



**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE HALL COUNCIL CHAMBERS  
6:00 PM, NOVEMBER 1, 2022**

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
  - 1. Minutes of the October 19, 2022 Committee of the Whole Meeting
- IV. Regular Business**
  - 1. Discussion Concerning Donation Plan (Karen Hawk)
  - 2. Discussion Concerning Contractor Licensing Structure (Chuck Meyer)
  - 3. Discussion Concerning Proposed Committee of the Whole and Village Board Meeting Dates for 2023 (Chuck Meyer)
- V. Closed Session**
  - 1. Closed Session is Requested to Discuss Employment Matters Per Section 2(c)(1)
- VI. Adjournment**

DATE POSTED: October 27, 2022

**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
MEETING OF THE COMMITTEE OF THE WHOLE  
VILLAGE HALL COUNCIL CHAMBERS  
OCTOBER 19, 2022**

**DRAFT**

**Call to Order**

President Patel called the Committee of the Whole Meeting of the Lincolnwood Board of Trustees to order at 6:02 P.M., Wednesday, October 19, 2022, in the Council Chambers of the Municipal Complex at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

Upon roll call by Village Clerk Beryl Herman the following were:

PRESNT: President Patel, Trustees Klatzco, Herrera, Sargon, Halevi Saleem

ABSENT: Martel

A quorum was present.

Also present: Village Manager Anne Marie Gaura, Assistant Village Manager Charles Meyer, Public Works Director Nadim Badran, Management Analyst Jake Litz, Community Development Director Scott Mangum, Finance Director Denise Joseph, Police Chief Jay Parrott, Parks and Recreation Director Karen Hawk, Management Analyst Elijah Bebora, Management Analyst Matt Pasquini, Fire Chief Barry Liss and Village Attorney Hart Passman

**Approval of Minutes**

The October 6, 2022 Committee of the Whole meeting minutes were presented for approval. Trustee Sargon moved to approve the minutes of the October 6<sup>th</sup> Committee of the Whole meeting minutes. The motion was seconded by Trustee Klatzco.

Upon Roll Call the results were:

AYES: Trustees Klatzco, Herrera, Sargon, Halevi, Saleem

NAYS: None

The motion passed

**Regular Business**

**1. Discussion Concerning Proesel Park Alcohol Policy**

Parks and Recreation Director Karen Hawk provided background information and a detailed overview of the topic of the Village's allowance of Alcoholic beverages in Proesel Park separate from the current allowance at Lincolnwood Fest with an SE license.

The Committee discussed their views on allowing alcoholic beverages in the park.

The Committee determined that it is not interested in allowing alcohol to be consumed or sold in Proesel Park except at Lincolnwood Fest.

## **2. Discussion Concerning Fire Department Apparatus**

Fire Chief Barry Liss provided background information on the state of existing Fire Department Apparatus, and he presented a multi-year plan to update Fire Department Apparatus.

The Committee discussed the plan as presented.

The consensus of the Committee was to move forward with discussion of adopting the Fire Department's plan during regular business of the October 19, 2022 Village Board meeting.

## **3. 2023 Infrastructure Program Update**

Public Works Director Nadim Badran provided background information and an update on the Lead Service Line Replacement program. Mr. Badran then presented options for requesting a design proposal for the program and concurrence for the selected street for the small-scale pilot program.

The Committee discussed the proposal options.

The consensus of the Committee was to return to the next Village Board meeting with a design proposal from CBBEL for the project.

## **4. Discussion Concerning Revised Devon Avenue Bridge Signage**

Public Works Management Analyst provided background information on Devon Avenue Bridge signage and presented two design options for a decorative monument as part of the Devon Avenue bridge.

The Committee discussed both options.

The Consensus of the Committee was to use decorative monument number one.

## **Adjournment**

Trustee Sargon moved to adjourn the Committee of the Whole at 7:13 P.M., seconded by Trustee Klatzco.

The meeting was adjourned unanimously by voice vote.

Meeting Adjourned

Respectfully Submitted,

Beryl Herman  
Village Clerk



## MEMORANDUM

TO: President Patel and Members of the Village Board

FROM: Anne Marie Gaura, Village Manager

DATE: October 26, 2022

SUBJECT: **November 1, 2022 Meeting of the Committee of the Whole**

The Committee of the Whole (COTW) meeting is scheduled for **6:00 P.M.** on Tuesday evening. Please find below a summary of the items for discussion:

### **1. Discussion Concerning Donation Plan (6:00-6:40 P.M.)**

A request was made to outline a 10-year spending plan for a former Lincolnwood resident's generous donation of \$100,000 per year on Giving Tuesday, each year from 2022 through 2031 for the Village of Lincolnwood for Parks and Recreation playgrounds and summer camps. [Attached](#) is a memo from the Parks and Recreation Director outlining in order of priority the donator's required use of the funds. Staff is seeking direction from the Village Board on accepting the donations as well as the projects outlined.

