)
- ◆ Mayo Civic Center (Rochester, Minnesota) – Security assessment, CCTV, and access control RFP (2000)
- ◆ City of Minneapolis, Minnesota – Business assessment and request for purchase for computer aided dispatch, records management, and mobile data systems (2002-2005)
- ◆ Price County, Wisconsin – Public safety and government radio system evaluation (2004)
- ◆ City and County of Sheboygan, Wisconsin – Dispatch center consolidation study (1999-2000)
- ◆ Richmond Heights, Missouri – Assessment of computer aided dispatch, police records management, dispatch, EOC, and equipment design for a consolidation effort of seven cities; also assisted with radio system design (1998-2002)
- ◆ Sioux Falls and Minnehaha County, South Dakota – Computer aided dispatch; police, fire, and corrections records management; and mobile data systems (2001-2005)
- ◆ Whitehouse, Texas High School – Assessment and recommendations, access control, intrusion, and CCTV (1999)
- ◆ Wood County, Wisconsin – Assessment and recommendations for consolidation effort of three public safety agencies (2004)
- ◆ Kane County, Illinois – Specifications and RFP for new radio consoles for the Sheriff's department (2006)
- ◆ City of Casper, Wyoming – Dispatch center, CAD, and RMS assessment, (2004); 911 system evaluation and RFP specifications (2005-2006)

**ROGER OLWIN (CONT.)**

**PUBLIC SAFETY CONSULTANT**

SIGNIFICANT PROJECTS (CONT.)

- ◆ Rock County, Minnesota – RFP for radio console replacement (2005)
- ◆ Wisconsin Counties – Assisted with interoperability study of Kewaunee, Columbia, Sheboygan Counties and the WCIA County Group (2005)
- ◆ Pine County, Minnesota – Dispatch center requirements and design for new communications center (2005-2006)
- ◆ Redwood County, Minnesota – Technology programming narrative and budgetary estimates for a new LEC (2007)
- ◆ Blue Earth County, Minnesota – Dispatch center and EOC design, furniture specifications, radio console specifications, 911 specifications (2006 – 2009)
- ◆ Dunn County, Wisconsin – 911 system assessment and RFP for 911 system (2006)
- ◆ Bayfield County, Wisconsin – E911 specifications, response assessment and overseeing installation (2007-2008)
- ◆ Wabasha County, Minnesota – Immediate needs study for new criminal justice center including dispatch center design and recommendations (2008)
- ◆ Wabasha County, Minnesota – Radio assessment, interoperability, propagation studies, and recommendations for radio system prior to the FCC deadline of 2013 (2008)
- ◆ Winona County, Minnesota – Radio assessment, interoperability, propagation studies, and recommendations for radio system prior to the FCC deadline of 2013 (2008)
- ◆ Johnson County, Iowa – E911 assessment and development of specification for RFP. Installation scheduled for June of 2010 (2009-2010)
- ◆ Linn County, Iowa – Radio consolidation for Iowa City, Cedar Rapids, and Linn County (2010-Current)
- ◆ Northeast North Dakota Region – Radio assessment and interoperability for 16 counties for the north east region of North Dakota. Coordination is required with local, counties, state, and federal agencies (2010-Current)
- ◆ PCSG Public Safety Answering Point Consolidation Study Group – Feasibility study in conjunction with Baker Tilly on ten counties in Midwestern Minnesota (2010-Current)

**THERESA CARLSON, ENP**

CONSULTANT (SUB CONTRACT)

AREAS OF EXPERTISE

Multi Agency system administration –

7 Public Safety Answering Points

9-1-1, Phase II Wireless, Computer Aided Dispatch System, Mapping,  
MSAG Coordination

43 Public Safety Agencies (26 Police Departments, 17 Fire Departments)

450 Mobile dispatch clients with mapping, field based reporting, and RMS

WORK EXPERIENCE

1992 – Present            McHenry County Emergency Telephone System Board  
9-1-1 Coordinator

1994 – 1996            City of Harvard, IL  
9-1-1 Telecommunicator

EDUCATION

Bachelor of Arts, Public Communications/Human Relations  
Western Illinois University (Macomb, IL)

