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VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
6:00 P.M. MARCH 20, 2018

AGENDA

I) Call to Order

II) Roll Call

III) Minutes –

1) Committee of the Whole Meeting – March 6, 2018

IV) Regular Business

1) Presentation by ZS Development Concerning the Purple Hotel Site (6:00 – 7:30 p.m.)

V) Public Comment

VI) Adjournment

DATE POSTED: March 16, 2018

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PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
MARCH 6, 2018

Draft

Call to Order

President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 6:30 P.M., Tuesday, March 6, 2018, in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

Roll Call

On roll call by Clerk the following were:
PRESENT: President Bass, Trustees Hlepas Nickell, Spino, Sugarman, Ikezoe-Halevi, Cope, Patel
ABSENT: None

A quorum was present.

Also present: Timothy Wiberg, Village Manager; Ashley Engelmann, Assistant Village Manager; Steven Elrod, Village Attorney; Charles Meyer, Assistant to the Village Manager; Heather McFarland, Management Analyst, Andrew Letson, Public Works Director; Robert Merkel, Finance Director

Approval of Minutes

Minutes of the February 20, 2018 Committee of the Whole were distributed in advance of the meeting and were examined.

Trustee Cope moved to approve the minutes as presented. Trustee Spino seconded the motion. The motion passed with a Voice Vote.

Adjournment

At 6:35 p.m. Trustee Cope moved to adjourn the meeting to Closed Session for the purpose of discussing Purchase or Lease of Property Per Section 2(c)(5), seconded by Trustee Spino.

Upon Roll Call the Results were:

AYES: Trustees Cope, Spino, Patel, Ikezoe-Halevi, Sugarman, Hlepas Nickell

NAYS: None The motion passed.

Reconvention

At 7:35 p.m. President Bass reconvened the Committee of the Whole Meeting

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Adjournment

At 7:36 P.M. Trustee Spino moved to adjourn Committee of the Whole, seconded by Trustee Ikezoe-Halevi. The motion passed with a Voice Vote.

Respectfully Submitted,

Beryl Herman
Village Clerk

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MEMORANDUM

TO: President Bass and Members of the Village Board

FROM: Timothy C. Wiberg, Village Manager

DATE: March 16, 2018

SUBJECT: **March 20 Committee of the Whole Meeting**

As a reminder, the Committee of the Whole (COTW) meeting is scheduled for **6:00 p.m.** on Tuesday evening. Dinner will be available in the Village Hall Board Conference Room beginning at 5:15 p.m. Please find below a summary of the items for discussion:

1) **Presentation by ZS Development Concerning the Purple Hotel Site (6:00 – 7:30 p.m.)**

ZS Development is the contract purchaser of the former Purple Hotel site. At its meeting of March 6, the Village Board approved an Ordinance authorizing the Village to conduct negotiations and submit a bona fide purchase offer for the property located at 4500 – 4560 W. Touhy Avenue and 7350 N. Lincoln Avenue, collectively the former Purple Hotel site. Prior to beginning the process however, the Village Board wanted to provide an opportunity for ZS Development to present its credentials and development concepts to the Village Board. Representatives from ZS Development will be present on Tuesday evening to discuss their plans for the site with the Village Board. Attached are documents from ZS Development as part of their presentation. Members of the Village's Economic Development Commission have been invited to attend the COTW meeting as well.

If you should have any questions concerning these matters, please feel free to contact me.

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Z|S DEVELOPMENT, LLC
444 West Lake Street, Suite 1700
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zs-development.com

Tuesday, February 20, 2018
Re: Lincoln and Touhy Site
Lincolnwood, IL Board Meeting
Proposed Ordinances

A version of this statement was read into the public record in the interest of persuading the Board to vote "no" on ordinances that challenge Z|S Development's proposed ownership of the Purple Hotel Site.

Public Statement from Z|S CEO:

Good evening. My name is Michael Sieman. I am the founder and CEO of Lake Forest Real Estate Investors, the contract purchaser of the site and the CEO and co-founder along with Todd Zima of Z|S Development, the proposed master developer.

As a member of the Zoning Board of Appeals in Lake Forest I appreciate the value of everyone's time and meeting procedures. Given the import of this agenda item and our investment here, Mr. President, members of the board, I request additional time, approximately 10 minutes in total to complete this prepared statement.

In reviewing the proposed Ordinance and the minutes from recent meetings, I think it might be helpful to share some information regarding our companies, our intentions and our history.

We understand and appreciate the caution the Village has in working with anyone given the past. We humbly request that everyone do their best not to allow the past failures of others, who have nothing to do with us, affect how our team and vision is judged. Together we will deliver an incredible project of which we can all be proud. We are fully capably, capitalized and ready to go.

So my knowledge of the site dates back to when my grandfather, John Green, would take me to the Purple Hotel. He served as a police magistrate in Lake County and Chairman of the Democratic Party Central Committee of Northern Illinois. Like others in politics and law the Purple Hotel was a favorite meeting place. Together, we can far exceed the regional drawn the Purple Hotel was at its peak and the economic benefits it produced for this community.

When the notice of foreclosure was recorded on January 20, 2016, I began receiving phone calls from various parties inquiring as to my my level of interest in the property or to capitalize its development. None were conversations with anyone directly involved, so there was no substance.

Over the last 20 years I have reviewed well over $100 billion in institutional commercial real estate opportunities with hundreds of different developers and investors. I have participated in the execution and capitalization of roughly $3 billion worth of real estate including the development of Glen Town Center, located on the former Glenview Navy Base and Sherman Plaza, the 25 story mixed-use anchor of the economic and development boom experienced in Evanston. Both were complex public-private relationships that included TIF financing therefore most analogous to the situation facing the Village here.

Before I got into real estate, I had been a chemist. I declined an invitation to the MD/PhD program at the University of Chicago in favor of pursuing a Master's in Real Estate Development from Columbia University. My father probably still thinks that was crazy.

He has been an attorney for the past 50 years including working in the Lake County State's Attorney's Office where he helped design the County's comprehensive plan. But it was really his participation in the formation of the Middlefork Farm Forest Preserve in Lake County that has had the most profound influence on my career. There I witnessed a complex and lengthy process which included the use of both

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eminent domain and negotiated sales. I believe the requirements and process to pursue a condemnation here would only add a further and unnecessary delay in accomplishing the common goal we can all achieve together right now.

The fundamentals for success here are simple:

Market Analysis – we have performed an extensive analysis that guides our vision

Design – Todd had been a Principal with Studio Gang before co-founding Z|S with me. He will be running the design team.

Entitlement – we would not be here today if it were not for the proactive nature of Lincolnwood and your willingness to take a fresh and exciting look at this site. The potential here is limited only by your desires along with the parking demands made by its ultimate users. Independent of the direction the Villages chooses tonight, do not settle for anything less.

Project Management –The team we have assembled will give confidence to every citizen of Lincolnwood that this project will be delivered.

A real estate developer is a lot like a movie producer. As producer of this development we are casting a best in class team with redundancy up and down the cast. If Sean Connery has to be replaced we will have Roger Moore or my personal favorite Pierce Bronson ready to go, and they all have to answer to me and I, in turn to, you.

So really the director makes the movie. The producer capitalizes it. Without capital and the ability to deliver appropriate returns to investors, none of the rest really matters; hence the requirement for TIF here, which to date has still failed to achieve any results.

We have more than enough capital to complete the entitlement and have multiple redundant pre-vetted institutional capital markets solutions for any host of development scenarios. In fact no matter whom the developer, the ultimate source of the capital will likely be an investor that we know.

So In July of 2016, I was able to discuss a potential purchase of the defaulted loan. In a meeting with Village officials on August 22, 2016 we understood there to be interest in working together.

Then over the course of multiple meetings with the Village we exchanged ideas for a completely reimagined development including the residential component and civic space we all agreed would be necessary to ignite the project.

Unfortunately, though, after extensive effort, we were never able to come to agreement with the then property owner. Without that agreement we were left with no immediate way forward.

On January 11, 2017 the court ordered the property auctioned. The confirmation of that auction was challenged. Then abruptly on October 11th 2017, before the trial could start, the Plaintiff dropped their challenge and turned over the deed.

We then re-engaged with the foreclosing lender who now owns the property. A fully executed redacted purchase and sale agreement was delivered to the Village Attorney on December 19, 2017.

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Tuesday, February 20, 2018
Re: Lincoln and Touhy Site
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Our next meeting with the Village was to be this morning. It was cancelled last week, we assume to now have this conversation which we find a bit curious after multiple meetings with the Village including at least 3 since the summer of 2017.

I accept full responsibility if this agenda item is in response to our institutional approach dictated by me which I may not have communicated effectively during our previous meetings. Since securing the contract we have accomplished the following:

1) Due Diligence on the property
2) An almost forensic process of meeting with and interviewing all relevant participants in the previous project. We now feel we have a complete understanding why previous projects failed.
3) On January 25, 2018 we had our most recent of 3 meeting with one of our neighbors where we reached a tentative understanding on how to move forward. Having an understanding was a prerequisite before we could continue further.
4) We have had extensive conversations with multiple institutional investors. And upon our ability to demonstrate control of the site now have redundant deliverable capital markets solutions providing multiple back-ups should market liquidity become an issue like it was 10 years ago.
5) We have met with various contractors to discuss how to immediately remediate the current site.

Until February 14th our process had not reached a point to engage in conversations with the Village any more meaningful than those that had previously occurred.

This leads me to my conclusion. We applaud the pro-active nature of the board and the Lincolnwood community. I would suggest that we reschedule the meeting that was set for this morning ASAP so we can discuss all the details of our plan in the appropriate forum.

I assure you the last thing we want to do is stand in the way of the completion of this project. We formed Z|S under an unwavering set of values and beliefs regarding the role of the real estate developer in society, holding most integral the social contract between the community and the developer.

If after that meeting, the Village does not want to enter into that contract with us, we have a pretty good idea of the value here. I will give full consideration to any offer subject to the full acknowledgement of our property rights and fiduciary responsibility to our investors.

That being said, I am confident the path for success here is to work with us. We stand before you, a ready, willing and able party with multiple deep ties to the Lincolnwood community who has made significant investment in both time and money to get to this point. The previously approved PUD included an economic incentive package that to date has failed to deliver results.

Significant time has elapsed under the current legislation and the Equalized Assessed Value is under water. Further diminishing the value of any TIF now is the new tax law.

We have a number of potential creative solutions for an economic incentive package that will successfully satisfy the institutional equity return requirements. But now, given this agenda item, maybe together we can do even better? If the Village were to purchase the subject property, I assumed there would be consideration given to the issuance of general obligation bond. Instead of using those proceeds to

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complete a potentially lengthy condemnation process, use them instead to leverage our investment. This way the Village will capture the maximum of the potential future tax obligations created here that would have otherwise been required to satisfy an economic incentive package at a higher cost of capital. The GO Bond is the most effective tool of any Village representing the lowest cost of capital. We can get you the best interest rate possible on the bond and best rate of return from the development.

Then with regards to the specific performance agenda item: We would be able to move quickly under appropriate agreements and understandings to bring the site to an acceptable interim condition well prior to closing on the acquisition given our working relationship with the Seller.

In underwriting any investment the first question is always going to be “Who?” When you examine who we are, I am confident you will agree we are the perfect fit for this assignment. This is the type of multi-variable calculus in development where we have been built to excel.

Thank you for your time.

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A version of this statement was read into the public record in the interest of persuading the Board to vote "no" on ordinances that challenge Z|S Development's proposed ownership of the Purple Hotel Site.

Public Statement from Z|S Design Director:

Hello, my name is Todd Zima, Design Director of Z|S Development. My role in our company and on this project is to lead the design and construction process from start to finish. As the person directly responsible for the quality of the development, the most relevant messages I hope to communicate here are that Z|S proposes to do something truly great on the Purple Hotel site, that we have the desire, capability, and development plan to do so.

We understand that the storied history of failed development on this site has created a sense of urgency to move the development of the site forward immediately and our assumption based on the ordinances being introduced in this meeting, is that there is a level of skepticism regarding our development company. We have not yet had the opportunity to prove that we are the team you want to work with, but I'm confident we can make up for that starting now.

Despite being a relatively new company, our approach to working with you is informed by long experience. An architect by training and practice, I've spent the last twenty years working on large-scale institutional and development projects, most recently as a Design Principal at Studio Gang in Chicago where I led design and construction of institutional and development projects in Chicago, nationally, and internationally for clients like the Universities of Chicago and California, the US State Department, the Smithsonian Institution, and lots of developers – admittedly, mostly good ones. I now co-lead MIR Collective, a design firm focused on community-influenced design and solving complex issues in the built environment.

During this time, I have been lucky to be a part of very successful construction projects, collaborated with amazing clients and colleagues, taken responsibility for the overall outcome of very intense and challenging work, and learned what it takes to deliver world-class design and construction projects.

I say that to illustrate this point: When Mike and I agreed to found Z|S Development, it was with the purpose of taking our combined experience in finance and design to create a different approach to real estate development – one that is focused on adding value for communities beyond the typical merchant developer's. I would not have become a developer without this as the basis of our work, and I tell you sincerely that we see your project as a perfect match for this thinking, and our team stands behind our intentions and our ability to deliver.

Here is where that process stands: Our project management team, Forge, is led by Eric Eichler and Nick Canellis, who are here tonight. Eric spent a decade managing large-scale projects at the University of Chicago, including the Logan Center for the Arts and the Campus North Residential Commons, for which I led the design team, among others. He went on to found Forge in 2016 and is the most thorough and dedicated project manager I have ever worked with. Eric will work with me and the village to manage the entire planning process. Nick spent twenty years as a project manager and principal at Turner Construction, one of the world's leading general contractors, where he was responsible for delivering such projects as the Logan Center for the Arts with Eric and the Modern Wing at the Art Institute of Chicago. Nick will apply this experience to help manage the construction phase of the project for Z|S.

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We have planned an institutional-quality process for this development, where we will plan intelligently, consider our decisions carefully, and act responsibly in our communication and duty to the Village of Lincolnwood. We will bring you along with us every step of the way.

As our first steps in that process, we have commissioned professional market analysis to back up our internal analysis and have requested proposals for Master Planning form three world-class consultants toward performing an initial planning framework. The purpose of this is to do two things our predecessors did not take the time to do: analyze market capacity formally, and test how the site can best be planned to absorb that capacity while solving for traffic and parking management, creating better pedestrian connectivity, ensuring best practices in site planning like providing visibility of public activity, access to sunlight and air, integrated sustainability, and an overall beautiful, vibrant project.

We plan to execute this initial work over several months and invite Village staff, commissions, and community members to participate fully. The end result will give all of us all the opportunity to agree on the best path forward – the one that will be most beneficial to Lincolnwood, will satisfy the requirements of our financial investors, and that we know we can deliver confidently based on our market analysis and leasing partners. Only once this intelligent framework is in place do we plan to use it in seeking a lead architect and construction manager.

To support this work, we have created a comprehensive schedule for the planned development process and refined our vision for the project. We are prepared to share this information with Village staff and this Board in specific detail and hope to collaborate with Tim and Steve on refining our schedule to make sure it corresponds as much as possible to your hopes and expectations.

Our team has done this before, from all sides of the table, and we envision inviting world-class architects and builders to create unique value in your project. I will not presume to take the time here to further describe this or other aspects of our process that we believe will set our team and the project apart but invite anyone on this Board who is interested to meet with our team at your convenience to hear more.

Thanks for listening to all of that. Here's the point: The current Concept Plan commissioned and adopted by the Village is similar in its vision to what we saw in the previous development proposals and see in similar mixed-use developments in the area. While the concept plan might make some happy in the short term because there would be something built on the site, we believe it would leave Lincolnwood living with a formulaic result, destined to watch other communities build more forward-thinking projects capable of addressing today's needs and adapting to the changing nature of markets and life in communities like yours.

We offer you the opportunity to collaborate on a different sort of project - one that meets all the desires of the Concept Plan but takes it farther. A plan that will transform the legacy of this site and your Village to one of success and set Lincolnwood apart as a regional model for smart development. Given the chance to work with you, we will prove you right in voting no on the proposed ordinance. We hope that you see the value in our experience, thought process, and the quality of our team, and will resolve to give us the opportunity to follow through on our preparation and prove what we have said here tonight.

Thank you for your time.

Z|S Development LLC

Z|S Development is collaboration between long-time commercial real estate industry professionals Todd Zima and Michael Sieman. We are a results-driven development company with expertise in architecture and capital markets, dedicated to improving the built environment in our community.

Guided by design thinking to inspire innovation, and grounded by construction experience to reduce risk, our approach is backed by a sound financial model to maximize profitability for our investors. Z|S is positioned to create unique value in each of our projects through a seamless exchange of expertise in these fields, with the goal of developing a portfolio of work unmatched in its consistent quality and value.

Z|S believes in the social contract between Developer and Community, and is committed to environmental responsibility in our projects. We develop institutional- quality real estate, creating a value premium through our combined design and capitalization capabilities. By bringing creative solutions together with smart financing, Z|S maximizes risk-adjusted returns and minimizes liquidity risk.

With these abilities forming the foundation of our business, Z|S is able to approach each of our projects with clarity of intention. Our diverse skill sets in each of the phases of development complement one another, as illustrated in our process and approach.

Z|S offers a diverse range of development services, both within our own projects and as consultants to other Owners and Developers, including land acquisition, site and zoning analysis, entitlement assistance, project management, market analysis, and initial project modeling. We also offer financial structuring, project capitalization and architectural design through our affiliated companies.

We seek projects that can benefit from our expertise and considerate approach, including ground-up development, re-positioning opportunities, and distressed project completion. Z|S has the ability to purchase outright, and is interested in joint venture opportunities or acting as fee developer|development consultant, when appropriate. The following pages offer a sampling of the experience and expertise we combine in Z|S Development as well as our development process. Further project examples and references are available upon request.

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Todd Zima **Principal | Design Director**

Todd Zima is a co-founder and Principal of Z|S Development, where he serves as Design Director. During nearly 20 years in architectural design and project management, Todd has led teams in delivering complex projects for institutional and commercial clients in Chicago and around the world. He brings expertise ranging from conceptual design to technical construction, with the ability to balance design aspirations with the requirements of sound construction and responsible cost management.

As a Design Principal at Studio Gang Architects, he acted as principal-in-charge for over a dozen projects, from initial pursuit to completion of construction, with focus on community engagement and environmental responsibility. Most recently, Todd led the design team for the Campus North Residential Commons at the University of Chicago, a $152 million, 400,000 square foot, mixed-use, student housing and dining complex.

Other clients include the Smithsonian Institution, The U.S. State Department, Lincoln Park Zoo, The Chicago Park District, the University of California, and Kalamazoo College, as well as numerous commercial developers and private individuals.

Todd earned his Master of Architecture degree from the University of California, Berkeley, and a Bachelor of Science in Architectural Studies from the University of Illinois, where he spent a year in the Versailles, France Study Abroad Program. He has been invited to lecture at numerous institutions, including the Chicago Architecture Foundation, North Carolina State University, the University of Illinois, and Kalamazoo College. He is a Registered Architect in the State of Illinois and a member of the American Institute of Architects.

Selected Projects:

- Folsom Bay Tower | San Francisco, CA | Studio Gang | 2018 [construction]
- Solstice on the Park | Chicago, Illinois | Studio Gang | 2018 [construction]
- Campus North Residential Commons | Chicago, Illinois | Studio Gang | 2016
- Net-Zero-Energy Campus | Studio Gang | 2016 [design] City Hyde Park | Chicago, Illinois | Studio Gang | 2016
- Eleanor Park Boathouse | Chicago, Illinois | Studio Gang | 2016
- Clark Park Boathouse | Chicago, Illinois | Studio Gang | 2014
- PAHC Studio | Private Client | Chicago, Illinois | 2014
- Arcus Center for Social Justice Leadership | Kalamazoo, Michigan | Studio Gang | 2014
- South Pond Nature Boardwalk | Chicago. Illinois | Studio Gang | 2012
- The Dwight Building | Chicago, Illinois | Booth Hansen | 2009
- Residences at 900 North Michigan | Chicago, Illinois | Booth Hansen | 2007
- The New De Young Museum | San Francisco, California | FCA | 2005

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Michael Sieman

Principal | Chief Executive Officer

Michael Sieman is a co-founder and Principal of Z|S Development. Previous to Z|S, Mr. Sieman participated in the development of over 6.5 million SF of commercial and residential property with a combined value of approximately $1 billion.

With over 18 years of experience, Michael has underwritten well in excess of $25 billion of commercial real estate: structuring secured debt, mezzanine and equity financing for development, bridge|repositioning, acquisition and recapitalizations of all major commercial real estate property types and various special purpose properties.

Michael's experience includes participation in the investment management of a diverse $45 billion portfolio across all asset classes. Located across the United States, servicing of these investments allowed Michael to develop an expert understanding of the requirements of both debt and equity investors no matter the market or complexity of the transaction.

In 2012, Michael founded Lake Forest Real Estate Capital LLC, a boutique commercial real estate capital market advisory and investment company where he serves as Chairman. Previously, Michael was a Principal of Baird & Warner Real Estate Capital ("BWREC") and subsequently a Senior Vice President with NorthMarq Capital after their purchasing of BWREC in 2007. Michael was twice a member of the NorthMarq's President's Council awarded to top producers nationwide.

In 2015, Michael was a finalist to purchase the Aon Center with a repositioning plan that included a two-story skyline observation deck, private rooftop heliport and a 100,000 SF ground floor retail atrium, all under a bespoke capitalization plan highlighted by a single- asset securitization.

Michael holds a B.A. in Chemistry ('97) and an M.S. in Real Estate Development ('99) from Columbia University in New York where he has served as a guest speaker on multiple occasions. Michael has also studied at the University of Chicago, Northwestern University, Pomona College and Harvard University. He has been a panelist at various real estate conferences and has authored multiple articles.

Michael is a licensed real estate broker in the State of Illinois and a third generation Lake Forest resident where he currently serves on the Zoning Board of Appeals. His interests include banjo, baseball, cosmology, organic farming and theoretical physics.

Selected Projects:

- Sherman Plaza | Evanston, Illinois
- Glen Town Center | Glenview, Illinois
- The Pinnacle | Chicago, Illinois
- Midwest Orthopedics at Rush | Chicago, Illinois
- Direct Supply | Milwaukee, Wisconsin
- Lake Shore Athletic Clubs | Lincoln Park | Illinois Center | Chicago, Illinois

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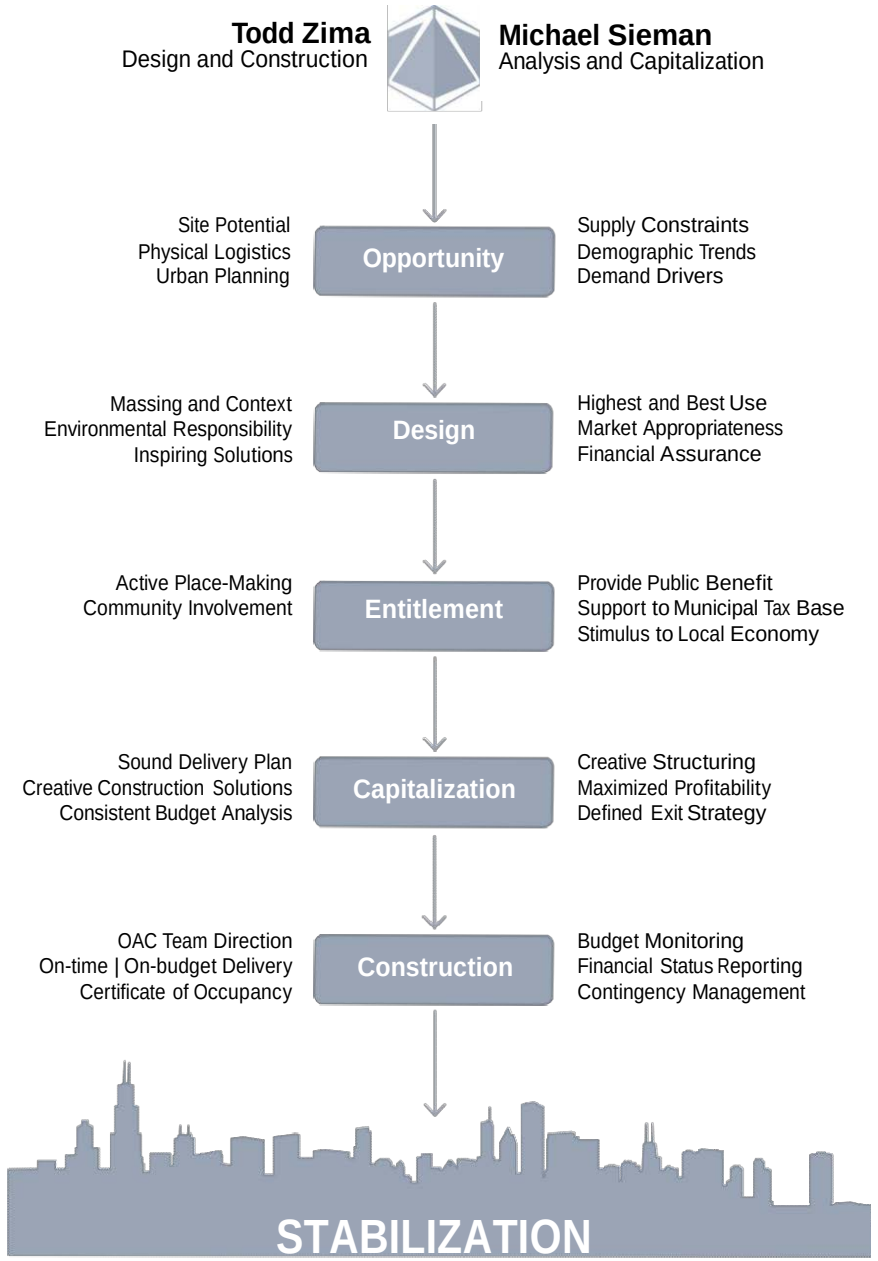
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Why Z|S?

Combining our individual experiences in architecture and finance allows us to approach development from a position of strength. Our principals have earned their skills and market knowledge through many years of personal investment in complex projects. Although every development project demands solutions to a set of similar challenges, each one also brings unique opportunities, and there is no substitute for experience. Ours allows us to approach each development starting with a set of principles to both the financial structure and the architectural values that guides each endeavor. With these abilities forming the foundation of our business, Z|S is able to approach our projects with clarity of intention:

Z|S

- Adeptly manages complex requirements to achieve great results.
- Designs bespoke capital structures to address each unique investment.
- Successfully navigates the most challenging regulatory environments.
- Maximizes returns while mitigating downside risk and liabilities.
- Manages our budgets responsibly while preserving design value.
- Minimizes liquidity risk through intelligent structuring and positioning.
- Focuses on developing projects with integrated, sustainable solutions.
- Has breadth and depth of experience with complex private and public capital structures and tranches.
- Believes in providing community access to vibrant public spaces.
- Maintains an extensive and diverse investor base fostering redundancy in capital solutions.
- Partners with stakeholders to realize socially just project outcomes.
- Investigates market conditions thoroughly to assure underwriting success.



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Campus North | Studio Gang Architects | Chicago, Illinois

Project

The nearly 400,000 square foot complex of Campus North integrates a secure, 800-bed student housing facility with a public, 350 seat dining commons, campus-wide classrooms, office space, five retail parcels, and extensive outdoor green spaces

As the team leader and Principal-In-Charge for the project, Todd Zima spent over four years guiding this complex project from the initial RFQ through a three-stage competition, and throughout Studio Gang's first Design|Build project in partnership with Mortenson Construction.

Challenges

This complex coordination of mixed-use elements opened the campus to its neighborhood, while maintaining integrity of each element of the complex. The design required approval at every level of administration at the University, from Campus and Student Life to the Board of Trustees, combined multiple life-safety and construction types, and was contractually obligated to meet the project budget and schedule.

Result

The team stuck to a rigorous process of iterative design, review, and revision to manage the internal UofC process and layered review by the City of Chicago. Through a series of mock-ups, co-location with the Builder, and close coordination with contractors, the project was delivered on-time and within budget, with students completing their first year of residence during the 2016-17 academic year.

Location:	Hyde Park, Chicago
Client:	The University of Chicago
Contractor:	Mortenson Construction
Year:	2016
Size:	15 Stories, 165' tall
	396,000 SF
	875 Beds Residential
	10,000 SF Retail
Rating:	LEED Gold
Cost:	$152,000,000





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Sherman Plaza | BWREC | Evanston, Illinois

Project

Sherman Plaza is a 25-story condominium tower totaling 253 units, situated atop 153,000 square feet of retail and medical office space, and alongside a 12-story 1,585-space public parking garage. At total cost of $190 million, Sherman Plaza was the most expensive project ever planned for downtown Evanston at the time of its development.

Acting in a capital markets advisory capacity, Michael Sieman designed and executed a complex institutional equity capitalization to allow for development of Sherman Plaza ahead of achievement of typical development milestones.

Challenges

This mixed use development included a joint-venture between an experienced retail developer and condominium developer along with a multi-level public relationship with the City of Evanston via various lease commitments and tax increment financing "TIF, each with individual underwriting requirements. The JV desired to move forward with the project before the typically-required minimum pre-sale and pre-leasing had been achieved, while avoiding diluted equity returns and minimizing potential recourse liabilities, and still adhering to the TIF requirements.

Result

Michael structured an investment-grade-credit-rated firm equity standby commitment. What essentially functioned as a "put" option mitigated the downside risk while allowing a remarking effort to maximize profits. Because of the firm commitment, high leverage non-recourse construction financing could be achieved eliminating not only the need for additional equity, but also recourse risk. The multiple interests of a complex public-private development were addressed allowing construction to proceed prior to traditional economic hurdles.



Location:	Evanston, Illinois
Clients:	James Klutznick | Klutznick- Fisher Development Co.
	Tim Anderson | Focus Development
Size:	253 Unit Condo
	153,000 SF retail and medical office space
	1,585-space parking garage
Cost:	$190 million

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Folsom Bay Tower | Studio Gang Architects | San Francisco, California

Project

Folsom Bay Tower is a high-rise housing and retail complex in the heart of San Francisco. Rising to 400 feet, the tower joins a series of new towers south of downtown, creating a walkable, mixed-use community. The 42-story structure is low enough to be sensitive to its natural environment and urban context, yet tall enough to accommodate a wide range of units.

Todd Zima acted as Principal-in-Charge for the design phase, responsible for the overall design of the project, maintaining the design quality during value engineering exercises, and helping the design team to negotiate the complex regulatory approval process in San Francisco.

Challenges

Folsom Bay was developed as part of a larger Trans-Bay planned development project, and was required to conform to very specific zoning limits for density and minimums for exterior and interior material quality, while delivering a significant number of below- market-rate units. The Bay Area experienced especially high regional construction costs during the planning and delivery of the project and despite the demand for new housing, the design had to be carefully managed to provide profit within the projected unit price points.

Result

In order to offer a unique architecture within the constraints of a costly construction market, Studio Gang explored the efficient creation of repetitive bay elements, which could be manufactured off-site and installed efficiently. Twisting incrementally over the height of the tower, the bay windows make each unit in its tier unique in its layout, while maintaining a relatively consistent floor plate. Through an iterative process of design and discussion, the team collaborated closely with regulatory officials and the developer to realize a solution that worked for all parties. The city-block-scale urban podium design was coordinated to meet both the City's design guidelines and developer's budget, on-schedule for construction groundbreaking.



Location:	San Francisco, CA
Client:	Tishman-Speyer
Contractor:	Lend|Lease
Year:	2018 (under construction)
Size:	42 Stories; 393 Residential Units (40% below market), 480,000 SF
Rating:	LEED Gold (targeted) Cost: $230,000,000

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Glen Town Center | FIL | Glenview, Illinois

Project

The Glen is a 1,121 acre comprehensive mixed-use development with new single family homes, office, apartments, retail, parking and a championship golf course. The creation of The Glen, a neighborhood that would somewhat mimic older suburban downtowns, where residences would be within walking distance of shops and other amenities, was undertaken after the Glenview Naval Air Station Glenview was decommissioned, freeing up this brownfield site for a comprehensive redevelopment. The Glen Town Center situated on 45 acres at the heart of The Glen, features 1,150,000 square feet of retail shops, entertainment venues, and restaurants in a pedestrian-friendly residential setting.

Challenges

One of the largest tax increment financings ("TIF") in the history of Illinois at that time subsidized this mixed use retail/residential development. The development team desired to maximize returns while mitigating all downside risks and liabilities.

Result

Michael Sieman underwrote a non-recourse construction/min-perm debt structure for an institutional insurance company investor. Completion guarantee obligations were satisfied by the general contractor while carve-outs were satisfied by a shell entity limiting the recourse to the development team. Bifurcating the financing into separate retail and residential loans allowed separate capitalizations to provide for maximum flexibility to realize various exit strategies. The Glen Town Center became a showpiece for modern day "Lifestyle" center development and has rebounded after the liquidity crises to outperform most other retail properties in the marketplace.

Location: Glenview, Illinois
Client: Oliver McMillan
Size: 470,000 SF Retail
181 Apartments





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City Hyde Park | Studio Gang Architects | Chicago, Illinois

Project

Located at a busy commercial intersection near Lake Michigan and adjacent to a commuter rail stop, City Hyde Park is a pedestrian-friendly, 14 story, 500,000 square foot development housing a mixed-use program, including 180 apartment units, extensive amenity space, a two-story retail plinth, and sub-grade parking.

Todd Zima was principal-in-charge for the award-winning building, which emphasizes the building's structure through an "exo-skeletal" balcony and facade system, consisting of a series of offset and rotating concrete panels.

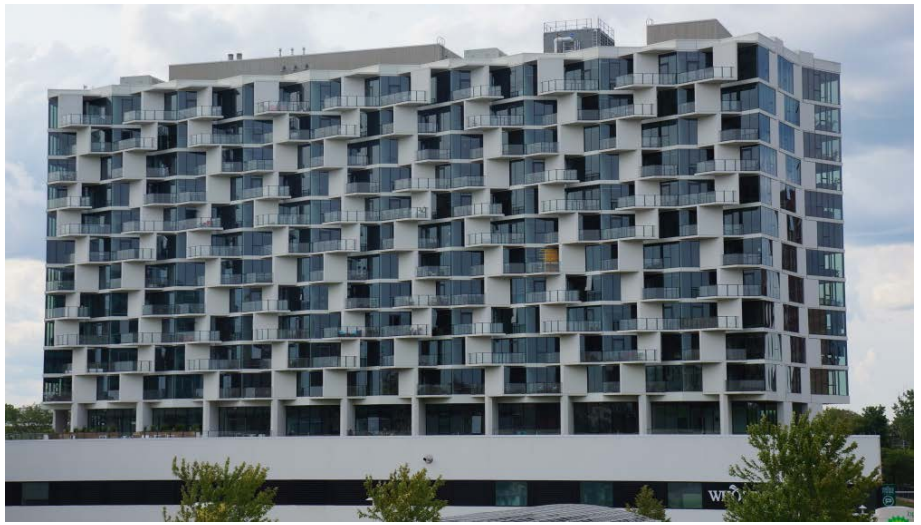
Challenges

Although initially conceived as a condominium building, City Hyde Park was repositioned as rental apartments following the housing credit crisis. The change required the team to look for creative ways to reduce cost without losing the developer's investment in design services through a complete redesign, or reducing the quality of the project's design concept, which was needed to set the project above market competition.

Result

Intelligent cost management saved the day, reducing cost in "invisible" ways, such as foundation and infrastructure, to allow the project to be financed as apartments with rental retail space. The team was able to maintain the high-quality facade design and amenities as originally conceived, focusing on reducing the costs of large scope items.

Location:	Hyde Park, Chicago
Client:	Antheus Capital
Contractor:	Linn-Mathes Construction
Year:	2016
Size:	14 Stories; 500,000 SF
	182 Residential Units
	350 Parking Spaces
	100,000 SF Retail
Rating:	LEED Silver
Cost:	$105,000,000



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The Pinnacle Condominiums | FIL | Chicago, Illinois

The Project

At a height of 535 feet, The Pinnacle is one of Chicago's River North Neighborhood's most luxurious residential condominium towers. Overlooking historic St. James Cathedral, The Pinnacle offers two, three and four-bedroom residences from 1,300 to 5,400 square feet, including eight penthouses. The building is located just west of Michigan Avenue, Chicago's premier shopping and nightlife attraction.

The Pinnacle's lavishly appointed homes feature marble entries, marble master baths, whirlpool tubs, fireplaces, gourmet kitchens, floor-to-ceiling windows and expansive balconies. Each of the units features views that open up to the entire city with breathtaking views of the Loop skyline and the Lake.

Challenges

In addition to requiring sufficient presales to satisfy debt investor requirements, the Pinnacle, positioned at the top of the market, was too large for any one investor to capitalize.

The Result

Michael Sieman underwrote the syndication of a non-recourse construction/sell-out financing package across multiple institutions, including an institutional insurance company and a retail/commercial bank. This structure minimized the liquidity risk to the capitalization. Today the Pinnacle is considered by many one of the finest residential condominium towers in Chicago.

Location:	Chicago, Illinois
Client:	Fordham Company
Size:	49-story tower
	213 condominium units
	8,000 SF of retail





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Solstice on the Park | Studio Gang Architects | Chicago, Illinois

Project

Solstice on the Park is a 26-story, 250 unit residential tower in Chicago's Hyde Park neighborhood. The design is enhanced by a 72° cut into the building's south facade, an angle that describes the incidence for the Summer Solstice in Chicago, which maximizes sunlight in winter for passive solar warming, and minimizes light and heat gain during summer to reduce air-conditioning usage.

Todd Zima acted as Principal-in-Charge for the project, directing design and adjusting the facade detailing of the project to provide a construction cost that matched the developers' proforma, while maintaining the environmental requirements of the facade.