### **2. Discussion Concerning Contractor Licensing Structure (6:40-7:00 P.M.)**

The Village requires for the licensing of all building contractors, except for Plumbers and other contractors who are licensed and regulated pursuant to the preemption powers of the State of Illinois. This license is designed to ensure that contractors adhere to the Village's standards. It is a requirement for the building permit application process that a contractor first gets licensed before a permit can be issued. Community Development has identified that when an application for a building permit has been submitted a delay while the Village waits for the contractor licensure to be completed. [Attached](#) is a memo from the Assistant Village Manager outlining the current process for licensing and the recommended change to contractor licensing. Staff is seeking direction from the Village Board on changing the calendar year for licensing as well as fees.

### **3. Discussion Concerning Proposed Committee of the Whole and Village Board Meeting Dates for 2022 (7:00-7:10 P.M.)**

Each year in November the Village Board is presented with proposed meeting dates for the Committee of the Whole (COTW) and Village Board meetings for the following calendar year. [Attached](#) is a memo from the Assistant Village Manager outlining holidays and other dates that may impacted the meeting dates.

**4. Closed Session is Request to Discuss Employment Matters Per Section 2(c)(1) (7:10-7:30 P.M.)**

If you should have any questions concerning this matter, please feel free to contact me.



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# MEMORANDUM

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**TO:** Anne Marie Gaura, Village Manager

**FROM:** Karen Hawk, Director of Parks and Recreation

**DATE:** November 1, 2022

**SUBJECT:** Donation Plan

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## **Background**

A request was made to outline a 10-year spending plan for a former Lincolnwood resident's generous donation of \$100,000 per year on Giving Tuesday, each year from 2022 through 2031 for the Village of Lincolnwood for Parks and Recreation playgrounds and summer camps. The donor has very fond memories of his time with Lincolnwood Parks and Recreation summer camps and of the countless hours playing in our parks.

Based on the donor's affinity for animals, creating an inclusive environment for children with disabilities, and summer camp programs, Parks and Recreation staff worked with Public Works to establish list of desired projects. The projects presented to the donor included the following projects: construction of a dog park, naming rights for the Pratt Avenue Pedestrian bridge, a fully inclusive playground, accessible surfacing at all playgrounds, summer camp experiences and equipment, establishing a scholarship fund for camp, an accessible splashpad, and accessible pieces of playground equipment at all parks.

The donor selected the following as priorities:

1. Fully accessible playground at Proesel Park (top priority)
2. Accessible play structures at all playgrounds (second priority)
3. Accessible surfacing at all playgrounds
4. Accessible splashpad
5. Summer Camp Experiences and equipment
6. Establishing a scholarship fund

## **Project Outline**

Parks and Recreation staff have outlined projects in order of priority and the funding necessary. Expenses listed in the attached document are estimates and will be reviewed and updated as bids are received for each project.

Should the donation be accepted, and projects approved by the Village Board, staff will budget funding for project design in one year and the construction of that project in the following fiscal year. This allows the Village to budget any additional funds required for each project exceeding the donation.

### Proesel Park Accessible Playground (top priority)

The first project will be to design and construct a fully inclusive playground at Proesel Park. Inclusivity for children with disabilities of all types including physical, social, and emotional is important to their growth and development. If the pandemic proved anything, it is that play for all ages and abilities is critical for individuals to thrive. While the Village does have a few pieces of sensory playground equipment and the woodchip surface is ADA compliant, it doesn't do enough to be inclusive for all children. Proesel Park is the most heavily utilized park and should be able to be used by children with abilities of all levels. By creating a fully inclusive playground, youth can play together more independently and build a sense of community among all children. The intent of this project is to create a playground space where all youth can play together more independently. Estimated costs for this project are approximately \$200,000 - \$500,000. The Village will include funding in FY 2023 for the project design. Design costs are typically estimated at 10% of the total project cost totaling \$20,000 - \$50,000. The Village will hire a consultant to lead the public input process and complete the design.