CERTIFICATIONS

- ◆ Emergency Number Professional (ENP), National Emergency Number Association (2010)
- ◆ Law Enforcement Agency Data System (LEADS), State of Illinois (1994 to Present)
- ◆ IS-00700 National Incident Management System (NIMS) (2008)
- ◆ IS-00100 Incident Command System (ICS) (2008)

ADDITIONAL EXPERIENCE

- ◆ Implementation of County Wide Computer Aided Dispatch for 43 agencies (1999)
- ◆ Replacement of legacy 9-1-1 System for 7 PSAPs (2005)
- ◆ Replacement of legacy CAD, Mobile, Mapping, RMS, FBR, FIRE for all 43 County agencies in a multi -phased approach (2009 to Present)
- ◆ Illinois NENA Awards Committee Chairman (Present)
- ◆ Illinois NENA E9-1-1 Fund Committee Member (Present)
- ◆ Illinois VisionAIR Users Group Member (Present)
- ◆ Midwest SUGA (Sungard Public Sector Users Group) Secretary (2008-2009)
- ◆ Midwest SUGA (Sungard Public Sector Users Group) Advisory Member (2006-2007)

The NENA Institute

Hereby confers upon

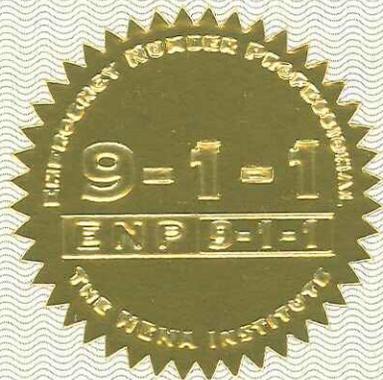
*Theresa Carlson, ENP*

The title of

*Emergency Number Professional*

Together with all the honors, rights and privileges belonging thereto.  
In testimony whereof, the seal of the Institute and the signature as  
authorized by the NENA Institute President are hereto affixed.

*October 2010 through October 2014*



NENA Institute President

**ED HAZELWOOD**

SENIOR CONSULTANT

AREAS OF EXPERTISE

Business development, project management, homeland security, public safety

WORK EXPERIENCE

1992 – Present	Elert & Associates Senior Consultant
1991 – 1992	Network Facilities Professionals (Minneapolis, MN) Software and System Sales
1981 – 1991	Contel Federal Systems (Colorado Springs, CO) Director of Advanced Programs
1971 – 1981	Contel Business Networks (Atlanta, GA) Senior Project Manager

PROFESSIONAL TRAINING

- ◆ Writing Winning Proposals
- ◆ Managing in a Technical Environment
- ◆ Total Quality Management Principles
- ◆ Data Communications and Programming
- ◆ Public Safety & E9-1-1 Systems
- ◆ WMD Terrorism Awareness for Emergency Responders  
(from National Emergency Response & Rescue Training Center – NERRTC)
- ◆ Disaster Planning for the PSAP, NENA course, Kalamazoo, Michigan

CERTIFICATIONS

- ◆ Homeland Security CHS-III
- ◆ Previous Certification of Emergency Number Professional (ENP) for E9-1-1
- ◆ Multiple seminars and certifications relative to emergency management and weapons of mass destruction (WMD) exercises and response

**ED HAZELWOOD (CONT.)**

SENIOR CONSULTANT

ARTICLES AND SPEAKER EXPERIENCE

- ◆ Wrote feature article on management software development, published in *Telephony* magazine and in *Southwest Journal*
- ◆ Wrote article on E9-1-1/GIS integration, published in NENA news magazine
- ◆ Invited to speak at state-level public safety conventions
- ◆ Accepted into Sterling Who's Who Executive Edition

SIGNIFICANT PROJECTS

- ◆ Bureau of Criminal Apprehension (State of MN BCA, St. Paul, MN) – Design and project implementation support and management services for the technology in the new headquarters building (2004 - ongoing)
- ◆ State of Minnesota Department of Human Services (DHS, St. Paul, MN) – Design and project implementation support and management services for the technology in the new facility in St Paul, as well as re-engineering of communications for the existing headquarters building (2004 - ongoing)
- ◆ City of Casper, Wyoming – Design and project management services for the City of Casper and Natrona County for implementation of E9-1-1 Phase I and II wireless services. Project included the design and replacement of E9-1-1 communications equipment, as well as integration with other systems.
- ◆ U.S. Air Force Space Command, construction of new satellite communications and control center (1989-1991)