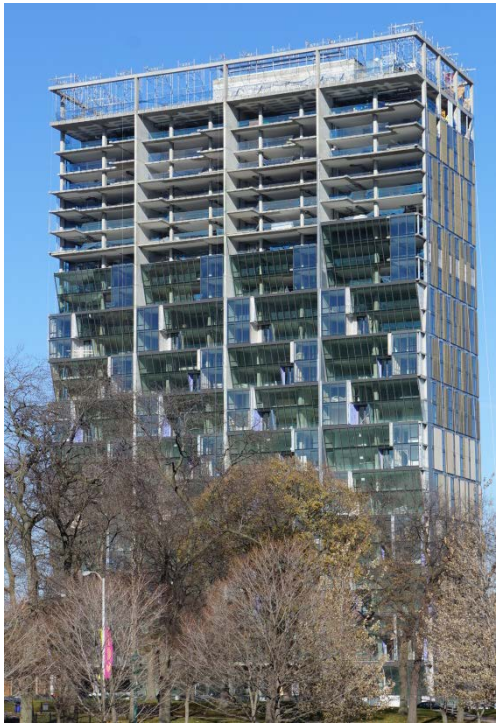
Challenges

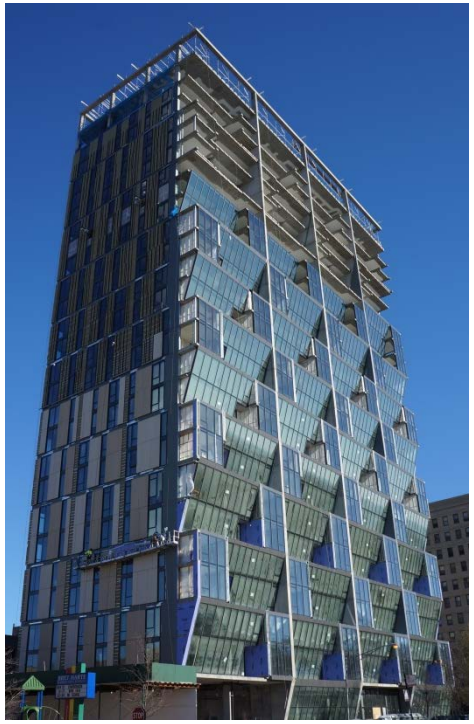
The exterior envelope was required to maintain a 60|40 solid-to-glass ratio for energy efficiency, which meant careful balancing of openings in units for light and air. At the same time, market changes to the desired unit mix (1B, 2B, 3B) required the team to be able to adjust quickly when needed, without major facade overhaul.

Result

Through a clever combination of window-wall, curtain-wall, and standardized metal paneling, Studio Gang was able to create a flexible, "sliding panel" solution, to allow the envelope ratio and overall design to remain consistent throughout interior changes.

Location:	Chicago, Illinois
Year:	2018 (under construction)
Size:	26 Stories
	393 Residential Units
	400,000 SF
Rating:	LEED Silver (targeted)
Cost:	$105,000,000





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Midwest Orthopedics at Rush | NorthMarq | Chicago, Illinois

Project

This 117,000 square foot medical office building located in Chicago is the corporate headquarters and flagship location for Midwest Orthopedics Group. Located on the Rush Campus in downtown Chicago, this state-of-the-art facility is one of the largest, most comprehensive medical office buildings ever constructed. The building design paid special attention to environmental efficiency and responsiveness. An extensive green roof restores 50% of the site with adaptive vegetation, decreases 25% of storm water runoff, and reduces the "heat island" effect.

Challenges

As a build-to-suit space for an owner-occupant, mitigating interest rate risk was the primary goal of the client. Physically, the collateral was air-rights under a condominium structure, subject further to an unsubordinated ground lease - once constructed, only a portion of the building would serve as collateral for the loan. Finally, the financing request was made during the worst global liquidity crisis since the Great Depression.



Result

Michael Sieman conducted an extensive search to find an investor willing to underwrite a complex collateral structure under terms that could satisfy the loan term goals. Having redundancy in capital relationships was imperative in successfully structuring a 2-year forward firm commitment with interest rate protection created via a derivative.

Location:	Chicago, Illinois
Client:	Midwest Orthopedics at Rush
Size:	117,000 SF Medical Office Building

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Chicago River Boathouses | Studio Gang Architects | Chicago, Illinois

Project(s)

By creating public access to the river, the WMS and Eleanor Park Boathouses support a larger, city-wide movement toward an ecological and recreational revival of the Chicago River. The design of each boathouse translates the motion and rhythm of rowing into a sculptural roof form, providing visual interest while also offering spatial and environmental advantages that allow the boathouses to adapt to Chicago's distinctive seasonal changes. Each project consists of a boat storage facility and a community field house. Part of the Park District system, the boathouses support youth rowing clubs and neighborhood events and gatherings.



Challenges

Traditionally, Park District structures are designed and built with a focus on durability, with minimum requirements for material hardness and resiliency. This results in the almost ubiquitous use of concrete block and brick, and resulting limitations in geometry. The team was tasked with creating a new design identity for CPD, while meeting requirements for long-term durability.

Result

Todd Zima acted as Principal-in-Charge for both projects, and was responsible for material detailing and resiliency, working to ensure that the boathouses would stand up to harsh Chicago winters and rough public use. Multi-layered exterior walls of fiber-reinforced sheathing and slate were developed and tested at Clark Park, prior to approval



Location:	Chicago, Illinois
Client:	Chicago Park District
Contractors:	Shaefges Brothers, Inc.; Walsh Construction
Year:	2014 | 2016
Size:	2 Stories | 1 Story
	22,600 SF | 19,000 SF
	Rating: LEED Silver

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Direct Supply | NorthMarq | Milwaukee, Wisconsin

The Project

Lakeland Business Center located in Milwaukee, Wisconsin, is the corporate headquarters for the nation's leading provider of equipment, eCommerce and service solutions for senior living. The tenant had outgrown its existing corporate office campus consisting of 9 buildings totaling 210,000 square feet and needed an expansion plan to accommodate an additional 500,000 SF if they were to stay in this location.



Challenges

The $85 million expansion plan was to be phased over a 15 year period. As a closely held private company, the tenant did not have rated debt, limiting the ability to securitize or remarket any financing instrument.

The Result

Michael Sieman structured an institutional balance sheet financing package that not only recapitalized the existing debt and allowed for the immediate construction of a new 80,000 square foot building on the office campus, but also provided the ability to accommodate future expansion.



Location:	Milwaukee, Wisconsin
Client:	Kaufman & Jacobs
Size:	700,000 SF

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VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
REGULAR MEETING
VILLAGE HALL COUNCIL CHAMBERS
7:30 P.M., MARCH 20, 2018

AGENDA

I. Call to Order

II. Pledge to the Flag

III. Roll Call

IV. Approval of Minutes

1. Village Board Minutes – March 6, 2018

V. Warrant Approval

VI. Village President's Report

VII. Consent Agenda (If anyone wishes to speak to any matter on the Consent Agenda, a Speaker's Request Form must be completed, presented to the Village Manager, and the matter will be removed from the Consent Agenda and added to Regular Business.)

1. Approval of a Solicitation Permit for Misericordia to Conduct Candy Days on the Public Highways Located Within the Village Boundaries on April 27 & April 28, 2018 and an Ordinance Authorizing a Waiver of Non-Commercial Solicitation Permit Card Fees (Appears on Consent Agenda Because it is a Routine Function of Government)

2. Approval of a Resolution Amending the Village's Personnel Policy Manual (Appears on Consent Agenda Because it is a Routine Function of Government)

3. Approval of a Recommendation by the Plan Commission to Adopt an Ordinance Amending Section 11.04 of the Zoning Ordinance to Permit Park Identification Signs and Changeable Sign Frames in the P, Public Open Space District (Appears on Consent Agenda Because it was Approved Unanimously by a Recommending Body)

4. Approval of a Resolution to Authorize a Three Year Towing Contract with Lin-Mar Towing & Recovery Located in Morton Grove, Illinois (Appears on Consent Agenda Because it is a Routine Function of Government)

5. Approval of a Resolution to Purchase 68 Trees from the Suburban Tree Consortium for the Spring 2018 Planting in the Amount of $21,377.00 (Appears on Consent Agenda Because it is a Routine Function of Government)

6. Approval of an Ordinance Amending Chapter Three of the Municipal Code to Establish the Village Beautification Commission (Appears on Consent Agenda Because it was Previously Reviewed at a Committee of the Whole Meeting)

7. Approval of a Recommendation by the Parks and Recreation Board to Adopt a Resolution to Award a Bid for the Provision of Apparel to Will Enterprises of Milwaukee, Wisconsin (Appears on Consent Agenda Because it was Approved Unanimously by a Recommending Body)

8. Approval of a Recommendation by the Parks and Recreation Board to Adopt a Resolution Approving a Third Amendment to the Contract for Department of Parks and Recreation Bus Services with Alltown Bus Services Inc., of Skokie, IL, for the Provision of Summer Bus Transportation for Day Camps and Swim Team (Appears on Consent Agenda Because it was Approved Unanimously by a Recommending Body)

9. Approval of a Recommendation by the Parks and Recreation Board to Adopt an Ordinance, Waiving Section 6-3-2(B) Governing Park Hours, Section 9-1-3 Requiring the Issuance of Business Licenses and 6-3-9(I) Prohibiting Gambling, allowing the Friends of the Community Center to Hold Lincolnwood Fest 2018 on July 26-29, 2018 (Appears on Consent Agenda Because it was Approved Unanimously by a Recommending Body)

VIII. Regular Business

10. Consideration of the Following: 1) A Recommendation by the Plan Commission to Adopt a Resolution Approving the Preliminary Plat of Consolidation for 3900-3910 West Devon Avenue; 2) Consideration of a Recommendation by the Plan Commission to Approve a Special Use for Parking in the Front and Corner Side Yards, a Variation Related to Parking Lot Screening, and Variations related to a Monument Sign at 3910 West Devon Avenue; and 3) Consideration of a Recommendation by the Traffic Commission to Allow Existing Parkway Parking to Remain on Proesel Avenue and to Require a Public Sidewalk Along the Proesel Avenue Frontage Adjacent to 3910 West Devon Avenue

IX. Manager's Report

X. Board, Commission, and Committee Reports

XI. Village Clerk's Report

XII. Trustee Report

XIII. Public Forum

XIV. Closed Session

A Closed Session is Requested to Discuss Purchase or Lease of Property Per Section 2(c)(5) and Personnel Per Section 2(c)(1)

XV. Adjournment

DATE POSTED: March 16, 2018

All Village Board meetings are broadcast live to residents on Comcast Cable Channel 6, AT&T U-VERSE Channel 99, RCN Channel 49, and online at Lincolnwood.tv at 7:30 p.m. Rebroadcasts of Village Board meetings can be viewed one week following the live broadcast at 1:00 p.m. and 7:30 p.m. on cable television or online at lwdtv.org or on the Lincolnwood Mobile App.

Return to VB Agenda

VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
REGULAR MEETING
VILLAGE HALL COUNCIL CHAMBERS
MARCH 6, 2018

DRAFT

Call to Order

President Bass called the regular meeting of the Lincolnwood Board of Trustees to order at 7:38 p.m., Tuesday, March 6, 2018, in the Council Chambers of the Municipal Complex at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

Pledge to the Flag

The Corporate Authorities and all persons in attendance recited the Pledge of Allegiance.

Roll Call

On roll call by Village Clerk Beryl Herman the following were:
PRESENT: President Bass, Trustees Hlepas Nickel, Cope, Sugarman, Spino, Ikezoe-Halevi, Patel
ABSENT: None
A quorum was present.

Also present: Timothy Wiberg, Village Manager; Ashley Engelmann, Assistant Village Manager; Steven Elrod, Village Attorney; Charles Meyer, Assistant to the Village Manager; Heather McFarland, Management Analyst; Douglas Hammel, Community Development Manager; Andrew Letson, Public Works Director; Nadim Badran, Assistant to the Public Works Director.

Approval of Minutes

The minutes from the February 6, 2018 and February 20, 2018 Village Board Meetings were distributed and examined in advance. The motion to approve and hold was made by Trustee Hlepas Nickell and seconded by Trustee Ikezoe-Halevi.

Upon Roll Call the Results were:
AYES: Trustees Hlepas Nickell, Ikezoe-Halevi, Patel, Sugarman, Spino, Cope
NAYS: None The motion passed.

Warrant Approval

President Bass presented the warrants for approval in the amount of $362,838.59. Trustee Sugarman moved to approve, seconded by Trustee Cope.

Upon a Roll Call the results were:
AYES: Trustees Sugarman, Cope, Spino, Patel, Hlepas Nickell, Ikezoe-Halevi
NAYS: None The motion passed.

Village President's Report

1. **Blood Drive**

Thursday, March 8 in Council Chambers from 1:30PM to 7PM.

2. **Yard Waste Collection**

Groot will start collecting yard waste on Monday, March 19th. Yard waste needs to be disposed of in yard waste bags or containers clearly marked "yard waste only". Bags are available for purchase at the Finance Department or local home improvement stores. Branches will only be picked up if they are tied in bundles weighing less than 60 pounds and branches are less than four inches in diameter and four feet in length. Please contact the public works department if you have any questions.

Consent Agenda

1. **Approval of an Ordinance Amending Chapter 14, Article 15 of the Village Code Related to Contractor License Suspension**

2. **Approval of a Recommendation by the Zoning Board of Appeals to Adopt an Ordinance Approving Special Fences, Fence Variations, and an Accessory Structure Variation for Village of Lincolnwood Public Works Facilities at 7001 North Lawndale Avenue and 7015-17 North Central Park Avenue**

3. **Approval of the Following Items Pertaining to the Public Works Yard Expansion Project: A) A Resolution Approving a Contract with Stuckey Construction Company, Inc. of Waukegan, IL in the amount of $1,523,000; and B) An Ordinance Waiving the Competitive Bidding Process and Approving an Agreement with FGM Architects of Oak Brook, IL in the Amount of $79,000 for Construction Administration Services**

Trustee Hlepas Nickell moved to approve the Consent Agenda. The motion was seconded by Trustee Spino.

Upon a Roll Call the results were:
AYES: Trustees Hlepas Nickel, Spino, Sugarman, Ikezoe-Halevi, Cope, Patel
NAYS: None The motion passed.

Regular Business

4. **Consideration of an Ordinance Authorizing Negotiations and Final Bona Fide Offers to Purchase Title to Certain Real Property Located at 4500 – 4560 W. Touhy Avenue and 7350 N. Lincoln Avenue**

Mayor Bass provided background information regarding this item. He stated that speakers would have 3 minutes to present their opinions. Only one speaker from each group will be allowed to speak. The Board is taking a proactive position, twelve years is enough time.

The following speakers presented:
Timothy Patenode, Counsel to current property owner (Romspen) spoke regarding the qualifications of the current interested developer. He stated that Romspen owned the property due to foreclosure. It was his hope that this Ordinance will be held over to another meeting as the Village is not in a position to move faster than the developer in attendance (Lake Forest). Circumstances do not warrant that this Ordinance go through at this time.

David Zulkey, not a resident, candidate for the Illinois State Senate. Hopes the bike path will be considered due to high traffic. The Village should consider training and safety issues for the Turkey Trot. He recommended that people should see art work displayed in Council Chambers lobby.

Craig Klatzco, Representing Lincolnwood tax payers. The Village should not put any additional tax burden on residents.

Pam Lefkowitz, resident, it would be a mistake for the Village to take on a large debt at this time.

Florentine Kampian, resident, Pastor Kampian, represents the Romanian community of about 1,000 people who are residents of Lincolnwood. We need to move ahead.

Lee Weintraub, resident and architect. Mr. Weintraub has worked with Lake Forest and has found them to be excellent.

Tio Skorta, resident, The Village needs to go ahead with this, the 12 year delay has cost the Village a great deal of money.

John Siemer, spoke in opposition

Michael Sieman, spoke in opposition

Todd Zima, spoke in opposition

Sanford Stein, spoke in opposition

Florin Simpian, spoke in opposition

A representative of Lake Forest addressed the Board - Condemnation can go on for a very long time. Construction costs keep going up. He encouraged the Board to vote "no". He stated that a meeting which was scheduled to discuss this was cancelled by the Village.

Trustee Hlepas Nickel moved to approve the Ordinance, seconded by Trustee Patel.
Upon Roll Call the Results were:
AYES: Trustees Hlepas Nickell, Patel, Spino, Cope, Sugarman, Ikezoe-Halevi
NAYS: None The motion passed.

5. Consideration of a Recommendation by the Plan Commission to Adopt an Ordinance Approving Zoning Code Text Amendments Related to Increased Permitted Building Coverage for the Construction of Two-Car Garages in the R-3 and R-4 Zoning Districts

This item was presented by Mr. Hammel with use of PowerPoint. Mr. Hammel provided background information. In the past the Board recommended changes.

Potential Text Amendments for Building Coverage Related to the Development of Two-Car Garages.

Existing Regulation

*Major Variations process used for property owners seeking relief
*5 Variation requests received since 2013

Challenges

*Variety of lot sizes throughout Lincolnwood
*Era of development
- Nature of residential amenities
  - #Modern Kitchens
  - #Two-car garages
  - #Storage (i.e. sheds)

*Smaller lots have greater difficulty providing modern amenities

Discussion Questions

Where should a new standard be applicable?

*Requests since 2013:
- R-1: none
- R-2: none
- R-3:
  - 6849 Keeler
  - 3738 Columbia
  - 6641 Trumbull
  - 3620 North Shore
- R-4:
  - 3350 Columbia

*R-1 and R-2 Districts
- Larger lots that can accommodate additional building area
- Most homes built with attached garages
- No alleys
- Less demand for on-street parking

*R-3 and R-4 Districts
- Smaller lots (less permitted areas for building coverage based on same percentage)
- Several homes seeking upgrades
- Demand for on-street parking
- All recent Variation requests in R-3 and R-4 Districts

*Proposed Ordinance would allow a greater building coverage percentage for the addition of a one or two-car garage in the R-3 and R-4 Districts

***What should be the revised standard for building coverage?**

*Resulting Building Coverage for Past Approvals
- -38.3
- -38.4
- -38.7
- -36.6

*Proposed Ordinance allows for a building coverage of up to 40% for the addition of a one or two-car garage with the following conditions:
- Max. garage area of 500 sq. ft.
- All other buildings cannot exceed 35% coverage
- Compliance with all other zoning requirements

If standards cannot be met, regular Variation process would be required

How should the new standards be administered?
*Proposed Ordinance would allow approval through staff zoning compliance review as part of Building Permit process

- Maximized time and property owner cost for approval
- Any additional zoning relief would follow established procedures for public review and approval

Requested Action

Approval of an Ordinance establishing a maximum building coverage of 40% and related standards for the purposes of installing a one or two-car garage in the R-3 and R-4 zoning districts.

Trustee Hlepas Nickell had concerns regarding lots of varying sizes and the 500 square foot designation.

Some discussion ensued with clarification by Mr. Hammel. Trustee Cope wondered if this provision deals with the issue of storm water protection.

Additional discussion ensued.

Trustee Patel moved to approve the Ordinance, seconded by Trustee Sugarman.

Upon Roll Call the Results were:
AYES: Trustees Patel, Sugarman, Spino, Cope, Ikezoe-Halevi, Hlepas Nickell
NAYS: None The motion passed.

Manager's Report

Mr. Wiberg stated that this item was to come up at Committee of the Whole, but due to lack of time it is being presented now.

Staff is looking for the Mayor to sign a letter approving an application for a Cook County Grant. Staff has looked at grants for the following:
*Northshore Channel Path improvements $350,000
*Touhy, Kostner, Lincoln triangle improvements $3.5 million
*Touhy, Kedzie CMAC grant $1million

Only the Northshore Channel Path Improvements would be the recommendation of Staff at this time. Board approved this.

Board and Commissions Report

None

Village Clerk's Report

Early voting is now open in locations around Cook County. Any one may vote at any of the locations. Our closest locations are Skokie Village Hall on Oakton west of downtown Skokie and the Skokie Courthouse west on Old Orchard Road.

Election Day is Tuesday, March 20. If any resident needs transportation to the polls on Election Day, call the Village Clerk's office and leave your name, address and phone number.

Trustees Reports

Trustee Patel noted that now that the snow has melted, it would be good if residents would clear the debris from their properties. Public Works does not go onto private property for clean-up.

Public Forum

None

Adjournment to Closed Session

At 8:35 p.m. Trustee Patel moved to adjourn the meeting to Closed Session for the purpose of discussing Probable or Imminent Litigation Per Section 2(c)(11), seconded by Trustee Ikezoe-Halevi.

AYES: Trustees Patel, Ikezoe-Halevi, Spino, Cope, Sugarman, Hlepas Nickell
NAYS: None The motion passed.

Reconvention

At 9:43 p.m. President Bass reconvened the Village Board Meeting.

Adjournment to Closed Session

At 9:44 p.m. Trustee Hlepas Nickell moved to adjourn the meeting, to Closed Session for the purpose of discussing Probable or Imminent Litigation Per Section 2 (c)11, seconded by Trustee Sugarman.

Upon Roll Call, the Results were:
AYES: Trustees Hlepas Nickell, Sugarman, Cope, Spino, Ikezoe-Halevi, Patel
NAYS: None The motion passed.

Reconvention

At 9:47 PM Mayor Bass reconvened the Regular Meeting.

Adjournment

At 9:47 PM Trustee Patel moved to adjourn the Regular Meeting, seconded by Trustee Sugarman.

Upon Roll Call the Results were:
AYES: Trustees Patel, Sugarman, Spino, Cope, Hlepas Nickell, Ikezoe-Halevi
NAYS: The motion passed

Respectfully Submitted,

Beryl Herman
Village Clerk

Return to VB Agenda

TO: President and the Board of Trustees

FROM: Timothy C. Wiberg, Village Manager

SUBJECT: Warrant Approval

DATE: March 16, 2018

The following are the totals for the List of Bills being presented at the March 20th Village Board meeting.

03/20/2018	342,509.94
03/20/2018	135,055.22
03/20/2018	181,065.77
03/20/2018	58,647.08
03/20/2018	88,606.76
Total	$ 805,884.77

Return to VB Agenda

Accounts Payable

To Be Paid Proof List

User: jmazzeffi
Printed: 03/12/2018 - 9:50AM
Batch: 00200.03.2018

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				**Description**
Accela Inc. #774375				
ACCELA				
INV-ACC37950	2/16/2018	4,031.42	0.00	03/20/2018
101-250-511-5340 Maintenance Agreement Expen				Public Stuff maintenance
INV-ACC37950 Total:		4,031.42		
Accela Inc. #774375 Total:		4,031.42		
American Charge Service				
AMERCHAR				
101537	1/31/2018	20.00	0.00	03/20/2018
205-570-515-5280 Subsidized taxi program				Taxi Coupons - January
101537 Total:		20.00		
American Charge Service T		20.00		
ATTS Logistics				
ATTS				
ATT50198	12/5/2017	160.00	0.00	03/20/2018
660-620-519-5796 Water system repair parts				Aclara MTU's shipping return
ATT50198 Total:		160.00		
ATTS Logistics Total:		160.00		

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
Christopher Burke Engineering				
CHRISTB				
7	2/22/2018	125.69	0.00	03/20/2018
212-000-511-5320 Consulting				Pratt resurfacing project closeout
7 Total:		125.69		
Christopher Burke Enginee		125.69		
Classic Design Awards				
CLASSICD				
180169	2/19/2018	120.15	0.00	03/20/2018
101-100-511-5799 Other materials & supplies				Nametags for Trustees
180169 Total:		120.15		
180186	2/15/2018	28.75	0.00	03/20/2018
101-100-511-5799 Other materials & supplies				Nametags for new employee
180186 Total:		28.75		
Classic Design Awards Tot		148.90		
D'Original Juzz Dance Group				
DORIGINA				
2272018	2/27/2018	1,068.00	0.00	03/20/2018
205-503-515-5270 Purchased program services				February collected drop in
2272018 Total:		1,068.00		
D'Original Juzz Dance Gro		1,068.00		
Eterno Attorney at Law, David				
ETERNO				
12106	2/28/2018	47.50	0.00	03/20/2018
101-230-511-5399 Other professional services				Off site docket review 1/22/18
12106	2/28/2018	525.00	0.00	03/20/2018

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
101-230-511-5399 Other professional services				On Site hearing 1/23/18
12106 Total:		572.50		
Eterno Attorney at Law, D		572.50		
Fedex				
FEDEX				
6-095-72229	2/21/2018	30.88	0.00	03/20/2018
205-500-515-5720 Postage				Summer Camp brochure proof shipping
6-095-72229 Total:		30.88		
Fedex Total:		30.88		
Gasaway Distributors, Inc.				
GASAWAY				
1057940	2/12/2018	2,659.60	0.00	03/20/2018
101-440-513-5766 Street materials - salt & sand				4,360 gallons fo salt brine plus
1057940 Total:		2,659.60		
1058005	2/8/2018	95.00	0.00	03/20/2018
101-440-513-5766 Street materials - salt & sand				Delivery charges
1058005 Total:		95.00		
Gasaway Distributors, Inc.		2,754.60		
General Code, LLC				
GENERAL				
PG000014295	2/9/2018	2,211.81	0.00	03/20/2018
101-110-511-5550 Ordinance codification				Supplement No. 36 updates to code
PG000014295 Total:		2,211.81		

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
General Code, LLC Total:		2,211.81		
GovHR Usa				
GOVHR				
02-03-18-048	11/30/2017	7,250.85	0.00	03/20/2018
101-200-511-5599 Other contractual				Police chief recruitment
02-03-18-048 Total:		7,250.85		
GovHR Usa Total:		7,250.85		
GOVTEMPSUSA LLC				
GOVTEMP				
2468390	2/22/2018	8,645.00	0.00	03/20/2018
101-300-512-5599 Other contractual				Interim Police Chief contract
2468390 Total:		8,645.00		
GOVTEMPSUSA LLC To		8,645.00		
I.D.E.S.				
IDES				
681002834	12/31/2017	2,907.00	0.00	03/20/2018
101-210-511-5195 Employee Benefit Expenses				4th Quarter 2017 unemployment
681002834 Total:		2,907.00		
I.D.E.S. Total:		2,907.00		
IL Municipal Retirement Fund				
ZZIMRF				
Feb18	2/26/2018	33,384.78	0.00	03/20/2018
102-000-210-2023 Employee IMRF withholding				Monthly Employer/Feb 18
Feb18	2/26/2018	14,576.36	0.00	03/20/2018
102-000-210-2023 Employee IMRF withholding				Monthly Employee/Feb 18

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
Feb18 Total:		47,961.14		
IL Municipal Retirement F		47,961.14		
Impact Networking, LLC				
IMPACT				
1044458	2/26/2018	15.00	0.00	03/20/2018
205-571-515-5730 Program supplies				Copier contract/2/28/18-3/28/18
1044458 Total:		15.00		
Impact Networking, LLC T		15.00		
JMI Instrument Company				
JMI				
CPR9095	2/20/2018	50.98	0.00	03/20/2018
660-620-519-5730 Program supplies				Yokogawa Chart and pens
CPR9095 Total:		50.98		
JMI Instrument Company T		50.98		
Little Linguists Arts Academy				
LITTLE				
3518	3/5/2018	1,166.20	0.00	03/20/2018
205-502-515-5270 Purchased program services				Spanish classes Winter 2018 2nd payment
3518 Total:		1,166.20		
Little Linguists Arts Acade		1,166.20		
Lowe's Business Acc/GECF				
LOWES				
07294	1/29/2018	19.79	0.00	03/20/2018

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
101-420-511-5405 R&M - buildings				Hex drivers, tape
07294 Total:		19.79		
2411	2/13/2018	28.49	0.00	03/20/2018
205-571-515-5535 Facility rental				Community Center - Rudder snake
2411	2/14/2018	-28.49	0.00	03/20/2018
205-571-515-5535 Facility rental				Community Center - Returm
2411 Total:		0.00		
2511	2/15/2018	15.83	0.00	03/20/2018
205-571-515-5535 Facility rental				American Legion - light bulbs
2511 Total:		15.83		
2521	2/15/2018	1.68	0.00	03/20/2018
205-571-515-5535 Facility rental				American Legion - light bulbs
2521 Total:		1.68		
2532	2/15/2018	66.42	0.00	03/20/2018
205-571-515-5535 Facility rental				American Legion - light bulbs
2532 Total:		66.42		
Lowe's Business Acc/GEC		103.72		
Lurvey Landscape Supply				
LURVEY				
S7-10006823-01	2/20/2018	61.20	0.00	03/20/2018
205-571-515-5535 Facility rental				Community Center - Material to fix garden
S7-10006823-01 Total:		61.20		
T1-10235510	2/20/2018	26.00	0.00	03/20/2018
205-571-515-5535 Facility rental				Community Center - Material to fix garden
T1-10235510 Total:		26.00		

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
Lurvey Landscape Supply		87.20		
Maine-Niles Association of Special Recreation				
MNASR				
16-428	2/21/2018	762.31	0.00	03/20/2018
205-580-515-5270 Purchased program services				Inclusion Services for February B 2018
16-428 Total:		762.31		
Maine-Niles Association o		762.31		
Marc Printing				
MARCP				
111682	2/21/2018	405.73	0.00	03/20/2018
660-610-519-5720 Postage				Mailing water bills
111682 Total:		405.73		
Marc Printing Total:		405.73		
Meade Electric Company Inc				
MEADELEC				
680258	2/26/2018	1,214.30	0.00	03/20/2018
101-440-513-5290 Street lights & traffic signal				Repair to street light at 7250 Cicero
680258 Total:		1,214.30		
Meade Electric Company I		1,214.30		
Morrison Associates, LTD				
MORRIS				
2018:0158	2/28/2018	1,500.00	0.00	03/20/2018
101-200-511-5320 Consulting				Professional Development/Village Manager

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
2018:0158 Total:		1,500.00		
Morrison Associates, LTD		1,500.00		
Paramedic Services of Illinois				
PARAMEDI				
5327	3/31/2018	235,669.27	0.00	03/20/2018
101-350-512-5220 Fire protection				Services rendered month ended 3/31/2018
5327 Total:		235,669.27		
Paramedic Services of Illin		235,669.27		
Pitney Bowes				
PITNEYBO				
3101993155	2/28/2018	262.26	0.00	03/20/2018
101-210-511-5440 R&M - office equipment				Rental fees Mar 1 thru Mar 29, 2018
3101993155 Total:		262.26		
Pitney Bowes Total:		262.26		
Sherrill Inc.				
SHERILL				
INV-403617	2/20/2018	309.98	0.00	03/20/2018
101-440-513-5730 Program supplies				Outrigger pad
INV-403617 Total:		309.98		
Sherrill Inc. Total:		309.98		
Solid Waste Agency of Northern Cook County				
SOLIDWA				
5851	3/1/2018	18,232.81	0.00	03/20/2018

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
101-440-514-5230 Garbage & recycling				FY 2018 O & M Costs - April
5851	3/1/2018	-150.26	0.00	03/20/2018
101-440-514-5230 Garbage & recycling				FY 2018 O & M True Up - April
5851 Total:		18,082.55		
Solid Waste Agency of Nor		18,082.55		
Superion, LLC				
SUPERION				
201381	12/1/2017	2,242.00	0.00	03/20/2018
101-250-511-5340 Maintenance Agreement Expen				Annual membership for CAD export and OSSI
201381 Total:		2,242.00		
Superion, LLC Total:		2,242.00		
The Peace School				
THEPEACE				
819	2/26/2018	560.00	0.00	03/20/2018
205-503-515-5270 Purchased program services				Peace Yoga: Winter 2018
819 Total:		560.00		
The Peace School Total:		560.00		
United States Postal Service				
USPOSTAL				
PB022618	2/26/2018	28.88	0.00	03/20/2018
101-210-511-5720 Postage				Pitney Bowes postage
PB022618	2/26/2018	97.03	0.00	03/20/2018
101-210-511-5720 Postage				Pitney Bowes postage
PB022618	2/26/2018	119.30	0.00	03/20/2018
101-210-511-5720 Postage				Pitney Bowes postage
PB022618	2/26/2018	32.95	0.00	03/20/2018
205-500-515-5720 Postage				Pitney Bowes postage

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
PB022618	2/26/2018	4.70	0.00	03/20/2018
101-210-511-5720 Postage				Pitney Bowes postage
PB022618	2/26/2018	213.21	0.00	03/20/2018
660-610-519-5720 Postage				Pitney Bowes postage
PB022618 Total:		496.07		
PB030618	3/6/2018	31.00	0.00	03/20/2018
101-210-511-5720 Postage				Pitney Bowes postage
PB030618	3/6/2018	1.94	0.00	03/20/2018
101-210-511-5720 Postage				Pitney Bowes postage
PB030618	3/6/2018	98.70	0.00	03/20/2018
101-210-511-5720 Postage				Pitney Bowes postage
PB030618	3/6/2018	10.36	0.00	03/20/2018
101-210-511-5720 Postage				Pitney Bowes postage
PB030618	3/6/2018	69.43	0.00	03/20/2018
101-210-511-5720 Postage				Pitney Bowes postage
PB030618	3/6/2018	5.85	0.00	03/20/2018
205-500-515-5720 Postage				Pitney Bowes postage
PB030618	3/6/2018	0.94	0.00	03/20/2018
101-210-511-5720 Postage				Pitney Bowes postage
PB030618	3/6/2018	441.16	0.00	03/20/2018
660-610-519-5720 Postage				Pitney Bowes postage
PB030618	3/6/2018	21.36	0.00	03/20/2018
101-210-511-5720 Postage				Pitney Bowes postage
PB030618	3/6/2018	1,013.84	0.00	03/20/2018
101-210-511-5720 Postage				Pitney Bowes postage
PB030618 Total:		1,694.58		
United States Postal Servic		2,190.65		
Report Total:		342,509.94		

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				**Description**
Air One Equipment				
AIRONE				
125301C	9/18/2017	-349.00	0.00	03/20/2018
101-350-512-5430 R&M - Fire & EMS equipmen				Credit
125301C Total:		-349.00		
127994	11/30/2017	145.00	0.00	03/20/2018
101-350-512-5430 R&M - Fire & EMS equipmen				SCBA air test
127994 Total:		145.00		
129072	1/11/2018	160.00	0.00	03/20/2018
101-350-512-5430 R&M - Fire & EMS equipmen				SCBA fit tests
129072 Total:		160.00		
130105	2/14/2017	702.05	0.00	03/20/2018
101-350-512-5430 R&M - Fire & EMS equipmen				Compressor maintenance and test
130105 Total:		702.05		
Air One Equipment Total:		658.05		
Averus				
AVERIS				
971813	2/27/2018	33.00	0.00	03/20/2018
101-350-512-5499 R&M - other				Baffles for kitchen suppression
971813 Total:		33.00		

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
Averus Total:		33.00		
Bell Fuels, Inc.				
BELLFUEL				
267178	2/27/2018	181.21	0.00	03/20/2018
101-350-512-5670 Fuel				Fuel for generator
267178 Total:		181.21		
267179	2/27/2018	398.55	0.00	03/20/2018
101-350-512-5670 Fuel				Fuel for generator
267179 Total:		398.55		
267180	2/27/2018	89.19	0.00	03/20/2018
101-350-512-5670 Fuel				Fuel for generator
267180 Total:		89.19		
Bell Fuels, Inc. Total:		668.95		
Bound Tree Medical, LLC				
BOUND				
82774330	2/12/2018	658.65	0.00	03/20/2018
101-350-512-5660 EMS supplies				Suction kit, suction cartridges, gloves, glucose test strips
82774330 Total:		658.65		
Bound Tree Medical, LLC		658.65		
Chicago Metropolitan Fire Prevention Co.				
CHGOMETR				
179836	2/26/2018	182.00	0.00	03/20/2018
101-420-511-5405 R&M - buildings				Fire alarm service call - PD/FD
179836 Total:		182.00		

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
Chicago Metropolitan Fire		182.00		
Fire Service Inc.				
FIRESERV				
14527	2/14/2018	958.32	0.00	03/20/2018
101-350-512-5740 Repair parts				Rubber skirt rail A15
14527 Total:		958.32		
Fire Service Inc. Total:		958.32		
Grainger				
GRAINGER				
9708545885	2/23/2018	27.75	0.00	03/20/2018
101-350-512-5799 Other materials & supplies				Power relays
9708545885 Total:		27.75		
Grainger Total:		27.75		
Groot Recycling & Waste Services				
GROOT				
1480074	3/1/2018	58,269.98	0.00	03/20/2018
101-440-514-5230 Garbage & recycling				3092-291565/Community Center
1480074 Total:		58,269.98		
1480075	3/1/2018	738.89	0.00	03/20/2018
101-440-514-5230 Garbage & recycling				3092-199164/School District 74
1480075 Total:		738.89		
1480076	3/1/2018	3,242.54	0.00	03/20/2018
101-440-514-5230 Garbage & recycling				3092-205762/Multi family pick up
1480076 Total:		3,242.54		

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
Groot Recycling & Waste S		62,251.41		
Lion Group, Inc				
LIONGROU				
17-5007848	10/27/2017	82.00	0.00	03/20/2018
101-350-512-5430 R&M - Fire & EMS equipmen				Patches for Fire fighter jacket
17-5007848 Total:		82.00		
Lion Group, Inc Total:		82.00		
PB Safety Agency, Inc.				
PBSAFETY				
21	1/15/2018	960.00	0.00	03/20/2018
101-350-512-5665 Firefighting supplies				Carabiners
21 Total:		960.00		
PB Safety Agency, Inc. Tot		960.00		
Thyssenkrupp Elevator Corp				
THYSSENK				
3003741498	3/1/2018	557.87	0.00	03/20/2018
101-420-511-5405 R&M - buildings				Police Dept elevator maintenance contract
3003741498 Total:		557.87		
Thyssenkrupp Elevator Co		557.87		
Traffic Control & Protection				
TRAFFICC				
91823	2/26/2018	635.45	0.00	03/20/2018
101-440-513-5768 Street materials - signs & bar				Signs for Sewer outfalls

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
91823 Total:		635.45		
Traffic Control & Protectio		635.45		
Varghese, Benny				
VARGHESE				
009147-000	2/22/2018	48.58	0.00	03/20/2018
660-000-110-1230 Water customer receivables				Refund/Account balance on Closed water account
009147-000 Total:		48.58		
Varghese, Benny Total:		48.58		
Village of Skokie				
VILLSKOK				
22601	2/26/2018	61,399.25	0.00	03/20/2018
101-300-512-5399 Other professional services				February E911 dispatch services
22601 Total:		61,399.25		
Village of Skokie Total:		61,399.25		
Welding Supply Inc.				
WELDINGS				
805541	2/28/2018	6.16	0.00	03/20/2018
205-571-515-5730 Program supplies				Helium Tank - February rental
805541	2/28/2018	6.16	0.00	03/20/2018
101-350-512-5730 Program supplies				Argon Tank - February rental
805541 Total:		12.32		
Welding Supply Inc. Total:		12.32		
Wells Fargo Vendor Fin Serv				

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Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
GECAPITA				
68096088	2/21/2018	232.43	0.00	03/20/2018
660-610-519-5340 Maintenance Agreement Expen				Copier - PW
68096088	2/21/2018	269.95	0.00	03/20/2018
205-500-515-5440 R&M - office equipment				Copier - Parks
68096088	2/21/2018	232.44	0.00	03/20/2018
101-000-210-2650 Contractor Permits Payable				Copier - Fire
68096088	2/21/2018	697.36	0.00	03/20/2018
101-210-511-5440 R&M - office equipment				Copier - PD, Village Hall, Finance
68096088 Total:		1,432.18		
Wells Fargo Vendor Fin Se		1,432.18		
Wolfe, Debbie				
WOLFED				
18-2037	2/15/2018	72.50	0.00	03/20/2018
101-400-511-5210 Animal control				Animal control services
18-2037 Total:		72.50		
Wolfe, Debbie Total:		72.50		
Woodward Printing Services				
WOODWARD				
47216	3/1/2018	1,336.81	0.00	03/20/2018
205-500-515-5510 Advertising				Seasonal Postcard/Pool residents
47216 Total:		1,336.81		
47217	3/1/2018	1,052.40	0.00	03/20/2018
205-500-515-5510 Advertising				Seasonal Postcard/Pool non residents
47217 Total:		1,052.40		
Woodward Printing Service		2,389.21		