#### Budgeted Funds:

SY 2023 - \$20,000 - \$50,000 for design

FY 2024 - \$200,000 - \$500,000 for construction

### Accessible Play Structures at all Playgrounds

Providing accessible play structures at all playgrounds is good for all children. While it would be beneficial to have all play structures and equipment fully accessible, some of the pocket parks would benefit from having at least some pieces of play structures be accessible. There are likely children in all areas of the Village that have a need for accessible equipment to play in their neighborhoods. Inclusive play areas provide an environment where all children can play and socialize together. The intent of this project is to add or replace certain pieces of playground equipment at each of our parks to provide opportunities for all youth to play. This equipment could include but is not limited to sensory playground pieces, wheelchair accessible swings, or other accessible pieces of equipment. Estimated costs for this project is \$200,000 with design costs estimated at \$20,000. The Village will hire a consultant to lead the public input process and complete the design.

#### Budgeted Funds:

FY 2025 - \$20,000 for design

FY 2026 - \$200,000 for construction

FY 2031 - \$50,000 for additional pieces

### Establish a Scholarship Fund

Summer camp is an experience every child should have, and yet not all families can afford their children the opportunity to attend camp. The typical full-day summer camp experience for Lincolnwood Residents costs over \$2,000 per camper per year. A scholarship fund for lower income families would help lessen the burden on a family, especially where multiple children may like to attend. The intent of the scholarship funds is to assist the families that are unable to afford summer camps for their children. The anticipated cost of establishing a scholarship fund is \$20,000. Parks and Recreation staff will work with the Finance Department to establish the fund.

Budgeted Funds:  
FY 2023 - \$20,000

### Summer Camp Experiences and Updating Camp Equipment

Summer camp is a fundamental part of childhood that provides opportunities that youth may not get from home. Socialization is one of the key components of any camp experience and provides a safe place for these interactions. Funding for camp experiences could include new equipment to provide a better overall camp experience in current camps, as well as funding to introduce new camps to Lincolnwood, such as an outdoor adventure camp, wilderness camp, or other experiential camps. The pandemic created an environment where many kids were not socialized or fell behind in their socialization skills and they have not yet returned to pre-pandemic levels. The intent of this program is to offer experiences that a regular day camp might not experience at camp. While the specific camp experience is still to be determined, it will be implemented as part of our 2023 summer camp. Estimated costs for including new camp experiences and purchasing new camp equipment is \$30,000.

Budgeted Funds:  
SY 2023 - \$20,000 for experiential camp offering  
SY 2023 - \$10,000 for camp equipment purchases

### Accessible Splash Pad

Water sports is one area of play where it may be difficult for those with mobility issues, sensory issues, or those that are unable to swim, to enjoy water experiences the way other children do. Splash pads can be designed to maximize both cognitive and sensory stimulation for children of all abilities. The intent of this project is to offer a water play option for everyone. Estimated costs for this project are \$150,000 per splash pad with a design cost of \$15,000. The Village will hire a consultant to lead the public input process and complete the design.

Budgeted Funds:  
FY 2027 - \$15,000 for design  
FY 2028 - \$150,000 for construction

### Accessible Playground Surfaces at all Playgrounds

As stated with the fully inclusive playground, accessible surfaces make such a difference in children's experiences and inclusivity in areas of play. There are a few different types of playground surfaces that will offer better experiences for accessibility. These surfaces include pour-in-place rubber surfacing or rubber tiles. The intent of this project is to replace the



engineered wood fiber surface at all playgrounds with a surface designed for easier mobility. Estimated costs for this project are \$150,000 with a design cost of \$15,000. The Village will hire a consultant to lead the public input process and complete the design.

**Budgeted Funds:**

FY 2029 - \$15,000 for design

FY 2030 - \$150,000 for construction

FY 2031 - \$50,000 for additional playgrounds if necessary

**Grant Opportunities**

Where applicable, the Village will also seek grant funding for projects. The Open Space and Land Acquisition Development Grant through the Illinois Department of Natural Resources allows organizations to apply for matching funds annually. OSLAD funding is only available for one park site per year. In addition to OSLAD grants, the Village will research other grant funding opportunities. Where grant funding is not available, the Department's intent is to budget funds in the general fund for approved projects.

If additional funding become available through donations or the general fund, it is possible to move projects up on the schedule. For example, the Village could choose to budget the difference in costs, where feasible, to add pieces of accessible equipment at playgrounds and the pour the new surfacing at the same time. This could potentially provide cost savings in both the design and construction phase if the Village opts to renovate more than one playground at a time.

**Donation Schedule**

The attached 10-year donation schedule provides approximate costs and projects outlined each year.

**Donation Fund**

Should the Village choose to accept the donation, a fund will be established in consultation with Village attorneys and Village staff.

**Requested Direction**

Staff is seeking direction from Village Board the regarding the acceptance of the donation and the projects outlined.