**RICKI FISHER, AIA/NCARB**

VICE PRESIDENT OF CONSTRUCTION SERVICES

AREAS OF EXPERTISE

Building design, construction administration, quality assurance, project management, and information technology systems in business and education

WORK EXPERIENCE

- 1999 – Present Elert & Associates
  - ◆ Vice President of Construction Services
  - ◆ Senior Project Director
- 1999 – 2000 Synectics, Inc. (Austin, TX) (acquired by Elert & Associates)  
Founding Principal
- 1996 – 1999 Meeks Technology Group (Austin, TX)  
Regional Manager / Principal
- 1984 – 1996 Concordia Architects (New Orleans, LA)  
Vice President / Managing Partner / Project Director
- 1980 – 1984 Jung/Brannen Associates, Inc. (Boston, MA)  
Job Captain / Designer / Project Architect
- 1977 – 1980 Fred L. Buzzell, AIA Architect (Baton Rouge, LA)  
Designer/Draftsman

EDUCATION

Bachelor of Architecture  
Louisiana State University (Baton Rouge, LA)

PROFESSIONAL TRAINING

- ◆ CPTED: Crime Prevention Through Environmental Design (2007)
- ◆ Accessibility Relative to Telecommunications (2002)
- ◆ The Commissioning Process of Smart and High-Tech Buildings; AIA National Convention (2002)
- ◆ Integration of Smart Building Systems; AIA National Convention (2002)
- ◆ Construction Insurance and Bonds: A Primer; AIA National Convention (2002)
- ◆ Technology Planning Workshop; Council of Educational Facility Planners International, Scottsdale, AZ (1995)
- ◆ Telcon XIV Video Conferencing and Distance Learning Technologies (Conference and Seminar) Anaheim, CA (1994)

**RICKI FISHER, AIA/NCARB (CONT.)**

VICE PRESIDENT OF CONSTRUCTION SERVICES

PROFESSIONAL TRAINING (CONT.)

- ◆ Color Infrared Photography / High Altitude Photograph Interpretation & Integration in CADD; John C. Stennis Space Center, NASA (1992)
- ◆ Americans with Disabilities Act Accessible Design Workshop; Louisiana Architects Association, Baton Rouge, LA (1992)
- ◆ Defensive Contract Writing Seminar; Querbes & Nelson/Deutsch Kerrigan & Stiles, New Orleans, LA (1992)
- ◆ “Redicheck” Interdisciplinary Coordination Quality Control Seminar, New Orleans, LA (1990)
- ◆ Managing Design and Planning Firms (Special Program Seminar); Harvard University Graduate School of Design (1984)
- ◆ Introduction to Patent Law / Intellectual Property; Inventors Association of New England (IANE), Massachusetts Institute of Technology (1981)

CERTIFICATIONS

- ◆ Nationally Board Certified by National Council of Architectural Registration Boards (NCARB), Washington D.C. [Active registration in the state of Texas; also registered (inactive) in New York, Massachusetts, Georgia, Alabama, Florida, and Louisiana]
- ◆ CPTED Certified in Crime Prevention Through Environmental Design
- ◆ LEED AP (Accredited professional through the Green Building Council)

PRESENTER & EDUCATOR EXPERIENCE

- ◆ Pfluger & Associates Continuing Education Seminar – Facilitated seminar for architects on *Technology Trends in K-12 and Impact on Design and Planning Process* (2002)
- ◆ AASA/TASA Annual National School Facilities Workshop (San Antonio, TX) – Facilitated seminar on *Technology Systems and Impact on the Design and Planning Process* (2001)
- ◆ SHW Architects Project Manager’s Conference (Dallas, TX) – Facilitated a special seminar to familiarize senior architects and project managers with issues related to technology systems in design, construction, and management of educational projects (2001)
- ◆ CEFPI Southern Region Conference (San Antonio, TX) – Facilitated continuing education seminar for architects titled *Technology Trends: Lessons Learned & Impact on the Design Process* (2001)
- ◆ CEFPI Southern Region Conference (San Antonio, TX) – Co-facilitated continuing education seminar for architects titled *From Theory to Reality: Implementing a Technology Plan* (2000)

**RICKI FISHER, AIA/NCARB (CONT.)**

VICE PRESIDENT OF CONSTRUCTION SERVICES

PRESENTER & EDUCATOR EXPERIENCE (CONT.)