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Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
Work' N Gear, LLC				
WRKNGEAR				
HA92224	2/19/2018	219.93	0.00	03/20/2018
660-620-519-5070 Uniform allowance				Clothing allowance - PW
HA92224 Total:		219.93		
Work' N Gear, LLC Total:		219.93		
Zoll Data System				
ZOLLDATA				
INV00017145	2/15/2018	1,017.50	0.00	03/20/2018
101-350-512-5330 Data processing				Rescue net maintenance for ambulance billing
INV00017145 Total:		1,017.50		
Zoll Data System Total:		1,017.50		
Zoll Medical Corporation GPO				
ZOLLMEDC				
2643958	2/21/2018	370.30	0.00	03/20/2018
101-350-512-6570 Equipment - public safety				Adult SPO2 sensors, monitor paper
2643958 Total:		370.30		
2645249	2/22/2018	420.00	0.00	03/20/2018
101-350-512-6570 Equipment - public safety				CPR Stat pads electrodes
2645249 Total:		420.00		
Zoll Medical Corporation G		790.30		
Report Total:		135,055.22		

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Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
Amazon				
AMAZON				
439377844749	1/31/2018	25.32	0.00	03/20/2018
205-430-515-5730 Program supplies				Charging cable
439377844749 Total:		25.32		
464544963576	1/23/2018	161.83	0.00	03/20/2018
101-350-512-5799 Other materials & supplies				Air purifier filters
464544963576 Total:		161.83		
639393735376	1/10/2018	6.79	0.00	03/20/2018
101-410-511-5730 Program supplies				Smoking stickers
639393735376 Total:		6.79		
666458658854	1/21/2018	69.22	0.00	03/20/2018
101-350-512-5730 Program supplies				Book for Fire Dept
666458658854 Total:		69.22		
675885487938	2/6/2018	53.99	0.00	03/20/2018
660-610-519-5700 Office supplies				Toner
675885487938 Total:		53.99		
677979878794	1/19/2018	16.99	0.00	03/20/2018
101-200-511-5700 Office supplies				Charger for Laptop
677979878794 Total:		16.99		
783586597583	1/9/2018	56.23	0.00	03/20/2018

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
101-410-511-5730 Program supplies				Calculator paper and caliper
783586597583 Total:		56.23		
839596674376	1/17/2018	16.99	0.00	03/20/2018
101-100-511-5700 Office supplies				iPad case for Trustee
839596674376 Total:		16.99		
953559533966	1/11/2018	19.39	0.00	03/20/2018
101-200-511-5799 Other materials & supplies				iPhone case for Village Manager
953559533966 Total:		19.39		
963993888798	1/19/2018	67.49	0.00	03/20/2018
101-350-512-5730 Program supplies				Book for Fire Dept
963993888798 Total:		67.49		
984584634544	1/24/2018	78.30	0.00	03/20/2018
101-250-511-6530 Equipment - data processing				Monitor for Police
984584634544 Total:		78.30		
Amazon Total:		572.54		
Assoc of Police Social Workers				
APSW				
APSW2018	3/8/2018	60.00	0.00	03/20/2018
101-300-512-5570 Professional associations				Membership/Social worker
APSW2018 Total:		60.00		
Assoc of Police Social Wor		60.00		
Call One				
CALLONE				
1129134	3/15/2018	1,259.84	0.00	03/20/2018
101-210-511-5580 Telephone				Telephone Services/Admin/Police

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
1129134	3/15/2018	448.35	0.00	03/20/2018
101-210-511-5580 Telephone				Telephone Services/NORCOM
1129134	3/15/2018	42.37	0.00	03/20/2018
101-210-511-5580 Telephone				Telephone Services/Aquatic
1129134	3/15/2018	45.47	0.00	03/20/2018
660-610-519-5580 Telecommunications				Telephone Services/Public Works
1129134	3/15/2018	45.63	0.00	03/20/2018
660-610-519-5580 Telecommunications				Telephone Services/Pump House
1129134	3/15/2018	504.56	0.00	03/20/2018
101-210-511-5580 Telephone				Telephone Services/Municipal Center
1129134	3/15/2018	274.04	0.00	03/20/2018
101-210-511-5580 Telephone				Telephone Services/Red Center
1129134	3/15/2018	473.79	0.00	03/20/2018
101-210-511-5580 Telephone				Telephone Services/PRI Data
1129134 Total:		3,094.05		
Call One Total:		3,094.05		
Cassidy Tire				
CASSIDYT				
708001377	3/3/2018	300.00	0.00	03/20/2018
101-300-512-5480 R&M - vehicles				Tires for Squad 215
708001377 Total:		300.00		
Cassidy Tire Total:		300.00		
Chicago Communications, LLC				
CHGOCOMM				
299685	3/5/2018	49.60	0.00	03/20/2018
101-300-512-5410 R&M - communications equipm				Portable radio maintenance/April 2018
299685 Total:		49.60		
Chicago Communications,		49.60		

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Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
Chicago Police Department				
CHGOPD				
CPD22618	2/26/2018	3,976.00	0.00	03/20/2018
101-300-512-5590 Training				Basic recruit training/Police
CPD22618 Total:		3,976.00		
Chicago Police Departmen		3,976.00		
Christopher Burke Engineering				
CHRISTB				
141980	3/6/2018	293.50	0.00	03/20/2018
101-290-511-5942 PW Building Engineer Costs				Municipal building roof evaluation
141980 Total:		293.50		
141981	3/6/2018	182.00	0.00	03/20/2018
217-000-561-5340 Engineering				UP Parking lot punchlist and project coordination
141981 Total:		182.00		
141982	3/6/2018	8,235.60	0.00	03/20/2018
660-620-519-5320 Consulting				Water transmission main route study
141982 Total:		8,235.60		
141983	3/6/2018	4,500.00	0.00	03/20/2018
660-620-519-5399 Other professional services				Village Engineer retainer
141983	3/6/2018	4,500.00	0.00	03/20/2018
101-290-511-5920 Administration Engineer Costs				Village Engineer retainer
141983 Total:		9,000.00		
141984	3/6/2018	720.00	0.00	03/20/2018
101-290-511-5922 Building Engineering Costs				3401-3501 Northeast Parkway
141984 Total:		720.00		
141985	3/6/2018	1,391.21	0.00	03/20/2018
101-290-511-5922 Building Engineering Costs				6955 N. Central Park

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
141985 Total:		1,391.21		
Christopher Burke Enginee		19,822.31		
Clark Baird Smith, LLP				
CLARKBAI				
9680	2/28/2018	1,507.50	0.00	03/20/2018
101-230-511-5399 Other professional services				Legal services for personnel matters
9680 Total:		1,507.50		
Clark Baird Smith, LLP To		1,507.50		
Emcor Services Team Mechanical Inc				
EMCOR				
930007720	3/5/2018	941.65	0.00	03/20/2018
101-420-511-5405 R&M - buildings				HVAC preventive maintenance - March
930007720 Total:		941.65		
Emcor Services Team Mec		941.65		
Engelstein, Shirley				
ENGELSTE				
SE03012018	3/1/2018	300.00	0.00	03/20/2018
101-100-511-5270 Purchased program services				Art Gallery/March/April
SE03012018 Total:		300.00		
Engelstein, Shirley Total:		300.00		
General Code, LLC				
GENERAL				
GC00103867	3/1/2018	995.00	0.00	03/20/2018

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
101-110-511-5550 Ordinance codification				E-Code annual maintenance fee
GC00103867 Total:		995.00		
General Code, LLC Total:		995.00		
Holland & Knight LLP HOLLAND				
5636909	3/6/2018	138.00	0.00	03/20/2018
101-230-511-5370 Legal - review				Telecommunications Ordinance
5636909 Total:		138.00		
5636912	3/6/2018	5,619.50	0.00	03/20/2018
101-230-511-5370 Legal - review				Purple Hotel Development
5636912 Total:		5,619.50		
5636915	3/6/2018	1,340.00	0.00	03/20/2018
101-230-511-5370 Legal - review				Misc Private Dockets
5636915 Total:		1,340.00		
5636919	3/9/2018	3,229.50	0.00	03/20/2018
101-230-511-5360 Legal - litigation				Purple Hotel Code Enforcement litigation
5636919 Total:		3,229.50		
5636920	3/9/2018	602.00	0.00	03/20/2018
101-230-511-5370 Legal - review				6755 N. Cicero
5636920 Total:		602.00		
5636921	3/9/2018	142.00	0.00	03/20/2018
101-230-511-5360 Legal - litigation				Personnel
5636921 Total:		142.00		
5636922	3/9/2018	248.50	0.00	03/20/2018
101-230-511-5360 Legal - litigation				Personnel

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
5636922 Total:		248.50		
5636923	3/6/2018	1,470.00	0.00	03/20/2018
101-230-511-5370 Legal - review				Evanston Water Agreement Negotiations
5636923 Total:		1,470.00		
5636924	3/9/2018	675.00	0.00	03/20/2018
101-230-511-5360 Legal - litigation				Litigation
5636924 Total:		675.00		
February	1/31/2018	13,465.00	0.00	03/20/2018
101-230-511-5350 Legal - retainer				General Counsel retainer/February
February Total:		13,465.00		
Holland & Knight LLP Tot		26,929.50		
JG Uniforms Inc				
JGUNIFOR				
33218	2/26/2018	685.00	0.00	03/20/2018
101-300-512-5730 Program supplies				Misc uniforms/Police
33218 Total:		685.00		
33268	2/27/2018	44.00	0.00	03/20/2018
101-300-512-5070 Uniform allowance				Misc uniforms/Police
33268 Total:		44.00		
JG Uniforms Inc Total:		729.00		
LERMI				
LERMI				
LERMI13818	3/8/2018	25.00	0.00	03/20/2018
101-300-512-5590 Training				Records Managers of IL 2018 Conference

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
LERMI13818 Total:		25.00		
LERMI Total:		25.00		
Lund Industries				
LUNDIND				
90557	3/2/2018	3,742.14	0.00	03/20/2018
101-300-561-6580 Equipment - vehicles				Remove/install equipment in Squad
90557 Total:		3,742.14		
90558	3/2/2018	100.00	0.00	03/20/2018
101-300-512-5480 R&M - vehicles				Replace USB cable in squad
90558 Total:		100.00		
Lund Industries Total:		3,842.14		
Marc Printing				
MARCP				
111696	3/5/2018	315.15	0.00	03/20/2018
101-210-511-5700 Office supplies				#9 A/P, P/R mailing envelopes
111696 Total:		315.15		
Marc Printing Total:		315.15		
McDonald's Accounting Center				
MCDONACC				
McDon3818	3/8/2018	257.19	0.00	03/20/2018
101-300-512-5730 Program supplies				Prisoner meals Nov thru Jan
McDon3818 Total:		257.19		
McDonald's Accounting Ce		257.19		

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
MGP, Inc.				
MGPINC				
4215	2/28/2018	909.15	0.00	03/20/2018
101-250-511-5599 Other contractual				GISC Staffing - February
4215	2/28/2018	909.15	0.00	03/20/2018
101-000-210-2650 Contractor Permits Payable				GISC Staffing - February
4215	2/28/2018	1,818.28	0.00	03/20/2018
660-620-519-5599 Other contractual				GISC Staffing - February
4215 Total:		3,636.58		
MGP, Inc. Total:		3,636.58		
NAPA				
NAPA				
2812-299901	2/23/2018	13.31	0.00	03/20/2018
101-440-513-5480 R&M - vehicles				Oil filter for Sweeper #1
2812-299901 Total:		13.31		
2812-300532	2/28/2018	162.98	0.00	03/20/2018
101-440-513-5480 R&M - vehicles				Oil and air filter for Sweeper #1
2812-300532 Total:		162.98		
2812-300653	3/1/2018	133.99	0.00	03/20/2018
101-440-513-5480 R&M - vehicles				Battery for Stump grinder
2812-300653 Total:		133.99		
NAPA Total:		310.28		
North East Multi-Regional Training				
NORTHEST				
232172	2/28/2018	510.00	0.00	03/20/2018
101-300-512-5590 Training				Training/Police

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
232172 Total:		510.00		
North East Multi-Regional		510.00		
North Suburban				
NORTHSUB				
473-152291	2/23/2018	25.28	0.00	03/20/2018
101-410-511-5730 Program supplies				Feeler gauge, stethoscope for Shop
473-152291 Total:		25.28		
North Suburban Total:		25.28		
North Suburban Employee Benefit				
NSEBENEF				
February, 2018	3/5/2018	112,867.00	0.00	03/20/2018
102-000-210-2027 Health insurance premium with				Employee Health insurance/February
February, 2018 Total:		112,867.00		
North Suburban Employee		112,867.00		
Report Total:		181,065.77		

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Active Electrical Supply Co. Inc. & Fox Lighting				
ACTIVELE				
10515189-00	2/20/2018	33.88	0.00	03/20/2018
101-420-511-5730 Program supplies				Screwdrivers
10515189-00 Total:		33.88		
Active Electrical Supply C		33.88		
Buck Brothers, Inc.				
BUCK				
161867	1/30/2018	1,097.20	0.00	03/20/2018
101-440-513-5480 R&M - vehicles				Revolving light for PW Truck
161867 Total:		1,097.20		
162954	2/16/2018	273.58	0.00	03/20/2018
101-440-513-5480 R&M - vehicles				Wheel for PW Truck
162954 Total:		273.58		
Buck Brothers, Inc. Total:		1,370.78		
ClientFirst Consulting Group, LLC				
CLIENTFI				
8567	1/31/2018	9,692.50	0.00	03/20/2018
101-250-511-5320 Consulting				IT Support

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				**Description**
8567 Total:		9,692.50		
8568	1/31/2018	170.00	0.00	03/20/2018
101-000-210-2650 Contractor Permits Payable				IT Support CD
8568 Total:		170.00		
8569	1/31/2018	625.00	0.00	03/20/2018
660-620-519-5320 Consulting				IT Support PW
8569 Total:		625.00		
8570	1/31/2018	770.00	0.00	03/20/2018
101-250-511-5320 Consulting				IT Mgmt
8570 Total:		770.00		
8571	1/31/2018	575.00	0.00	03/20/2018
101-000-210-2650 Contractor Permits Payable				Accela Migration
8571 Total:		575.00		
8573	1/31/2018	575.00	0.00	03/20/2018
101-250-511-5340 Maintenance Agreement Expen				Intel Security Patch
8573 Total:		575.00		
8574	1/31/2018	1,667.50	0.00	03/20/2018
101-250-511-5330 Data processing				PD Video server replacement
8574 Total:		1,667.50		
8575	1/31/2018	652.50	0.00	03/20/2018
101-250-511-5330 Data processing				Police Dept Squad printers
8575 Total:		652.50		
8576	1/31/2018	170.00	0.00	03/20/2018
101-250-511-5320 Consulting				Pool setup & shutdown
8576 Total:		170.00		

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
ClientFirst Consulting Gro		14,897.50		
Douglas Truck Parts				
DOUGTK				
39419	2/21/2018	32.25	0.00	03/20/2018
101-410-511-5730 Program supplies				Mirror for Shop
39419 Total:		32.25		
39420	2/21/2018	234.50	0.00	03/20/2018
101-410-511-5730 Program supplies				Gloves, washer for Premix for Shop
39420 Total:		234.50		
39584	2/27/2018	64.20	0.00	03/20/2018
101-410-511-5730 Program supplies				Fittings and coupler for Shop
39584 Total:		64.20		
Douglas Truck Parts Total:		330.95		
Gewalt Hamilton Associates Inc				
GEWALT				
9232.411-3	2/22/2018	5,750.00	0.00	03/20/2018
212-000-511-5320 Consulting				Street Lighting Replacement Design Year 5
9232.411-3 Total:		5,750.00		
Gewalt Hamilton Associate		5,750.00		
Grainger				
GRAINGER				
9712771857	2/28/2018	426.50	0.00	03/20/2018
205-430-515-5680 Landscaping supplies				Reduce pressure zone backflow preventer
9712771857 Total:		426.50		

Invoice Number	Invoice Date	Amount	Quantity	Payment Date
Account Number				Description
9712771865	2/28/2018	129.99	0.00	03/20/2018
205-430-515-5680 Landscaping supplies				Clamp meter for Central Park
9712771865 Total:		129.99		
Grainger Total:		556.49		
Illinois City/County Management Association ILCMA				
1179	3/8/2018	50.00	0.00	03/20/2018
101-200-511-5510 Advertising				Job ad posting - Foreman for Forestry
1179 Total:		50.00		
Illinois City/County Manag		50.00		
M E Simpson Company Inc MESIMPSO				
31338	2/27/2018	645.00	0.00	03/20/2018
660-620-519-5599 Other contractual				Water leak location services
31338 Total:		645.00		
M E Simpson Company In		645.00		
McKenna Automotive MCKENNA				
16261	2/23/2018	139.41	0.00	03/20/2018
660-620-519-5480 R&M - vehicles				Angle cylinder for Truck #10
16261 Total:		139.41		
McKenna Automotive Tota		139.41		
Metal Supermarkets				

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
METALSUP				
1007559	2/27/2018	62.16	0.00	03/20/2018
101-440-513-5480 R&M - vehicles				Steel for Sweeper #1
1007559 Total:		62.16		
Metal Supermarkets Total:		62.16		
North Shore Uniform				
NSHRUFM				
17-1402	11/15/2017	123.25	0.00	03/20/2018
660-620-519-5070 Uniform allowance				Clothing allowance
17-1402 Total:		123.25		
17-1456	12/20/2017	89.95	0.00	03/20/2018
660-620-519-5070 Uniform allowance				Clothing allowance
17-1456 Total:		89.95		
18-1032	1/17/2018	119.95	0.00	03/20/2018
660-620-519-5070 Uniform allowance				Clothing allowance
18-1032 Total:		119.95		
18-1059	2/14/2018	30.95	0.00	03/20/2018
660-620-519-5070 Uniform allowance				Clothing allowance
18-1059 Total:		30.95		
North Shore Uniform Total		364.10		
Northwest Police Academy				
NWPDACAD				
NWPA11217	2/13/2018	100.00	0.00	03/20/2018
101-300-512-5590 Training				Training Seminar/PD
NWPA11217 Total:		100.00		

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Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
NWPA3818	3/8/2018	50.00	0.00	03/20/2018
101-300-512-5590 Training				Training Seminar/PD
NWPA3818 Total:		50.00		
Northwest Police Academy		150.00		
Perspectives				
PERSPECT				
88747	2/28/2018	355.00	0.00	03/20/2018
101-200-511-5599 Other contractual				Leadership and management training
88747 Total:		355.00		
88748	2/28/2018	4,087.50	0.00	03/20/2018
101-200-511-5599 Other contractual				Leadership training PD
88748 Total:		4,087.50		
Perspectives Total:		4,442.50		
Planned Forest Solutions LLC				
PLANNED				
168261	3/4/2018	771.12	0.00	03/20/2018
101-400-511-5039 Other contract labor				Nuisance tree removal permits, inspection requests
168261 Total:		771.12		
Planned Forest Solutions L		771.12		
Pollack, Howard				
POLLACK				
17-8089	8/15/2017	182.50	0.00	03/20/2018
101-400-511-5210 Animal control				Animal control services
17-8089 Total:		182.50		

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
Pollack, Howard Total:		182.50		
RCN Telecom Services of Illinois, LLC				
RCNTEL				
1001-0843800-01	3/1/2018	1,131.00	0.00	03/20/2018
215-000-512-5580 Telephone				Access point at Skokie/December
1001-0843800-01 Total:		1,131.00		
1001-0843825-01	3/1/2018	1,131.00	0.00	03/20/2018
215-000-512-5580 Telephone				Access point at Skokie/December
1001-0843825-01 Total:		1,131.00		
RCN Telecom Services of I		2,262.00		
Russo Power Equipment				
RUSSO				
4759418	3/6/2018	1,584.75	0.00	03/20/2018
205-430-515-5680 Landscaping supplies				Grass seeds and grass cover for Parks
4759418 Total:		1,584.75		
Russo Power Equipment T		1,584.75		
T.P.I. Building Code Consultants, Inc.				
TPI				
201802	2/28/2018	11,155.65	0.00	03/20/2018
101-240-517-5399 Other professional services				February/Plan Review
201802	2/28/2018	4,894.50	0.00	03/20/2018
101-240-517-5399 Other professional services				February/In House
201802	2/28/2018	4,036.50	0.00	03/20/2018
101-240-517-5399 Other professional services				February/Carrington
201802 Total:		20,086.65		

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
T.P.I. Building Code Cons		20,086.65		
The Sidwell Co				
THESIDWE				
109823	2/28/2018	3,280.00	0.00	03/20/2018
101-250-511-5330 Data processing				Accela implementation services
109823 Total:		3,280.00		
The Sidwell Co Total:		3,280.00		
Transchicago Truck Group				
TRANSCHI				
1931881	2/28/2018	9.53	0.00	03/20/2018
101-440-513-5480 R&M - vehicles				Gasket and seal/Sweeper #1
1931881 Total:		9.53		
Transchicago Truck Group		9.53		
TransUnion Risk and Alternative				
TRANSUN				
556811030118	3/1/2018	96.30	0.00	03/20/2018
101-300-512-5399 Other professional services				Online investigative database system
556811030118 Total:		96.30		
TransUnion Risk and Alter		96.30		
VCG Uniform				
VCGUNIFO				
20415	3/2/2018	100.00	0.00	03/20/2018
101-300-512-5070 Uniform allowance				Uniform allowance

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
20415 Total:		100.00		
VCG Uniform Total:		100.00		
Verizon Wireless				
VERIZON				
9802111471	2/21/2018	53.87	0.00	03/20/2018
101-000-210-2650 Contractor Permits Payable				Verizon data charges
9802111471	2/21/2018	106.43	0.00	03/20/2018
660-610-519-5580 Telecommunications				Verizon data charges
9802111471	2/21/2018	1,231.06	0.00	03/20/2018
101-250-511-5580 Telecommunications				Verizon data charges
9802111471 Total:		1,391.36		
98026902864	3/1/2018	90.10	0.00	03/20/2018
101-000-210-2650 Contractor Permits Payable				Cell phones and tablets data charges
98026902864 Total:		90.10		
Verizon Wireless Total:		1,481.46		
Report Total:		58,647.08		

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Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
Back Flow Solutions Inc				
BFSINC				
2713	3/1/2018	495.00	0.00	03/20/2018
660-620-519-5399 Other professional services				Annual BSI online program
2713 Total:		495.00		
2714	3/1/2018	435.42	0.00	03/20/2018
660-620-519-5399 Other professional services				Program maintenance fee for backflow
2714 Total:		435.42		
Back Flow Solutions Inc T		930.42		
Chicago Tribune				
CHGOTRIB				
020218	2/2/2018	1,288.00	0.00	03/20/2018
217-000-561-6100 Land acquisition & improveme				ZBA Public Hearing for PW extension
020218 Total:		1,288.00		
5393849	1/28/2018	26.69	0.00	03/20/2018
101-400-511-5510 Advertising				Bid for removal and replacement/Water pump
5393849 Total:		26.69		
5393859	1/8/2018	19.49	0.00	03/20/2018
101-400-511-5510 Advertising				Bid for PW yard extension
5393859 Total:		19.49		

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Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
5432648	1/29/2018	21.09	0.00	03/20/2018
101-400-511-5510 Advertising				Bid for Engineering Services
5432648 Total:		21.09		
Chicago Tribune Total:		1,355.27		
City Welding Sales & Services				
CITYWELD				
60349	2/2/2018	111.92	0.00	03/20/2018
101-410-511-5730 Program supplies				Compressed gas for Shop
60349 Total:		111.92		
60393	2/26/2018	50.50	0.00	03/20/2018
101-410-511-5730 Program supplies				Oxygen tank for Shop
60393 Total:		50.50		
60424	2/28/2018	70.65	0.00	03/20/2018
101-410-511-5730 Program supplies				Control
60424 Total:		70.65		
City Welding Sales & Serv		233.07		
Daugherty Sales Inc				
DAUGHER				
282580	2/26/2018	4,645.00	0.00	03/20/2018
101-420-511-5405 R&M - buildings				Weil pump model 2224 for PD
282580 Total:		4,645.00		
Daugherty Sales Inc Total:		4,645.00		
Foutris, Myra				
FOUTRM				

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Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
17-10061	10/9/2017	127.50	0.00	03/20/2018
101-400-511-5210 Animal control				Animal control services
17-10061 Total:		127.50		
Foutris, Myra Total:		127.50		
Golf Mill Ford				
GOLFMILL				
434379P	2/27/2018	380.06	0.00	03/20/2018
101-410-511-5480 R&M - vehicles				Horn repair kit for Truck #9
434379P Total:		380.06		
Golf Mill Ford Total:		380.06		
Grainger				
GRAINGER				
9680701852	1/26/2018	188.55	0.00	03/20/2018
101-410-511-5730 Program supplies				Digimatic indicator battery for PW Shop
9680701852 Total:		188.55		
9680701860	1/26/2018	43.20	0.00	03/20/2018
101-410-511-5730 Program supplies				Standard battery for PW Shop
9680701860 Total:		43.20		
Grainger Total:		231.75		
Interstate Billing Service, Inc				
INTERBIL				
3009701675	3/5/2018	212.11	0.00	03/20/2018
660-620-519-5480 R&M - vehicles				Holder kit for Truck #20
3009701675 Total:		212.11		

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
3009708552	3/5/2018	48.38	0.00	03/20/2018
660-620-519-5480 R&M - vehicles				Holder kit for Truck #20
3009708552 Total:		48.38		
Interstate Billing Service, I		260.49		
JMI Instrument Company				
JMI				
CPR9270	2/27/2018	445.41	0.00	03/20/2018
660-620-519-5730 Program supplies				Yokogawa Chart and pens
CPR9270 Total:		445.41		
JMI Instrument Company T		445.41		
Lawson Products Inc				
LAWSNPRO				
9305613226	2/21/2018	172.44	0.00	03/20/2018
101-410-511-5730 Program supplies				Shop supplies for PW garage
9305613226 Total:		172.44		
9305624268	2/26/2018	5.60	0.00	03/20/2018
101-410-511-5730 Program supplies				Shop supplies for PW garage
9305624268 Total:		5.60		
Lawson Products Inc Total		178.04		
Lowe's Business Acc/GECF				
LOWES				
01270	2/23/2018	56.99	0.00	03/20/2018
101-420-511-5405 R&M - buildings				Light bulbs for Buildings
01270 Total:		56.99		

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Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
02010	2/23/2018	44.21	0.00	03/20/2018
101-440-513-5730 Program supplies				Couplings, adapter, iron for Streets
02010 Total:		44.21		
02035	2/23/2018	37.21	0.00	03/20/2018
660-620-519-5730 Program supplies				Fuses, screwdriver for Pump House
02035 Total:		37.21		
02050	2/23/2018	3.65	0.00	03/20/2018
101-420-511-5405 R&M - buildings				Screws and brackets for PW
02050 Total:		3.65		
02489	3/5/2018	91.11	0.00	03/20/2018
660-620-519-5730 Program supplies				Measuring wheel for Water Dept
02489 Total:		91.11		
02534	3/6/2018	113.25	0.00	03/20/2018
205-430-515-5730 Program supplies				Caulk gun, steel rebar for Centennial Park
02534 Total:		113.25		
02540	3/6/2018	25.37	0.00	03/20/2018
205-430-515-5480 R&M - vehicles				Parts for Gator
02540 Total:		25.37		
02543	3/6/2018	46.35	0.00	03/20/2018
205-430-515-5730 Program supplies				Duct tape for Centennial Park
02543 Total:		46.35		
02553	3/6/2018	51.30	0.00	03/20/2018
205-430-515-5730 Program supplies				Steel rebar pin for Centennial Park
02553 Total:		51.30		
02947	2/22/2018	77.71	0.00	03/20/2018
660-620-519-5730 Program supplies				Blue Hawk, pointing plastic for Pump House

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
02947 Total:		77.71		
02955	2/22/2018	9.49	0.00	03/20/2018
205-430-515-5730 Program supplies				Caution tape for Central Park
02955 Total:		9.49		
2341	3/1/2018	833.04	0.00	03/20/2018
205-571-515-5535 Facility rental				Painting Supplies/CommunityCenter
2341 Total:		833.04		
2360	3/1/2018	13.28	0.00	03/20/2018
205-571-515-5535 Facility rental				Drywall Mud pan - Repainting Community Center
2360 Total:		13.28		
2410	3/2/2018	43.82	0.00	03/20/2018
205-571-515-5535 Facility rental				Paint rollers/Community Center
2410 Total:		43.82		
Lowe's Business Acc/GEC		1,446.78		
O'Leary's Contractor Equip				
OLEARYS				
242180	3/2/2018	2,955.00	0.00	03/20/2018
660-620-519-5745 Small tools				Cones, adapter, cap, hose, blades
242180 Total:		2,955.00		
O'Leary's Contractor Equip		2,955.00		
ProSafety				
PROSAFET				
2/846790	2/20/2018	153.00	0.00	03/20/2018
101-440-513-5730 Program supplies				Paint for Forestry

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
2/846790 Total:		153.00		
ProSafety Total:		153.00		
Verizon Wireless				
VERIZON				
9802111472	2/21/2018	469.05	0.00	03/20/2018
101-210-511-5580 Telephone				Verizon phone charges
9802111472	2/21/2018	32.22	0.00	03/20/2018
205-508-515-5580 Telephone				Verizon phone charges
9802111472	2/21/2018	26.89	0.00	03/20/2018
205-520-515-5580 Telephone				Verizon phone charges
9802111472	2/21/2018	8.90	0.00	03/20/2018
205-530-515-5580 Telephone				Verizon phone charges
9802111472	2/21/2018	30.43	0.00	03/20/2018
205-560-515-5580 Telephone				Verizon phone charges
9802111472	2/21/2018	1.78	0.00	03/20/2018
205-550-515-5270 Purchased program services				Verizon phone charges
9802111472	2/21/2018	28.22	0.00	03/20/2018
101-000-210-2650 Contractor Permits Payable				Verizon phone charges
9802111472	2/21/2018	73.24	0.00	03/20/2018
660-610-519-5580 Telecommunications				Verizon phone charges
9802111472 Total:		670.73		
Verizon Wireless Total:		670.73		
Vermeer-Illinois Inc				
VRMERIL				
PC0227	2/27/2018	1,607.31	0.00	03/20/2018
101-440-513-5480 R&M - vehicles				Sling, gauge, blades for Chipper
PC0227 Total:		1,607.31		
Vermeer-Illinois Inc Total:		1,607.31		

Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
Village of Lincolnwood, Police Pension Fund				
VOLPPF				
3rdqtr2017-2018	3/8/2018	69,576.12	0.00	03/20/2018
101-300-512-5140 Employer police pension				Motor fuel tax/Police pension fund contribution
3rdqtr2017-2018 Total:		69,576.12		
Village of Lincolnwood, Po		69,576.12		
Warehouse Direct				
WAREHOUS				
3810855-0	2/23/2018	103.38	0.00	03/20/2018
101-350-512-5730 Program supplies				Office supplies
3810855-0 Total:		103.38		
3818299-0	3/2/2018	251.58	0.00	03/20/2018
101-350-512-5730 Program supplies				Office supplies
3818299-0 Total:		251.58		
3818310-0	3/2/2018	694.94	0.00	03/20/2018
101-210-511-5700 Office supplies				Office supplies
3818310-0 Total:		694.94		
Warehouse Direct Total:		1,049.90		
Woodward Printing Services				
WOODWARD				
47215	3/1/2018	1,910.91	0.00	03/20/2018
101-100-511-5565 Village Newsletter				Connection newsletter printing/March/April
47215 Total:		1,910.91		
Woodward Printing Service		1,910.91		

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Invoice Number / Account Number	Invoice Date	Amount	Quantity	Payment Date / Description
Work' N Gear, LLC				
WRKNGEAR				
HA92459	2/26/2018	450.00	0.00	03/20/2018
660-620-519-5070 Uniform allowance				Clothing allowance
HA92459 Total:		450.00		
Work' N Gear, LLC Total:		450.00		
Report Total:		88,606.76		

Return to VB Agenda

Request For Board Action

REFERRED TO BOARD: March 20, 2018 **AGENDA ITEM NO: 1**

ORIGINATING DEPARTMENT: Village Manager's Office

SUBJECT: Approval of a Solicitation Permit for Misericordia to Conduct Candy Days on the Public Highways Located Within the Village Boundaries on April 27 & April 28, 2018 and an Ordinance Authorizing a Waiver of Non-Commercial Solicitation Permit Card Fees

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
The Village Clerk has received a solicitation permit application for Misericordia's Candy Days ("Candy Days"). This request is for Misericordia to solicit on the public highways located within the boundaries of the Village. Pursuant to the Solicitor's Ordinance, the Village Board must approve all solicitation requests for public highways.

Misericordia is a non-profit organization that has held the Candy Days fundraiser in the Village successfully for many years. The Village Clerk and the Police Department have reviewed the application and found no information that would prohibit the issuance of a permit.

Section 9-12-7(B) of the Village Code, Non-Commercial Solicitation, does not require a permit fee. However, per the fee schedule a $5.00 fee is charged for each original permit card carried by the specific solicitor. This card identifies the individual as being authorized to solicit on behalf of the particular organization.

Since 2001 the Village Board has waived the fee for the Misericordia Candy Days' Volunteers. This year the Village Board is again being asked to waive the $5.00 permit card fee for the Candy Days to occur on April 27 & April 28, 2018.

FINANCIAL IMPACT:
None

DOCUMENTS ATTACHED:
1. Proposed Ordinance
2. Letter Requesting a Solicitation Permit from Misericordia

RECOMMENDED MOTION:
Move to approve a solicitation permit application for Misericordia to conduct Candy Days on the public highways located within the Village boundaries on April 27 & April 28, 2018 and an Ordinance authorizing a waiver of the non-commercial solicitation permit.

Return to VB Agenda

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2018-____

**AN ORDINANCE WAIVING ENFORCEMENT OF SECTION 9-12-7(B)
OF THE MUNICIPAL CODE OF LINCOLNWOOD
FOR MISERICORDIA'S CANDY DAYS**

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ___ DAY OF _____, 2018.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois
this _____ day of _____, 2018

Return to VB Agenda

ORDINANCE NO. 2018-___

AN ORDINANCE WAIVING ENFORCEMENT OF SECTION 9-12-7(B) OF THE MUNICIPAL CODE OF LINCOLNWOOD FOR MISERICORDIA'S CANDY DAYS

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, Misericordia Home (*"**Misericordia**"*) is a not-for-profit organization organized under the laws of the State of Illinois; and

WHEREAS, Misericordia desires to conduct its annual Candy Days fundraiser on public highways within the Village on April 27 and 28, 2018 (*"**Candy Days**"*); and

WHEREAS, Candy Days constitutes "noncommercial solicitation," as that term is defined in Section 9-1-2 of the Municipal Code of Lincolnwood (*"**Village Code**"*); and

WHEREAS, pursuant to Section 9-12-7(B) of the Village Code, there is no fee for the first permit card for noncommercial solicitation, and a $5.00 fee for additional permit cards for noncommercial solicitation; and

WHEREAS, Misericordia has filed a request with the Village Board, seeking a waiver of enforcement of Section 9-12-7(B) of the Village Code to waive the fee for additional permit cards for Candy Days (***"Requested Waiver"***); and

WHEREAS, the President and Board of Trustees have considered the request of the Foundation and have determined that it will grant the Requested Waiver, but only in accordance with the provisions of this Ordinance, and specifically subject to the condition set forth in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. WAIVER. In accordance with the home rule powers of the Village, and subject to, and contingent upon, the condition set forth in Section 3 of this Ordinance, the Village President and Board of Trustees hereby waive the enforcement of Section 9-12-7(B) of the Village Code to waive the fee for all additional permit cards for Candy Days.

SECTION 3. CONDITION. Notwithstanding any right that may be applicable or available pursuant to the provisions of the Village Code or any other rights the Foundation may have, and except to the extent specifically provided otherwise in this Ordinance, the waiver

granted in Section Two of this Ordinance is hereby expressly subject to and contingent upon the operation of Candy Days in compliance at all times with all applicable Village codes and ordinances, as the same have been or may be amended from time to time.

SECTION 4. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance will remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 5. EFFECTIVE DATE. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED this _____ day of _____, 2018.

AYES:

NAYS:

ABSENT:

ABSTENTION:

APPROVED by me this _____ day of _____, 2018.

_____
Barry I. Bass, Village President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2018

_____
Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

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Return to VB Agenda

MISERICORDIA
Heart of Mercy Center

6300 North Ridge • Chicago, IL 60660-1017 • 773-973-6300 • fax 773-973-5214
www.misericordia.org

November 12, 2017

RECEIVED
NOV 15 2017
BY:_____

Carrie Dick
Village of Lincolnwood
6900 North Lincoln Avenue
Lincolnwood, IL 60712

Dear Friend of Misericordia:

Misericordia is already planning for our Annual Misericordia/Jelly Belly Candy Days tag day fundraising event for next year. **The dates for 2018 are Friday and Saturday, April 27 and 28.** As you know, each year our volunteers collect in street intersections and in front of heavy pedestrian walkways or stores and businesses, distributing tags and packets of Jelly Belly Candy while collecting donations.

We assure you that this tag day fundraiser makes a difference in the lives of the 600 children and adults who call Misericordia "Home", as the funds we receive from the State cover only a portion of our program costs. This year we must raise $15 million to cover the cost of programs that are not reimbursed.

For some areas, this letter is for information only because we have already received permission or they do not grant permission for streets or intersections. All other areas will find the information they require attached to this letter. **The coordinator for your area is: Paul and Nancy Otter (847-528-0712.**

We believe that our residents can achieve, and we believe in the compassionate and generous people who share our mission. For many, a first visit to Misericordia is an eye-opening experience – from programs that provide independent living and work opportunities for our residents to round-the-clock care at the Mother McAuley Skilled Nursing Residence. We provide a full continuum of care and quality programs to meet the individual needs of all those who call Misericordia home.

If you need more information or have any questions, please contact the coordinator for your area. You may also contact Misericordia at 773-273-4189 or mam1955@att.net or nancy.turry@misericordia.com.

For your belief in Misericordia, for your past assistance, and your consideration of this request, we are most grateful. God's blessings on you and yours.