**Documents Attachments**

1. 10-Year Donation Schedule
2. PowerPoint Presentation

<b>Program Name</b>	<b>FY 2023</b>	<b>SY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>
Proesel Park Playground - Design		\$ 50,000.00				
Proesel Park Playground - Construction			\$ 500,000.00			
Accessible Playground Pieces - Design				\$ 20,000.00		
Accessible Playground Pieces - Construction					\$ 200,000.00	
Scholarship Fund	\$ 20,000.00					
Experiential Camp		\$ 20,000.00		\$ 20,000.00		
Camp Equipment		\$ 10,000.00		\$ 10,000.00		
Accessible Splash Pad - Design						\$ 15,000.00
Accessible Splash Pad - Construction						
Accessible Playground Surfaces - Design						
Accessible Playground Surfaces - Construction						

FY 2028	FY 2029	FY 2030	FY 2031
			\$ 50,000.00
\$ 150,000.00			
	\$ 15,000.00		
		\$ 150,000.00	\$ 50,000.00

# 10-Year Donation Plan

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VILLAGE OF LINCOLNWOOD

A solid green horizontal bar at the bottom of the page.

# Giving Tuesday

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According to their website, Giving Tuesday is a global generosity movement unleashing the power of radical generosity.

Giving Tuesday has been in place since 2012 and has seen millions of generous people doing good.



# Donation

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A former Lincolnwood Resident has generously offered to donate \$100,000 each year for the next 10 years on Giving Tuesday totaling \$1,000,000.

The donor expressed an interest in providing equipment for children with disabilities and summer camp experiences for all youth.

The following presentation highlights the 10-year donation plan structured around donor's stated interests and very generous donation.



# Background and project outline

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The following projects have been prioritized:

1. Fully accessible playground at Proesel Park (top priority)
2. Accessible play structures at all playgrounds (second priority)
3. Accessible surfacing at all playgrounds
4. Accessible splashpads
5. Summer Camp experiences and equipment
6. Establishing a scholarship fund

Parks and Recreation staff have outlined projects in order of priority and the funding necessary. Expenses listed in this presentation are estimates and will be reviewed and updated as bids are received for each project.

# Fully accessible playground at Proesel Park

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Inclusivity for children with disabilities of all types including physical, social and emotional is important to their growth and development.

If the pandemic proved anything, it is that play for all ages and abilities is critical for individuals to thrive.

While the Village does have a few pieces of sensory playground equipment and the woodchip surface is ADA compliant, it is not enough to be inclusive for all children.

Proesel Park is our most heavily utilized park and should be able to be used by children with abilities of all levels.





# Fully accessible playground at Proesel Park

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The intent of this project is to create a playground space where all youth can play together more independently.

Budgeted Funds:

- SY 2023 - \$20,000 - \$50,000 for design
- FY 2024 - \$200,000 - \$500,000 for construction



# Accessible play structures at all playgrounds

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Providing accessible play structures at all playgrounds is good for all children.

While it would be beneficial to have all play structures and equipment be fully accessible, some of the pocket parks would benefit from having at least some pieces of play structures be accessible and inclusive. There are likely children in all areas of the Village that have a need for accessible equipment to play in their neighborhoods.

Inclusive play areas provide an environment where all children can play and socialize together.



# Accessible play structures at all playgrounds

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The intent of this project is to add or replace certain pieces of playground equipment at each of our parks to provide opportunities for all youth to play.

Budgeted Funds:

- FY 2025 - \$20,000 for design
- FY 2026 - \$200,000 for construction
- FY 2031 - \$50,000 for additional pieces



# Accessible surfacing at all playgrounds

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Playground surfaces make such a difference in children's experiences and inclusivity in areas of play.

There are a various types of playground surfaces that will offer better experiences for accessibility. These surfaces include pour-in-place surfacing or rubber tile surfacing.



# Accessible surfacing at all playgrounds

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The intent of this project is to replace the engineered wood fiber surface at all playgrounds with either Pour-in-Place or rubber tile surfacing designed for easier mobility.

Budgeted Funds:

- FY 2029 - \$15,000 for design
- FY 2030 - \$150,000 for construction
- FY 2031 - \$50,000 for additional playgrounds if necessary





# Accessible splashpad

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Water sports is one area of play where it may be difficult for those with mobility issues, sensory issues, or those that are unable to swim, to enjoy water experiences the way other children do.

Splash pads can be designed to maximize both cognitive and sensory stimulation for children of all abilities.



# Accessible splashpad

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The intent of this project is to offer a water play option for everyone.

Budgeted Funds:

- FY 2027 - \$15,000 for design
- FY 2028 - \$150,000 for construction



# Summer camp experiences and equipment

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Summer camp is a fundamental part of childhood that provides opportunities that youth may not get from home.