- ◆ CEFPI Annual International Conference (Baltimore, MD) – Co-facilitated continuing education seminar on *Impact of Technology on the Learning Environment* (1999)
- ◆ AIA Louisiana Design Conference (New Orleans, LA) – Facilitated continuing education seminar for architects titled *Designing for Advanced Technology in Educational Settings* (1999)
- ◆ Council of Educational Facility Planners International (CEFPI) (Scottsdale, AZ) – Co-facilitated budget estimating workshop for technology infrastructure in schools at technology conferences (1998 and 1999)
- ◆ Council of Educational Facility Planning International (CEFPI) – Co-published issue track brief on *Technology Infrastructure Budgeting Estimating* (1997)

SIGNIFICANT PROJECTS

- ◆ Alliant Energy, Data Center/Network Operations Center Assessment & Master Plan (2003)
- ◆ Garland Independent School District, Technology Bond Programs (2002, 1997)
- ◆ Garland Independent School District, Data Center/Network Operations Center Expansion (2005)
- ◆ Houston Independent School District, Technology Bond Projects (2003, 2001)
- ◆ Houston Independent School District/Gensler Architects, New Administration Building AV/Multimedia, Voice, and Data (2004)
- ◆ Katy Independent School District Educational Service Center, AV/Multimedia, Voice, and Data (2002)
- ◆ Lake Travis Independent School District, Technology Planning (2004)
- ◆ McKinney Independent School District, 2000 Technology Bond Program (2000)
- ◆ McKinney Independent School District, 2000 Bond New Construction and Upgrade Technology Projects (2000)
- ◆ McKinney Independent School District, Fiber Metropolitan Area Network (2000)
- ◆ Northside Independent School District, District-Wide Technology Assessment & Master Plan (2001)
- ◆ City of Rockwall, City Hall Technology Cabling, Council Chambers, and Training Rooms (2001)
- ◆ McKinney Independent School District, Network Operations/Data Center (2003)

**CHARLES “SKIP” ALLISON**

**PUBLIC SAFETY SYSTEMS ENGINEER**

SUMMARY

Telecommunications Engineer with experience in system and new product design, project management, and field engineering. Ability to work with customers, sales, and marketing teams to provide quality systems and products that match identified needs in the communications market.

CAREER HISTORY

**ELERT & ASSOCIATES**

**Public Safety Systems Engineer**

**MOTOROLA, Schaumburg, Illinois**

**Engineering Section Manager**

Worked with marketing, sales, and various engineering teams to define concept for a digital 2 way repeater. Led a team of electrical engineers to design, test, and provide compliance (FCC, UL, RTTE) for a digital repeater.

- Used Primavera and Microsoft Project tools to drive schedules and achieve on time, flawless launch
- Coordinated writing and publishing of equipment manuals to insure customer satisfaction
- Provided systems support for whole digital platform development
- Managed outside suppliers for FCC compliance testing to reduce Motorola testing time

**Senior Staff Engineer**

Managed team of engineers in product updates to portable and mobile 2 way radios. Updates included hardware and software changes to allow for trunking (automatic system assisted channel selection).

- Worked with Engineering team to insure a quality product that met customer needs
- Coordinated agency approvals (FCC, FM, etc.)
- Worked with software group and customers to resolve field product and system issues
- Recognized as a subject matter expert on radio systems issues
- Assisted overseas manufacturing facilities in coordinating initial radio builds

**CHARLES ALLISON (CONT.)**  
PUBLIC SAFETY SYSTEMS CONSULTANT

CAREER HISTORY (CONT.)

**Systems Engineer / Senior Systems Engineer**

Designed 2 way radio systems per customer requirements. Designed systems to meet bid specifications for municipal and statewide radio systems. Maintained systems specific computer programs for coverage predictions, site compatibility. Wrote various applications for use nationwide by other Motorola Systems Engineers using Fortran, Basic, APL, and "C".