Sincerely,

Sister Rosemary

Sister Rosemary Connelly, R.S.M.
Executive Director

Return to VB Agenda

Request for Board Action

REFERRED TO BOARD: March 20, 2018 **AGENDA ITEM NO: 2**

ORIGINATING DEPARTMENT: Village Manager's Office

SUBJECT: Approval of a Resolution Amending the Village's Personnel Policy Manual

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
On October 21, 2014, the Village Board approved a comprehensive revision to the Personnel Policy Manual. Additionally, the Village Board in January, 2018, approved adjustments to the Anti-Harassment Policy contained within the Personnel Policy Manual. The Village's Department Directors along with Clark, Baird, Smith, the Village's Labor Counsel, reviewed and made proposed changes to the Personnel Policy Manual. The changes being proposed can be found in the attachments to this document.

The Personnel Policy Manual is a document that provides rules, expectations, and policies for Village employees. Attached is the policy language that staff is recommending be changed. If approved, the new language will be distributed to all employees.

FINANCIAL IMPACT:
None

DOCUMENTS ATTACHED:
1. Proposed Resolution
2. Redline Version of Personnel Policy Manual
3. Clean Version of Personnel Policy Manual
4. Changes for Personnel Policy Manual

RECOMMENDED MOTION:
Move to approve a Resolution amending the Village's Personnel Policy Manual.

Return to VB Agenda

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2018-_____

A RESOLUTION AMENDING THE VILLAGE'S PERSONNEL POLICY MANUAL

WHEREAS, on October 21, 2014, the Village Board adopted the Village's current Personnel Policy Manual (***"Personnel Manual"***), which Personnel Manual sets forth rules, expectations, and policies governing the conduct and terms of employment of Village employees; and

WHEREAS, the Village Board desires to amend the Personnel Manual in order to: (i) reflect the current organizational structure of the Village; and (ii) update and clarify the provisions of the Personnel Manual related to employment practices and expectations of employee conduct; and

WHEREAS, the Village President and Board of Trustees have determined that amendment of the Personnel Manual, in the manner set forth in this Resolution, will serve and be in the best interest of the Village;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. AMENDMENT OF PERSONNEL MANUAL. The Personnel Manual shall be, and is hereby, amended in its entirety, in the form attached to this Resolution as **Exhibit A**.

SECTION 3. EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

[SIGNATURE PAGE FOLLOWS]

Return to VB Agenda

PASSED this ___ day of March, 2018.

AYES: _____

NAYS:_____

ABSENT:____

ABSTENTION:_____

APPROVED by me this _____ day of March, 2018.

_____
Barry I. Bass, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2018

_____
Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

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Return to VB Agenda

EXHIBIT A

Amended Personnel Manual

Return to VB Agenda

VILLAGE OF LINCOLNWOOD

PERSONNEL POLICY MANUAL

Field Code Changed

On behalf of the Village of Lincolnwood, I want to welcome all employees to our organization. This organization exists for the sole purpose of providing effective services to the residents of the Village. We hope all employees take pride in being a member of our team.

This Manual was developed to outline the general expectations and standards that the Village expects of its employees and to describe the benefits, programs and policies that will govern employment with the Village. Please become familiar with the contents of this Manual and sign the Acknowledgment of Receipt form found on page 60 and return it to the Village Manager's Office.

I hope that your experience here will be challenging and rewarding. Again, welcome!

Sincerely,

Timothy C. Wiberg
Village Manager

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INTRODUCTION.

This Personnel Policy Manual (the "Manual") supersedes all previous Personnel Policy Manuals and all management memos that may have been issued in the past on the subjects covered by the Village of Lincolnwood (the "Village"). Policies and procedures outlined within this Manual are in effect beginning October 21, 2014 (the "Effective Date"). The Village Manager has adopted administrative protocols and departmental procedures to supplement the policies outlined in the Manual. The Village Manager may periodically update the protocols and procedures to reflect changes in work practices. Please see the administrative protocols or departmental procedures for more information. This Manual will answer many questions and provides a continuing source of reference. Please read this Manual carefully and keep it handy for future reference. One of each employee's responsibilities is to become familiar with and comply at all times with its contents. Supervisors, Department Directors, and/or the ~~Village's~~ Village Manager's Office will be glad to answer any questions regarding this Manual.

1.1 General Statement of Purpose.

1.1.1 This Manual is presented as a matter of general information only. **THIS MANUAL DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT OR CONTINUED EMPLOYMENT, AND ITS CONTENTS SHALL NOT BE INTERPRETED AS A CONTRACT BETWEEN THE VILLAGE AND ANY OF ITS EMPLOYEES.** The policies of the Village shall not be interpreted as establishing tenured positions. There may be occasions where, based upon the circumstances, the Village will not follow the policies and procedures stated in this Manual, or may change or terminate policies or procedures, with or without notice.

1.1.2 This Manual is designed to acquaint employees with the Village and provide information about working conditions, employee benefits, and some of the policies affecting employment. Employees shall read, understand, and comply with all provisions of the Manual. It describes **employee's responsibilities**, and outlines the programs developed by the Village to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

1.1.3 The Manual is not all-inclusive and shall be used as a guide only. It is for Village employees only and may not be distributed outside of the workplace. Certain policies in the Manual apply to elected and appointed officials as stated in the Personnel Policy Manual. Questions about what is expected shall be directed to the employee's Supervisor. Unless specified otherwise by written contract, all employees have an "at-will" employment relationship with the Village unless employment is subject to the applicable rules of the Board of Fire and Police Commissioners. This means that employees have the right to terminate their employment at any time, with or without cause or advance notice, and the Village has the same right.

1.1.4 No employee manual can anticipate every circumstance or question about policy. As the Village evolves, the need may arise and the Village reserves the right to revise, supplement, or rescind any policies or portion of the Manual from time to time as it deems appropriate, in its

sole and absolute discretion. Employees will, of course, be notified of such changes to the Manual as they occur.

1.2 Adoption and Implementation of Policies.

1.2.1 The personnel policies are adopted by the Village Board, which consists of six elected Trustees and the Village President. The Policies are subject to amendment by the Village Board. It is the responsibility of the Village Manager to administer the personnel rules and regulations, render judgment, and exercise discretion in the interpretation of personnel policies.

1.2.2 The day-to-day implementation and administration of the Village's personnel policy is the responsibility of the Village Manager and may be delegated to his/her designee.

1.3 Application of Policies.

1.3.1 The personnel policies, procedures, rules and regulations set forth in the Manual, unless stated otherwise, shall be applicable to all categories of employees as set forth in Section 2.5.4 herein. Violation of any of the rules or policies in the Manual will result in discipline, up to and including termination, depending on the circumstances. There is no requirement that employees be warned or suspended before being terminated.

1.3.2 The policies, procedures, and rules set forth in this Manual shall take precedence to any previously adopted work rules, with the exception of any bargaining agreement, or any employment agreement. In such an event, the language in the collective bargaining agreement or employment agreement shall be considered binding. Where an existing collective bargaining agreement or an employment agreement does not address a certain area, the policies, procedures, and rules in this Manual shall be effective.

1.3.3 Nothing in the Manual precludes the establishment of additional written departmental operational policies and procedures for the ~~department~~Department's work force.

1.3.4 All sworn civil service employees are subject to the applicable Board of Fire and Police Commissioners' adopted rules and regulations, and all sworn police officers are subject to the provisions of Illinois statutes governing ~~police~~ Police ~~department~~Department employees.

1.4 Offices and Positions: Although the following offices and positions are exempt from many of the policies and provisions of this Policy Manual that address the benefits and terms of employment with the Village, even the following offices and positions are expected to conform their conduct and interactions with Village employees to the policies in this Manual. The following offices and positions shall be exempt from the provisions of this Policy Manual unless otherwise stated in the Policy Manual:

1.4.1 Officials elected by the people

1.4.2 Members of boards and commissions

1.4.3 Personnel appointed to service without pay

1.4.4 Village Manager

1.4.5 Persons engaged under contract to supply expert, professional, technical, or any other services and;

1.4.6 Those employees hired to meet the immediate requirements of an emergency condition, such as extraordinary fire, flood, or natural disaster which threatens life or property.

1.5 Severability: If any provision of this Manual is found to be in violation of any applicable state or federal law by a court of competent jurisdiction, such provision shall be stricken and shall not affect any other provision of this Manual.

1.6 Employee Acknowledgment: In order to make sure that the intent of this Manual is understood, all employees will be required to sign a statement acknowledging the purpose and intent of this Manual (see Exhibit A, attached hereto). The Village desires to do everything possible to make sure employees understand the issues that are covered in this Manual; ~~, so~~ if employees need assistance in order to understand any of its provisions, please speak with a Supervisor or Department Director.

THE ACKNOWLEDGMENT FORM VERIFIES THAT THE EMPLOYEE HAS RECEIVED A COPY OF THE PERSONNEL POLICIES, IS AWARE OF THE EXISTENCE OF PERSONNEL POLICIES, AND RECOGNIZES HIS OR HER RESPONSIBILITY TO COMPLY WITH ALL POLICIES CONTAINED THEREIN.

2 EMPLOYMENT.

2.1 Equal Employment Opportunity: The Village is strongly committed to creating and preserving equal opportunity for all employees and applicants. The Village makes all employment decisions – including recruitment, hiring, compensation, training, promotion, transfer, discipline, termination, and other personnel matters – without regard to race, color, ancestry, religion, gender, national origin, age, disability, veteran status, marital status, sexual orientation, or other legally protected characteristics or conduct. The Village's strong commitment to equal opportunity requires a commitment by each individual employee, and compliance with the letter and spirit of this policy is required of all employees. Violations of this policy shall be reported to the employee's Supervisor.

2.2 Organizational Philosophy: The Village is committed to providing a sense of belonging to all employees of the Village and fostering a work environment of mutual trust, respect, dignity, and a collective commitment to excellence. It is the objective of the Village to conduct its operations with the following organizational philosophy:

2.2.1 That individuals care about their jobs and take pride in themselves and their contribution

2.2.2 Teamwork is important for the execution of our mission

2.2.3 That the Village shall promote a safe work environment, and safe practices

2.2.4 That the Village shall communicate its expectations of job performance to employees, and that constructive feedback be available

2.2.5 Suggestions for the improvement of any portion of the Village's services are encouraged and welcome, and may be submitted to employee's Supervisor, Department Director, or the Village Manager

2.2.6 That communication of policies and procedures be furnished and;

2.2.7 That the Village provides the tools and training necessary for each member of the organization to effectively accomplish their task

2.3 Political Rights: The political rights of Village employees are acknowledged as being consistent with the State of Illinois Local Governmental Employees Political Rights Act. Political rights shall include, without limitation, the following political activities: to petition, to make public speeches, to campaign for or against political candidates, to speak out on questions of public policy, to distribute political literature, to make campaign contributions, and to seek public office., ~~subject to the provisions of Section 1.9.~~ No Village employee shall use his or her official position of employment to coerce or inhibit others in the free exercise of their political rights.

2.4 Code of Ethics: Consistent with state law and Village ordinance, the following is a code of conduct and behavior for Village personnel.

2.4.1 All persons in government service shall:

2.4.1.1 Put loyalty to the highest moral principles and country above loyalty to persons, party, or government department

2.4.1.2 Uphold the Constitution, laws, and legal regulations of the United States and all governments therein and never be a party to their evasion

2.4.1.3 Give a full day's labor for a full day's pay; giving to the performance of their duties their earnest effort and best thought

2.4.1.4 Seek to find and employ more efficient and economical ways of getting tasks accomplished

2.4.1.5 Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for themselves or their family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of their governmental duties

2.4.1.6 Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty

2.4.1.7 Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of their governmental duties

2.4.1.8 Never use any information coming to them confidentially in the performance of governmental duties as a means for making private profit

2.4.1.9 Expose corruption wherever discovered

2.4.1.10 Expose violations of the policies wherever discovered

2.4.1.11 Not retaliate against employees for exposing corruption or violations of these policies or laws wherever discovered

2.4.1.12 Uphold these principles, ever conscious that public office is a public trust

2.4.2 In addition, all employees are expected to fully comply with the Municipal Code of Ethics ordinance of the Village, located in Chapter 1, Article 4 of the Village Code of the Village (the "Code"), and the State Officials and Employees Ethics Act, located in Chapter 1, Article 4 of the Code.

2.5 Employment Classification and Categories.

2.5.1 It is the intent of the Village to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Village, unless employment is subject to the applicable rules of the Board of Fire and Police Commissioners.

2.5.2 Definition of Classification:

2.5.2.1 **NONEXEMPT** employees are entitled to overtime pay under the specific provisions of federal and state laws

2.5.2.2 **EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws, and are not entitled to overtime pay

2.5.2.3 **UNION** employees who are covered by a bargaining unit that has a collective bargaining agreement that has been approved and authorized by the Village Board

2.5.2.4 **NON-UNION** employees who are not covered by or represented by any organized labor group in the State of Illinois

2.5.3 Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon approval and written notification by the Village Manager.

2.5.4 Employment Categories: In addition to the above classifications, each employee will belong to one other employment category:

2.5.4.1 **FULL-TIME PERSONNEL** are those employees who have been employed under a full-time job classification on a minimum of thirty-five (35) work hours per week basis, interrupted only by excused absences. This does not include seasonal or part-time non-IMRF employees who work a minimum of thirty-five (35) hours per week.

2.5.4.2 **PART-TIME IMRF PERSONNEL** are employees who work year-round, and work more than one thousand (1,000) hours per year, but less than the applicable normal departmental workload, as determined by the Village. Part-Time IMRF personnel shall not work in excess of 29 hours per week. Part-time IMRF personnel are not entitled to benefits received by full-time personnel, unless otherwise specifically set forth herein.

2.5.4.3 **PART-TIME NON-IMRF PERSONNEL** are employees who, regardless of whether they work throughout the year, work no more than one thousand (1,000) hours

in a twelve (12) month period. Part-time non-IMRF Personnel are not entitled to any benefits (other than legally mandated benefits such as Social Security and workers' compensation insurance), unless otherwise specifically set forth herein.

2.5.4.4 **TEMPORARY AND SEASONAL PERSONNEL** are employees who are employed by the Village for a specific length of time, usually not to exceed ~~nine (9)~~six (6) months, and for a specific program or project. Temporary and seasonal personnel are not entitled to any benefits (other than legally mandated benefits such as Social Security and workers' compensation insurance), unless otherwise specifically set forth herein.

2.5.4.5 **VOLUNTEER PERSONNEL** are individuals who donate their time to the Village without pay and are not employees of the Village. Volunteers must follow all Village policies and procedures. Volunteers are not covered by workers' compensation insurance, and are not entitled to any benefits, unless otherwise specifically set forth herein. See Section ~~9~~ 8 herein.

2.5.4.6 **INTERNS** are those individuals who are currently working toward a Bachelor's or Master's Degree from an accredited college or university. Their purpose is to provide administrative assistance/research on specific projects and tasks relating to their field of study. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for most of the Village's other benefit programs. Interns who work over 1,000 hours for the year are eligible for some benefits sponsored by the Village, subject to the terms conditions, and limitations of each applicable benefit program.

2.6 Hiring of Relatives / Nepotism / Conflict of Interest.

2.6.1 The employment of relatives in the same division or ~~department~~Department of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. The Village is committed to monitoring situations in which relatives work in the same division or ~~department~~Department. In case of actual or potential problems, the Village will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

2.6.2 For purposes of this section, a "relative" is defined as any person related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, including mother, father, brother, sister, spouse (including co-habitating couples), children, aunts, uncles, nieces, nephews, first cousins, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepfather, stepmother, step brother, stepsister, stepchild, half-brother, half-sister, grandchild, grandparent and legal guardian. Relationships created by adoption are included.

2.6.3 An individual shall not occupy a position where he or she reports to or is supervised by his or her relative. This constitutes a "Prohibited Employee Relationship."

2.6.4 Relatives of elected or appointed Village officials shall not be employed in any full-time and/or part-time IMRF employment (as defined herein) with the Village.

2.6.5 Relatives of Department Directors, the Village Manager, the Assistant Village Manager, or the Assistant to the Village Manager shall not be employed in any capacity with the Village.

2.6.6 The provisions of this policy shall not apply to any full-time or part-time IMRF employee of the Village hired before March 3, 2005, the effective date of this revised policy, or to sworn personnel appointed by the Board of Fire and Police Commissioners.

2.7 New Employees.

2.7.1 Reporting New Hires to the State: All newly hired employees of the Village must be reported to the State of Illinois. The purpose of this law is to locate absent parents for child support and to reduce the abuse or fraud in unemployment insurance, food stamp and Medicaid programs. The Village must report the names, addresses, social security numbers, and any withholding orders of all new employees.

2.7.2 Training: Job related training is undertaken at the departmental level and is the sole responsibility of the Department Director who may delegate the task to a supervisor.

2.8 Communication.

2.8.1 The Village has an open door policy. Employees are encouraged to communicate their problems, concerns, and suggestions to their immediate supervisor or Department Director. The Village Manager or his/her designee is available to meet with employees by appointment.

2.8.2 In addition to meeting person to person with supervisors and other management personnel, employees are encouraged to bring their concerns, comments, suggestions and questions to employee meetings and employee safety meeting conducted several times each year by the Village Manager or his/her designee. The Village recognizes that employees sometimes prefer to communicate their concerns in writing, and encourages employees to do so.

2.9 Layoffs.

2.9.1 With the approval of the Village Manager, employees may be laid-off because of shortage of work or funds, elimination of the position, material change in the job duties, or other related reasons in the Village's discretion to the continuing scope and composition of the workforce. The laid-off employee's duties may be reassigned to other employees.

2.9.2 Disciplinary separations from employment are not considered to be a layoff, regardless as to whether they are of a temporary or permanent duration.

2.9.3 Employees whose employment was terminated due to a layoff may reapply for subsequent vacancies with the Village.

2.10 Classification and Compensation: It is the desire of the Village to administer a compensation program for non-union employees that will enable it to retain and recruit highly competent employees. To meet this end, the Village establishes compensation ranges that are commensurate with the level of responsibility inherent in the position, and market. Therefore, it is the goal of the Village to provide both internal and external equity for all non-union positions. The Village administers a merit-based compensation system whereby all movements within the compensation range are determined by an employee's relative success in meeting organizational goals as measured through a~~n~~ regular employee performance evaluation.

2.11 Application/Interview Process: All potential new hires must complete an employment application in order to be considered.

2.12 Pre-Employment Screening: Before the Village hires an applicant (at any level), it will conduct reference checks using both personal references and previous employers listed on the application. A background check will be conducted for each position. A drug screen will be conducted for select positions. Some positions, as determined by the Village Manager, may also be required to participate in a psychological assessment and/or a physical as part of the pre-employment screening.

2.13 Employment Reference Checks.

2.13.1 Statement of Policy: It is the policy of the Village to check the employment references of all applicants, to ensure that individuals who join the Village are well-qualified and have a strong potential to be productive and successful. The Village will consistently check applicants' references to verify all reference information, and respond in writing to inquiries from others concerning current or former employees.

2.13.2 Responding to Reference Check Inquiries.

2.13.2.1 The Village Manager or his/her designee will respond only to those reference check inquiries on Village employees that are submitted in writing. If reference check inquiries are received via telephone, the requesting party will be advised that the Village will only respond to such requests made in writing.

2.13.2.2 Responses to such inquiries will confirm dates of employment, wage rates, and position(s) held when provided by the employee or former employee.

2.14 Work Schedules.

2.14.1 Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands

may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

2.14.2 Village Hall Office Hours: 9:00 a.m. to 5:00 p.m.

~~2.14.2~~2.14.3 General Work Week for Full-time Staff:

~~2.14.2.1~~2.14.3.1	Non-exempt Personnel:	35 hours/week
~~2.14.2.2~~2.14.3.2	Exempt Personnel:	40 hours/week
~~2.14.2.3~~2.14.3.3	Sworn Police Supervisory Personnel:	40 hours/week
~~2.14.2.4~~2.14.3.4	Public Works Supervisory Personnel:	40 hours/week

2.15 Meal Period.

2.15.1 All full-time, part-time non-IMRF, part-time IMRF, and seasonal employees working a full seven or eight-hour shift (depending on their classification), excluding Public Works supervisory staff, are granted one unpaid meal period of sixty (60) minutes in length each workday. Public Works supervisory staff are granted one unpaid meal period of thirty (30) minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods. During meal periods, sworn law enforcement personnel are required to be accessible to emergency communication devices, and be on call for emergency response.

2.15.2 The Department Director or his/her designee shall be responsible for scheduling the meal period in the interest of departmental efficiency and full departmental or divisional coverage.

2.15.3 Department Directors (or their designees) will ensure that the meal period is not extended or denied unless emergency conditions exist.

2.15.4 Meal periods shall not be scheduled at the beginning or end of the work day.

2.15.5 Employees may not leave early or extend their meal period beyond their assigned period unless authorized by the Department Director or his/her designee.

2.15.6 A dining area is provided for employees to use during meal periods. No employee may consume food or beverages in work areas unless the employee is specifically required to remain at a work station during the meal period or has been granted approval by the Department Director or his/her designee.

2.16 Break Periods.

2.16.1 All full-time, non-IMRF, part-time IMRF, and seasonal employees working a full seven or eight-hour shift (depending on their classification) will be granted two fifteen (15) minute breaks, one during the first half of an eight-hour shift, and one during the second half of such a shift.

2.16.2 The Department Director or his/her designee shall be responsible for scheduling the break periods in the interest of departmental efficiency and full departmental or divisional coverage.

2.16.3 Department Directors (or their designees) will ensure that break periods are not extended or denied unless emergency conditions exist.

2.16.4 Employees are expected to be punctual in starting and ending their breaks and may be disciplined for tardiness.

2.16.5 Employees who choose to continue to work during break periods are not entitled to arrive later than scheduled starting time or leave before the normal ending time and will not receive extra pay for the time worked.

2.16.6 Break periods shall not be scheduled at the beginning or end of the work day.

2.16.7 Break periods must be taken away from the workstation such as in a cafeteria or in other designated non-work areas.

2.17 Access to Personnel Files: This policy provides for the access and review of any and all personnel files consistent with the Illinois Personnel Records Review Act, 820 ILCS 40/0.01, *et seq.*

2.17.1 The Village maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

2.17.2 Personnel files are the property of the Village, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Village who have a legitimate reason to review information in a file are allowed to do so.

2.17.3 With reasonable advance notice, employees may review their own personnel files in the Village Manager's office and in the presence of an individual appointed by the Village to maintain the files.

2.18 Personal Data Changes and Emergency Contact: Each employee will submit a Personal and Emergency Information Form of employee data to the Village Manager or his/her designee (Exhibit B, attached hereto). It is the responsibility of each employee to promptly notify their Department Director

of any changes in personal data. All data shall be accurate and current at all times. It is extremely important that current emergency information for each employee is kept on file in the Village Manager's Office. ~~The~~ Village staff must be able to contact a responsible, designated person in case of accidents or other emergencies. Up-to-date information allows for effective communication, especially in times of emergency.

2.18.1 The Personal and Emergency Information Form of employee data will be submitted to the Village Manager or his/her designee~~ on an annual basis.~~ whenever there is a change in personal or emergency information.

2.18.2 If any ~~personnel~~ personal data has changed, the employee is to notify the Village Manager or his/her designee.

2.18.3 An employee may make an appointment with the Village Manager or his/her designee to update any changes in marital status, beneficiaries, and dependents as it relates to benefits.

2.18.4 An employee may contact the Village Manager or his/her designee for tax forms to make changes to tax withholdings.

2.18.5 An employee shall present copies of certifications relating to education, training, etc., to their Supervisor and the Village Manager or his/her designee.

2.18.6 It is the responsibility of the employee to keep information regarding home telephone numbers, number of dependents, address changes, emergency notification data, and educational accomplishments up to date.

2.18.7 A copy of the Personal and Emergency Information Form will be kept in an employee's Personnel File.

2.19 Performance Evaluations.

2.19.1 Performance Evaluations are designed to establish regular and careful assessments of performance; to focus on areas where new training or continuing education may be required; to establish any applicable merit pay increase; and to review the prevailing goals and the employee's efforts to achieve these goals. The evaluation criteria are established by the Village Manager.

2.19.2 Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

2.19.3 A formal written performance evaluation will be conducted at the end of an employee's first six (6) months as an employee of the Village.

2.19.4 Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

2.19.5 Performance evaluations are scheduled approximately every twelve (12) months, coinciding generally with the anniversary of the employee's original date of hire or with the employee's last date of promotion.

2.19.6 The performance evaluation will be placed in the employee's file.

2.20 Other Employment: This policy is established to address concerns that may arise from outside employment activity; for example, the impact of physical stress and fatigue on employee performance and safety. "Other employment" consists of full-time and part-time work outside of Village employment.

2.20.1 A full-time employee may not hold a job with another organization, unless he/she obtains prior written approval from the Village Manager or his/her designee (such approval not being unreasonably withheld), and as long as the employee satisfactorily performs his or her job responsibilities with the Village.

2.20.2 All employees will be judged by the same performance standards and will be subject to the Village's scheduling demands, regardless of any existing outside work requirements.

2.20.3 If it is determined by the Village Manager and/or his/her designee that an employee's Other Employment interferes with performance or the ability to meet the requirements of the Village (as they are modified from time to time), the employee may be required to terminate the Other Employment if he or she wishes to remain employed with the Village.

2.20.4 An employee shall not perform Other Employment:

2.20.4.1 Which creates a conflict of interest between the employee's Other Employment and that of the Village or;

2.20.4.2 Which is of such nature that it may be reasonably construed by the public to be the official act of the Village or Department or;

2.20.4.3 Which involves the use of Village facilities, equipment, uniforms, and supplies except as specifically permitted by the Village Manager or;

2.20.4.4 Which involves the use of official information not available to the public and;~~or~~

2.20.4.5 Which might encourage, on the part of members of the general public, a reasonable belief of a conflict of interest.

2.21 Electronic Resources Policy.

2.21.1 The Village's telephone, e-mail, computer, voice mail, Internet and other communication systems are not intended for personal use. Each user must ensure that use of Village electronic resources is appropriate and professional. The Village may monitor any of these systems to prevent abuse and ensure that our communications with vendors, members, the general public, and each other are of the highest quality, consistent with Village policies, and for other business purposes. Users have no expectation of privacy in connection with the use of Village technology resources, including the creation, entry, receipt, storage, accessing, viewing or transmission of data. By using the telephone, e-mail, voice mail, Internet or other modes of communication, employees consent to such monitoring. With regard to ~~the~~ e-mail, computer, voice mail and Internet systems, employees are advised that passwords, varying levels of message protection, and other security measures are all accessible by the Village.

2.21.2 Use of Village telephone, e-mail, voice mail, computer, or other communication devices in a manner that does not comply with the Village's equal employment, harassment or other policies or standards of conduct is strictly prohibited.

2.22 Electronic Devices, Software and Internet Use.

2.22.1 The Village provides certain employees with electronic devices such as personal computers ("PCs") or mobile phones (including smartphones) as tools to perform their job functions. These devices and their software are the property of the Village, and use of these devices is provided solely for the effective performance of the employee's job. In some cases, this may include internet access. Internet use is for business purposes, and must be limited to sites necessary to perform the employee's duties. If an employee does not require the use of a PC in the normal performance of his or her duties, then the use of a Village PC without prior authorization is strictly prohibited. Employees using Village-issued devices have no expectation of privacy with respect to use of same.

2.22.2 Electronic Mail or E-mail: The Village's e-mail system may be used only for legitimate business purposes of the Village and that does not violate any Village policies.

2.22.3 The Village recognizes that occasional personal use of the Village's electronic resources may be consistent with this policy if it is infrequent, incidental use that is professional, in good taste, and does not interfere with Village business, the performance of the user's duties or the availability of information systems and that does not disturb employees who are working. All use, including personal use, is subject to the provisions of the Village's policies, including the Village's right to monitor its electronic resources.

2.22.4 The Village has developed both hardware and software standards for all its desktop and laptop computers in order to protect the network and to maintain full access to the network. Loading unauthorized individual software programs can affect a computer, and has the ability to affect the entire network and, therefore, other users. Therefore, absolutely no software program, executable file, or audio/video, or image file may be loaded on any desktop and/or laptop

computer under any circumstances, except by the appropriate systems professional and with advance approval from the Village Manager. No exceptions are permitted. This includes downloading/saving files (other than word processing documents and spreadsheets) and/or adding or changing any other software program files. When there are business requirements for software other than any of the current standard software, the new software must be evaluated and maintained by the Village Manager or his/her designee, including the loading and changing of that software on the computer. To minimize the risk of unauthorized access to or disclosure of Village information, all users are prohibited from sharing their password(s) for Village related software and/or equipment with any staff member or outside entity.

2.22.5 All personnel must respect copyrights and other restrictions that pertain to outside materials and that prohibit downloading of software. Failure to observe copyright or license agreements may result in disciplinary action, up to and including termination.

2.22.6 The Internet is a powerful communication tool and a valuable source of information for business use, and access to the Internet on Village equipment and/or during an employee's work hours shall be for business use only. The Village has no control over the information on the Internet and is not responsible for its content. In addition, the Village is not responsible for any unauthorized charges or fees resulting from communication via the Internet. Each individual is responsible for what he/she views and downloads, and for what he/she transmits or otherwise communicates by e-mail or the Internet. All Internet use is subject to this policy, and the Village's policies regarding harassment, discrimination and other policies. Any unauthorized or inappropriate use of the Internet or Village PCs may result in disciplinary action, up to and including termination.

2.22.7 All Village personnel performing any work for or in connection with the Village are strictly prohibited from using Village-provided PCs or Internet services for any of the following or similar purposes:

2.22.7.1 Engaging in conduct that is illegal, fraudulent, libelous or malicious or against Village policy or contrary to the Village's best interest

2.22.7.2 Engaging in conduct that is annoying, harassing or disruptive to others

2.22.7.3 Sending, retrieving, accessing, downloading or storing any communications of a discriminatory, offensive or harassing nature, including messages with threatening, derogatory or inflammatory remarks about an individual's or group's race, color, sex, age, disability, religion, national origin, sexual preference, or other protected characteristics

2.22.7.4 Transmitting unauthorized data

2.22.7.5 Attempting to gain unauthorized access to data or into any computer

2.22.7.6 Using profane, offensive, or abusive language

2.22.7.7 Downloading text, images, or videos without express advance authorization from management

2.22.7.8 Downloading games, gambling, or playing games on the computer or over the Internet

2.22.7.9 Sending e-mail or other electronic communications that conceals the identity of the sender or misrepresents the sender's identity; all messages communicated on the company's e-mail/Internet system shall contain the employee's name, and all communications sent outside the Village shall contain the individual's signature block.

2.22.8 All employees must sign the Computer User Acknowledgment Form, a copy of which is attached hereto as Exhibit C. Violation of the terms set forth therein, or any of the foregoing guidelines may result in disciplinary action, up to and including termination. Anyone using PCs or the Village's technology network for defamatory, illegal, fraudulent, or other inappropriate purposes may also be subject to civil liability or criminal prosecution, where appropriate. If an employee suspects that a co-worker is misusing the Village computer resources, the employee is responsible for immediately reporting the misuse to the Village Manager or his/her designee.

3 HARASSMENT IN THE WORKPLACE.

The Village is committed to maintaining a professional work environment that is free from discrimination, harassment, retaliation and similar offensive or inappropriate conduct. Although some conduct may not rise to the level of unlawful harassment from a legal perspective, the Village wants to protect its employees from such conduct and prevent conduct from becoming severe or pervasive enough to alter the conditions of an employee' s employment, create a hostile working environment, or result in a tangible adverse employment action. Accordingly, the Village has adopted a zero-tolerance policy against harassment. This policy forbids an employee, elected official, vendor, client, customer or other person, from engaging in such conduct.

~~The Village intends to maintain a professional work environment for all employees. Harassment in the workplace is unacceptable conduct and will not be tolerated. It is the responsibility of each individual employee to refrain from harassment or discrimination of other employees. It is the right of each individual employee to work in an environment free from harassment.~~

3.1 Statement of Policy: It is the right of each individual employee to work in an environment free from harassment. ~~The Village is committed to providing a workplace that is free from all forms of discrimination, including harassment and sexual harassment.~~

3.1.1 This policy prohibits harassment or other workplace discrimination based on a person's protected status under state and federal law. This includes conduct, whether verbal, physical, or visual, that denigrates or shows hostility or aversion toward an individual based upon that person's race, gender, sexual orientation, age, color, religious affiliation, national origin, disability, ancestry, marital status, military status, or other legally protected status. The Village will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits, or creating an intimidating, hostile, or offensive work environment.

3.1.2 The harassing conduct forbidden by this policy specifically includes, but is not limited to:

3.1.2.1 Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status;

3.1.2.2 Written or graphic material circulated, available on the Village's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status;

3.1.2.3 Jokes, kidding, teasing, or practical jokes directed at a person based on his or her protected status;

3.1.2.4 Any employee mocking or belittling any other employee in such a manner that has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment; and

3.1.2.5 Retaliation against another employee for reporting acts of harassing conduct.

3.1.3 The Village discourages any such conduct in the workplace, and this policy prohibits harassment based on an individual's protected status, even if it does not rise to the level of a legal violation.

3.2 Sexual Harassment: ~~Sexual harassment deserves special mention.~~ Sexual harassment includes any harassing conduct based on gender, regardless of whether the conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders.

3.2.1 Unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term of employment, (2) submission to or rejection of the conduct is used as a basis for an employment decision affecting an individual (tangible employment action), or (3) conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

3.2.2 This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.

3.2.3 The Village considers the following conduct to represent some of the types of sexually harassing conduct ~~acts~~ that violate the Harassment Policy:

3.2.3.1 Preferential treatment and promises of a preferential treatment to an employee for submitting to sexual conduct;

3.2.3.2 Verbal harassment, such as sexual innuendoes, suggestive comments, insults, comments on sexual preference, humor and jokes about sex, anatomy, or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements of a sexual nature about other employees, even outside of their presence

3.2.3.3 Non-verbal harassment, such as suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking" or "kissing" noises, or winking

3.2.3.4 Visual harassment, such as posters, signs, pin-up, slogans of a sexual nature, overt display of pornographic photographs, or literature in the workplace

3.2.3.5 Physical harassment, such as: inappropriate touching or feeling of another person, unwelcome hugging or kissing, patting, pinching, grabbing, brushing against another person's ~~the~~ body, coerced sexual contact or intercourse, or sexual assault or sexual battery.

3.3 Compliance with Policy: Everyone at the Village can help assure that this workplace is free from prohibited discrimination or harassment. Everyone is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. ~~The Village expects E~~employees must to ~~inform others in the workplace whenever their conduct is unwelcome, offensive~~ or~~, inappropriate, or in poor taste. In addition, employees must come forward with complaints about alleged problems or violations of this policy at any time. Employees are expected to come forward promptly and report any problems pursuant to this policy before the alleged offending behavior becomes severe or pervasive. Complaints need not be limited to someone who was the target of the alleged offending conduct. Anyone who has observed an alleged violation of the policy is also encouraged to report such conduct. No employee or elected/appointed official is exempt from the requirements of this policy.~~ . No employee or elected/appointed official is exempt from the requirements of this policy.

3.3.1 The Village expects employees to inform others in the workplace whenever their conduct is unwelcome, offensive or inappropriate.

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3.3.2 In addition, employees may come forward with complaints about alleged problems or violations of this policy at any time through the procedure below. Employees are expected to come forward promptly and report any problems pursuant to this policy before the alleged offending behavior becomes severe or pervasive. Prompt reporting is very important so that the Village can take action to stop the conduct before it is repeated.

3.3.3 Complaints need not be limited to someone who was the target of the alleged offending conduct. Anyone who has observed an alleged violation of the policy is also encouraged to report such conduct.

3.4 Internal Complaint Procedure.

3.4.1 If an employee or other person covered by this policy experiences or witnesses any conduct that he or she believes is inconsistent with this policy, the Village expects the person to promptly notify Human Resources, the Village Manager, an employee's Supervisor, or D~~d~~epartment H~~h~~ead. This may be done in writing or orally. Any supervisor or D~~d~~epartment H~~h~~ead who receives a complaint or observes conduct which may violate this policy, must immediately report the complaint or observation to Human Resources (the Assistant to the Village Manager), or the Village Manager. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination.

3.4.2 Persons who believe they have been subjected or exposed to discrimination or harassment prohibited by this policy have the right to have any such activity terminated immediately. The Village may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place.

3.4.3 The Village Manager or his/her designee will investigate all complaints of conduct that is inconsistent with this policy, promptly and thoroughly. This investigation will include, but is not limited to, interviewing the complaining party, supervisors, and any other personnel, as

required, to obtain sufficient factual information upon which to make a determination. In all cases the investigation will be conducted by a person or persons who are not involved in the alleged prohibited conduct. Before making any final determination, the person accused of violating the policy will, whenever practical, be notified and afforded an opportunity to respond to the allegations.

3.4.4 ~~No person making a complaint of harassment, assisting another employee in making a report, cooperating in an investigation, or filing a claim of harassment with an external agency will be retaliated against even if a complaint made in good faith is not substantiated. Any employee of the Village who retaliates against another employee for utilizing the procedures in this policy will be subject to discipline, up to and including termination.~~ The Village wishes to create a safe environment in which individuals are not afraid to discuss concerns and complaints, or to seek general information about discrimination, harassment, and retaliation. The Village recognizes that individuals may be concerned about the confidentiality of information they share, and it will strive to preserve confidentiality to the extent possible. The Village is legally obligated to investigate and correct conduct that violates this policy once it is informed that discrimination, harassment or retaliation has occurred or may be occurring, and full confidentiality cannot be guaranteed.

~~3.4.5 If the investigator concludes that no sexually harassing conduct can be substantiated, all parties, including the complaining party, will be notified and the investigation closed.~~

~~3.4.6 At the conclusion of the investigative procedure, if the Village Manager's designee has investigated, he/she will report his/her findings to the Village Manager, along with a recommendation. The Village Manager will then take action based on the investigation.~~

~~3.4.7~~3.4.5 If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Village will take corrective action regardless of the positions of the parties involved. While corrective action is intended to end inappropriate conduct in the workplace, ~~including~~ discipline up to and including termination, ~~as is~~ may be appropriate under the circumstances~~, . regardless of the job positions of the parties involved.~~ The Village may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the person who engaged in harassment is not an employee of the Village, then the Village will take whatever corrective action is reasonable and appropriate under the circumstances.