Socialization is one of the key components of any camp experience and provides a safe place for these interactions.

Funding for camp experiences could include new equipment to provide a better overall camp experience in current camps, as well as funding to introduce new camps to Lincolnwood, such as an outdoor adventure camp, wilderness camp or other experiential camps.

The pandemic created an environment where many kids were not socialized or fell behind in their socialization skills, and they have not yet returned to pre-pandemic levels.



# Summer camp experiences and equipment

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The intent of this program is to offer experiences that a regular day camp might not experience at camp.

Budgeted Funds:

- SY 2023 and FY 2025 - \$20,000 each year for experiential camp offering
- SY 2023 and FY 2025 - \$10,000 each year for camp equipment purchases



# Establishing a scholarship fund

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Summer camp is an experience every child should have, and yet not all families can afford their children the opportunity to attend camp.

The typical full day summer camp experience for Lincolnwood Residents costs over \$2,000 per camper.

A scholarship fund for lower income families would help lessen the burden on a family, especially where multiple children may like to attend.



# Establishing a scholarship fund

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The intent of the scholarship funds is to assist the families that are unable to afford summer camps for their children.

Funds:

- FY 2023 - \$20,000



# Grant opportunities and other funding sources

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In addition to the generous donation, the Village will also seek funding through grant opportunities.

- Open Space and Land Acquisition Development Grant (OSLAD)
- Playground Grant Funding

Should additional funding become available through donations, grants, or the general fund, projects could be moved up on the schedule.



# 10-year donation schedule

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First five years of the schedule (Fiscal Years 2023 – 2026)

<b>Program Name</b>	<b>FY 2023</b>	<b>SY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
Proesel Park Playground - Design		\$50,000			
Proesel Park Playground - Construction			\$500,000		
Accessible Playground Pieces - Design				\$20,000	
Accessible Playground Pieces - Construction					\$200,000
Scholarship Fund	\$20,000				
Summer Camp		\$20,000		\$20,000	
Summer Camp Equipment		\$10,000		\$10,000	

Village will complement donation with grants and other contributions.

Donation to be received on Giving Tuesday of each year.

# 10-year donation schedule

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Second five years of the schedule (Fiscal Years 2027 – 2031)

<b>Program Name</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>
Accessible Playground Pieces - Construction					\$50,000
Accessible Splash Pad - Design	\$15,000				
Accessible Splash Pad - Construction		\$150,000			
Accessible Playground Surfaces - Design			\$15,000		
Accessible Playground Surfaces - Construction				\$150,000	\$50,000

Donation to be received on Giving Tuesday of each year.

# Requested Direction

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Staff is seeking direction from Village Board regarding the acceptance of the donation and the projects outlined.



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# MEMORANDUM

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**TO:** Anne Marie Gaura, Village Manager

**FROM:** Charles Meyer, Assistant Village Manager

**DATE:** November 1, 2022

**SUBJECT:** Discussion Concerning Contractor Licensing Structure

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## **Background**

The Village requires for the licensing of all building contractors, except for Plumbers and other contractors who are licensed and regulated pursuant to the preemption powers of the State of Illinois. This license is designed to ensure that contractors adhere to the Village's standards. It is a requirement for the building permit application process that a contractor first gets licensed before a permit can be issued. Community Development has identified that when an application for a building permit has been submitted a delay occurs while the Village waits for the contractor licensure to be completed. Community Development is recommending that contractor licenses run concurrently with the calendar year along with encouraging contractors to license earlier in the year to facilitate quicker building permit review.

## **Discussion**

The Village requires contractors to be licensed to ensure that the standards set forth in the Village Code including bond and insurance requirements are followed. Contractors are required to complete an application and pay a \$100 fee. Once approved, the license is in effect for 12 months from the date of license issuance. For example, a contractor license issued on October 19, 2022 would be in effect until October 18, 2023 and this structure will be referred to as a "Rolling Year" in this memorandum. A license issued on October 19, 2022 that expires on December 31, 2022, would be a "Fixed Year".

In reviewing the workflow of building permits and applications, it has been identified by Community Development that contractor licensing has an opportunity to be modified to possibly reduce the processing time of building permits. This past summer it was noted that the building permit issuance process would be slowed by going through the process of licensing contractors at the same time. A portion of this delay is because of the current software, which should be fixed in the replacement software process, but staff believe that the transition to a Fixed Year will expedite the review process.