- Provided radio coverage maps for designed systems
- Worked with sales and customers to design state and local government public safety communications systems.
- Analyzed bid specifications and provided equipment lists and coverage maps for proposals to customers
- Determined RF protection equipment required in multi transmitter sites
- Did point to point reliability predictions for microwave systems
- Provided proof of coverage surveys on final implemented systems
- Designs included multi site voting, simulcast, trunking, mine, tunnel, and in-building systems, CAD, data & vehicle location

EDUCATION

Bachelor of Science in Electrical Engineering  
Bradley University  
Peoria, Illinois

PROFESSIONAL DEVELOPMENT

Extra Class Amateur Radio Operator

- Provided experience in radio system setup, troubleshooting, repair, and field problems and solutions. Most recently worked with one other engineer to design a 900 MHz video system to re-transmit video of NASA shuttle missions on the amateur bands. Also planning to convert the system to a digital ATSC compatible system.

## 7 Fees

We are estimating between 264 and 315 hours for the project. Our hourly rates are shown below. Elert & Associates is receptive to detailed discussions during an interview session regarding possible hours and associated fees to complete this project, and we would only bill for the actual hours expended.

**Fees would be estimated on the basis of an hourly rate of \$165 including expenses.**

### 7.1 Hourly Rates

Senior Consultant/Principal .....	\$165
Network/Multimedia Consultant/Engineer .....	\$165
Consultant/Engineer.....	\$150
CAD .....	\$ 65
Administrative Support.....	\$ 45

\*Actual architectural fees for facility design could vary depending on the facility actually selected and the amount of design work required.

## AGENDA REPORT

**SUBJECT:** Mirani's Restaurant – License Applications and Disputed Utility Bills

**PREPARED BY:** Katherine S. Janega, Village Attorney

**DATE:** March 16, 2011

S. Kaveh Mirani, proprietor of Mirani's Restaurant, has written to the Village President regarding a dispute with the Village over unpaid utility bills. A redacted copy of Mr. Mirani's letter is attached. (Information that is exempt from disclosure under the Freedom of Information Act has been redacted. A complete copy of Mr. Mirani's letter, including all enclosures, is being provided to the Council in a separate, confidential package, so that information that is exempt from disclosure under the Freedom of Information Act is not disclosed to the general public.)

Section 1.04.140(D) of the Village Code provides:

“The Village may deny the issuance, grant or renewal of any license, permit or privilege to any person who has a delinquent account with the Village.”

Mirani's Restaurant has applied for the renewal of its Class A liquor license and a Sidewalk Restaurant Rider to the liquor license, as well as for the corresponding sidewalk restaurant permit. Because of the dispute, an account remains delinquent and Village staff cannot complete the processing of the applications.

The materials relating to the sidewalk licenses are attached to this Agenda Report.

### **Recommendation:**

- 1) Consider request of S. Kaveh Mirani.

To: The Honorable President, Winnetka Village Council

From: S. Kaveh Mirani, Mirani's Restaurant

Date: March 15, 2011

Dear Ms. Tucker:

I am writing to ask your assistance to rectify an unresolved dispute with the Village over a utility bill for my business, Mirani's Restaurant. I have discussed the issue with the Village Manager and the Finance Department in a meeting and a subsequent letter, both without success. The problem is as follows:

- 1) Since May of last year, penalties have been charged to our utility account that exceed what is allowed by the applicable Village Code.
- 2) The Finance Department has acknowledged that penalties were assessed on cumulative past due balances during this period, even though the Village Code allows a **one time 5% penalty** on a past due utility bill.
- 3) The resulting overcharge is \$[REDACTED]. The Utility Billing Department acknowledges that this was done in violation of the Village Code but has refused to reverse these charges arguing that "had the electricity been disconnected, the reconnection fees would have exceeded the excess penalties". I have difficulty understanding this argument because a) charges are, regardless, **in violation of the Village Code**, b) we were never told or consented to extra penalties in exchange for continuity of service and c) back to back past dues occurred from May to July as the Village failed (evidently due to a staff retirement) to issue disconnection notices. Once a disconnection notice with three months past due bills was issued we made arrangements for a payment plan to clear the large balance.

I am enclosing the relevant material in support of the above. We have offered to pay all past dues less the excess charges – the Village has argued that unless their demanded sum is fully paid, our liquor license will not be renewed.

I have lived in Winnetka for over two decades and have had business in the Village as many years. While I think that a utility billing dispute is a trivial matter for your attention, I am troubled by the heavy handed manner in which the Village is dealing with it, using renewal of our liquor license as a leverage to collect money we do not owe.