3.5 External Complaint Procedures.

3.5.1 While the Village hopes that an incident of sexual harassment can be resolved through the internal complaint procedures, all employees have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within 180 days of the

incident of sexual harassment. A charge with the EEOC must be filed within 300 days of the incident. Employees can contact these agencies at:

Illinois Department of Human Rights	Equal Employment Opportunity Commission
100 W. Randolph St., Suite 10-100	500 West Madison Street, Ste. 2800
Chicago, IL 60601	Chicago, Illinois 60661-2511
(312) 814-6200	(312) 353-2713

~~3.5.1~~

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3.6 False and/or Frivolous Complaints: It is critical in establishing a workplace free of harassment that an individual who experiences or witnesses an incident perceived as being harassing has access to a mechanism for reporting such incidents. It is critical in establishing a workplace free of harassment that an individual who experiences or witnesses an incident perceived as being harassing has access to a mechanism for reporting such incidents. False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. ~~Given the seriousness of the consequences to the accused person, a~~ A false and frivolous charge is a severe offense that can itself result in disciplinary action to the person making such false and/or frivolous charge.

-3.7 Retaliation: The Village has a strict anti-retaliation policy and all employees should be advised that retaliation will not be tolerated against any person who has filed a complaint in regards to harassment, discrimination or retaliation; or who assists or cooperates in an investigation of a complaint by someone else, whether internally or with an external agency; or who files a charge of discrimination or harassment or retaliation; or who otherwise provides information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws.. Examples of the types of retaliation that are prohibited include intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Retaliation will result in severe discipline, up to and including termination. Anyone experiencing or witnessing any conduct he or she believes to be retaliatory should immediately report such conduct using the complaint process set forth in above.

4 AMERICANS WITH DISABILITIES ACT.

4.1 Statement of Policy: It is the policy of the Village not to discriminate against any individual seeking to participate in or benefit from any Village program, service or activity because of a physical or mental disability. Further, it is the policy of the Village not to discriminate against any employee or applicant for employment because of physical or mental disability for positions for which the employee or applicant otherwise is qualified. In the context of employment, a qualified individual is one who with or without reasonable accommodation, can perform the essentials functions of the job in question; safely and effectively. The Village will make reasonable accommodation to the known physical and mental limitations of employees and applicants, consistent with the qualifications required for the work to be performed, and with the effective operation of the Village. If an employee has a disability and requires accommodation in order to perform the essential functions of his or her job, the employee should contact Human Resources to request such an accommodation. The Village will engage in an interactive process with the employee to identify the barriers, if any, that are interfering with the employee's ability to perform the essential job functions. The Village will identify possible accommodations, if any, that will help eliminate the limitation. As part of the interactive process, the Village may request that the individual provide certain information from his or her health care provider related to his or her ability to perform the essential job functions, with or without reasonable accommodation. The Americans with Disabilities Act ("ADA") prohibits an employer from retaliating against any applicant or employee for asserting his/her rights under the ADA. The Act also makes it unlawful to discriminate against an applicant or employee whether disabled or not, because of the individual's family, business, social or other relationship or association with an individual with a disability.

4.2 Prohibition: The Village is subject to all the laws prohibiting discrimination, including the ADA, which prohibits discrimination because of a disability in regard to any employment practices or terms, conditions, and privileges of employment.

4.3 Complaints: An employee who either observes or believes himself/herself to be the object of discrimination because of a physical or mental disability shall immediately file a written complaint with his/her Supervisor. If the complaint is against the employee's supervisor, the complaint shall be filed with the next level of supervision. A prompt and thorough investigation of all such complaints will be conducted by the Village Manager or his/her designee.

4.4 Internal Complaint Procedures: The Village will follow the same internal complaint procedures used with regard to investigation of sexual harassment complaints, as set forth in Section 3 herein.

4.5 Results of Investigation: The results of the investigation will be discussed with those persons involved, and appropriate disciplinary action, if any, will be taken, up to and including termination.

4.6 Posting Notices: The Village has posted notices concerning the provisions of the American with Disabilities Act.

~~4.6~~4.7 Accommodation of Pregnant Employees: Upon presentation of medical documentation supporting the need for a workplace accommodation, the Village will consider accommodation of pregnancy pursuant to this procedure to the extent such accommodation does not pose an undue hardship on the ordinary operation of the business of the Village.

5 VIOLENCE IN THE WORKPLACE.

5.1 Statement of Policy: Violence in the workplace can have devastating effects on the productivity of organizations and on the quality of life of employees. The Village values its employees and feels their safety and security are important. Threats, threatening behavior or acts of violence against employees, visitors, guests, or other individuals by anyone on Village property will not be tolerated. Any employee who attempts to intimidate or commits an act of violence toward any other employee, visitor, guest, or other individual, or subtly or directly threatens or hints such action, will be subject to discipline, up to and including immediate termination.

5.2 Prohibition against Weapons: The Village wishes to maintain a work environment that is free of the illegal or unauthorized use of firearms, explosives, other weapons. Consistent with the Village's Weapons Policy, no employee shall carry, wear or otherwise possess, control, transfer, sell, give, deliver, accept, or use any weapons at any time in or on Village Property or while performing any duties for or on behalf of the Village.

5.3 Reporting Procedures: All Village employees are responsible for notifying their supervisor and/or the Village Manager or his/her designee of any threats they have witnessed, received or have been told that another person has witnessed or received. The supervisor must notify the Village Manager or his/her designee. Threats may be made by an employee, citizen, customer, vendor/supplier, or even family and friends of an employee. Even without an actual threat, employees shall report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on village property. Employees are responsible for reporting this behavior regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or were the focus of the threatening behavior.

5.3.1 All individuals who apply for or obtain a protective or restraining order which lists village locations as being protected areas must provide the Village Manager or his/her designee with a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent protective or restraining order which is granted.

5.3.2 Once a complaint has been received, or after a violent act has occurred, the Village Manager or his/her designee, in conjunction with the Department Director and/or Village of Lincolnwood Police Department, will conduct a thorough investigation of the matter.

5.4 Discipline: After the investigation, any employees involved in the threat or violent act will receive disciplinary action. Because the Village has adopted a "no tolerance" policy regarding threats or violence, all guilty parties may be terminated. In addition, the Village may notify the appropriate legal authorities and/or take legal action against the employee found to have violated this policy.

5.5 Prevention: In order to prevent workplace violence committed by employees, the Village will practice all reasonable preventive measures, including but not limited to, the following:

5.5.1 Employee Assistance Program (EAP): The Village provides a confidential Employee Assistance Program (see Section 5.7 herein) for its employees and family members to deal with emotional, substance abuse, marital, and financial problems.

5.5.2 Retention: Employees must notify the Village Manager's Office of any criminal convictions (including pleas of guilty or no contest) for anything other than a minor traffic violation within twenty-four (24) hours of the conviction. The Village Manager or his/her designee will determine if the nature of the conviction and the employee's job poses an unreasonable risk to co-workers or the public.

5.5.3 Exit Interviews: The Village Manager or his/her designee conducts exit interviews when an employee leaves the Village. The exit interview helps the Village identify any potential violence-related problems within a department or the Village as a whole.

5.6 Aftermath: Violent incidents can be very traumatic for employees and their families. Should such an incident occur, the Village will provide on-site visits from the EAP to help employees cope and to communicate any further action the Village will take. As always, individual counseling will be available.

5.7 Review of Procedures: Management will periodically review current security measures and procedures and make applicable changes to prevent future problems. Employees are encouraged to submit suggestions for reducing risk of violence or improving negative working conditions.

6 PERSONAL CONDUCT

6.1 Progressive Discipline, Employee Conduct, and Work Rules.

6.1.1 Progressive Discipline: This is a guideline for what employees may expect if disciplinary action is warranted. The actual procedure employed depends upon the type and the seriousness of the particular offense, as well as the frequency with which it or a substantially similar offense occurred. Nothing contained herein creates any rights for an employee or obligations for the Village, and all non-contractual employees remain terminable at will.

6.1.1.1 Although not required, in most circumstances, the Village will use a progressive disciplinary system that contains the following steps:

6.1.1.1.1 First Warning – The supervisor issues a written warning, recording the date and time and the incident or incidents for which the warning was issued, and retains the record for future reference. A copy of the record will be retained in the employee's personnel file maintained in the Manager's Office.

6.1.1.1.2 Second Warning – The supervisor issues a written warning, recording the date and time and the incident or incidents for which the warning was issued, and retains the record for future reference. A copy of the record will be retained in the employee's personnel file maintained in the Manager's Office.

6.1.1.1.3 Suspension – The Department Director issues a suspension, recording the date and time and the incident or incidents for which the suspension was issued, and retains the record for future reference. A copy of the record will be retained in the employee's personnel file maintained in the Manager's Office.

6.1.1.1.4 Termination or Demotion – The decision to terminate or demote an employee can only be authorized by the Village Manager.

6.1.1.2 For a more serious offense, immediate suspension or dismissal may be in order. Each situation will be evaluated separately and on its own merits in view of these guidelines.

6.1.2 Employee Conduct and Work Rules

6.1.2.1 The Village maintains standards of performance and reasonable rules of conduct which employees are expected to meet. When employees fail to meet the standards of performance or violate the reasonable rules of conduct, they may be dismissed, demoted, suspended, or reprimanded as the circumstances justify.

6.1.2.2 Evidence of the following actions shall be sufficient reason for dismissing, demoting, suspending or reprimanding an employee, depending on the circumstances:

6.1.2.2.1 Evidencing incompetence, negligence, misconduct, or inefficiency in the performance of one's duties.

6.1.2.2.2 Having been convicted of a criminal offense or of a misdemeanor involving moral turpitude, or having engaged in or engaging in criminal conduct either on or off duty.

6.1.2.2.3 Violating any lawful or official regulation, or failure to obey such regulation which has resulted in, or can reasonably be expected to result in, loss or injury to the Village or the public.

6.1.2.2.4 Consuming alcoholic beverages and/or illegal substances, and/or being intoxicated, while on duty, or while on the Village's premises. An employee shall be considered to be under the influence of alcohol if there is a concentration of .02 or more based upon the grams of alcohol per 100 millimeters of blood. Results showing an alcohol concentration of .0199 or less shall be considered negative.

6.1.2.2.5 Selling, delivering, receiving, or using any illegal substance not prescribed by a physician, or, if prescribed, the supervisor was not notified of the prescription before the use was detected.

6.1.2.2.6 Using offensive conduct or language toward the public, municipal officers, superiors, co-workers or subordinates.

6.1.2.2.7 Using, controlling, or otherwise carelessly or negligently handling the Village's equipment and/or property.

6.1.2.2.8 Inducing or attempting to induce an officer or employee of the Village to commit an unlawful act, or acting in violation of any lawful and reasonable official regulation or order.

6.1.2.2.9 Accepting for the performance of one's job duties any feel reward, gift, tip or other form of remuneration which do not constitute normal wages, salaries, or benefits.

6.1.2.2.10 Engaging in conduct which brings discredit upon the Village service.

6.1.2.2.11 Proven dishonesty in the performance of duties.

6.1.2.2.12 Abusing the sick leave policy.

6.1.2.2.13 Failing to report an on-the-job injury to the employees' supervisor within ~~eight~~ two (2~~8~~) working hours of the occurrence.

6.1.2.2.14 Failing to report a job related incident or accident to the employees' supervisor within ~~twenty-four~~two (2~~4~~) hours of its occurrence.

6.1.2.2.15 Endangering one's own safety, or the safety of others, by failing to use reasonable safety practices, and/or violating the Village's or the ~~department~~Department's safety rules.

6.1.2.2.16 Using equipment, supplies, uniforms, vehicles, or other property without having obtained the supervisor's prior authorization, regardless as to whether the item is used during or outside of normal work or business hours, and whether it is Village owned, rented or leased.

6.1.2.2.17 Being absent without leave, or failing to return from leave upon expiration, without having notified the supervisor or Department Director.

6.1.2.2.18 Misappropriating or unlawfully disposing of Village funds or property.

6.1.2.2.19 Withholding information or providing incorrect or fraudulent information about either one's own job related injury, illness, incident or accident, or that of another.

6.1.2.2.20 Violating the confidentiality of information including Village records,

6.1.2.2.21 Punching or writing time on a co-worker's time card.

6.1.2.2.22 Falsifying Village documents, reports, logo or similar records, and/or falsely representing the quality and/or quantity of work performed, or assisting another in concealing the aforementioned actions.

6.1.2.2.23 Misrepresenting or falsifying the information reported on the employment application including all documents submitted with and/or processed as part of the employment application.

6.1.2.2.24 Violation of any other rules contained in this Manual.

6.1.2.2.25 Any other conduct which is unbecoming of a Village employee.

6.1.2.3 This foregoing list is not intended to be exhaustive of the reasons that might justify disciplinary action, but is provided to assist the employee in determining which types of conduct and/or performance the Village considers to be acceptable or unacceptable.

6.1.2.4 The Village reserves the right to terminate any employee whenever it is determined that termination is in the best interest of the Village.

6.2 Problem Resolution.

6.2.1 The Village is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Village supervisors and management. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

6.2.2 If an employee disagrees with established rules of conduct, policies, or practices, he/she can express his/her concern through the problem resolution procedure. If a situation occurs when an employee believes that a condition of employment or a decision affecting him/her is unjust or inequitable, he/she is encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

6.2.2.1 Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the Village Manager or his/her designee or any other member of management.

6.2.2.2 Supervisor or responsible individual responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor or responsible individual documents discussion.

6.2.2.3 If problem is unresolved, the employee presents problem to the Village Manager or his/her designee.

6.2.2.4 Village Manager or his/her designee counsels and advises employee, assists in putting problem in writing, visits with employee's Supervisor(s), and directs employee to the Village Manager for review of problem if necessary.

6.2.2.5 Village Manager reviews and considers problem. Village Manager informs employee of decision and forwards copy of written response to Village Manager or his/her designee for employee's file. The Village Manager has full authority to make any adjustment deemed appropriate to resolve the problem.

6.2.3 No employee will be penalized, formally or informally, for voicing a complaint with the Village in a reasonable, business-like manner, or for using the problem resolution procedure.

6.3 Termination of Employees. Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. For employment purposes, the last day that the employee is physically working is considered the last day of work.

6.3.1 Below are examples of some of the most common circumstances under which employment is terminated:

6.3.1.1 RESIGNATION – voluntary employment termination initiated by an employee.

6.3.1.2 DISCHARGE – employment termination initiated by the organization.

6.3.1.3 LAYOFF – involuntary employment termination initiated by the organization for lack of work or other reasons.

6.3.1.4 RETIREMENT – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

6.3.2 Resignation of Employees: Resignation is a voluntary act initiated by the employee to terminate employment with the Village. The Village expects at least fourteen (14) days written resignation notice from all employees. During this fourteen-day period, or at any other time after an employee provides written notice of resignation or retirement, an employee cannot use any vacation days, paid-time-off, compensatory time, or personal days except those already scheduled at least 30 days before the written retirement or resignation was submitted.

6.3.3 Good Standing: Good Standing is defined as an employee providing at least fourteen (14) days written resignation notice. Employees that are discharged or that resign or retire to avoid termination proceedings shall not be considered in Good Standing. An employee who resigns or retires in Good Standing may be eligible for post-employment benefits and/or consideration for reemployment.

6.3.4 Prior to an employee's departure (due to resignation or otherwise), an exit interview will be ~~scheduled~~ offered to discuss the reasons for resignation and the effect of the termination on benefits, to be conducted by the Village Manager or his/her designee. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the Village, or return of Village-owned property. Suggestions, complaints, and questions can also be voiced.

6.3.4.1 Seasonal and Non-IMRF Employees ~~are not required to~~ may participate in an exit interview at the employee's request.

6.3.5 Upon employment termination, all accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses.

6.3.6 Post-Employment Benefits

6.3.6.1 Employees who retire with the Village will be eligible for retiree insurance coverage in accordance with applicable State laws.

6.3.6.2 Non-union employees hired prior to December 31, 2014, who have been in the employ of the Village for a minimum of thirty (30) years, shall be provided with a partial payment of their Insurance Coverage Benefits, which includes health and dental insurance, for a three-year period following their retirement from the Village's employment. The Village will pay one-half of the premium payment for the first year following retirement, one-third of the premium payment for the second year and one-fourth of the premium payment for the third year. Following the third year, this retirement benefit will cease. Upon eligibility for Medicare, this benefit will cease. This benefit shall apply to plan and tier coverage held by the employee at the time of retirement.

6.4 Return of Property: Employees are responsible for items issued to them by the Village or in their possession or control, including, but not limited to, the following:

6.4.1 Equipment, Identification badges, Keys, Manuals, ~~Pagers~~, Protective equipment, Tools, Uniforms, Vehicles, Gasoline Cards, Cellular Phones, Laptop~~ap Top~~ Computers.

6.4.2 Employees must return to the Department Director or his/her designee, all the Village property immediately upon request, or upon termination of employment. All returned property must be in substantially the same condition as it was when it was issued, ordinary wear and tear will be acc~~exc~~epted.

6.4.3 Lost property is to be reported immediately to the employee's supervisor.

6.4.4 The employee is financially responsible for equipment lost or damaged through neglect or carelessness.

6.5 Drug Free Workplace: The Village is committed to maintaining a work place that is free from the effects of drug and alcohol use. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

6.5.1 Unauthorized Prescription Drugs, Alcohol or Controlled Substances: In accordance with the Federal Drug-Free Work Place Act, Village employees shall not, at any time, manufacture, distribute, dispense, possess, use or be under the influence of illicit drugs, unauthorized prescription drugs, alcohol or controlled substances on the premises of any Village building or facility (unless authorized), in Village-owned vehicles, or during work hours. Sanctions for violation of this policy extend to and include dismissal and referral for prosecution consistent with applicable local, state and federal law.

6.5.2 Use of Prescription Drugs: This policy does not apply to the lawful use of prescription drugs under the supervision of a licensed healthcare professional and within the limits of a valid prescription. An employee who has been prescribed drugs or who is taking over-the-counter

medications that come in containers with warnings about drowsiness or interference with the ability to operate machinery or drive safely, is required, however, to consult with his/her doctor or pharmacist about the medication's effect on the employee's ability to perform his/her job safely, and to immediately disclose to his/her Supervisor any medication-related work restrictions, so that appropriate options may be considered.

6.5.3 Drug/Alcohol Testing: It is the policy of the Village to conduct drug/alcohol testing where it has reason to believe that an employee may be under the influence of alcohol, illegal drugs or other controlled substances. In addition, any employee who is reasonably believed to have caused or contributed to an accident which resulted in personal injury requiring medical treatment away from the scene of the accident, or which disabled a piece of equipment, shall be tested for alcohol, illegal drugs or other controlled substances. Employees who operate commercial motor vehicles and are required to possess commercial driver's licenses must comply with Village policy and Department of Transportation regulations. Refusal to submit to testing will result in disciplinary action, up to and including dismissal. Infractions may also be reported to law enforcement officials where appropriate.

6.5.4 Convictions/Violations: As a condition of initial or continued employment, employees shall abide by the terms of this policy and shall notify the Village Manager of any criminal drug statute conviction, guilty or plea of no contest for a violation no later than five (5) days after such a conviction or plea.

6.5.5 Controlled Substance: A controlled substance listed in the Illinois Controlled Substances Act or Cannabis Control Act, and substances listed in Schedules I through V of the Federal Controlled Substances Act. Among other substances, it includes such illegal drugs as marijuana, cocaine, crack cocaine, PCP, heroin, morphine, and LSD listed in scheduled I through V of Section 202 of the Controlled Substances Act. An employee shall be considered to be under the influence of alcohol if there is a concentration of .02 or more based upon the grams of alcohol per 100 millimeters of blood. Results showing an alcohol concentration of .0199 or less shall be considered negative.

6.5.6 Employees with questions on this policy or issues related to drug or alcohol in the workplace shall raise their concerns with the Village Manager without fear or reprisal.

6.6 Employee Safety.

6.6.1 Employee safety in the workplace is the highest priority for the Village. Safety must be part of every job. Many workplace injuries and illnesses can be prevented if safe work practices are observed. No job is so important that it shall be performed in an unsafe manner or in unsafe conditions. Safety is the responsibility of all employees at the Village. The employees Supervisor or Department Director will advise the employee as to the specific safety policies and requirements.

6.6.2 Orientation: The Village believes that expedient and proper training is an effective Loss Prevention tool. Therefore, the Village has implemented an ~~New~~ Employee Safety Orientation

session which is conducted within the first weeks of a new employee's employment at the Village. The orientation stresses the Village's commitment to safety and urges employees to be safety conscious at all times including periods of work preparation, doing the job, cleaning up, and walking to and from the job. The orientation is not intended to be a substitute for job specific training which must be conducted by each Department Director or his/her designee as soon as the employee reports to the hiring department. Rather, the orientation covers topics which deal with general safety rules, principles and procedures applicable to most work situations within the Village.

6.6.3 Annual Training: The Village Manager shall appoint a Safety Coordinator, who will develop and oversee safety training and orientation for all employees.

6.7 Workers' Compensation.

6.7.1 The proper care and treatment of work related injuries is a primary concern of the employer. Through an ongoing process of injury evaluation, diagnosis, treatment and medical care the employee will be afforded the greatest opportunity to eliminate unnecessary lost work days and continue their productivity under controlled medical procedures.

6.7.2 The Village provides statutory benefits as provided by the State of Illinois Workers' Compensation Act for employee injuries, including cumulative trauma and occupational diseases, which arise out of the course and scope of employment, regardless of fault. All accidents, no matter how minor, should be reported immediately, or in all instances no later than two (2) hours of the injury, to the employee's Supervisor with appropriate documentation.~~An injured employee is required to submit a written report of any on the job injury to his or her Supervisor without delay.~~

6.8 Smoking: In keeping with the Village's intent to provide a safe and healthful work environment, smoking is prohibited throughout Village buildings as defined by applicable State law. This policy applies equally to all employees, residents, and visitors.

6.8.1 Smoking is only permitted in designated smoking areas outside Village buildings.

6.8.2 Smoking is not permitted in any Village Vehicle.

6.9 Attendance and Punctuality: The Village expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness places a burden on other employees and on the Village. The purpose of this policy is to establish requirements for reporting absences, to provide guidelines for the handling of excessive and/or unscheduled absences, and to outline employees' requirement to adhere to established work schedules to maintain efficient, effective operations within the Village.

6.9.1 Definitions:

6.9.1.1 Tardiness: Failing to report at the designated time.

6.9.1.2 Excessive Tardiness: Patterned tardiness occurs when one or more trends of tardiness are apparent. Examples of patterns may include, but are not limited to, a pattern of failing to report at the designated time.

6.9.1.3 Absenteeism: Failure to report to work as scheduled.

6.9.1.4 Excessive Absenteeism: Patterned absenteeism occurs when one or more trends of absenteeism are apparent. Examples of patterns may include, but are not limited to, a pattern of unscheduled absences, repeatedly leaving work early or repeatedly arriving late.

6.9.2 Employees are expected to be at their place of work at the times established by their supervisor or designee. Employees are responsible for notifying ~~supervisor~~supervisor~~sion~~ of absences or late arrivals in accordance with their departments' call-in procedure, which requires employees to advise their supervis~~ion~~ when they will report to work. Excessive absences or tardiness (whether excused or unexcused) may result in disciplinary action up to and including termination of employment.

6.9.3 The Village also reserves the right to terminate employees who are absent for three (3) consecutive days without giving appropriate notification, or for absence without leave (AWOL). Such termination will be considered job abandonment.

6.9.4 An employee is considered absent if he/she is not present for work as scheduled, regardless of cause. Absences resulting from approved time off or Village-approved leaves are exceptions to this policy.

6.9.5 An employee will not be allowed to apply paid absence accruals to any unexcused absence, regardless of the circumstance. Neither meal periods nor breaks may be used to cover absences at the beginning or end of the workday.

6.9.6 A nonexempt employee who is fifteen (15) or more minutes late may have his/her wages reduced by the time that the employee is not at work. Even though the tardiness may be less than six (6) minutes, supervisors may consider the employee to be late for work.

6.9.7 Extenuating circumstances that prevent an employee from contacting the supervisor regarding the absence or tardiness may be given consideration.

6.9.8 A supervisor can require a physician's statement if the reason for the absence or tardiness was due to illness or injury.

6.9.9 A supervisor will make a note of any absence or tardiness, and the reason, on an employee's attendance record. An employee's attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, etc.

6.9.10 Any documented disciplinary actions for attendance-related matters that are issued at the suspension or termination stage, will be approved by the Village Manager or his/her designee.

6.10 Personal Appearance and Hygiene.

6.10.1 Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Village presents to residents and visitors.

6.10.2 It is the Village's goal to present a professional appearance to the public. To accomplish this goal, the Village expects that each employee's dress, grooming, and personal hygiene are appropriate for his/her work situation. All Village employees are expected to present a professional, business-like image to the public and their co-workers. Employees are expected to report to work in clean attire appropriate for their work department. Hair shall be clean, combed, and neatly trimmed or styled. Facial hair shall likewise be clean and neatly trimmed. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

6.10.3 Definitions:

6.10.3.1 Business attire: The appropriate professional business attire for employees consists of suits, slacks, corduroy pants, blazer or sport coats, khaki/twill pants, dress shirt, dress socks, and dress shoes. For men, additional dress items include neckties. For women, additional dress items include skirts in moderate length, dresses, blouses, dress boots, and nylons.

6.10.3.2 Business casual attire: Business casual attire may be worn on Fridays or other days as authorized by the Village Manager. The provisions of the business casual policy shall only apply to employees who normally work in an office and does not apply to employees who are assigned to wear a uniform while at work. The appropriate casual business wear attire for employees consists of slacks, corduroy pants, khaki/twill pants, denim pants, dress shirt, sweater, turtlenecks, mock turtlenecks, collared shirts, polo/golf shirts, chambray shirts, knit top, dress shoes, loafers, and boots. Denim may not be worn on days in which the employee is required to perform interviews or hold meetings with members of the public or other organizations.

6.10.3.3 Inappropriate attire: Clothing items that are not permitted include, but are not limited to, torn/ripped clothing, see-through or mesh clothing, denim ~~jeans and/or~~ skirts, athletic clothing, athletic shoes, flip-flops, shorts, t-shirts, sweatshirts, overalls, and sleeveless shirts. For women, additional items include leggings/stirrup pants, halter-tops and any skirt shorter than two inches (2") above the knee.

6.10.4 Application of Policy.

6.10.4.1 Exempt Staff are to dress in appropriate professional business attire as defined above. If required to perform work in the field, "casual-business" attire is permitted.

6.10.4.2 Nonexempt Staff are required to dress in appropriate business casual office attire.

6.10.4.3 All uniformed personnel are required to wear their designated uniform.

6.10.4.4 If they so desire, the Police Chief and Deputy Police Chief may wear their ~~department~~Department uniforms, including neckties.

6.10.4.5 Collective bargaining unit employees shall follow the dress policy in their respective bargaining agreements.

6.10.4.6 Public Works seasonal employees will be instructed by the Director of Public Works or designee regarding the appropriate attire for work.

6.10.4.7 Parks and Recreation seasonal employees will be instructed by ~~a~~ Department ~~Supervisor~~Supervisory staff regarding the appropriate attire for work.

6.10.4.8 Department Directors may enforce a dress code policy requiring uniform attire with the Village logo.

6.10.5 Friday has been designated a "business casual" attire day. Employees shall dress appropriately according to the business casual attire definition set forth herein. Consult the Department Director if there are questions as to what constitutes appropriate attire.

6.11 Confidentiality: Village employees have access to resident information, Village business systems, future plans, and other confidential or sensitive work-related information, about citizens and non-public information about operations and employees. All employees are strictly prohibited from accessing, using, copying, or disclosing confidential information except as necessary to perform their job duties for the Village and only to individuals who have a legitimate business need to know or as otherwise required by law. All employees are expected to strictly comply with this important policy both during and after their employment with the Village.

6.12 Security Inspections: The Village wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Village prohibits the possession, transfer, sale, or use of such materials on its premises. The Village requires the cooperation of all employees in administering this policy. Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the Village. Accordingly, they, as well as any articles found within them, can be inspected at random by any duly designated agent or representative of the Village at any time, either with or without prior notice.

7 PAYROLL

7.1 Timekeeping: Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Village to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

7.1.1 Employees shall accurately record the time they begin and end their work, and record the beginning and ending time of any split shift or departure from work for personal reasons.

7.1.2 Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

7.1.3 Nonexempt employees shall report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

7.1.4 Nonexempt employees must obtain prior approval to work overtime from his/her supervisor or designee. Once approval is obtained, overtime work can be performed.

7.1.5 It is the employees' responsibility to ~~sign~~ review their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

7.1.6 All time cards will be retained consistent with the Village's retention schedule. The Finance Department has the responsibility for maintaining these records.

7.2 Paydays.

7.2.1 Payroll Period: There are fourteen (14) days per pay period, beginning on a Thursday, ending on a Wednesday. The pay date is one (1) week after the pay period ends. All employees are paid bi-weekly on every other Wednesday. Each paycheck will include earnings for all reported work performed through the end of the previous Payroll Period.

7.3 Pay Deductions, Garnishments, and Judgments.

7.3.1 Illinois state law requires that the Village make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Village also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Village matches the amount of Social Security taxes paid by each employee.

7.3.2 The Village offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. A Payroll Change Form shall be completed and submitted to the Finance Department for processing. The Village Manager's Office maintains a procedure on how payroll changes are processed.

7.3.3 Garnishments and Judgments are pay deductions taken by the Village, usually to help pay off a debt or obligation to others required by court order. Garnishments and Judgments can only be rescinded by court order.

7.4 Administrative Pay Adjustments: The Village takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

7.4.1 In the event that there is an error in the amount of pay, the employee shall promptly bring the discrepancy to the attention of his/her supervisor who in turn will notify the Finance Department so that corrections can be made as early as possible.

7.5 Overtime.

7.5.1 All overtime work must receive the Supervisor's prior authorization. Overtime will be assigned as practicable at the direction of the Department Director. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked, unless otherwise provided in an applicable collective bargaining agreement.

7.5.2 Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

7.5.3 Public Works Foremen and Supervisors will be granted double time pay for hours worked and performed on Sundays and Holidays in lieu of other overtime.

7.5.4 Excluded from this provision is the Police Department's Special Duty Pay.

7.5.5 Eligible~~An~~ employees will have the option to accrue compensatory time in lieu of overtime pay. (See Compensatory Time, below).

7.5.6 Eligible employees may receive one-and-one-half times their regular hourly rate for every hour worked in excess of forty (40) hours worked per week where overtime is authorized. Those employees who work a thirty-five (35) hour week will earn their base rate of pay for all hours worked up to forty (40) hours. Eligible sworn law enforcement personnel are paid one and one-half (1½) times the regular hourly rate of pay for all hours worked in excess of the employee's workday or in excess of 160 hours in the employee's normal 28-day work cycle.

7.6 Compensatory Time: Compensatory time is time off that is granted to an employee as compensation for working overtime. Compensatory time earned must be approved in advance by the Department Director, and can be accrued up to a maximum of eighty (80) hours.

7.6.1 Use of compensatory time will be subject to the needs of Village operations determined and authorized by the employee's Department Director or his/her designee.

7.6.2 Employees covered by a collective bargaining agreement must adhere to the provisions of their collective bargaining agreement.

7.6.3 Except sworn law enforcement personnel, eligible employees who work over thirty-five (35) hours but not exceeding forty (40) hours in a week will earn compensatory time at the rate of one hour for each one (1) hour of additional time worked. After forty (40) hours worked in a week, nonexempt employees will earn compensatory time at the rate of one and one-half (1½) hours for each one (1) hour of additional time worked. Eligible sworn law enforcement personnel are paid one and one-half (1½) times the regular straight-time hourly rate of pay for all hours worked in excess of the employee's workday or in excess of 160 hours in the employee's normal 28-day work cycle.

7.6.4 Compensatory time accrued by an employee in excess of eighty (80) hours shall be paid to that employee.

7.6.5 The scheduling of compensatory time off that will not adversely affect the Village will not be unreasonably denied.

8 BENEFITS

Eligible employees of the Village are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, disability plans, and unemployment compensation insurance) cover all employees in the manner prescribed by law.

8.1 Eligibility: Benefits eligibility is dependent upon a variety of factors, including employee category and classification. The Village Manager or his/her designee will assist the employee in identifying the programs for which the employee may be eligible. Employees will be notified at the time of hiring of their classification and their eligibility for benefits.

8.2 Medical and Dental Insurance: Full-time employees have the opportunity to choose medical and/or dental insurance based on the offerings of the Village.

8.2.1 Premium Payment: The Village will pay a percentage of the premium cost for medical and dental insurance. The percentage paid by the Village and employees may change from time to time to reflect market trends and changes made to collective bargaining units medical insurance premiums.

8.2.2 Open Enrollment: Only during the period of open enrollment will an employee be permitted to change medical and dental insurance coverage outside of a qualifying event.

8.2.3 Effective Date: The effective date for medical and dental insurance shall be the first day of the first month following the employee's start date with the Village.

8.3 125 Flexible Spending Account Plan: Full-time personnel and part-time IMRF personnel may participate in the voluntary Flexible Spending Account plan. Under this plan, employees can have deductions made from their paychecks on a pre-tax basis to pay for qualified medical expenses. Certain restrictions govern how these funds can be utilized. Any questions regarding the terms or eligibility requirements for this Plan shall be directed to the Village Manager, or his/her designee.

8.4 Life Insurance: The Village shall provide Life Insurance equal to one-and-one-half (1½) times the non-union full-time employees' annual salary.

8.5 Pension / Retirement Planning: The Village is covered by various pension funds and plans. State statute requires pension contributions to be deducted from all eligible employees' paychecks. If an employee obtains the required years of creditable service and otherwise satisfies the requirements of the Plan, they will be eligible for a monthly pension at a set age as specified in each plan. If an individual terminates employment prior to meeting the service and age requirement, they may request a refund of their contributions. For more information on the details of each fund and the remaining terms and eligibility requirements, contact the Village Manager's Office.

8.6 Deferred Compensation: The Village provides an option to any full-time or part-time IMRF employee to invest a portion of his/her present earnings in a deferred compensation plan. This is an arrangement where a certain dollar amount can be designated by the employee to be withheld from

his/her paycheck and invested for payment at a later date, usually at retirement, when most people are in a lower income bracket. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to current Federal income taxes until such time as the employee receives payment from the plan.

8.6.1 All benefits and requirements of the plan are described in the policy booklets available in the Village Manager's Office.

8.6.2 Enrollment can be arranged through the Village Manager's Office and is open to any full-time or part-time IMRF employee with the Village. Contributions to the program are financed solely by the employee through payroll deduction.

8.7 Roth Individual Retirement Account: The Village provides an option to any full-time or part-time IMRF employee to invest a portion of his/her present earnings in a Roth Individual Retirement Account. This is an arrangement where a certain dollar amount can be designated by the employee to be withheld from his/her paycheck and invested for payment at a later date, usually at retirement, when most people are in a lower income bracket.

8.8 Employee Assistance Program: The Village provides an Employee Assistance Program (EAP) for all eligible Village employees, their spouses, and dependent children. The purpose of the program is to provide these individuals with a method of obtaining professional assistance to help resolve difficult personal problems such as family, marital, emotional, alcoholism, drug abuse, legal, or financial difficulties.

8.8.1 The Village provides the EAP under an agreement for services with an outside company. There are two guidelines for referral.

8.8.1.1 Self-Referral: An employee or family member who desires confidential assistance for a personal concern may at any time contact the Employee Assistance Program and speak to a counselor. The counselor will provide the necessary information or assistance over the telephone or will arrange an appointment for further confidential consultation. All contacts, verbal or written communications or reports will be held in strict confidence unless the employee or family member requests, through a waiver, that the Village be notified. The employee, spouse, or child may receive counseling session for the presenting concern. The number of session will be determined based upon the service agreement with the provider. If the participant's presenting concern is determined not to be resolvable in the above number of sessions, the participant will be referred for alternative services after assessment. If and when the participant has need to pursue the alternative services or longer term counseling, the participant will bear the cost of such treatment. Insurance coverage for such longer term counseling may or may not be available under the medical insurance coverage provided to employees by the Village. The employee shall correspond directly with the insurance carrier to determine available benefits in each case.

8.8.1.2 Supervisory Referral: An employee's supervisor or Department Director may require the employee to report to the Employee Assistance Program for initial counseling or evaluation of a particular on-the-job concern. This option would be applicable when the employee's work performance has changed dramatically or some other work-related concern is observed. Such referral must be approved by the Village Manager. The employee may receive counseling sessions for the presenting concern. The number of sessions will be determined based upon the service agreement with the provider. If the employee's presenting concern is determined not to be resolvable in the above number of sessions, the employee will be referred for alternative services after assessment. If and when the employee has need to pursue longer term counseling, the employee will bear the cost of such treatment. Insurance coverage for such longer term counseling may or may not be available under the medical insurance coverage provided to employees by the Village. The employee shall correspond directly with the insurance carrier in order to determine available benefits in each case.

8.8.2 Participation in the EAP does not excuse unacceptable conduct or performance, and it does not preclude disciplinary action based on that unacceptable conduct or performance or rule violation.

8.8.3 The Village will receive statistical information for the service provider regarding usage of the program which will not disclose the identity of any participants utilizing program services. In the case of a participant introduced to the program by Supervisory Referral, reports form the service provider on the progress of such participant shall at the Village's request, be made available to the supervisor and Village Manager or his designee as appropriate.

8.8.4 If there is a medical need for an employee to be away from work due to a personal or family concern, and he/she is eligible for benefits under the Village's Family Medical Leave Policy, the employee shall contact the Village Manager or his designee to receive information about his/her rights and obligations under the policy.

8.9 Unemployment Compensation: The Village is a covered employer under the Unemployment Compensation Law. The basic objective of the program is to provide a partial replacement of wages for its employees during short periods of involuntary unemployment. The program is financed completely by the Village.

8.9.1 Eligibility to Collect Compensation.

8.9.1.1 To be eligible for unemployment compensation, an employee must have left employment for a "good cause," must be unemployed, physically able to work, available for work, and actively seeking work. "Good cause" reasons for establishing eligibility for unemployment compensation are available from the Illinois Department of Employment Security.

8.9.1.2 The Village may contest the claim of an employee who quits without "good cause," or who quits for other reasons considered disqualifying according to Illinois law.

8.10 Benefits Continuation: The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Village's health plan when a "qualifying event" would normally result in the loss of eligibility.

8.10.1 Some common qualifying events are: resignation, termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, or a dependent child no longer meeting eligibility requirements.

8.10.2 Under COBRA, the employee or beneficiary pays the full cost of coverage at the Village's group rates plus an administration fee.

8.10.3 The Village provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Village's health insurance plan. The notice contains important information about the employee's rights and obligations.

8.11 Health Insurance Portability and Accountability: The Village is required by applicable federal and state laws to comply with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and maintain the privacy of employees personal and health information. HIPAA provides rights and protections for participants and beneficiaries in group health plans, and includes protections for coverage under group health plans that limit exclusions for preexisting conditions, prohibit discrimination against employees and dependents based on their health status, and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give an employee the right to purchase individual coverage if the employee has no group health plan coverage available, and has exhausted COBRA or other continuation coverage.