The current structure for a license means that often a contractor's license renewal / initial application will occur at the same time as the building permit is being reviewed, which is normally during the busy



summer construction months. Community Development is seeking to change the license duration to align with the calendar year and to engage contractors at the beginning of the year with the new software to renew during the less busy winter months. This will also help residents and businesses expedite their own permit process if their contractor has already become licensed with the Village reducing one more step in the review process. The table below provides a comparison to how other communities structure their contractor licensing programs.

<b>Community</b>	<b>Rolling or Fixed Year</b>	<b>Fee</b>	<b>Notes</b>
Bensenville	Not applicable	\$0	No licensing program
Deerfield	Fixed Year	\$100	Reduction in fee by 50% after six months into year
Elk Grove	Fixed Year	\$100	Reduction in fee by 50% after six months into year
Glencoe	Fixed Year	\$30	Reduction in fee by 50% after six months into year
Highland Park	Rolling Year	\$100	
Itasca	Fixed Year	\$100	Reduction in fee by 50% after six months into year
Lincolnshire	Not applicable	\$0	No licensing program
<b>Lincolnwood</b>	<b>Rolling Year</b>	<b>\$100</b>	
Niles	Fixed Year	\$40	No reduction in fee mid-year
River Forest	Rolling Year	\$125	
Skokie	Rolling Year	\$100	
Wheeling	Rolling Year	\$25	
Winnetka	Not applicable	\$0	No licensing program
Wood Dale	Rolling Year	\$100	

If the Village were to entertain the prospect of changing to a Fixed Year that aligns with the calendar year for contractor licensing it would be the recommendation of this memorandum to provide a reduction in fee by 50% as of July 1, each year, for those contractors who register later in the year. This would change the fee to be \$50 from July 1 – December 31, every year.

An additional item that staff would like to present to the Village Board for consideration is a revision to the same chapter of the Village Code in regards to whom applications should be filed in order to get a contractor’s license. The Finance Director is listed in the Village Code as being the recipient of contractor’s license applications, but in practice it has been the Community Development Director who receives these applications. It would be recommended that as the Village Board discusses the duration of the contractor licenses, that a discussion also includes changing the Village Code to appoint the Community Development Director as the person who receives such applications.

If the Village Board were to agree with this recommendation then it will be presented to the Village Board at their November 15 meeting for an effective date of January 1, 2023.

**Financial Impact**

The Village would see a reduction in revenue due to the reduction in fees mid-year, however, it is likely that this would be offset by a better workflow for the processing of contractor licensing and moving a portion of that workload to the less busy winter months.

**Recommendation**

It is the recommendation of this memorandum that this is discussed at the November 1 Committee of the Whole.

**Documents Attached**

1. Village Code
2. PowerPoint Presentation

## Article 16 **CONTRACTORS**

### **14-16-1 License required.**

No person shall engage in the business of contractor without first having obtained a license from the Village. This article however shall not apply to plumbers or other contractors who are licensed and regulated pursuant to the preemption powers of the State of Illinois.

### **14-16-2 License application.**

An applicant for a contractor's license shall file an application therefor with the Village Finance Director, on a form provided by the Village, which application shall include, without limitation, the number of individual employees of the applicant which will be operating under such license, the type and scope of contracting activity for which a license is requested, and a statement that the applicant agrees to comply with all provisions of this Code relating to or regulating the activities engaged in by the applicant.

### **14-16-3 Term of license.**

Licenses issued to contractors shall be valid for a period of one year, beginning from the date of issuance.

### **14-16-4 Duties of licensee.**

It shall be the absolute and irrevocable responsibility of all contractors licensed hereunder to secure the appropriate and necessary permits required by this Code before undertaking to construct, alter, maintain, repair, add to, subtract from, improve, move, wreck or demolish, in whole or in part, any building, structure, land parcel, sidewalk, driveway or street pavement. It shall also be the duty of all contractors licensed hereunder to comply with all the provisions of this Code relating to or regulating their activities as contractors, and, in addition thereto, to remove or cause to be removed at least once each week from the site of said contractor's activities, all trash, refuse and waste materials. Contractors shall, at all times, keep the site of activities in an orderly condition, free from standing water, unguarded, dangerous implements, and health and safety hazards. Contractors shall not obstruct traffic, streets, or sidewalks nor allow dirt or waste materials from falling or being carried onto public ways.

### **14-16-5 Inspection.**

The provisions of this Article 16 are declared to be of a regulatory nature, and it shall at all times be the duty of all municipal officials charged with enforcement of this Code, to regularly inspect the site of the contractor's activities and to investigate whether persons engaged as contractors are properly licensed and that their activities are being conducted and operated in accordance with applicable provisions of this Code.