Thank you in advance for your assistance.

Very sincerely,

[Redacted signature]

S. Kaveh Mirani

[Redacted address line]

Winnetka, IL 60093

Phone [Redacted phone number]

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VILLAGE OF WINNETKA  
APPLICATION FOR OUTDOOR SEATING PERMIT  
April 1 – November 30

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If you wish to apply for an Outdoor Seating Permit, please submit the following:

- A copy of a Certificate of Insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with the Village of Winnetka named as additional insured in the policy.
- A simple drawing of the table and chair placement plan.

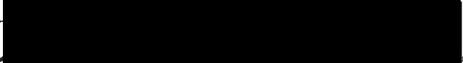
Approval by the Village Council is conditioned upon receipt of the above and your agreement to maintain the Village's safety and cleanliness standards, as outlined below. Your Outdoor Seating Permit may be revoked and/or not renewed for failure to comply.

1. Empty and dispose of refuse in trash receptacles when full.
2. Straighten tables and chairs regularly, replacing them in accordance with submitted plan.
3. Wipe tables and chairs regularly.
4. Sweep area daily.
5. Pour water on spilled products as soon as possible to prevent staining sidewalk.
6. Pick up litter.

Return this form, the certificate of insurance, and the seating plan drawing to the Village Manager's office by **February 22, 2010**, in order for the Village Council to review your request.

NAME OF BUSINESS Winnetka Food, Inc.  
ADDRESS 727 Elm Street, Winnetka IL 60093  
PHONE NUMBER 847-441-5590

I agree to abide by the above standards and to maintain a five-foot sidewalk clearance at all times for pedestrian traffic.

SIGNATURE OF OWNER/MANAGER 

Date: 3/14/11

**VILLAGE OF WINNETKA  
APPLICATION FOR SIDEWALK RESTAURANT  
LIQUOR LICENSE RIDER**

**Note:** Pursuant to Section 5.09.100(L) of the Winnetka Village Code, the outdoor service area shall be separated from the pedestrian areas of the public sidewalk by fencing, planters or such other device as may be specified by the Local Liquor Commissioner.