9 VACATION AND LEAVE ALLOWANCES

9.1 Vacation Benefits.

9.1.1 Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Only full-time personnel are eligible to earn and use vacation time as described in this policy. Employees cannot use vacation time before it is accrued.

9.1.2 The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

VACATION EARNING SCHEDULE

Months of Eligible Service	Vacation Days Monthly	Vacation Days Each Year
From Date of Hire	.833 days	10 days
After 72 months	1.250 days	15 days
After 168 months	1.667 days	20 days
After 228 months	2.083 days	25 days

9.1.3 The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins at the employee's appointment date or date of hire. An employee's benefit year may be extended for any significant leave of absence. (See individual leave of absence policies for more information.)

9.1.4 On the day an employee begins working, they begin to earn paid vacation time according to the schedule, however, before vacation time can be used, a waiting period of six (6) months from the date of hire must be completed, unless otherwise approved in writing by the Village Manager. After that time, employees can request use of earned vacation time including that accrued during the waiting period. If they start on or before the 15th day of the month, they get credit for the month.

9.1.5 Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees shall provide two weeks advanced notice to their supervisor for approval. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

9.1.6 Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

9.1.7 Maximum Vacation Carryover: As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation time is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year at the rate of one and one-half times the annual vacation

amount. If the total amount of unused vacation time reaches a "cap" equal to one-and-one-half times the annual vacation amount, no further vacation accrual will be forwarded to the next benefit year. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

9.1.8 Maximum Accrual Rate During the Year: The maximum accrual rate during the current year shall include 1-1/2 times the individual's annual accrual plus the current year.

If the employee has an annual accrual rate of 20 days of vacation, a person could theoretically have a balance of 50 vacation days accrued during the current year. This is calculated as follows:

1-1/2 x 20 days = 30 days accrued + the current year (20 days) = 50 days maximum allowable vacation accrual for the current year.

In this instance, however, a person could carry only 30 days to the next benefit year.

9.1.9 Additional Earned Vacation Leave: The Village Manager may grant additional earned vacation leave to a newly hired Exempt employee as a condition of employment.

9.1.9.1 The granted additional earned vacation leave shall follow the same Months of Eligible Service Schedule with the additional five (5) day increments. Vacation accruals shall not exceed twenty-five (25) days.

9.1.9.2 The granted additional earned vacation leave must be made in writing as part of the conditions of employment and filed in the employee's personnel file.

9.1.10 Department Directors and Exempt employees hired prior to November 1, 2007 are subject to the vacation policy provision from April 1, 2002.

9.1.11 An employee who is on vacation leave shall not be eligible for sick leave until the vacation leave has concluded. An employee is considered to be on vacation at the conclusion of the last assigned day of work.

9.1.12 Upon termination of employment, employees will be paid for accrued but unused vacation time in accordance with this policy that has been earned through the last day of work.

9.2 Holidays and Personal Days.

9.2.1 Holidays: There are a total of ten (10) recognized holidays for the Village. All eligible non-union employees will be granted holiday time off for the following holidays – New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

9.2.1.1 Police Sergeants and Lieutenants will receive twelve (12) Floating Holidays in lieu of time off for the ten (10) recognized holidays.

9.2.1.2 If a Police Sergeant or Lieutenant works a "priority holiday," the employee shall receive time and one-half pay for any hours worked on the priority holiday. "Priority holidays" are – New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Any overtime worked under this section shall be paid as two times the regular rate of pay.

9.2.2 Personal Days: In addition to the listed recognized holidays, all eligible full-time personnel, excluding Police Sergeants and Lieutenants, will receive two (2) personal days in each calendar year. Employees hired between January 1 and June 30 will receive two personal days. Employees hired between July 1 and December 31 will receive one personal day. These days must be scheduled with the prior approval of the employee's supervisor, and must be taken in ~~full-day~~half-day increments. There is no waiting period for using personal days. Unused personal days will not carry over to the next calendar year, and employees whose employment with the Village has been terminated will not receive payment for any accumulated personal days.

9.2.3 Eligibility: The Village will grant paid holiday time to all eligible employees immediately upon assignment to an eligible employment classification.

9.2.3.1 Eligible employee classifications are full-time personnel, part-time IMRF personnel, and interns.

9.2.3.2 Pay for working on a holiday will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

9.2.3.3 To be eligible to be paid on a holiday, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, or unless on an approved leave with pay.

9.2.3.4 Part-time IMRF personnel and interns are eligible for being paid on a holiday at the rate of four hours if the employee is normally scheduled to work the day that the holiday falls on.

9.2.3.5 A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Any exceptions to this scheduling will be announced beforehand.

9.2.4 If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the "paid time off" benefit that would otherwise have applied.

9.2.5 If eligible nonexempt employees (excluding Police Sergeants and Lieutenants) work on a recognized holiday, they will receive twice their straight-time rate for the hours worked on the holiday.

9.2.6 Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

9.3 Sick Leave Benefits. The Village provides paid sick leave benefits to full-time personnel for periods of temporary absence due to illnesses or injuries. There is no waiting period for using sick leave benefits.

9.3.1 Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence.

9.3.2 Eligible employees will accrue sick leave benefits at the rate of twelve (12) days per year (1 day for every full month of service).

9.3.3 Employees on leave of absence without pay shall not accrue sick leave benefits during the period of their leave.

9.3.4 Sick leave benefits are calculated on the basis of a "benefit year;" *i.e.*, the 12-month period that begins when the employee starts to earn sick leave benefits. ~~Non-Exempt~~ eEmployees can use paid sick leave in minimum increments of one (1) hour. ~~However, Exempt employees must use sick leave in increments of not less than one-half (½) day.~~

9.3.5 Eligible employees may use sick leave benefits for an absence due to their own illness or injury, that of a family member who resides in the employee's household, or who is otherwise a protected person under the Village's Family Medical Leave Act policy.

9.3.6 Employees who are unable to report to work due to illness or injury shall notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

9.3.7 If an employee is absent for more than two (2) consecutive days due to illness or injury, a physician's statement shall be required by the employee's supervisor in order to verify the disability, and document its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

9.3.8 Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, shift differentials and/or overtime pay.

9.3.9 As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation or disability insurance.

9.3.9.1 Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from workers' compensation or the Village-provided disability insurance program.

9.3.9.2 The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

9.3.10 Accrued Sick Leave.

9.3.10.1 Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 120 calendar days of sick leave benefits (180 for Police Sergeants and Lieutenants).

9.3.10.2 If the employee's benefits reach the maximum of 120 days, (180 for Police Sergeants and Lieutenants) further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

9.3.10.3 Sick leave accumulation up to 180 days will be granted for Police Sergeants and Lieutenants based upon their normal annual accumulation rate. Sick leave accumulation increase will be prospective rather than retrospective.

9.3.11 Unused sick leave benefits will not be paid to employees while they are employed. Employees whose employment with the Village has been terminated will not receive payment for any accumulated days.

9.3.12 An employee may redeem up to one-third (a maximum of 40 days) of their accumulated days if they separate in Good Standing after a minimum of ten (10) years of service, except sworn law enforcement personnel promoted prior to January 1, 2009 who may redeem up to a maximum of 60 days.

~~9.4~~

9.4Safety Day: If a Police Sergeant, Police Lieutenant, Community Service Officer, Foreman, or Public Works Superintendent complete a calendar year without being found responsible for a preventable accident shall be provided a "Safety Day". Determinations on responsiblity and preventability of accidents shall be within the sole and exclusive purview of the Village's Safety Committee, and the Committee's decision shall be considered final and binding for purposes of this Section. The Safety Day will be award during the first paycheck in February each year. Employees may use the Safety Day from February 1 through January 31 of the following year. The Safety Day must be utilized in eight (8) hour increments and shall not be paid out when the employee leaves employment with the Village. Unused Safety Days shall not accumulate or carryover from one year to the next.

9.5 Bereavement Leave: The Village provides funeral leave to assist eligible employees at the time of the death of a member of the immediate family by granting a leave. Employees who wish to take time off due to the death of an immediate family member shall notify their supervisor immediately.

9.5.1 Full-time personnel are eligible to take up to three (3) days of paid bereavement leave.

9.5.2 Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

9.5.3 Approval of bereavement leave will be approved in the absence of unusual operating requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

9.5.4 The Village defines "immediate family" as the employee's: spouse (including civil union partner), parent (or guardian), child, sibling, the employee's spouse's parent, the employee's spouse's child, the employee's grandparent, or the employee's spouse's grandparent.

9.6 Jury Duty: The Village strongly encourages all employees to fulfill their civic obligation to serve on jury duty. The Village will provide regular pay to full-time personnel for work hours missed due to jury duty**.** An employee called for jury duty must present his or her Supervisor with a copy of the jury summons in advance of the jury duty dates. Employees are required to remit to the Village any payment received from the court.

9.7 Leaves of Absences Without Pay: A "leave of absence without pay" is defined as an excused absence without pay. An absence involving paid time off from work (*e.g.*, sick leave, jury duty military leave, etc.) is not considered a leave of absence.

9.7.1 "Medical" and "personal" leaves of absence without pay may be granted by the Village Manager to full-time employees who have worked for the Village at least six months, and may be revoked by the Village Manager at any time after reasonable notice has been sent to the last known address of the individual.

9.7.2 Medical Leave ~~without~~ Without Pay: The Village Manager may grant a medical leave of absence without pay after an eligible employee has used all of his/her Family and Medical Leave benefit and/or all accrued sick leave, holidays, personal days, vacation and compensatory time. A written request for a medical leave of absence without pay must be sent to the Department Director for a recommendation and subsequent transmittal to the Village Manager. The leave request must be supported by a physician's statement, and a doctor's release will be required before the employee may return to work.

9.7.2.1 During a medical leave of absence without pay, employees are responsible for paying the premium cost of their group health/dental insurance if they desire continued coverage.

9.7.2.2 Continuous service shall not be interrupted; however, loss of service will occur for the duration of the medical leave, and no benefits will accrue (*e.g.*, sick leave, holidays, personal days, and vacation, etc.). In the event the leave of absence is more than six months, the employee's anniversary date shall change to reflect the date of return to work.

9.7.3 Personal Leave without Pay: The Village Manager may grant a personal leave of absence without pay to an eligible employee to take care of pressing personal obligations, provided that the employee's absence will not cause hardship to others carrying out Village operations.

9.7.3.1 All accumulated vacation, holidays, personal days and compensatory time must be utilized prior to requesting a personal leave. A written leave request must be sent to an employee's ~~department~~Department director for recommendation and transmittal to the Village Manager.

9.7.3.2 Continuous service shall not be interrupted; however, loss of service credit will occur for the duration of the personal leave, and no benefits will accrue (*e.g.*, vacation, sick leave, holidays, personal days, etc.).

9.7.3.3 During a personal leave of absence without pay, employees are responsible for paying the premium cost of their group health/dental insurance if they desire continued coverage. In the event the leave of absence is more than six months, the employee's anniversary date shall change to reflect the date of return to work.

9.7.4 Failure to return to active work following the term of any authorized leave of absence shall constitute resignation of the employee as of the date of the last day of authorized leave (*i.e.*, upon termination of an authorized leave of absence), if the employee fails to return to work or does not submit a request for an extended leave of absence, including the necessary physician's statement supporting the extended time away from work, if applicable, such employee shall be deemed to have resigned from employment with the Village.

9.7.5 It is important that employees contact Village Manager's Office to determine how a leave of absence without pay would affect their pension contributions, disability benefits, etc.

9.7.6 Unauthorized leaves of absence will constitute grounds for discharge of the employee.

9.8 Family and Medical Leave: The Family and Medical Leave Act of 1993 ("FMLA") was enacted to allow employees to balance their work and family life by being able to take reasonable unpaid leave for certain reasons. Pursuant to the FMLA, the Village offers unpaid family or medical leave to all eligible employees. The Village's FMLA policy and procedures are available for review in the Village Manager's Office.

9.9 Victims' Economic Security and Safety: All eligible employees may take unpaid leave under the Victims' Economic Security and Safety Act ("VESSA") to seek assistance in response to an act or threat

of domestic violence, sexual assault, or stalking. The Village's VESSA policy and procedures are available for review in the Village Manager's Office.

9.10 Military Leave: The Village recognizes that employees may serve in the Armed Services of the United States or State of Illinois in either an active or reserve capacity. When such service occurs, the Village will comply with applicable law and the conditions of the federal "United States Employment and Reemployment Rights Act" (USERRA) and the State of Illinois "Local Government Benefits Continuation Act," Military Leave of Absence Act," and "Family Military Leave Act."

9.11 School Visitation Rights: The Village will grant an employee leave of up to a total of eight (8) hours during any school year and no more than four (4) hours which may be taken on any given day to attend school conferences or classroom activities related to the employee's child and that cannot be otherwise scheduled during non-work hours in order to comply with the Illinois School Visitation Rights Act. This leave is unpaid, and employees must cooperate with their respective Department Directors to make up for the time used for such leave.

9.12 Employee Blood Donation Leave: The Employee Blood Donation Leave Act provides that, on request, a participating employee of any unit of local government, Board of Election Commissioners, or any private employer in the State who has 50 or more employees may be entitled to blood donation leave with pay of up to one (1) hour to donate blood every 56 days in accordance with appropriate medical standards. (Amendment to the Organ Donor Leave Act which provides that the donations of blood platelets must be in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally-recognized standards.) A participating employee may request an hour leave for the purpose of donating blood by obtaining approval from his/her Supervisor. Regular full-time personnel may request that this hour of leave be paid leave by obtaining written approval for same from his/her Department Director.

10 COMMUNICATION PROCEDURES

10.1 Customer Service: The Village is in the business of serving people. The overall success of the Village depends on its ability to attract and develop individuals who genuinely enjoy fulfilling the needs of the community. The Village's policies are based on the belief that people who are treated fairly, whose accomplishments are recognized and who are provided with opportunities for advancement are essential in developing a highly successful organization. Anyone who visits or does business with the Village will judge the entire organization through contact with a few individuals. If these people are rude, indifferent or inefficient, it will take a great deal of courtesy, professional service and efficiency to overcome the initial bad impression. Every employee serves the public, either directly or indirectly. The impression one makes is an advertisement – good or bad!

10.2 Use of Telephone, Voice Mail, and Mail Systems.

10.2.1 Use of Telephones: The good telephone habits of employees are an indication to the public that the Village is interested in serving them.

10.2.1.1 Employees shall answer the office telephone promptly and courteously. The employee shall identify their ~~department~~Department and or division, their name and job title, if appropriate. The employee shall be friendly and helpful, give accurate information and transfer calls if appropriate. If a message is left for another employee, note the name and telephone number of the caller, the date, time, and summary of the caller's message. It is every employee's responsibility, no matter the level of their position, to help answer and direct telephone calls when necessary.

10.2.1.2 On occasion, there may be a need for personal calls. Such use shall be limited, of short duration, and not for another job or outside business. Employees shall not place, or continue personal calls when all other lines are busy, or when no one else is available to answer a call or when a visitor is in the office.

10.2.1.3 Use of Village-supplied Cellular Telephones. Cellular telephones may be provided to employees for the purpose of completing their duties in a professional and efficient manner. When using Village-supplied cellular telephones, employees are to adhere to the following guidelines:

10.2.1.3.1 Cellular telephones are not to be used in lieu of available landline units. Cellular telephones may be used only for Village-related business when an employee is away from their workstation. However, when necessary, the employee may use a cellular telephone "push to talk" feature to allow for immediate access to an individual who uses the same type of cellular phone, but who may be away from their workstation.

10.2.1.3.2 Cellular telephones are provided for Village business use. However, in the event that the employee is required to maintain cellular

telephone contact during non-business hours, an employee may utilize the cellular telephone for personal purpose, subject to the following constraints:

10.2.1.3.2.1 An employee does not exceed their talk time allowance for the cellular telephone and,

10.2.1.3.2.2 Personal calls are kept to a minimum

10.2.1.3.3 The Village does not allow non-exempt employees to work "off the clock" without compensation. Employees must record work performed away from their assigned worksite or outside of assigned hours. Failure to accurately record all hours of work, tampering with, altering, or falsifying time records may result in disciplinary action, up to and including termination

10.2.1.3.4 Employees in possession of Village communications devices are expected to protect the equipment from loss, damage, or theft. Employees should not use such devices to communicate or store confidential or sensitive Village information, and in the event such use is unavoidable, the employee must immediately remove the confidential or sensitive information from the device. Any device used for business purposes must be password-protected. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the communications device for return or inspection. Village reserves the right to monitor usage and may confiscate cellular telephone at its discretion.

10.2.1.3.5 Use of a hand-held mobile, cellular, analog wireless or digital telephone while driving is prohibited by State law. Employees whose job responsibilities include regular or occasional driving within the Village and who are required to use a communications device for business use must utilize hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Texting or sending e-mails or other written communications is prohibited while operating a vehicle in the performance of duties for the Village.

10.2.1.4 Personal Cellular Telephone Usage: When using personal cellular telephones, employees are to adhere to the following guidelines:

10.2.1.4.1 Employees are not to utilize personal cellular telephones, including for messaging, games or other functions, while on Village time with the exception of an emergency or to perform Village work related duties.

10.2.2 Postage and Mailing: The use of the Village-paid postage for personal correspondence is not permitted, and use of the Village Hall mailing address (6900 Lincoln Avenue or 7001 N. Lawndale) is not allowed as a personal mailing address. The only exception is that sworn police officers may elect to furnish the address of the government entity or ~~police~~ Police

~~department~~Department where he or she works instead of his or her residence for vehicle registration purposes only, as permitted under the Illinois law.

10.3 Use of Information Systems: Any employee who uses a Village computer will read and sign the User Acknowledgment Form, attached hereto as Exhibit C.

11 USE OF VILLAGE PROPERTY

11.1 Village Property: Employees shall not use the Village's property for their own purposes. Employees shall not remain in, or return to, the offices or other work areas or Village buildings outside of the normal business hours without having obtained the prior authorization of their Supervisor.

11.2 Equipment: When using Village-owned equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

11.3 Vehicles: The Village may provide vehicles for business use, to allow employees to drive on Village business, and to reimburse employees for business use of personal vehicles.

11.3.1 All Village employees that are required to operate a village vehicle in the course of their duties shall hold a valid driver's license as a condition of continued employment. No Village employee shall operate a village vehicle without the applicable valid driver's license. If an invalid or expired license is discovered, the employee may not be allowed to work until the situation has been corrected and may be subjected to disciplinary action.

11.3.2 Employees operating Village-owned vehicles or privately-owned vehicles while conducting official business shall observe all traffic laws, rules and regulations, and shall use common sense, and good judgment.

11.3.3 Any employee who operates a privately-owned vehicle while conducting official business for the Village must maintain automobile liability insurance in accordance with the State Financial Responsibility Law. Employees who do not maintain minimum liability coverage will not operate privately-owned vehicles in an official capacity.

11.3.4 Employees approved to operate a personally-owned vehicle will receive the IRS per-mile standard reimbursement. Refer to the "Training and Travel Expense" Administrative Protocol for additional information.

11.3.5 The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

11.4 Training and Travel Expenses: The Village, in order to advance the training and skills of its personnel, authorizes enrollment in training sessions, conferences and seminars. The costs of such training and skill improvement are paid through Department ~~Training~~ training budgets under the supervision of the Village Manager or his/her designee.

11.4.1 Requests for Training Expenditures: Requests for training shall be requested as far in advance as practicable. Requests for approval with less than five (5) working days notice may be denied, or require the employee to advance the costs of such training and request reimbursement after the fact.

11.4.2 Use of Village-issued Purchasing Cards: Employees registering for training programs, securing air reservations, hotel reservations, and any other allowable expense may obtain permission to utilize their Department Director's Village-issued Purchasing Card for these purposes. However, the employee will not be allowed to take the Purchasing Card with during the trip.

11.4.3 Expense Advances: An expense advance must be secured prior to the training program. The advance covers per diem for food. Such requests must be made more than five working days prior to the employee's departure for the training program. Requests received with less notice may not be honored.

11.4.4 Expense Reports: Expense reports must be completed and submitted to the Assistant to the Village Manager within five (5) business days of the employee's return to work for the training program.

11.5 Village Credit Card Usage: Village-owned credit cards cannot be used for personal use. Prior written approval from the Village Manager must be obtained for all travel and seminar expenses charge to Village credit cards. Credit cards shall not be used for per diem rates. Per diem allocations shall be issued to the employee prior to the conference or seminar as outlined in the Training and Travel Expenses policy, above. Supporting documents must be kept for all credit card purchases.

EXHIBIT A – Employee Acknowledgment Form

- The employee personnel policies describe important information about the Village, and I understand that I shall consult the Village Manager, or his/her designee regarding any questions not answered in the Manual. I acknowledge that I have read and fully understand the policies contained in the Manual.

- Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the personnel policies may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Trustees of the Village have the ability to adopt any revisions to the personnel policies.

- Furthermore, I acknowledge that these policies do not establish a contract of employment. I have received the personnel policies, and I understand that it is my responsibility to read and comply with the policies and any revisions made to it.

- I understand and acknowledge the Village's policy of at-will employment, meaning that either I or the Village can terminate the employment relationship at any time with or without cause. I also understand that if my employment is governed by a collective bargaining agreement, the terms of such agreement govern in the event of any conflict between this policies and the collective bargaining agreement.

_____ DATE:_____
EMPLOYEE'S SIGNATURE

_____
EMPLOYEE'S NAME (TYPED OR PRINTED)
Village of Lincolnwood

EXHIBIT B – Personal and Emergency Information Form
VILLAGE OF LINCOLNWOOD

Personal Information

Employee's Full Name:

_____
Last First MI

Home Address:

_____
Address City Zip Code

Telephone Number: _____ Alternative Telephone Number: _____

Email: _____

Emergency contacts

Contact Person:

_____
Last Name First MI

Home Address:

_____
Address City Zip Code

Work Address:

_____
Address City Zip Code

Home Telephone Number: _____ Work Telephone Number: _____

Cell Phone Number: _____ Other Contact Number: _____

Other emergency contacts

Name:_____
Relation:_____
Address:_____
Phone Numbers:
Home: _____ Work: _____ Other: _____

Name:_____
Relation:_____
Address:_____
Phone Numbers:
Home: _____ Work: _____ Other: _____

Name:_____
Relation:_____
Address:_____
Phone Numbers:
Home: _____ Work: _____ Other: _____

EXHIBIT C – Computer User Acknowledgment
VILLAGE OF LINCOLNWOOD

I have received and read the Village of Lincolnwood's policies with respect to use of computers, information, data, software, hardware, Internet and e-mail. I understand their content and meaning, and agree to abide by them.

I understand that the Village of Lincolnwood's technology resources and all data entered, created, gathered, received, stored or transmitted by those resources are Village property. I have no expectation of privacy in connection with the use of Village information systems or with the entry, creation, transmission, receipt, or storage of data via such resources. I also understand that the Village's technology resources are to be used for job-related purposes and not for personal purposes. Occasional personal use is permitted if it does not interfere with my job responsibilities, Village business, and the availability of information systems, and the transmitted data is legal, ethical, and in good taste.

I agree not to use my password, access any file, or retrieve any stored communication unless authorized to do so. I acknowledge and consent to Village monitoring, inspecting and disclosing, without prior notice and at its discretion, my use of Village information systems including all data that I enter, create, receive, store or transmit via those resources. Such monitoring may include printing out and reading e-mail entering, leaving or stored via Village information systems, and tracking my Internet and Intranet use. I also understand that if I do not comply with all provisions of the Policies, my access to Village information systems may be revoked and I will be subject to disciplinary action including discharge.

_____
Department & Division

_____
Signature

_____
Printed Name

_____
Title

_____
Date

VILLAGE OF LINCOLNWOOD

PERSONNEL POLICY MANUAL

On behalf of the Village of Lincolnwood, I want to welcome all employees to our organization. This organization exists for the sole purpose of providing effective services to the residents of the Village. We hope all employees take pride in being a member of our team.

This Manual was developed to outline the general expectations and standards that the Village expects of its employees and to describe the benefits, programs and policies that will govern employment with the Village. Please become familiar with the contents of this Manual and sign the Acknowledgment of Receipt form found on page 60 and return it to the Village Manager's Office.

I hope that your experience here will be challenging and rewarding. Again, welcome!

Sincerely,

Timothy C. Wiberg
Village Manager

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INTRODUCTION.

This Personnel Policy Manual (the "Manual") supersedes all previous Personnel Policy Manuals and all management memos that may have been issued in the past on the subjects covered by the Village of Lincolnwood (the "Village"). Policies and procedures outlined within this Manual are in effect beginning March 20, 2018 (the "Effective Date"). The Village Manager has adopted administrative protocols and departmental procedures to supplement the policies outlined in the Manual. The Village Manager may periodically update the protocols and procedures to reflect changes in work practices. Please see the administrative protocols or departmental procedures for more information. This Manual will answer many questions and provides a continuing source of reference. Please read this Manual carefully and keep it handy for future reference. One of each employee's responsibilities is to become familiar with and comply at all times with its contents. Supervisors, Department Directors, and/or the Village Manager's Office will be glad to answer any questions regarding this Manual.

1.1 General Statement of Purpose.

1.1.1 This Manual is presented as a matter of general information only. **THIS MANUAL DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT OR CONTINUED EMPLOYMENT, AND ITS CONTENTS SHALL NOT BE INTERPRETED AS A CONTRACT BETWEEN THE VILLAGE AND ANY OF ITS EMPLOYEES.** The policies of the Village shall not be interpreted as establishing tenured positions. There may be occasions where, based upon the circumstances, the Village will not follow the policies and procedures stated in this Manual, or may change or terminate policies or procedures, with or without notice.

1.1.2 This Manual is designed to acquaint employees with the Village and provide information about working conditions, employee benefits, and some of the policies affecting employment. Employees shall read, understand, and comply with all provisions of the Manual. It describes **employee's responsibilities**, and outlines the programs developed by the Village to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

1.1.3 The Manual is not all-inclusive and shall be used as a guide only. It is for Village employees only and may not be distributed outside of the workplace. Certain policies in the Manual apply to elected and appointed officials as stated in the Personnel Policy Manual. Questions about what is expected shall be directed to the employee's Supervisor. Unless specified otherwise by written contract, all employees have an "at-will" employment relationship with the Village unless employment is subject to the applicable rules of the Board of Fire and Police Commissioners. This means that employees have the right to terminate their employment at any time, with or without cause or advance notice, and the Village has the same right.

1.1.4 No employee manual can anticipate every circumstance or question about policy. As the Village evolves, the need may arise and the Village reserves the right to revise, supplement, or rescind any policies or portion of the Manual from time to time as it deems appropriate, in its

sole and absolute discretion. Employees will, of course, be notified of such changes to the Manual as they occur.

1.2 Adoption and Implementation of Policies.

1.2.1 The personnel policies are adopted by the Village Board, which consists of six elected Trustees and the Village President. The Policies are subject to amendment by the Village Board. It is the responsibility of the Village Manager to administer the personnel rules and regulations, render judgment, and exercise discretion in the interpretation of personnel policies.

1.2.2 The day-to-day implementation and administration of the Village's personnel policy is the responsibility of the Village Manager and may be delegated to his/her designee.

1.3 Application of Policies.

1.3.1 The personnel policies, procedures, rules and regulations set forth in the Manual, unless stated otherwise, shall be applicable to all categories of employees as set forth in Section 2.5.4 herein. Violation of any of the rules or policies in the Manual will result in discipline, up to and including termination, depending on the circumstances. There is no requirement that employees be warned or suspended before being terminated.

1.3.2 The policies, procedures, and rules set forth in this Manual shall take precedence to any previously adopted work rules, with the exception of any bargaining agreement, or any employment agreement. In such an event, the language in the collective bargaining agreement or employment agreement shall be considered binding. Where an existing collective bargaining agreement or an employment agreement does not address a certain area, the policies, procedures, and rules in this Manual shall be effective.

1.3.3 Nothing in the Manual precludes the establishment of additional written departmental operational policies and procedures for the Department's work force.

1.3.4 All sworn civil service employees are subject to the applicable Board of Fire and Police Commissioners' adopted rules and regulations, and all sworn police officers are subject to the provisions of Illinois statutes governing Police Department employees.

1.4 Offices and Positions: Although the following offices and positions are exempt from many of the policies and provisions of this Policy Manual that address the benefits and terms of employment with the Village, even the following offices and positions are expected to conform their conduct and interactions with Village employees to the policies in this Manual. The following offices and positions shall be exempt from the provisions of this Policy Manual unless otherwise stated in the Policy Manual:

1.4.1 Officials elected by the people

1.4.2 Members of boards and commissions

1.4.3 Personnel appointed to service without pay

1.4.4 Village Manager

1.4.5 Persons engaged under contract to supply expert, professional, technical, or any other services and;

1.4.6 Those employees hired to meet the immediate requirements of an emergency condition, such as extraordinary fire, flood, or natural disaster which threatens life or property.

1.5 Severability: If any provision of this Manual is found to be in violation of any applicable state or federal law by a court of competent jurisdiction, such provision shall be stricken and shall not affect any other provision of this Manual.

1.6 Employee Acknowledgment: In order to make sure that the intent of this Manual is understood, all employees will be required to sign a statement acknowledging the purpose and intent of this Manual (see Exhibit A, attached hereto). The Village desires to do everything possible to make sure employees understand the issues that are covered in this Manual; if employees need assistance in order to understand any of its provisions, please speak with a Supervisor or Department Director.

THE ACKNOWLEDGMENT FORM VERIFIES THAT THE EMPLOYEE HAS RECEIVED A COPY OF THE PERSONNEL POLICIES, IS AWARE OF THE EXISTENCE OF PERSONNEL POLICIES, AND RECOGNIZES HIS OR HER RESPONSIBILITY TO COMPLY WITH ALL POLICIES CONTAINED THEREIN.

2 EMPLOYMENT.

2.1 Equal Employment Opportunity: The Village is strongly committed to creating and preserving equal opportunity for all employees and applicants. The Village makes all employment decisions – including recruitment, hiring, compensation, training, promotion, transfer, discipline, termination, and other personnel matters – without regard to race, color, ancestry, religion, gender, national origin, age, disability, veteran status, marital status, sexual orientation, or other legally protected characteristics or conduct. The Village's strong commitment to equal opportunity requires a commitment by each individual employee, and compliance with the letter and spirit of this policy is required of all employees. Violations of this policy shall be reported to the employee's Supervisor.

2.2 Organizational Philosophy: The Village is committed to providing a sense of belonging to all employees of the Village and fostering a work environment of mutual trust, respect, dignity, and a collective commitment to excellence. It is the objective of the Village to conduct its operations with the following organizational philosophy:

2.2.1 That individuals care about their jobs and take pride in themselves and their contribution

2.2.2 Teamwork is important for the execution of our mission

2.2.3 That the Village shall promote a safe work environment, and safe practices

2.2.4 That the Village shall communicate its expectations of job performance to employees, and that constructive feedback be available

2.2.5 Suggestions for the improvement of any portion of the Village's services are encouraged and welcome, and may be submitted to employee's Supervisor, Department Director, or the Village Manager

2.2.6 That communication of policies and procedures be furnished and;

2.2.7 That the Village provides the tools and training necessary for each member of the organization to effectively accomplish their task

2.3 Political Rights: The political rights of Village employees are acknowledged as being consistent with the State of Illinois Local Governmental Employees Political Rights Act. Political rights shall include, without limitation, the following political activities: to petition, to make public speeches, to campaign for or against political candidates, to speak out on questions of public policy, to distribute political literature, to make campaign contributions, and to seek public office. No Village employee shall use his or her official position of employment to coerce or inhibit others in the free exercise of their political rights.

2.4 Code of Ethics: Consistent with state law and Village ordinance, the following is a code of conduct and behavior for Village personnel.

2.4.1 All persons in government service shall:

2.4.1.1 Put loyalty to the highest moral principles and country above loyalty to persons, party, or government department

2.4.1.2 Uphold the Constitution, laws, and legal regulations of the United States and all governments therein and never be a party to their evasion

2.4.1.3 Give a full day's labor for a full day's pay; giving to the performance of their duties their earnest effort and best thought

2.4.1.4 Seek to find and employ more efficient and economical ways of getting tasks accomplished

2.4.1.5 Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for themselves or their family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of their governmental duties

2.4.1.6 Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty

2.4.1.7 Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of their governmental duties

2.4.1.8 Never use any information coming to them confidentially in the performance of governmental duties as a means for making private profit

2.4.1.9 Expose corruption wherever discovered

2.4.1.10 Expose violations of the policies wherever discovered

2.4.1.11 Not retaliate against employees for exposing corruption or violations of these policies or laws wherever discovered

2.4.1.12 Uphold these principles, ever conscious that public office is a public trust

2.4.2 In addition, all employees are expected to fully comply with the Municipal Code of Ethics ordinance of the Village, located in Chapter 1, Article 4 of the Village Code of the Village (the "Code"), and the State Officials and Employees Ethics Act, located in Chapter 1, Article 4 of the Code.

2.5 Employment Classification and Categories.

2.5.1 It is the intent of the Village to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Village, unless employment is subject to the applicable rules of the Board of Fire and Police Commissioners.

2.5.2 Definition of Classification:

2.5.2.1 **NONEXEMPT** employees are entitled to overtime pay under the specific provisions of federal and state laws

2.5.2.2 **EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws, and are not entitled to overtime pay

2.5.2.3 **UNION** employees who are covered by a bargaining unit that has a collective bargaining agreement that has been approved and authorized by the Village Board

2.5.2.4 **NON-UNION** employees who are not covered by or represented by any organized labor group in the State of Illinois

2.5.3 Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon approval and written notification by the Village Manager.

2.5.4 Employment Categories: In addition to the above classifications, each employee will belong to one other employment category:

2.5.4.1 **FULL-TIME PERSONNEL** are those employees who have been employed under a full-time job classification on a minimum of thirty-five (35) work hours per week basis, interrupted only by excused absences. This does not include seasonal or part-time non-IMRF employees who work a minimum of thirty-five (35) hours per week.

2.5.4.2 **PART-TIME IMRF PERSONNEL** are employees who work year-round, and work more than one thousand (1,000) hours per year, but less than the applicable normal departmental workload, as determined by the Village. Part-Time IMRF personnel shall not work in excess of 29 hours per week. Part-time IMRF personnel are not entitled to benefits received by full-time personnel, unless otherwise specifically set forth herein.

2.5.4.3 **PART-TIME NON-IMRF PERSONNEL** are employees who, regardless of whether they work throughout the year, work no more than one thousand (1,000) hours

in a twelve (12) month period. Part-time non-IMRF Personnel are not entitled to any benefits (other than legally mandated benefits such as Social Security and workers' compensation insurance), unless otherwise specifically set forth herein.

2.5.4.4 **TEMPORARY AND SEASONAL PERSONNEL** are employees who are employed by the Village for a specific length of time, usually not to exceed six (6) months, and for a specific program or project. Temporary and seasonal personnel are not entitled to any benefits (other than legally mandated benefits such as Social Security and workers' compensation insurance), unless otherwise specifically set forth herein.

2.5.4.5 **VOLUNTEER PERSONNEL** are individuals who donate their time to the Village without pay and are not employees of the Village. Volunteers must follow all Village policies and procedures. Volunteers are not covered by workers' compensation insurance, and are not entitled to any benefits, unless otherwise specifically set forth herein. See Section 8 herein.

2.5.4.6 **INTERNS** are those individuals who are currently working toward a Bachelor's or Master's Degree from an accredited college or university. Their purpose is to provide administrative assistance/research on specific projects and tasks relating to their field of study. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for most of the Village's other benefit programs. Interns who work over 1,000 hours for the year are eligible for some benefits sponsored by the Village, subject to the terms conditions, and limitations of each applicable benefit program.

2.6 Hiring of Relatives / Nepotism / Conflict of Interest.

2.6.1 The employment of relatives in the same division or Department of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. The Village is committed to monitoring situations in which relatives work in the same division or Department. In case of actual or potential problems, the Village will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

2.6.2 For purposes of this section, a "relative" is defined as any person related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, including mother, father, brother, sister, spouse (including co-habitating couples), children, aunts, uncles, nieces, nephews, first cousins, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepfather, stepmother, step brother, stepsister, stepchild, half-brother, half-sister, grandchild, grandparent and legal guardian. Relationships created by adoption are included.

2.6.3 An individual shall not occupy a position where he or she reports to or is supervised by his or her relative. This constitutes a "Prohibited Employee Relationship."

2.6.4 Relatives of elected or appointed Village officials shall not be employed in any full-time and/or part-time IMRF employment (as defined herein) with the Village.

2.6.5 Relatives of Department Directors, the Village Manager, the Assistant Village Manager, or the Assistant to the Village Manager shall not be employed in any capacity with the Village.

2.6.6 The provisions of this policy shall not apply to any full-time or part-time IMRF employee of the Village hired before March 3, 2005, the effective date of this revised policy, or to sworn personnel appointed by the Board of Fire and Police Commissioners.

2.7 New Employees.

2.7.1 Reporting New Hires to the State: All newly hired employees of the Village must be reported to the State of Illinois. The purpose of this law is to locate absent parents for child support and to reduce the abuse or fraud in unemployment insurance, food stamp and Medicaid programs. The Village must report the names, addresses, social security numbers, and any withholding orders of all new employees.

2.7.2 Training: Job related training is undertaken at the departmental level and is the sole responsibility of the Department Director who may delegate the task to a supervisor.

2.8 Communication.

2.8.1 The Village has an open door policy. Employees are encouraged to communicate their problems, concerns, and suggestions to their immediate supervisor or Department Director. The Village Manager or his/her designee is available to meet with employees by appointment.

2.8.2 In addition to meeting person to person with supervisors and other management personnel, employees are encouraged to bring their concerns, comments, suggestions and questions to employee meetings and employee safety meeting conducted several times each year by the Village Manager or his/her designee. The Village recognizes that employees sometimes prefer to communicate their concerns in writing, and encourages employees to do so.

2.9 Layoffs.

2.9.1 With the approval of the Village Manager, employees may be laid-off because of shortage of work or funds, elimination of the position, material change in the job duties, or other related reasons in the Village's discretion to the continuing scope and composition of the workforce. The laid-off employee's duties may be reassigned to other employees.

2.9.2 Disciplinary separations from employment are not considered to be a layoff, regardless as to whether they are of a temporary or permanent duration.

2.9.3 Employees whose employment was terminated due to a layoff may reapply for subsequent vacancies with the Village.

2.10 Classification and Compensation: It is the desire of the Village to administer a compensation program for non-union employees that will enable it to retain and recruit highly competent employees. To meet this end, the Village establishes compensation ranges that are commensurate with the level of responsibility inherent in the position, and market. Therefore, it is the goal of the Village to provide both internal and external equity for all non-union positions. The Village administers a merit-based compensation system whereby all movements within the compensation range are determined by an employee's relative success in meeting organizational goals as measured through a regular employee performance evaluation.