### **14-16-6 Bond required.**

All contractors shall give security to the Village in the form and manner required by Chapter 6, Article 2, of this Code, by which security the contractor shall save and keep harmless the Village from any and all damage that may result to pavements, sidewalks, or other public property resulting from the use of streets in connection with such business, and, further, to save and keep harmless the Village from damages to persons or property arising from suits or claims resulting from obstructions or materials deposited or dropped upon the streets or other public places in the Village by such contractor.

### **14-16-7 Insurance required.**

All contractors or an applicant or property owner acting as a general contractor who have applied for a building or construction permit for a property must submit evidence of current liability insurance to the Community Development Department showing that the contractor, applicant, or the property owner for which the permit is sought has insurance coverage in an amount of not less than the amount set forth in the Annual Fee Resolution, for all damage to property adjoining the subject property resulting from the proposed work on the subject property.

**14-16-8 Violation; suspension.**  
**[Added 3-6-2018 by Ord. No. 2018-3318]**

- (A) It shall be unlawful for any contractor licensed pursuant to this Article 16 to:
- (1) Perform any work outside the scope of operations as defined under the particular classification of contractor for which the contractor is licensed;
  - (2) Perform, or cause to be performed, any work in violation or deviation of the applicable permit issued by the Village, without prior approval of the Community Development Director or his or her designee;
  - (3) Aid or abet any person in evading the requirements of this article, or allow the contractor's license to be used by any person, or act as an agent, partner, or associate of any person, with the intent to evade the provisions of this Article 16;
  - (4) Abandon, without justification, any project or operation for which the Village has issued a permit to the contractor;
  - (5) Fail to obtain Village approval, through required interim or final inspections as required by a building permit issued for construction, or fail to rectify work previously deemed to be unacceptable by the Village's building official prior to reinspection and satisfactory approval, prior to advancing the project beyond a state that allows for appropriate inspection;
  - (6) Make any false, fraudulent or misleading material statement in the application for a license filed pursuant to this Article 16;
  - (7) Make any false, fraudulent or misleading material statement, or be convicted of perpetrating a fraud upon any person, whether or not such fraud was perpetrated in the course of conducting any business in the Village, or commit a felony; or
  - (8) Conduct any activities directly related to its business in the Village in an unlawful manner or in such a manner as to constitute a breach of the peace or a menace to the health, safety or general welfare of the public.
- (B) Upon a finding by a court or the Village's administrative hearing officer that a contractor violated any provision of Section **14-16-8(A)** of this Code, the Village may suspend that contractor's license in accordance with the following:
- (1) The Community Development Director, or his or her designee, shall cause to be served upon the licensee or his or her agent, either personally or by certified mail, return receipt requested, written notice that the Community Development Department intends to recommend to the Village Board of Trustees, during a public hearing at a meeting not less than 15 days after such notice is served, that the contractor's license be suspended;
  - (2) During a public hearing of the Village Board, the licensee shall have the right to present evidence on its behalf, and shall have the right to be represented at such hearing by counsel. Within 35 days after the conclusion of the public hearing, the Village Board shall make a determination, by resolution duly adopted, whether to suspend the license for a period of up to 90 days. The duration of the suspension may depend on the following factors:
    - (a) The nature of the violation;
    - (b) The nature and extent of the harm caused by the licensee's action or failure to act;
    - (c) The factual situation and circumstances surrounding the violation;

- (d) Whether or not the action or failure to act was willful; and
- (e) The record of the licensee with respect to violations.
- (C) A licensee whose license has been suspended pursuant to this Section **14-16-8** shall not be eligible to reapply for a contractor's license until the expiration of the suspension period, beginning on the date of adoption of the resolution enacting the suspension. At the time of the reapplication, the applicant must submit all required forms and fees as specified in this Article 16.

# Discussion Concerning Contractor License Structure

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NOVEMBER 1, 2022

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# Overview

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The Village requires contractors to be licensed in order to operate in the community

A Contractor's License costs \$100 and is good for one year from the issuance date

Village is looking to adopt a "Fixed Year" structure in which a Contractor's License is tied to the Calendar Year

- In a Fixed Year, a Contractor's License issued today would expire December 31, 2022
- Currently a Contractor's License issued today would expire in 365 days

Purpose for changing structure would to encourage Contractors to receive their license in January / February when season is less busy to free up staff time in busier summer months to process permits