**APPLICANT INFORMATION**

1. Applicant Seyed Kaveh Mirani / Winnetka Food, Inc.  
Address [REDACTED] Zip Code [REDACTED]  
Telephone [REDACTED]
  
2. Restaurant Mirani's Restaurant  
Address 727 Elm Zip Code Winnetka IL 60093  
Telephone 847-441-5590
  
3. Name of Manager Madeline Mirani

**CURRENT LICENSE INFORMATION**

Liquor License Number L13-2010

**OPERATIONS PLANS**

1. Number of waiter/waitress staff 10
2. Number of maintenance staff 6

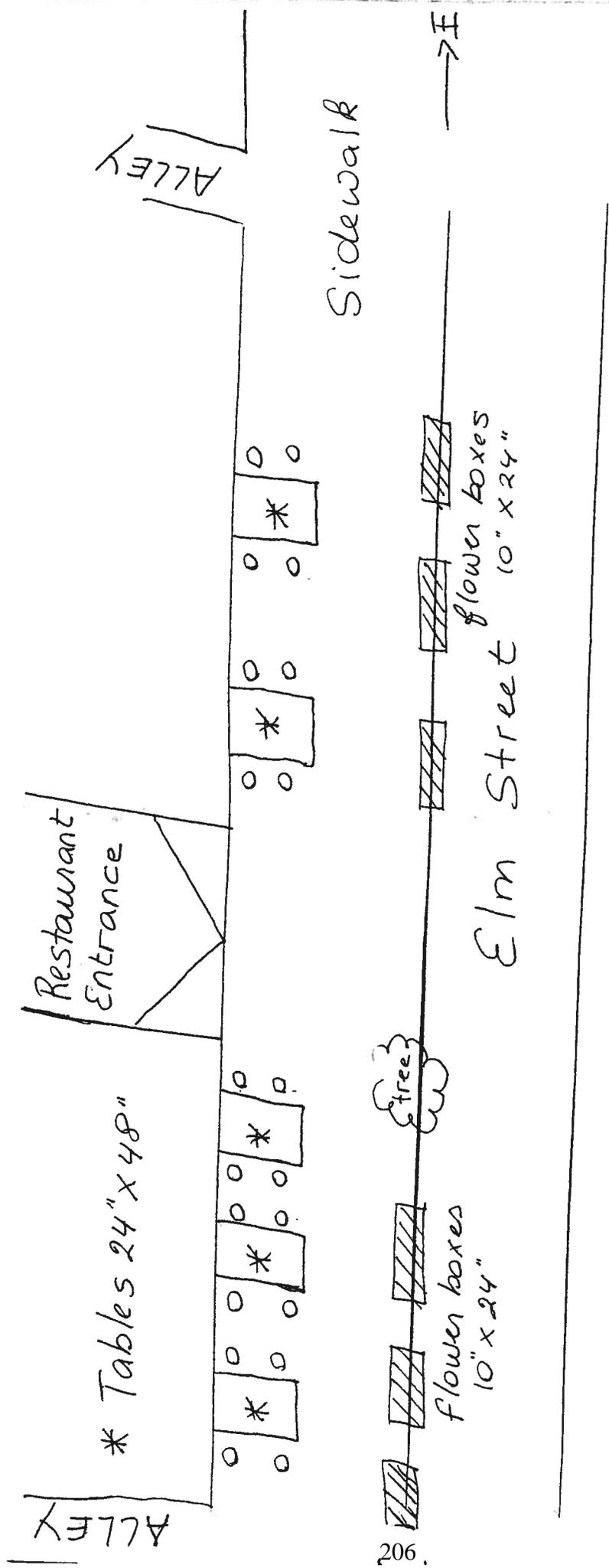
**LICENSES AND PERMITS**

1. Total square footage to be occupied by sidewalk café + 150 SF
2. Seating capacity of proposed café 20

**ADDITIONAL ATTACHMENTS REQUIRED**

The following supplements must be attached to application:

1. Liability Insurance  Amount 1,000.000 Policy Number \_\_\_\_\_  
Insurer Name West Bend Mutual  
Address 1900 S 18th Ave, West Bend, WI 53095
2. Café Location and Layout Plan (attach two copies).





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/11/2011

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> <b>Guy Viti Insurance</b> <b>445 Sheridan Road</b> <b>PO Box 699</b> <b>Highwood IL 60040</b>	<b>CONTACT NAME:</b> Norma Fabbri-Blake <b>PHONE (A/C, No, Ext):</b> (847) 432-1000 <b>FAX (A/C, No):</b> (847) 433-6856 <b>E-MAIL ADDRESS:</b> Normab@guyviti.com <b>PRODUCER CUSTOMER ID:</b> [REDACTED]														
<b>INSURED</b> <b>Winnetka Foods Inc., DBA: Miranis</b> <b>727 Elm Street</b> <b>Winnetka IL 60093</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: <b>Hartford Casualty Insurance Co</b></td> <td><b>29424</b></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: <b>Hartford Casualty Insurance Co</b>	<b>29424</b>	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES      CERTIFICATE NUMBER: CL1131104253      REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<b>GENERAL LIABILITY</b>			[REDACTED]	3/15/2011	3/15/2012	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> <b>CLAIMS-MADE</b> <input checked="" type="checkbox"/> <b>OCCUR</b>						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> <b>Liquor Liability</b>						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
<input checked="" type="checkbox"/> <b>POLICY</b>	<input type="checkbox"/> <b>PRO-JECT</b>	<input type="checkbox"/> <b>LOC</b>				PRODUCTS - COMP/OP AGG \$ 2,000,000	
	<b>AUTOMOBILE LIABILITY</b>						Liquor Liability \$1,000,000 CSL
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b>	<input type="checkbox"/> <b>OCCUR</b>					\$
	<input type="checkbox"/> <b>EXCESS LIAB</b>	<input type="checkbox"/> <b>CLAIMS-MADE</b>					\$
	<input type="checkbox"/> <b>DEDUCTIBLE</b>						\$
	<input type="checkbox"/> <b>RETENTION \$</b>						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> <b>Y/N</b>	<b>N/A</b>				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**  
 Village of Winnetka is additional insured for the outside cafe located at 727 Elm Street Winnetka IL 6

<b>CERTIFICATE HOLDER</b> (847) 501-3180  Village of Winnetka Attn: Cathy Scanlon 510 Green Bay Road Winnetka, IL 60093	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  N Fabbri-Blake/BELL [REDACTED]
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