2.11 Application/Interview Process: All potential new hires must complete an employment application in order to be considered.

2.12 Pre-Employment Screening: Before the Village hires an applicant (at any level), it will conduct reference checks using both personal references and previous employers listed on the application. A background check will be conducted for each position. A drug screen will be conducted for select positions. Some positions, as determined by the Village Manager, may also be required to participate in a psychological assessment and/or a physical as part of the pre-employment screening.

2.13 Employment Reference Checks.

2.13.1 Statement of Policy: It is the policy of the Village to check the employment references of all applicants, to ensure that individuals who join the Village are well-qualified and have a strong potential to be productive and successful. The Village will consistently check applicants' references to verify all reference information, and respond in writing to inquiries from others concerning current or former employees.

2.13.2 Responding to Reference Check Inquiries.

2.13.2.1 The Village Manager or his/her designee will respond only to those reference check inquiries on Village employees that are submitted in writing. If reference check inquiries are received via telephone, the requesting party will be advised that the Village will only respond to such requests made in writing.

2.13.2.2 Responses to such inquiries will confirm dates of employment, wage rates, and position(s) held when provided by the employee or former employee.

2.14 Work Schedules.

2.14.1 Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

2.14.2 Village Hall Office Hours: 9:00 a.m. to 5:00 p.m.

2.14.3 General Work Week for Full-time Staff:

2.14.3.1	Non-exempt Personnel:	35 hours/week
2.14.3.2	Exempt Personnel:	40 hours/week
2.14.3.3	Sworn Police Supervisory Personnel:	40 hours/week
2.14.3.4	Public Works Supervisory Personnel:	40 hours/week

2.15 Meal Period.

2.15.1 All full-time, part-time non-IMRF, part-time IMRF, and seasonal employees working a full seven or eight-hour shift (depending on their classification), excluding Public Works supervisory staff, are granted one unpaid meal period of sixty (60) minutes in length each workday. Public Works supervisory staff are granted one unpaid meal period of thirty (30) minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods. During meal periods, sworn law enforcement personnel are required to be accessible to emergency communication devices, and be on call for emergency response.

2.15.2 The Department Director or his/her designee shall be responsible for scheduling the meal period in the interest of departmental efficiency and full departmental or divisional coverage.

2.15.3 Department Directors (or their designees) will ensure that the meal period is not extended or denied unless emergency conditions exist.

2.15.4 Meal periods shall not be scheduled at the beginning or end of the work day.

2.15.5 Employees may not leave early or extend their meal period beyond their assigned period unless authorized by the Department Director or his/her designee.

2.15.6 A dining area is provided for employees to use during meal periods. No employee may consume food or beverages in work areas unless the employee is specifically required to remain at a work station during the meal period or has been granted approval by the Department Director or his/her designee.

2.16 Break Periods.

2.16.1 All full-time, non-IMRF, part-time IMRF, and seasonal employees working a full seven or eight-hour shift (depending on their classification) will be granted two fifteen (15) minute breaks, one during the first half of an eight-hour shift, and one during the second half of such a shift.

2.16.2 The Department Director or his/her designee shall be responsible for scheduling the break periods in the interest of departmental efficiency and full departmental or divisional coverage.

2.16.3 Department Directors (or their designees) will ensure that break periods are not extended or denied unless emergency conditions exist.

2.16.4 Employees are expected to be punctual in starting and ending their breaks and may be disciplined for tardiness.

2.16.5 Employees who choose to continue to work during break periods are not entitled to arrive later than scheduled starting time or leave before the normal ending time and will not receive extra pay for the time worked.

2.16.6 Break periods shall not be scheduled at the beginning or end of the work day.

2.16.7 Break periods must be taken away from the workstation such as in a cafeteria or in other designated non-work areas.

2.17 Access to Personnel Files: This policy provides for the access and review of any and all personnel files consistent with the Illinois Personnel Records Review Act, 820 ILCS 40/0.01, *et seq.*

2.17.1 The Village maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

2.17.2 Personnel files are the property of the Village, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Village who have a legitimate reason to review information in a file are allowed to do so.

2.17.3 With reasonable advance notice, employees may review their own personnel files in the Village Manager's office and in the presence of an individual appointed by the Village to maintain the files.

2.18 Personal Data Changes and Emergency Contact: Each employee will submit a Personal and Emergency Information Form of employee data to the Village Manager or his/her designee (Exhibit B, attached hereto). It is the responsibility of each employee to promptly notify their Department Director of any changes in personal data. All data shall be accurate and current at all times. It is extremely important that current emergency information for each employee is kept on file in the Village Manager's Office. Village staff must be able to contact a responsible, designated person in case of accidents or other emergencies. Up-to-date information allows for effective communication, especially in times of emergency.

2.18.1 The Personal and Emergency Information Form of employee data will be submitted to the Village Manager or his/her designee whenever there is a change in personal or emergency information.

2.18.2 If any personal data has changed, the employee is to notify the Village Manager or his/her designee.

2.18.3 An employee may make an appointment with the Village Manager or his/her designee to update any changes in marital status, beneficiaries, and dependents as it relates to benefits.

2.18.4 An employee may contact the Village Manager or his/her designee for tax forms to make changes to tax withholdings.

2.18.5 An employee shall present copies of certifications relating to education, training, etc., to their Supervisor and the Village Manager or his/her designee.

2.18.6 It is the responsibility of the employee to keep information regarding home telephone numbers, number of dependents, address changes, emergency notification data, and educational accomplishments up to date.

2.18.7 A copy of the Personal and Emergency Information Form will be kept in an employee's Personnel File.

2.19 Performance Evaluations.

2.19.1 Performance Evaluations are designed to establish regular and careful assessments of performance; to focus on areas where new training or continuing education may be required; to establish any applicable merit pay increase; and to review the prevailing goals and the employee's efforts to achieve these goals. The evaluation criteria are established by the Village Manager.

2.19.2 Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

2.19.3 A formal written performance evaluation will be conducted at the end of an employee's first six (6) months as an employee of the Village.

2.19.4 Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

2.19.5 Performance evaluations are scheduled approximately every twelve (12) months, coinciding generally with the anniversary of the employee's original date of hire or with the employee's last date of promotion.

2.19.6 The performance evaluation will be placed in the employee's file.

2.20 Other Employment: This policy is established to address concerns that may arise from outside employment activity; for example, the impact of physical stress and fatigue on employee performance and safety. "Other employment" consists of full-time and part-time work outside of Village employment.

2.20.1 A full-time employee may not hold a job with another organization, unless he/she obtains prior written approval from the Village Manager or his/her designee (such approval not being unreasonably withheld), and as long as the employee satisfactorily performs his or her job responsibilities with the Village.

2.20.2 All employees will be judged by the same performance standards and will be subject to the Village's scheduling demands, regardless of any existing outside work requirements.

2.20.3 If it is determined by the Village Manager and/or his/her designee that an employee's Other Employment interferes with performance or the ability to meet the requirements of the Village (as they are modified from time to time), the employee may be required to terminate the Other Employment if he or she wishes to remain employed with the Village.

2.20.4 An employee shall not perform Other Employment:

2.20.4.1 Which creates a conflict of interest between the employee's Other Employment and that of the Village or;

2.20.4.2 Which is of such nature that it may be reasonably construed by the public to be the official act of the Village or Department or;

2.20.4.3 Which involves the use of Village facilities, equipment, uniforms, and supplies except as specifically permitted by the Village Manager or;

2.20.4.4 Which involves the use of official information not available to the public and;

2.20.4.5 Which might encourage, on the part of members of the general public, a reasonable belief of a conflict of interest.

2.21 Electronic Resources Policy.

2.21.1 The Village's telephone, e-mail, computer, voice mail, Internet and other communication systems are not intended for personal use. Each user must ensure that use of Village electronic resources is appropriate and professional. The Village may monitor any of these systems to prevent abuse and ensure that our communications with vendors, members, the general public, and each other are of the highest quality, consistent with Village policies, and for other business purposes. Users have no expectation of privacy in connection with the use of Village technology resources, including the creation, entry, receipt, storage, accessing,

viewing or transmission of data. By using the telephone, e-mail, voice mail, Internet or other modes of communication, employees consent to such monitoring. With regard to e-mail, computer, voice mail and Internet systems, employees are advised that passwords, varying levels of message protection, and other security measures are all accessible by the Village.

2.21.2 Use of Village telephone, e-mail, voice mail, computer, or other communication devices in a manner that does not comply with the Village's equal employment, harassment or other policies or standards of conduct is strictly prohibited.

2.22 Electronic Devices, Software and Internet Use.

2.22.1 The Village provides certain employees with electronic devices such as personal computers ("PCs") or mobile phones (including smartphones) as tools to perform their job functions. These devices and their software are the property of the Village, and use of these devices is provided solely for the effective performance of the employee's job. In some cases, this may include internet access. Internet use is for business purposes, and must be limited to sites necessary to perform the employee's duties. If an employee does not require the use of a PC in the normal performance of his or her duties, then the use of a Village PC without prior authorization is strictly prohibited. Employees using Village-issued devices have no expectation of privacy with respect to use of same.

2.22.2 Electronic Mail or E-mail: The Village's e-mail system may be used only for legitimate business purposes of the Village and that does not violate any Village policies.

2.22.3 The Village recognizes that occasional personal use of the Village's electronic resources may be consistent with this policy if it is infrequent, incidental use that is professional, in good taste, and does not interfere with Village business, the performance of the user's duties or the availability of information systems and that does not disturb employees who are working. All use, including personal use, is subject to the provisions of the Village's policies, including the Village's right to monitor its electronic resources.

2.22.4 The Village has developed both hardware and software standards for all its desktop and laptop computers in order to protect the network and to maintain full access to the network. Loading unauthorized individual software programs can affect a computer, and has the ability to affect the entire network and, therefore, other users. Therefore, absolutely no software program, executable file, or audio/video, or image file may be loaded on any desktop and/or laptop computer under any circumstances, except by the appropriate systems professional and with advance approval from the Village Manager. No exceptions are permitted. This includes downloading/saving files (other than word processing documents and spreadsheets) and/or adding or changing any other software program files. When there are business requirements for software other than any of the current standard software, the new software must be evaluated and maintained by the Village Manager or his/her designee, including the loading and changing of that software on the computer. To minimize the risk of unauthorized access to or disclosure of Village information, all users are prohibited from sharing their password(s) for Village related software and/or equipment with any staff member or outside entity.

2.22.5 All personnel must respect copyrights and other restrictions that pertain to outside materials and that prohibit downloading of software. Failure to observe copyright or license agreements may result in disciplinary action, up to and including termination.

2.22.6 The Internet is a powerful communication tool and a valuable source of information for business use, and access to the Internet on Village equipment and/or during an employee's work hours shall be for business use only. The Village has no control over the information on the Internet and is not responsible for its content. In addition, the Village is not responsible for any unauthorized charges or fees resulting from communication via the Internet. Each individual is responsible for what he/she views and downloads, and for what he/she transmits or otherwise communicates by e-mail or the Internet. All Internet use is subject to this policy, and the Village's policies regarding harassment, discrimination and other policies. Any unauthorized or inappropriate use of the Internet or Village PCs may result in disciplinary action, up to and including termination.

2.22.7 All Village personnel performing any work for or in connection with the Village are strictly prohibited from using Village-provided PCs or Internet services for any of the following or similar purposes:

2.22.7.1 Engaging in conduct that is illegal, fraudulent, libelous or malicious or against Village policy or contrary to the Village's best interest

2.22.7.2 Engaging in conduct that is annoying, harassing or disruptive to others

2.22.7.3 Sending, retrieving, accessing, downloading or storing any communications of a discriminatory, offensive or harassing nature, including messages with threatening, derogatory or inflammatory remarks about an individual's or group's race, color, sex, age, disability, religion, national origin, sexual preference, or other protected characteristics

2.22.7.4 Transmitting unauthorized data

2.22.7.5 Attempting to gain unauthorized access to data or into any computer

2.22.7.6 Using profane, offensive, or abusive language

2.22.7.7 Downloading text, images, or videos without express advance authorization from management

2.22.7.8 Downloading games, gambling, or playing games on the computer or over the Internet

2.22.7.9 Sending e-mail or other electronic communications that conceals the identity of the sender or misrepresents the sender's identity; all messages

communicated on the company's e-mail/Internet system shall contain the employee's name, and all communications sent outside the Village shall contain the individual's signature block.

2.22.8 All employees must sign the Computer User Acknowledgment Form, a copy of which is attached hereto as Exhibit C. Violation of the terms set forth therein, or any of the foregoing guidelines may result in disciplinary action, up to and including termination. Anyone using PCs or the Village's technology network for defamatory, illegal, fraudulent, or other inappropriate purposes may also be subject to civil liability or criminal prosecution, where appropriate. If an employee suspects that a co-worker is misusing the Village computer resources, the employee is responsible for immediately reporting the misuse to the Village Manager or his/her designee.

3 HARASSMENT IN THE WORKPLACE.

The Village is committed to maintaining a professional work environment that is free from discrimination, harassment, retaliation and similar offensive or inappropriate conduct. Although some conduct may not rise to the level of unlawful harassment from a legal perspective, the Village wants to protect its employees from such conduct and prevent conduct from becoming severe or pervasive enough to alter the conditions of an employee' s employment, create a hostile working environment, or result in a tangible adverse employment action. Accordingly, the Village has adopted a zero-tolerance policy against harassment. This policy forbids an employee, elected official, vendor, client, customer or other person, from engaging in such conduct.

3.1 Statement of Policy: It is the right of each individual employee to work in an environment free from harassment.

3.1.1 This policy prohibits harassment or other workplace discrimination based on a person's protected status under state and federal law. This includes conduct, whether verbal, physical, or visual, that denigrates or shows hostility or aversion toward an individual based upon that person's race, gender, sexual orientation, age, color, religious affiliation, national origin, disability, ancestry, marital status, military status, or other legally protected status. The Village will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits, or creating an intimidating, hostile, or offensive work environment.

3.1.2 The harassing conduct forbidden by this policy specifically includes, but is not limited to:

3.1.2.1 Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status;

3.1.2.2 Written or graphic material circulated, available on the Village's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status;

3.1.2.3 Jokes, kidding, teasing, or practical jokes directed at a person based on his or her protected status;

3.1.2.4 Any employee mocking or belittling any other employee in such a manner that has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment; and

3.1.2.5 Retaliation against another employee for reporting acts of harassing conduct.

3.1.3 The Village discourages any such conduct in the workplace, and this policy prohibits harassment based on an individual's protected status, even if it does not rise to the level of a legal violation.

3.2 Sexual Harassment: Sexual harassment includes any harassing conduct based on gender, regardless of whether the conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders.

3.2.1 Unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term of employment, (2) submission to or rejection of the conduct is used as a basis for an employment decision affecting an individual (tangible employment action), or (3) conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

3.2.2 This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.

3.2.3 The Village considers the following conduct to represent some of the types of sexually harassing conduct that violate the Harassment Policy:

3.2.3.1 Preferential treatment and promises of a preferential treatment to an employee for submitting to sexual conduct;

3.2.3.2 Verbal harassment, such as sexual innuendoes, suggestive comments, insults, comments on sexual preference, humor and jokes about sex, anatomy, or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements of a sexual nature about other employees, even outside of their presence

3.2.3.3 Non-verbal harassment, such as suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking" or "kissing" noises, or winking

3.2.3.4 Visual harassment, such as posters, signs, pin-up, slogans of a sexual nature, overt display of pornographic photographs, or literature in the workplace

3.2.3.5 Physical harassment, such as: inappropriate touching or feeling of another person, unwelcome hugging or kissing, patting, pinching, grabbing, brushing against another person's body, coerced sexual contact or intercourse, or sexual assault or sexual battery.

3.3 Compliance with Policy: Everyone at the Village can help assure that this workplace is free from prohibited discrimination or harassment. Everyone is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. . No employee or elected/appointed official is exempt from the requirements of this policy.

3.3.1 The Village expects employees to inform others in the workplace whenever their conduct is unwelcome, offensive or inappropriate.

3.3.2 In addition, employees may come forward with complaints about alleged problems or violations of this policy at any time through the procedure below. Employees are expected to come forward promptly and report any problems pursuant to this policy before the alleged offending behavior becomes severe or pervasive. Prompt reporting is very important so that the Village can take action to stop the conduct before it is repeated.

3.3.3 Complaints need not be limited to someone who was the target of the alleged offending conduct. Anyone who has observed an alleged violation of the policy is also encouraged to report such conduct.

3.4 Internal Complaint Procedure.

3.4.1 If an employee or other person covered by this policy experiences or witnesses any conduct that he or she believes is inconsistent with this policy, the Village expects the person to promptly notify Human Resources, the Village Manager, an employee's Supervisor, or Department Head. This may be done in writing or orally. Any supervisor or Department Head who receives a complaint or observes conduct which may violate this policy, must immediately report the complaint or observation to Human Resources (the Assistant to the Village Manager), or the Village Manager. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination.

3.4.2 Persons who believe they have been subjected or exposed to discrimination or harassment prohibited by this policy have the right to have any such activity terminated immediately. The Village may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place.

3.4.3 The Village Manager or his/her designee will investigate all complaints of conduct that is inconsistent with this policy, promptly and thoroughly. This investigation will include, but is not limited to, interviewing the complaining party, supervisors, and any other personnel, as required, to obtain sufficient factual information upon which to make a determination. In all cases the investigation will be conducted by a person or persons who are not involved in the alleged prohibited conduct. Before making any final determination, the person accused of violating the policy will, whenever practical, be notified and afforded an opportunity to respond to the allegations.

3.4.4 The Village wishes to create a safe environment in which individuals are not afraid to discuss concerns and complaints, or to seek general information about discrimination, harassment, and retaliation. The Village recognizes that individuals may be concerned about the confidentiality of information they share, and it will strive to preserve confidentiality to the extent possible. The Village is legally obligated to investigate and correct conduct that violates this policy once it is informed that discrimination, harassment or retaliation has occurred or may be occurring, and full confidentiality cannot be guaranteed.

3.4.5 If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Village will take corrective action regardless of the positions of the parties involved. While corrective action is intended to end inappropriate conduct in the workplace, discipline up to and including termination, may be appropriate under the circumstances. The Village may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the person who engaged in harassment is not an employee of the Village, then the Village will take whatever corrective action is reasonable and appropriate under the circumstances.

3.5 External Complaint Procedures.

3.5.1 While the Village hopes that an incident of sexual harassment can be resolved through the internal complaint procedures, all employees have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within 180 days of the incident of sexual harassment. A charge with the EEOC must be filed within 300 days of the incident. Employees can contact these agencies at:

Illinois Department of Human Rights
100 W. Randolph St., Suite 10-100
Chicago, IL 60601
(312) 814-6200

Equal Employment Opportunity Commission
500 West Madison Street, Ste. 2800
Chicago, Illinois 60661-2511
(312) 353-2713

3.6 False and/or Frivolous Complaints: It is critical in establishing a workplace free of harassment that an individual who experiences or witnesses an incident perceived as being harassing has access to a mechanism for reporting such incidents. It is critical in establishing a workplace free of harassment that an individual who experiences or witnesses an incident perceived as being harassing has access to a mechanism for reporting such incidents. False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. A false and frivolous charge is a severe offense that can itself result in disciplinary action to the person making such false and/or frivolous charge.

3.7 Retaliation: The Village has a strict anti-retaliation policy and all employees should be advised that retaliation will not be tolerated against any person who has filed a complaint in regards to harassment, discrimination or retaliation; or who assists or cooperates in an investigation of a complaint by someone else, whether internally or with an external agency; or who files a charge of discrimination or harassment or retaliation; or who otherwise provides information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws.. Examples of the types of retaliation that are prohibited include intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Retaliation will result in severe discipline, up

to and including termination. Anyone experiencing or witnessing any conduct he or she believes to be retaliatory should immediately report such conduct using the complaint process set forth in above.

4 AMERICANS WITH DISABILITIES ACT.

4.1 Statement of Policy: It is the policy of the Village not to discriminate against any individual seeking to participate in or benefit from any Village program, service or activity because of a physical or mental disability. Further, it is the policy of the Village not to discriminate against any employee or applicant for employment because of physical or mental disability for positions for which the employee or applicant otherwise is qualified. In the context of employment, a qualified individual is one who with or without reasonable accommodation, can perform the essentials functions of the job in question; safely and effectively. The Village will make reasonable accommodation to the known physical and mental limitations of employees and applicants, consistent with the qualifications required for the work to be performed, and with the effective operation of the Village. If an employee has a disability and requires accommodation in order to perform the essential functions of his or her job, the employee should contact Human Resources to request such an accommodation. The Village will engage in an interactive process with the employee to identify the barriers, if any, that are interfering with the employee's ability to perform the essential job functions. The Village will identify possible accommodations, if any, that will help eliminate the limitation. As part of the interactive process, the Village may request that the individual provide certain information from his or her health care provider related to his or her ability to perform the essential job functions, with or without reasonable accommodation. The Americans with Disabilities Act ("ADA") prohibits an employer from retaliating against any applicant or employee for asserting his/her rights under the ADA. The Act also makes it unlawful to discriminate against an applicant or employee whether disabled or not, because of the individual's family, business, social or other relationship or association with an individual with a disability.

4.2 Prohibition: The Village is subject to all the laws prohibiting discrimination, including the ADA, which prohibits discrimination because of a disability in regard to any employment practices or terms, conditions, and privileges of employment.

4.3 Complaints: An employee who either observes or believes himself/herself to be the object of discrimination because of a physical or mental disability shall immediately file a written complaint with his/her Supervisor. If the complaint is against the employee's supervisor, the complaint shall be filed with the next level of supervision. A prompt and thorough investigation of all such complaints will be conducted by the Village Manager or his/her designee.

4.4 Internal Complaint Procedures: The Village will follow the same internal complaint procedures used with regard to investigation of sexual harassment complaints, as set forth in Section 3 herein.

4.5 Results of Investigation: The results of the investigation will be discussed with those persons involved, and appropriate disciplinary action, if any, will be taken, up to and including termination.

4.6 Posting Notices: The Village has posted notices concerning the provisions of the American with Disabilities Act.

4.7 Accommodation of Pregnant Employees: Upon presentation of medical documentation supporting the need for a workplace accommodation, the Village will consider accommodation of pregnancy

pursuant to this procedure to the extent such accommodation does not pose an undue hardship on the ordinary operation of the business of the Village.

5 VIOLENCE IN THE WORKPLACE.

5.1 Statement of Policy: Violence in the workplace can have devastating effects on the productivity of organizations and on the quality of life of employees. The Village values its employees and feels their safety and security are important. Threats, threatening behavior or acts of violence against employees, visitors, guests, or other individuals by anyone on Village property will not be tolerated. Any employee who attempts to intimidate or commits an act of violence toward any other employee, visitor, guest, or other individual, or subtly or directly threatens or hints such action, will be subject to discipline, up to and including immediate termination.

5.2 Prohibition against Weapons: The Village wishes to maintain a work environment that is free of the illegal or unauthorized use of firearms, explosives, other weapons. Consistent with the Village's Weapons Policy, no employee shall carry, wear or otherwise possess, control, transfer, sell, give, deliver, accept, or use any weapons at any time in or on Village Property or while performing any duties for or on behalf of the Village.

5.3 Reporting Procedures: All Village employees are responsible for notifying their supervisor and/or the Village Manager or his/her designee of any threats they have witnessed, received or have been told that another person has witnessed or received. The supervisor must notify the Village Manager or his/her designee. Threats may be made by an employee, citizen, customer, vendor/supplier, or even family and friends of an employee. Even without an actual threat, employees shall report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on village property. Employees are responsible for reporting this behavior regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or were the focus of the threatening behavior.

5.3.1 All individuals who apply for or obtain a protective or restraining order which lists village locations as being protected areas must provide the Village Manager or his/her designee with a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent protective or restraining order which is granted.

5.3.2 Once a complaint has been received, or after a violent act has occurred, the Village Manager or his/her designee, in conjunction with the Department Director and/or Village of Lincolnwood Police Department, will conduct a thorough investigation of the matter.

5.4 Discipline: After the investigation, any employees involved in the threat or violent act will receive disciplinary action. Because the Village has adopted a "no tolerance" policy regarding threats or violence, all guilty parties may be terminated. In addition, the Village may notify the appropriate legal authorities and/or take legal action against the employee found to have violated this policy.

5.5 Prevention: In order to prevent workplace violence committed by employees, the Village will practice all reasonable preventive measures, including but not limited to, the following:

5.5.1 Employee Assistance Program (EAP): The Village provides a confidential Employee Assistance Program (see Section 5.7 herein) for its employees and family members to deal with emotional, substance abuse, marital, and financial problems.

5.5.2 Retention: Employees must notify the Village Manager's Office of any criminal convictions (including pleas of guilty or no contest) for anything other than a minor traffic violation within twenty-four (24) hours of the conviction. The Village Manager or his/her designee will determine if the nature of the conviction and the employee's job poses an unreasonable risk to co-workers or the public.

5.5.3 Exit Interviews: The Village Manager or his/her designee conducts exit interviews when an employee leaves the Village. The exit interview helps the Village identify any potential violence-related problems within a department or the Village as a whole.

5.6 Aftermath: Violent incidents can be very traumatic for employees and their families. Should such an incident occur, the Village will provide on-site visits from the EAP to help employees cope and to communicate any further action the Village will take. As always, individual counseling will be available.

5.7 Review of Procedures: Management will periodically review current security measures and procedures and make applicable changes to prevent future problems. Employees are encouraged to submit suggestions for reducing risk of violence or improving negative working conditions.

6 PERSONAL CONDUCT

6.1 Progressive Discipline, Employee Conduct, and Work Rules.

6.1.1 Progressive Discipline: This is a guideline for what employees may expect if disciplinary action is warranted. The actual procedure employed depends upon the type and the seriousness of the particular offense, as well as the frequency with which it or a substantially similar offense occurred. Nothing contained herein creates any rights for an employee or obligations for the Village, and all non-contractual employees remain terminable at will.

6.1.1.1 Although not required, in most circumstances, the Village will use a progressive disciplinary system that contains the following steps:

6.1.1.1.1 First Warning – The supervisor issues a written warning, recording the date and time and the incident or incidents for which the warning was issued, and retains the record for future reference. A copy of the record will be retained in the employee's personnel file maintained in the Manager's Office.

6.1.1.1.2 Second Warning – The supervisor issues a written warning, recording the date and time and the incident or incidents for which the warning was issued, and retains the record for future reference. A copy of the record will be retained in the employee's personnel file maintained in the Manager's Office.

6.1.1.1.3 Suspension – The Department Director issues a suspension, recording the date and time and the incident or incidents for which the suspension was issued, and retains the record for future reference. A copy of the record will be retained in the employee's personnel file maintained in the Manager's Office.

6.1.1.1.4 Termination or Demotion – The decision to terminate or demote an employee can only be authorized by the Village Manager.

6.1.1.2 For a more serious offense, immediate suspension or dismissal may be in order. Each situation will be evaluated separately and on its own merits in view of these guidelines.

6.1.2 Employee Conduct and Work Rules

6.1.2.1 The Village maintains standards of performance and reasonable rules of conduct which employees are expected to meet. When employees fail to meet the standards of performance or violate the reasonable rules of conduct, they may be dismissed, demoted, suspended, or reprimanded as the circumstances justify.

6.1.2.2 Evidence of the following actions shall be sufficient reason for dismissing, demoting, suspending or reprimanding an employee, depending on the circumstances:

6.1.2.2.1 Evidencing incompetence, negligence, misconduct, or inefficiency in the performance of one's duties.

6.1.2.2.2 Having been convicted of a criminal offense or of a misdemeanor involving moral turpitude, or having engaged in or engaging in criminal conduct either on or off duty.

6.1.2.2.3 Violating any lawful or official regulation, or failure to obey such regulation which has resulted in, or can reasonably be expected to result in, loss or injury to the Village or the public.

6.1.2.2.4 Consuming alcoholic beverages and/or illegal substances, and/or being intoxicated, while on duty, or while on the Village's premises. An employee shall be considered to be under the influence of alcohol if there is a concentration of .02 or more based upon the grams of alcohol per 100 millimeters of blood. Results showing an alcohol concentration of .0199 or less shall be considered negative.

6.1.2.2.5 Selling, delivering, receiving, or using any illegal substance not prescribed by a physician, or, if prescribed, the supervisor was not notified of the prescription before the use was detected.

6.1.2.2.6 Using offensive conduct or language toward the public, municipal officers, superiors, co-workers or subordinates.

6.1.2.2.7 Using, controlling, or otherwise carelessly or negligently handling the Village's equipment and/or property.

6.1.2.2.8 Inducing or attempting to induce an officer or employee of the Village to commit an unlawful act, or acting in violation of any lawful and reasonable official regulation or order.

6.1.2.2.9 Accepting for the performance of one's job duties any feel reward, gift, tip or other form of remuneration which do not constitute normal wages, salaries, or benefits.

6.1.2.2.10 Engaging in conduct which brings discredit upon the Village service.

6.1.2.2.11 Proven dishonesty in the performance of duties.

6.1.2.2.12 Abusing the sick leave policy.

6.1.2.2.13 Failing to report an on-the-job injury to the employees' supervisor within two (2) working hours of the occurrence.

6.1.2.2.14 Failing to report a job related incident or accident to the employees' supervisor within two (2) hours of its occurrence.

6.1.2.2.15 Endangering one's own safety, or the safety of others, by failing to use reasonable safety practices, and/or violating the Village's or the Department's safety rules.

6.1.2.2.16 Using equipment, supplies, uniforms, vehicles, or other property without having obtained the supervisor's prior authorization, regardless as to whether the item is used during or outside of normal work or business hours, and whether it is Village owned, rented or leased.

6.1.2.2.17 Being absent without leave, or failing to return from leave upon expiration, without having notified the supervisor or Department Director.

6.1.2.2.18 Misappropriating or unlawfully disposing of Village funds or property.

6.1.2.2.19 Withholding information or providing incorrect or fraudulent information about either one's own job related injury, illness, incident or accident, or that of another.

6.1.2.2.20 Violating the confidentiality of information including Village records,

6.1.2.2.21 Punching or writing time on a co-worker's time card.

6.1.2.2.22 Falsifying Village documents, reports, logo or similar records, and/or falsely representing the quality and/or quantity of work performed, or assisting another in concealing the aforementioned actions.

6.1.2.2.23 Misrepresenting or falsifying the information reported on the employment application including all documents submitted with and/or processed as part of the employment application.

6.1.2.2.24 Violation of any other rules contained in this Manual.

6.1.2.2.25 Any other conduct which is unbecoming of a Village employee.

6.1.2.3 This foregoing list is not intended to be exhaustive of the reasons that might justify disciplinary action, but is provided to assist the employee in determining which types of conduct and/or performance the Village considers to be acceptable or unacceptable.

6.1.2.4 The Village reserves the right to terminate any employee whenever it is determined that termination is in the best interest of the Village.

6.2 Problem Resolution.

6.2.1 The Village is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Village supervisors and management. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

6.2.2 If an employee disagrees with established rules of conduct, policies, or practices, he/she can express his/her concern through the problem resolution procedure. If a situation occurs when an employee believes that a condition of employment or a decision affecting him/her is unjust or inequitable, he/she is encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

6.2.2.1 Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the Village Manager or his/her designee or any other member of management.

6.2.2.2 Supervisor or responsible individual responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor or responsible individual documents discussion.

6.2.2.3 If problem is unresolved, the employee presents problem to the Village Manager or his/her designee.

6.2.2.4 Village Manager or his/her designee counsels and advises employee, assists in putting problem in writing, visits with employee's Supervisor(s), and directs employee to the Village Manager for review of problem if necessary.

6.2.2.5 Village Manager reviews and considers problem. Village Manager informs employee of decision and forwards copy of written response to Village Manager or his/her designee for employee's file. The Village Manager has full authority to make any adjustment deemed appropriate to resolve the problem.

6.2.3 No employee will be penalized, formally or informally, for voicing a complaint with the Village in a reasonable, business-like manner, or for using the problem resolution procedure.

6.3 Termination of Employees. Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. For employment purposes, the last day that the employee is physically working is considered the last day of work.

6.3.1 Below are examples of some of the most common circumstances under which employment is terminated:

6.3.1.1 RESIGNATION – voluntary employment termination initiated by an employee.

6.3.1.2 DISCHARGE – employment termination initiated by the organization.

6.3.1.3 LAYOFF – involuntary employment termination initiated by the organization for lack of work or other reasons.

6.3.1.4 RETIREMENT – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

6.3.2 Resignation of Employees: Resignation is a voluntary act initiated by the employee to terminate employment with the Village. The Village expects at least fourteen (14) days written resignation notice from all employees. During this fourteen-day period, or at any other time after an employee provides written notice of resignation or retirement, an employee cannot use any vacation days, paid-time-off, compensatory time, or personal days except those already scheduled at least 30 days before the written retirement or resignation was submitted.

6.3.3 Good Standing: Good Standing is defined as an employee providing at least fourteen (14) days written resignation notice. Employees that are discharged or that resign or retire to avoid termination proceedings shall not be considered in Good Standing. An employee who resigns or retires in Good Standing may be eligible for post-employment benefits and/or consideration for reemployment.

6.3.4 Prior to an employee's departure (due to resignation or otherwise), an exit interview will be offered to discuss the reasons for resignation and the effect of the termination on benefits, to be conducted by the Village Manager or his/her designee. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the Village, or return of Village-owned property. Suggestions, complaints, and questions can also be voiced.

6.3.4.1 Seasonal and Non-IMRF Employees may participate in an exit interview at the employee's request.

6.3.5 Upon employment termination, all accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses.

6.3.6 Post-Employment Benefits

6.3.6.1 Employees who retire with the Village will be eligible for retiree insurance coverage in accordance with applicable State laws.

6.3.6.2 Non-union employees hired prior to December 31, 2014, who have been in the employ of the Village for a minimum of thirty (30) years, shall be provided with a partial payment of their Insurance Coverage Benefits, which includes health and dental insurance, for a three-year period following their retirement from the Village's employment. The Village will pay one-half of the premium payment for the first year following retirement, one-third of the premium payment for the second year and one-fourth of the premium payment for the third year. Following the third year, this retirement benefit will cease. Upon eligibility for Medicare, this benefit will cease. This benefit shall apply to plan and tier coverage held by the employee at the time of retirement.

6.4 Return of Property: Employees are responsible for items issued to them by the Village or in their possession or control, including, but not limited to, the following:

6.4.1 Equipment, Identification badges, Keys, Manuals,, Protective equipment, Tools, Uniforms, Vehicles, Gasoline Cards, Cellular Phones, Laptop Computers.

6.4.2 Employees must return to the Department Director or his/her designee, all the Village property immediately upon request, or upon termination of employment. All returned property must be in substantially the same condition as it was when it was issued, ordinary wear and tear will be accepted.

6.4.3 Lost property is to be reported immediately to the employee's supervisor.

6.4.4 The employee is financially responsible for equipment lost or damaged through neglect or carelessness.

6.5 Drug Free Workplace: The Village is committed to maintaining a work place that is free from the effects of drug and alcohol use. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

6.5.1 Unauthorized Prescription Drugs, Alcohol or Controlled Substances: In accordance with the Federal Drug-Free Work Place Act, Village employees shall not, at any time, manufacture, distribute, dispense, possess, use or be under the influence of illicit drugs, unauthorized prescription drugs, alcohol or controlled substances on the premises of any Village building or facility (unless authorized), in Village-owned vehicles, or during work hours. Sanctions for violation of this policy extend to and include dismissal and referral for prosecution consistent with applicable local, state and federal law.

6.5.2 Use of Prescription Drugs: This policy does not apply to the lawful use of prescription drugs under the supervision of a licensed healthcare professional and within the limits of a valid prescription. An employee who has been prescribed drugs or who is taking over-the-counter

medications that come in containers with warnings about drowsiness or interference with the ability to operate machinery or drive safely, is required, however, to consult with his/her doctor or pharmacist about the medication's effect on the employee's ability to perform his/her job safely, and to immediately disclose to his/her Supervisor any medication-related work restrictions, so that appropriate options may be considered.

6.5.3 Drug/Alcohol Testing: It is the policy of the Village to conduct drug/alcohol testing where it has reason to believe that an employee may be under the influence of alcohol, illegal drugs or other controlled substances. In addition, any employee who is reasonably believed to have caused or contributed to an accident which resulted in personal injury requiring medical treatment away from the scene of the accident, or which disabled a piece of equipment, shall be tested for alcohol, illegal drugs or other controlled substances. Employees who operate commercial motor vehicles and are required to possess commercial driver's licenses must comply with Village policy and Department of Transportation regulations. Refusal to submit to testing will result in disciplinary action, up to and including dismissal. Infractions may also be reported to law enforcement officials where appropriate.

6.5.4 Convictions/Violations: As a condition of initial or continued employment, employees shall abide by the terms of this policy and shall notify the Village Manager of any criminal drug statute conviction, guilty or plea of no contest for a violation no later than five (5) days after such a conviction or plea.

6.5.5 Controlled Substance: A controlled substance listed in the Illinois Controlled Substances Act or Cannabis Control Act, and substances listed in Schedules I through V of the Federal Controlled Substances Act. Among other substances, it includes such illegal drugs as marijuana, cocaine, crack cocaine, PCP, heroin, morphine, and LSD listed in scheduled I through V of Section 202 of the Controlled Substances Act. An employee shall be considered to be under the influence of alcohol if there is a concentration of .02 or more based upon the grams of alcohol per 100 millimeters of blood. Results showing an alcohol concentration of .0199 or less shall be considered negative.

6.5.6 Employees with questions on this policy or issues related to drug or alcohol in the workplace shall raise their concerns with the Village Manager without fear or reprisal.

6.6 Employee Safety.

6.6.1 Employee safety in the workplace is the highest priority for the Village. Safety must be part of every job. Many workplace injuries and illnesses can be prevented if safe work practices are observed. No job is so important that it shall be performed in an unsafe manner or in unsafe conditions. Safety is the responsibility of all employees at the Village. The employees Supervisor or Department Director will advise the employee as to the specific safety policies and requirements.

6.6.2 Orientation: The Village believes that expedient and proper training is an effective Loss Prevention tool. Therefore, the Village has implemented an Employee Safety Orientation

session which is conducted within the first weeks of a new employee's employment at the Village. The orientation stresses the Village's commitment to safety and urges employees to be safety conscious at all times including periods of work preparation, doing the job, cleaning up, and walking to and from the job. The orientation is not intended to be a substitute for job specific training which must be conducted by each Department Director or his/her designee as soon as the employee reports to the hiring department. Rather, the orientation covers topics which deal with general safety rules, principles and procedures applicable to most work situations within the Village.

6.6.3 Annual Training: The Village Manager shall appoint a Safety Coordinator, who will develop and oversee safety training and orientation for all employees.