# Comparable Communities

Community	Rolling or Fixed Year	Fee	Notes
Bensenville	Not applicable	\$0	No licensing program
Deerfield	Fixed Year	\$100	Reduction in fee by 50% after six months into year
Elk Grove	Fixed Year	\$100	Reduction in fee by 50% after six months into year
Glencoe	Fixed Year	\$30	Reduction in fee by 50% after six months into year
Highland Park	Rolling Year	\$100	
Itasca	Fixed Year	\$100	Reduction in fee by 50% after six months into year
Lincolnshire	Not applicable	\$0	No licensing program
<b>Lincolnwood</b>	<b>Rolling Year</b>	<b>\$100</b>	
Niles	Fixed Year	\$40	No reduction in fee mid-year
River Forest	Rolling Year	\$125	
Skokie	Rolling Year	\$100	
Wheeling	Rolling Year	\$25	
Winnetka	Not applicable	\$0	No licensing program
Wood Dale	Rolling Year	\$100	



# Additional Considerations

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Utilization of Fixed Year structure is normally tied to a cost reduction mid-way through the year

- It would be the recommendation of staff that if a Fixed Year is adopted that the fee of \$100 be reduced 50% to \$50 for any Contractor's Licenses issued between July 1 and December 31 annually

Additionally, it would be recommended that the Village Code is updated to reflect current practices in which the Community Development Department handles these licenses. Currently, the Village Code calls for the Finance Director to receive this licenses, which does not occur in practice

# Policy Questions

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Does the Village Board desire to transition the Contractor License to align with the Calendar Year?

# Next Steps

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If the Village Board is in support of this change, then the Village would present language to this effect at the November 15, 2022 Village Board Meeting



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## MEMORANDUM

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**TO:** Anne Marie Gaura, Village Manager

**FROM:** Charles Meyer, Assistant Village Manager

**DATE:** November 1, 2022

**SUBJECT:** Committee of the Whole and Village Board Meeting Dates for 2023

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### **Background**

Each year in November the Village Board is presented with proposed meeting dates for the Committee of the Whole (COTW) and Village Board meetings for the following calendar year. Staff looks at what holidays or elections may impact the meeting dates.

### **Discussion**

In 2023 there are several Holidays and elections that effect the normally scheduled meetings of the first and third Tuesday of the month.

The beginning of January, New Year's Day falls on Sunday with Village Hall being closed on Monday, January 2, 2023. For that reason it is recommended to have the COTW and Village Board meeting that would normally occur on January 3, 2023 be moved to Thursday, January 5, 2023.

On April 4, 2023 is Election Day. Also, Passover begins at sunset on April 5, 2023 with no work being allowed on April 6 and 7, 2023. Also, there is no work permitted April 12 and 13. It is for this reason that it is suggested to have the COTW and the Village Board meeting moved to Monday, April 10, 2023.

September 4, 2023 Village Hall is closed for Labor Day. It is suggested that the COTW and the Village Board meeting be moved to Thursday, September 7, 2023.

November 7, 2023 is also an election day. It is suggested that the COTW and the Village Board meeting be moved to Wednesday, November 8, 2023.

**Recommendation**

It is the recommendation of this memorandum that this is discussed at the November 1, 2022 Committee of the Whole.

**Documents Attached**

1. Proposed COTW and Village Board Meeting Dates for 2023
2. List of Holidays and Elections that Affect COTW and Village Board Meeting Dates for 2023

**2023**

**PROPOSED**

**VILLAGE BOARD MEETINGS**

**Meetings take place the first and third Tuesday of the month unless  
otherwise noted with asterisk\***

*January 5 (Thursday)	January 17
February 7	February 21
March 7	March 21
*April 10 (Monday)	April 18
May 2	May 16
June 6	June 20

July 18  
(3<sup>rd</sup> Tuesday of the Month)

August 15  
(3<sup>rd</sup> Tuesday of the Month)

*September 7 (Thursday)	September 19
October 3	October 17
*November 8 (Wednesday)	November 21
December 5	December 19

## Holidays that would affect Village Board Meetings

Monday, January 2, 2023 Village Hall is closed for New Year's Day.


Tuesday, April 4, 2023 Election Day


Wednesday, April 5, 2023 at sunset Passover begins.

## Passover

Begins sunset of **Wednesday, April 5, 2023**

Ends nightfall of **Thursday, April 13, 2023**

 No work permitted on April 6 - 7 and April 12 - 13. Work is permitted only on April 9 - 11 with certain restrictions.

 Yizkor is recited on Passover, Thursday, April 13

*Dates listed are for outside Israel.*

Passover (Pesach) celebrates the deliverance of the Jewish people from slavery in Egypt. Our Passover megasite has tools, guides, insights, stories, inspiration—and just about everything you need to celebrate Passover. (But bring your own wine.)

Monday, September 4, 2023 is Labor Day.

Tuesday, November 7, 2023 is Election Day.