6.7 Workers' Compensation.

6.7.1 The proper care and treatment of work related injuries is a primary concern of the employer. Through an ongoing process of injury evaluation, diagnosis, treatment and medical care the employee will be afforded the greatest opportunity to eliminate unnecessary lost work days and continue their productivity under controlled medical procedures.

6.7.2 The Village provides statutory benefits as provided by the State of Illinois Workers' Compensation Act for employee injuries, including cumulative trauma and occupational diseases, which arise out of the course and scope of employment, regardless of fault. All accidents, no matter how minor, should be reported immediately, or in all instances no later than two (2) hours of the injury, to the employee's Supervisor with appropriate documentation.

6.8 Smoking: In keeping with the Village's intent to provide a safe and healthful work environment, smoking is prohibited throughout Village buildings as defined by applicable State law. This policy applies equally to all employees, residents, and visitors.

6.8.1 Smoking is only permitted in designated smoking areas outside Village buildings.

6.8.2 Smoking is not permitted in any Village Vehicle.

6.9 Attendance and Punctuality: The Village expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness places a burden on other employees and on the Village. The purpose of this policy is to establish requirements for reporting absences, to provide guidelines for the handling of excessive and/or unscheduled absences, and to outline employees' requirement to adhere to established work schedules to maintain efficient, effective operations within the Village.

6.9.1 Definitions:

6.9.1.1 Tardiness: Failing to report at the designated time.

6.9.1.2 Excessive Tardiness: Patterned tardiness occurs when one or more trends of tardiness are apparent. Examples of patterns may include, but are not limited to, a pattern of failing to report at the designated time.

6.9.1.3 Absenteeism: Failure to report to work as scheduled.

6.9.1.4 Excessive Absenteeism: Patterned absenteeism occurs when one or more trends of absenteeism are apparent. Examples of patterns may include, but are not limited to, a pattern of unscheduled absences, repeatedly leaving work early or repeatedly arriving late.

6.9.2 Employees are expected to be at their place of work at the times established by their supervisor or designee. Employees are responsible for notifying supervisors of absences or late arrivals in accordance with their departments' call-in procedure, which requires employees to advise their supervisor when they will report to work. Excessive absences or tardiness (whether excused or unexcused) may result in disciplinary action up to and including termination of employment.

6.9.3 The Village also reserves the right to terminate employees who are absent for three (3) consecutive days without giving appropriate notification, or for absence without leave (AWOL). Such termination will be considered job abandonment.

6.9.4 An employee is considered absent if he/she is not present for work as scheduled, regardless of cause. Absences resulting from approved time off or Village-approved leaves are exceptions to this policy.

6.9.5 An employee will not be allowed to apply paid absence accruals to any unexcused absence, regardless of the circumstance. Neither meal periods nor breaks may be used to cover absences at the beginning or end of the workday.

6.9.6 A nonexempt employee who is fifteen (15) or more minutes late may have his/her wages reduced by the time that the employee is not at work. Even though the tardiness may be less than six (6) minutes, supervisors may consider the employee to be late for work.

6.9.7 Extenuating circumstances that prevent an employee from contacting the supervisor regarding the absence or tardiness may be given consideration.

6.9.8 A supervisor can require a physician's statement if the reason for the absence or tardiness was due to illness or injury.

6.9.9 A supervisor will make a note of any absence or tardiness, and the reason, on an employee's attendance record. An employee's attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, etc.

6.9.10 Any documented disciplinary actions for attendance-related matters that are issued at the suspension or termination stage, will be approved by the Village Manager or his/her designee.

6.10 Personal Appearance and Hygiene.

6.10.1 Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Village presents to residents and visitors.

6.10.2 It is the Village's goal to present a professional appearance to the public. To accomplish this goal, the Village expects that each employee's dress, grooming, and personal hygiene are appropriate for his/her work situation. All Village employees are expected to present a professional, business-like image to the public and their co-workers. Employees are expected to report to work in clean attire appropriate for their work department. Hair shall be clean, combed, and neatly trimmed or styled. Facial hair shall likewise be clean and neatly trimmed. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

6.10.3 Definitions:

6.10.3.1 Business attire: The appropriate professional business attire for employees consists of suits, slacks, corduroy pants, blazer or sport coats, khaki/twill pants, dress shirt, dress socks, and dress shoes. For men, additional dress items include neckties. For women, additional dress items include skirts in moderate length, dresses, blouses, dress boots, and nylons.

6.10.3.2 Business casual attire: Business casual attire may be worn on Fridays or other days as authorized by the Village Manager. The provisions of the business casual policy shall only apply to employees who normally work in an office and does not apply to employees who are assigned to wear a uniform while at work. The appropriate casual business wear attire for employees consists of slacks, corduroy pants, khaki/twill pants, denim pants, dress shirt, sweater, turtlenecks, mock turtlenecks, collared shirts, polo/golf shirts, chambray shirts, knit top, dress shoes, loafers, and boots. Denim may not be worn on days in which the employee is required to perform interviews or hold meetings with members of the public or other organizations.

6.10.3.3 Inappropriate attire: Clothing items that are not permitted include, but are not limited to, torn/ripped clothing, see-through or mesh clothing, denim skirts, athletic clothing, athletic shoes, flip-flops, shorts, t-shirts, sweatshirts, overalls, and sleeveless shirts. For women, additional items include leggings/stirrup pants, halter-tops and any skirt shorter than two inches (2") above the knee.

6.10.4 Application of Policy.

6.10.4.1 Exempt Staff are to dress in appropriate professional business attire as defined above. If required to perform work in the field, "casual-business" attire is permitted.

6.10.4.2 Nonexempt Staff are required to dress in appropriate business casual office attire.

6.10.4.3 All uniformed personnel are required to wear their designated uniform.

6.10.4.4 If they so desire, the Police Chief and Deputy Police Chief may wear their Department uniforms, including neckties.

6.10.4.5 Collective bargaining unit employees shall follow the dress policy in their respective bargaining agreements.

6.10.4.6 Public Works seasonal employees will be instructed by the Director of Public Works or designee regarding the appropriate attire for work.

6.10.4.7 Parks and Recreation seasonal employees will be instructed by Department Supervisory staff regarding the appropriate attire for work.

6.10.4.8 Department Directors may enforce a dress code policy requiring uniform attire with the Village logo.

6.10.5 Friday has been designated a "business casual" attire day. Employees shall dress appropriately according to the business casual attire definition set forth herein. Consult the Department Director if there are questions as to what constitutes appropriate attire.

6.11 Confidentiality: Village employees have access to resident information, Village business systems, future plans, and other confidential or sensitive work-related information, about citizens and non-public information about operations and employees. All employees are strictly prohibited from accessing, using, copying, or disclosing confidential information except as necessary to perform their job duties for the Village and only to individuals who have a legitimate business need to know or as otherwise required by law. All employees are expected to strictly comply with this important policy both during and after their employment with the Village.

6.12 Security Inspections: The Village wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Village prohibits the possession, transfer, sale, or use of such materials on its premises. The Village requires the cooperation of all employees in administering this policy. Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the Village. Accordingly, they, as well as any articles found within them, can be inspected at random by any duly designated agent or representative of the Village at any time, either with or without prior notice.

7 PAYROLL

7.1 Timekeeping: Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Village to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

7.1.1 Employees shall accurately record the time they begin and end their work, and record the beginning and ending time of any split shift or departure from work for personal reasons.

7.1.2 Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

7.1.3 Nonexempt employees shall report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

7.1.4 Nonexempt employees must obtain prior approval to work overtime from his/her supervisor or designee. Once approval is obtained, overtime work can be performed.

7.1.5 It is the employees' responsibility to review their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

7.1.6 All time cards will be retained consistent with the Village's retention schedule. The Finance Department has the responsibility for maintaining these records.

7.2 Paydays.

7.2.1 Payroll Period: There are fourteen (14) days per pay period, beginning on a Thursday, ending on a Wednesday. The pay date is one (1) week after the pay period ends. All employees are paid bi-weekly on every other Wednesday. Each paycheck will include earnings for all reported work performed through the end of the previous Payroll Period.

7.3 Pay Deductions, Garnishments, and Judgments.

7.3.1 Illinois state law requires that the Village make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Village also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Village matches the amount of Social Security taxes paid by each employee.

7.3.2 The Village offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. A Payroll Change Form shall be completed and submitted to the Finance Department for processing. The Village Manager's Office maintains a procedure on how payroll changes are processed.

7.3.3 Garnishments and Judgments are pay deductions taken by the Village, usually to help pay off a debt or obligation to others required by court order. Garnishments and Judgments can only be rescinded by court order.

7.4 Administrative Pay Adjustments: The Village takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

7.4.1 In the event that there is an error in the amount of pay, the employee shall promptly bring the discrepancy to the attention of his/her supervisor who in turn will notify the Finance Department so that corrections can be made as early as possible.

7.5 Overtime.

7.5.1 All overtime work must receive the Supervisor's prior authorization. Overtime will be assigned as practicable at the direction of the Department Director. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked, unless otherwise provided in an applicable collective bargaining agreement.

7.5.2 Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

7.5.3 Public Works Foremen and Supervisors will be granted double time pay for hours worked and performed on Sundays and Holidays in lieu of other overtime.

7.5.4 Excluded from this provision is the Police Department's Special Duty Pay.

7.5.5 Eligibleemployees will have the option to accrue compensatory time in lieu of overtime pay. (See Compensatory Time, below).

7.5.6 Eligible employees may receive one-and-one-half times their regular hourly rate for every hour worked in excess of forty (40) hours worked per week where overtime is authorized. Those employees who work a thirty-five (35) hour week will earn their base rate of pay for all hours worked up to forty (40) hours. Eligible sworn law enforcement personnel are paid one and one-half (1½) times the regular hourly rate of pay for all hours worked in excess of the employee's workday or in excess of 160 hours in the employee's normal 28-day work cycle.

7.6 Compensatory Time: Compensatory time is time off that is granted to an employee as compensation for working overtime. Compensatory time earned must be approved in advance by the Department Director, and can be accrued up to a maximum of eighty (80) hours.

7.6.1 Use of compensatory time will be subject to the needs of Village operations determined and authorized by the employee's Department Director or his/her designee.

7.6.2 Employees covered by a collective bargaining agreement must adhere to the provisions of their collective bargaining agreement.

7.6.3 Except sworn law enforcement personnel, eligible employees who work over thirty-five (35) hours but not exceeding forty (40) hours in a week will earn compensatory time at the rate of one hour for each one (1) hour of additional time worked. After forty (40) hours worked in a week, nonexempt employees will earn compensatory time at the rate of one and one-half (1½) hours for each one (1) hour of additional time worked. Eligible sworn law enforcement personnel are paid one and one-half (1½) times the regular straight-time hourly rate of pay for all hours worked in excess of the employee's workday or in excess of 160 hours in the employee's normal 28-day work cycle.

7.6.4 Compensatory time accrued by an employee in excess of eighty (80) hours shall be paid to that employee.

7.6.5 The scheduling of compensatory time off that will not adversely affect the Village will not be unreasonably denied.

8 BENEFITS

Eligible employees of the Village are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, disability plans, and unemployment compensation insurance) cover all employees in the manner prescribed by law.

8.1 Eligibility: Benefits eligibility is dependent upon a variety of factors, including employee category and classification. The Village Manager or his/her designee will assist the employee in identifying the programs for which the employee may be eligible. Employees will be notified at the time of hiring of their classification and their eligibility for benefits.

8.2 Medical and Dental Insurance: Full-time employees have the opportunity to choose medical and/or dental insurance based on the offerings of the Village.

> 8.2.1 Premium Payment: The Village will pay a percentage of the premium cost for medical and dental insurance. The percentage paid by the Village and employees may change from time to time to reflect market trends and changes made to collective bargaining units medical insurance premiums.
>
> 8.2.2 Open Enrollment: Only during the period of open enrollment will an employee be permitted to change medical and dental insurance coverage outside of a qualifying event.
>
> 8.2.3 Effective Date: The effective date for medical and dental insurance shall be the first day of the first month following the employee's start date with the Village.

8.3 125 Flexible Spending Account Plan: Full-time personnel and part-time IMRF personnel may participate in the voluntary Flexible Spending Account plan. Under this plan, employees can have deductions made from their paychecks on a pre-tax basis to pay for qualified medical expenses. Certain restrictions govern how these funds can be utilized. Any questions regarding the terms or eligibility requirements for this Plan shall be directed to the Village Manager, or his/her designee.

8.4 Life Insurance: The Village shall provide Life Insurance equal to one-and-one-half (1½) times the non-union full-time employees' annual salary.

8.5 Pension / Retirement Planning: The Village is covered by various pension funds and plans. State statute requires pension contributions to be deducted from all eligible employees' paychecks. If an employee obtains the required years of creditable service and otherwise satisfies the requirements of the Plan, they will be eligible for a monthly pension at a set age as specified in each plan. If an individual terminates employment prior to meeting the service and age requirement, they may request a refund of their contributions. For more information on the details of each fund and the remaining terms and eligibility requirements, contact the Village Manager's Office.

8.6 Deferred Compensation: The Village provides an option to any full-time or part-time IMRF employee to invest a portion of his/her present earnings in a deferred compensation plan. This is an arrangement where a certain dollar amount can be designated by the employee to be withheld from

his/her paycheck and invested for payment at a later date, usually at retirement, when most people are in a lower income bracket. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to current Federal income taxes until such time as the employee receives payment from the plan.

8.6.1 All benefits and requirements of the plan are described in the policy booklets available in the Village Manager's Office.

8.6.2 Enrollment can be arranged through the Village Manager's Office and is open to any full-time or part-time IMRF employee with the Village. Contributions to the program are financed solely by the employee through payroll deduction.

8.7 Roth Individual Retirement Account: The Village provides an option to any full-time or part-time IMRF employee to invest a portion of his/her present earnings in a Roth Individual Retirement Account. This is an arrangement where a certain dollar amount can be designated by the employee to be withheld from his/her paycheck and invested for payment at a later date, usually at retirement, when most people are in a lower income bracket.

8.8 Employee Assistance Program: The Village provides an Employee Assistance Program (EAP) for all eligible Village employees, their spouses, and dependent children. The purpose of the program is to provide these individuals with a method of obtaining professional assistance to help resolve difficult personal problems such as family, marital, emotional, alcoholism, drug abuse, legal, or financial difficulties.

8.8.1 The Village provides the EAP under an agreement for services with an outside company. There are two guidelines for referral.

8.8.1.1 Self-Referral: An employee or family member who desires confidential assistance for a personal concern may at any time contact the Employee Assistance Program and speak to a counselor. The counselor will provide the necessary information or assistance over the telephone or will arrange an appointment for further confidential consultation. All contacts, verbal or written communications or reports will be held in strict confidence unless the employee or family member requests, through a waiver, that the Village be notified. The employee, spouse, or child may receive counseling session for the presenting concern. The number of session will be determined based upon the service agreement with the provider. If the participant's presenting concern is determined not to be resolvable in the above number of sessions, the participant will be referred for alternative services after assessment. If and when the participant has need to pursue the alternative services or longer term counseling, the participant will bear the cost of such treatment. Insurance coverage for such longer term counseling may or may not be available under the medical insurance coverage provided to employees by the Village. The employee shall correspond directly with the insurance carrier to determine available benefits in each case.

8.8.1.2 Supervisory Referral: An employee's supervisor or Department Director may require the employee to report to the Employee Assistance Program for initial counseling or evaluation of a particular on-the-job concern. This option would be applicable when the employee's work performance has changed dramatically or some other work-related concern is observed. Such referral must be approved by the Village Manager. The employee may receive counseling sessions for the presenting concern. The number of sessions will be determined based upon the service agreement with the provider. If the employee's presenting concern is determined not to be resolvable in the above number of sessions, the employee will be referred for alternative services after assessment. If and when the employee has need to pursue longer term counseling, the employee will bear the cost of such treatment. Insurance coverage for such longer term counseling may or may not be available under the medical insurance coverage provided to employees by the Village. The employee shall correspond directly with the insurance carrier in order to determine available benefits in each case.

8.8.2 Participation in the EAP does not excuse unacceptable conduct or performance, and it does not preclude disciplinary action based on that unacceptable conduct or performance or rule violation.

8.8.3 The Village will receive statistical information for the service provider regarding usage of the program which will not disclose the identity of any participants utilizing program services. In the case of a participant introduced to the program by Supervisory Referral, reports form the service provider on the progress of such participant shall at the Village's request, be made available to the supervisor and Village Manager or his designee as appropriate.

8.8.4 If there is a medical need for an employee to be away from work due to a personal or family concern, and he/she is eligible for benefits under the Village's Family Medical Leave Policy, the employee shall contact the Village Manager or his designee to receive information about his/her rights and obligations under the policy.

8.9 Unemployment Compensation: The Village is a covered employer under the Unemployment Compensation Law. The basic objective of the program is to provide a partial replacement of wages for its employees during short periods of involuntary unemployment. The program is financed completely by the Village.

8.9.1 Eligibility to Collect Compensation.

8.9.1.1 To be eligible for unemployment compensation, an employee must have left employment for a "good cause," must be unemployed, physically able to work, available for work, and actively seeking work. "Good cause" reasons for establishing eligibility for unemployment compensation are available from the Illinois Department of Employment Security.

8.9.1.2 The Village may contest the claim of an employee who quits without "good cause," or who quits for other reasons considered disqualifying according to Illinois law.

8.10 Benefits Continuation: The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Village's health plan when a "qualifying event" would normally result in the loss of eligibility.

8.10.1 Some common qualifying events are: resignation, termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, or a dependent child no longer meeting eligibility requirements.

8.10.2 Under COBRA, the employee or beneficiary pays the full cost of coverage at the Village's group rates plus an administration fee.

8.10.3 The Village provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Village's health insurance plan. The notice contains important information about the employee's rights and obligations.

8.11 Health Insurance Portability and Accountability: The Village is required by applicable federal and state laws to comply with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and maintain the privacy of employees personal and health information. HIPAA provides rights and protections for participants and beneficiaries in group health plans, and includes protections for coverage under group health plans that limit exclusions for preexisting conditions, prohibit discrimination against employees and dependents based on their health status, and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give an employee the right to purchase individual coverage if the employee has no group health plan coverage available, and has exhausted COBRA or other continuation coverage.

9 VACATION AND LEAVE ALLOWANCES

9.1 Vacation Benefits.

9.1.1 Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Only full-time personnel are eligible to earn and use vacation time as described in this policy. Employees cannot use vacation time before it is accrued.

9.1.2 The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

VACATION EARNING SCHEDULE

Months of Eligible Service	Vacation Days Monthly	Vacation Days Each Year
From Date of Hire	.833 days	10 days
After 72 months	1.250 days	15 days
After 168 months	1.667 days	20 days
After 228 months	2.083 days	25 days

9.1.3 The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins at the employee's appointment date or date of hire. An employee's benefit year may be extended for any significant leave of absence. (See individual leave of absence policies for more information.)

9.1.4 On the day an employee begins working, they begin to earn paid vacation time according to the schedule, however, before vacation time can be used, a waiting period of six (6) months from the date of hire must be completed, unless otherwise approved in writing by the Village Manager. After that time, employees can request use of earned vacation time including that accrued during the waiting period. If they start on or before the 15th day of the month, they get credit for the month.

9.1.5 Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees shall provide two weeks advanced notice to their supervisor for approval. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

9.1.6 Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

9.1.7 Maximum Vacation Carryover: As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation time is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year at the rate of one and one-half times the annual vacation

amount. If the total amount of unused vacation time reaches a "cap" equal to one-and-one-half times the annual vacation amount, no further vacation accrual will be forwarded to the next benefit year. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

9.1.8 Maximum Accrual Rate During the Year: The maximum accrual rate during the current year shall include 1-1/2 times the individual's annual accrual plus the current year.

If the employee has an annual accrual rate of 20 days of vacation, a person could theoretically have a balance of 50 vacation days accrued during the current year. This is calculated as follows:

1-1/2 x 20 days = 30 days accrued + the current year (20 days) = 50 days maximum allowable vacation accrual for the current year.

In this instance, however, a person could carry only 30 days to the next benefit year.

9.1.9 Additional Earned Vacation Leave: The Village Manager may grant additional earned vacation leave to a newly hired Exempt employee as a condition of employment.

9.1.9.1 The granted additional earned vacation leave shall follow the same Months of Eligible Service Schedule with the additional five (5) day increments. Vacation accruals shall not exceed twenty-five (25) days.

9.1.9.2 The granted additional earned vacation leave must be made in writing as part of the conditions of employment and filed in the employee's personnel file.

9.1.10 Department Directors and Exempt employees hired prior to November 1, 2007 are subject to the vacation policy provision from April 1, 2002.

9.1.11 An employee who is on vacation leave shall not be eligible for sick leave until the vacation leave has concluded. An employee is considered to be on vacation at the conclusion of the last assigned day of work.

9.1.12 Upon termination of employment, employees will be paid for accrued but unused vacation time in accordance with this policy that has been earned through the last day of work.

9.2 Holidays and Personal Days.

9.2.1 Holidays: There are a total of ten (10) recognized holidays for the Village. All eligible non-union employees will be granted holiday time off for the following holidays – New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

9.2.1.1 Police Sergeants and Lieutenants will receive twelve (12) Floating Holidays in lieu of time off for the ten (10) recognized holidays.

9.2.1.2 If a Police Sergeant or Lieutenant works a "priority holiday," the employee shall receive time and one-half pay for any hours worked on the priority holiday. "Priority holidays" are – New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Any overtime worked under this section shall be paid as two times the regular rate of pay.

9.2.2 Personal Days: In addition to the listed recognized holidays, all eligible full-time personnel, excluding Police Sergeants and Lieutenants, will receive two (2) personal days in each calendar year. Employees hired between January 1 and June 30 will receive two personal days. Employees hired between July 1 and December 31 will receive one personal day. These days must be scheduled with the prior approval of the employee's supervisor, and must be taken in half-day increments. There is no waiting period for using personal days. Unused personal days will not carry over to the next calendar year, and employees whose employment with the Village has been terminated will not receive payment for any accumulated personal days.

9.2.3 Eligibility: The Village will grant paid holiday time to all eligible employees immediately upon assignment to an eligible employment classification.

9.2.3.1 Eligible employee classifications are full-time personnel, part-time IMRF personnel, and interns.

9.2.3.2 Pay for working on a holiday will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

9.2.3.3 To be eligible to be paid on a holiday, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, or unless on an approved leave with pay.

9.2.3.4 Part-time IMRF personnel and interns are eligible for being paid on a holiday at the rate of four hours if the employee is normally scheduled to work the day that the holiday falls on.

9.2.3.5 A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Any exceptions to this scheduling will be announced beforehand.

9.2.4 If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the "paid time off" benefit that would otherwise have applied.

9.2.5 If eligible nonexempt employees (excluding Police Sergeants and Lieutenants) work on a recognized holiday, they will receive twice their straight-time rate for the hours worked on the holiday.

9.2.6 Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

9.3 Sick Leave Benefits. The Village provides paid sick leave benefits to full-time personnel for periods of temporary absence due to illnesses or injuries. There is no waiting period for using sick leave benefits.

9.3.1 Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence.

9.3.2 Eligible employees will accrue sick leave benefits at the rate of twelve (12) days per year (1 day for every full month of service).

9.3.3 Employees on leave of absence without pay shall not accrue sick leave benefits during the period of their leave.

9.3.4 Sick leave benefits are calculated on the basis of a "benefit year;" *i.e.*, the 12-month period that begins when the employee starts to earn sick leave benefits. Employees can use paid sick leave in minimum increments of one (1) hour.

9.3.5 Eligible employees may use sick leave benefits for an absence due to their own illness or injury, that of a family member who resides in the employee's household, or who is otherwise a protected person under the Village's Family Medical Leave Act policy.

9.3.6 Employees who are unable to report to work due to illness or injury shall notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

9.3.7 If an employee is absent for more than two (2) consecutive days due to illness or injury, a physician's statement shall be required by the employee's supervisor in order to verify the disability, and document its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

9.3.8 Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, shift differentials and/or overtime pay.

9.3.9 As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation or disability insurance.

9.3.9.1 Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from workers' compensation or the Village-provided disability insurance program.

9.3.9.2 The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

9.3.10 Accrued Sick Leave.

9.3.10.1 Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 120 calendar days of sick leave benefits (180 for Police Sergeants and Lieutenants).

9.3.10.2 If the employee's benefits reach the maximum of 120 days, (180 for Police Sergeants and Lieutenants) further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

9.3.10.3 Sick leave accumulation up to 180 days will be granted for Police Sergeants and Lieutenants based upon their normal annual accumulation rate. Sick leave accumulation increase will be prospective rather than retrospective.

9.3.11 Unused sick leave benefits will not be paid to employees while they are employed. Employees whose employment with the Village has been terminated will not receive payment for any accumulated days.

9.3.12 An employee may redeem up to one-third (a maximum of 40 days) of their accumulated days if they separate in Good Standing after a minimum of ten (10) years of service, except sworn law enforcement personnel promoted prior to January 1, 2009 who may redeem up to a maximum of 60 days.

9.4 Safety Day: If a Police Sergeant, Police Lieutenant, Community Service Officer, Foreman, or Public Works Superintendent complete a calendar year without being found responsible for a preventable accident shall be provided a "Safety Day". Determinations on responsibility and preventability of accidents shall be within the sole and exclusive purview of the Village's Safety Committee, and the Committee's decision shall be considered final and binding for purposes of this Section. The Safety Day will be award during the first paycheck in February each year. Employees may use the Safety Day from February 1 through January 31 of the following year. The Safety Day must be utilized in eight (8) hour increments and shall not be paid out when the employee leaves employment with the Village. Unused Safety Days shall not accumulate or carryover from one year to the next.

9.5 Bereavement Leave: The Village provides funeral leave to assist eligible employees at the time of the death of a member of the immediate family by granting a leave. Employees who wish to take time off due to the death of an immediate family member shall notify their supervisor immediately.

9.5.1 Full-time personnel are eligible to take up to three (3) days of paid bereavement leave.

9.5.2 Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

9.5.3 Approval of bereavement leave will be approved in the absence of unusual operating requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

9.5.4 The Village defines "immediate family" as the employee's: spouse (including civil union partner), parent (or guardian), child, sibling, the employee's spouse's parent, the employee's spouse's child, the employee's grandparent, or the employee's spouse's grandparent.

9.6 Jury Duty: The Village strongly encourages all employees to fulfill their civic obligation to serve on jury duty. The Village will provide regular pay to full-time personnel for work hours missed due to jury duty**.** An employee called for jury duty must present his or her Supervisor with a copy of the jury summons in advance of the jury duty dates. Employees are required to remit to the Village any payment received from the court.

9.7 Leaves of Absences Without Pay: A "leave of absence without pay" is defined as an excused absence without pay. An absence involving paid time off from work (*e.g.*, sick leave, jury duty military leave, etc.) is not considered a leave of absence.

9.7.1 "Medical" and "personal" leaves of absence without pay may be granted by the Village Manager to full-time employees who have worked for the Village at least six months, and may be revoked by the Village Manager at any time after reasonable notice has been sent to the last known address of the individual.

9.7.2 Medical Leave Without Pay: The Village Manager may grant a medical leave of absence without pay after an eligible employee has used all of his/her Family and Medical Leave benefit and/or all accrued sick leave, holidays, personal days, vacation and compensatory time. A written request for a medical leave of absence without pay must be sent to the Department Director for a recommendation and subsequent transmittal to the Village Manager. The leave request must be supported by a physician's statement, and a doctor's release will be required before the employee may return to work.

9.7.2.1 During a medical leave of absence without pay, employees are responsible for paying the premium cost of their group health/dental insurance if they desire continued coverage.

9.7.2.2 Continuous service shall not be interrupted; however, loss of service will occur for the duration of the medical leave, and no benefits will accrue (*e.g.,* sick leave, holidays, personal days, and vacation, etc.). In the event the leave of absence is more

than six months, the employee's anniversary date shall change to reflect the date of return to work.

9.7.3 Personal Leave without Pay: The Village Manager may grant a personal leave of absence without pay to an eligible employee to take care of pressing personal obligations, provided that the employee's absence will not cause hardship to others carrying out Village operations.

9.7.3.1 All accumulated vacation, holidays, personal days and compensatory time must be utilized prior to requesting a personal leave. A written leave request must be sent to an employee's Department director for recommendation and transmittal to the Village Manager.

9.7.3.2 Continuous service shall not be interrupted; however, loss of service credit will occur for the duration of the personal leave, and no benefits will accrue (*e.g.*, vacation, sick leave, holidays, personal days, etc.).

9.7.3.3 During a personal leave of absence without pay, employees are responsible for paying the premium cost of their group health/dental insurance if they desire continued coverage. In the event the leave of absence is more than six months, the employee's anniversary date shall change to reflect the date of return to work.

9.7.4 Failure to return to active work following the term of any authorized leave of absence shall constitute resignation of the employee as of the date of the last day of authorized leave (*i.e.*, upon termination of an authorized leave of absence), if the employee fails to return to work or does not submit a request for an extended leave of absence, including the necessary physician's statement supporting the extended time away from work, if applicable, such employee shall be deemed to have resigned from employment with the Village.

9.7.5 It is important that employees contact Village Manager's Office to determine how a leave of absence without pay would affect their pension contributions, disability benefits, etc.

9.7.6 Unauthorized leaves of absence will constitute grounds for discharge of the employee.

9.8 Family and Medical Leave: The Family and Medical Leave Act of 1993 ("FMLA") was enacted to allow employees to balance their work and family life by being able to take reasonable unpaid leave for certain reasons. Pursuant to the FMLA, the Village offers unpaid family or medical leave to all eligible employees. The Village's FMLA policy and procedures are available for review in the Village Manager's Office.

9.9 Victims' Economic Security and Safety: All eligible employees may take unpaid leave under the Victims' Economic Security and Safety Act ("VESSA") to seek assistance in response to an act or threat of domestic violence, sexual assault, or stalking. The Village's VESSA policy and procedures are available for review in the Village Manager's Office.

9.10 Military Leave: The Village recognizes that employees may serve in the Armed Services of the United States or State of Illinois in either an active or reserve capacity. When such service occurs, the Village will comply with applicable law and the conditions of the federal "United States Employment and Reemployment Rights Act" (USERRA) and the State of Illinois "Local Government Benefits Continuation Act," Military Leave of Absence Act," and "Family Military Leave Act."

9.11 School Visitation Rights: The Village will grant an employee leave of up to a total of eight (8) hours during any school year and no more than four (4) hours which may be taken on any given day to attend school conferences or classroom activities related to the employee's child and that cannot be otherwise scheduled during non-work hours in order to comply with the Illinois School Visitation Rights Act. This leave is unpaid, and employees must cooperate with their respective Department Directors to make up for the time used for such leave.

9.12 Employee Blood Donation Leave: The Employee Blood Donation Leave Act provides that, on request, a participating employee of any unit of local government, Board of Election Commissioners, or any private employer in the State who has 50 or more employees may be entitled to blood donation leave with pay of up to one (1) hour to donate blood every 56 days in accordance with appropriate medical standards. (Amendment to the Organ Donor Leave Act which provides that the donations of blood platelets must be in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally-recognized standards.) A participating employee may request an hour leave for the purpose of donating blood by obtaining approval from his/her Supervisor. Regular full-time personnel may request that this hour of leave be paid leave by obtaining written approval for same from his/her Department Director.

10 COMMUNICATION PROCEDURES

10.1 Customer Service: The Village is in the business of serving people. The overall success of the Village depends on its ability to attract and develop individuals who genuinely enjoy fulfilling the needs of the community. The Village's policies are based on the belief that people who are treated fairly, whose accomplishments are recognized and who are provided with opportunities for advancement are essential in developing a highly successful organization. Anyone who visits or does business with the Village will judge the entire organization through contact with a few individuals. If these people are rude, indifferent or inefficient, it will take a great deal of courtesy, professional service and efficiency to overcome the initial bad impression. Every employee serves the public, either directly or indirectly. The impression one makes is an advertisement – good or bad!

10.2 Use of Telephone, Voice Mail, and Mail Systems.

10.2.1 Use of Telephones: The good telephone habits of employees are an indication to the public that the Village is interested in serving them.

10.2.1.1 Employees shall answer the office telephone promptly and courteously. The employee shall identify their Department and or division, their name and job title, if appropriate. The employee shall be friendly and helpful, give accurate information and transfer calls if appropriate. If a message is left for another employee, note the name and telephone number of the caller, the date, time, and summary of the caller's message. It is every employee's responsibility, no matter the level of their position, to help answer and direct telephone calls when necessary.

10.2.1.2 On occasion, there may be a need for personal calls. Such use shall be limited, of short duration, and not for another job or outside business. Employees shall not place, or continue personal calls when all other lines are busy, or when no one else is available to answer a call or when a visitor is in the office.

10.2.1.3 Use of Village-supplied Cellular Telephones. Cellular telephones may be provided to employees for the purpose of completing their duties in a professional and efficient manner. When using Village-supplied cellular telephones, employees are to adhere to the following guidelines:

10.2.1.3.1 Cellular telephones are not to be used in lieu of available landline units. Cellular telephones may be used only for Village-related business when an employee is away from their workstation. However, when necessary, the employee may use a cellular telephone "push to talk" feature to allow for immediate access to an individual who uses the same type of cellular phone, but who may be away from their workstation.

10.2.1.3.2 Cellular telephones are provided for Village business use. However, in the event that the employee is required to maintain cellular

telephone contact during non-business hours, an employee may utilize the cellular telephone for personal purpose, subject to the following constraints:

10.2.1.3.2.1 An employee does not exceed their talk time allowance for the cellular telephone and,

10.2.1.3.2.2 Personal calls are kept to a minimum

10.2.1.3.3 The Village does not allow non-exempt employees to work "off the clock" without compensation. Employees must record work performed away from their assigned worksite or outside of assigned hours. Failure to accurately record all hours of work, tampering with, altering, or falsifying time records may result in disciplinary action, up to and including termination

10.2.1.3.4 Employees in possession of Village communications devices are expected to protect the equipment from loss, damage, or theft. Employees should not use such devices to communicate or store confidential or sensitive Village information, and in the event such use is unavoidable, the employee must immediately remove the confidential or sensitive information from the device. Any device used for business purposes must be password-protected. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the communications device for return or inspection. Village reserves the right to monitor usage and may confiscate cellular telephone at its discretion.

10.2.1.3.5 Use of a hand-held mobile, cellular, analog wireless or digital telephone while driving is prohibited by State law. Employees whose job responsibilities include regular or occasional driving within the Village and who are required to use a communications device for business use must utilize hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Texting or sending e-mails or other written communications is prohibited while operating a vehicle in the performance of duties for the Village.

10.2.1.4 Personal Cellular Telephone Usage: When using personal cellular telephones, employees are to adhere to the following guidelines:

10.2.1.4.1 Employees are not to utilize personal cellular telephones, including for messaging, games or other functions, while on Village time with the exception of an emergency or to perform Village work related duties.

10.2.2 Postage and Mailing: The use of the Village-paid postage for personal correspondence is not permitted, and use of the Village Hall mailing address (6900 Lincoln Avenue or 7001 N. Lawndale) is not allowed as a personal mailing address. The only exception is that sworn police officers may elect to furnish the address of the government entity or Police Department where he

or she works instead of his or her residence for vehicle registration purposes only, as permitted under the Illinois law.

10.3 Use of Information Systems: Any employee who uses a Village computer will read and sign the User Acknowledgment Form, attached hereto as Exhibit C.

11 USE OF VILLAGE PROPERTY

11.1 Village Property: Employees shall not use the Village's property for their own purposes. Employees shall not remain in, or return to, the offices or other work areas or Village buildings outside of the normal business hours without having obtained the prior authorization of their Supervisor.

11.2 Equipment: When using Village-owned equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

11.3 Vehicles: The Village may provide vehicles for business use, to allow employees to drive on Village business, and to reimburse employees for business use of personal vehicles.

11.3.1 All Village employees that are required to operate a village vehicle in the course of their duties shall hold a valid driver's license as a condition of continued employment. No Village employee shall operate a village vehicle without the applicable valid driver's license. If an invalid or expired license is discovered, the employee may not be allowed to work until the situation has been corrected and may be subjected to disciplinary action.

11.3.2 Employees operating Village-owned vehicles or privately-owned vehicles while conducting official business shall observe all traffic laws, rules and regulations, and shall use common sense, and good judgment.

11.3.3 Any employee who operates a privately-owned vehicle while conducting official business for the Village must maintain automobile liability insurance in accordance with the State Financial Responsibility Law. Employees who do not maintain minimum liability coverage will not operate privately-owned vehicles in an official capacity.

11.3.4 Employees approved to operate a personally-owned vehicle will receive the IRS per-mile standard reimbursement. Refer to the "Training and Travel Expense" Administrative Protocol for additional information.

11.3.5 The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

11.4 Training and Travel Expenses: The Village, in order to advance the training and skills of its personnel, authorizes enrollment in training sessions, conferences and seminars. The costs of such training and skill improvement are paid through Department training budgets under the supervision of the Village Manager or his/her designee.

11.4.1 Requests for Training Expenditures: Requests for training shall be requested as far in advance as practicable. Requests for approval with less than five (5) working days notice may be denied, or require the employee to advance the costs of such training and request reimbursement after the fact.

11.4.2 Use of Village-issued Purchasing Cards: Employees registering for training programs, securing air reservations, hotel reservations, and any other allowable expense may obtain permission to utilize their Department Director's Village-issued Purchasing Card for these purposes. However, the employee will not be allowed to take the Purchasing Card with during the trip.

11.4.3 Expense Advances: An expense advance must be secured prior to the training program. The advance covers per diem for food. Such requests must be made more than five working days prior to the employee's departure for the training program. Requests received with less notice may not be honored.

11.4.4 Expense Reports: Expense reports must be completed and submitted to the Assistant to the Village Manager within five (5) business days of the employee's return to work for the training program.

11.5 Village Credit Card Usage: Village-owned credit cards cannot be used for personal use. Prior written approval from the Village Manager must be obtained for all travel and seminar expenses charge to Village credit cards. Credit cards shall not be used for per diem rates. Per diem allocations shall be issued to the employee prior to the conference or seminar as outlined in the Training and Travel Expenses policy, above. Supporting documents must be kept for all credit card purchases.

EXHIBIT A – Employee Acknowledgment Form

- The employee personnel policies describe important information about the Village, and I understand that I shall consult the Village Manager, or his/her designee regarding any questions not answered in the Manual. I acknowledge that I have read and fully understand the policies contained in the Manual.

- Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the personnel policies may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Trustees of the Village have the ability to adopt any revisions to the personnel policies.

- Furthermore, I acknowledge that these policies do not establish a contract of employment. I have received the personnel policies, and I understand that it is my responsibility to read and comply with the policies and any revisions made to it.

- I understand and acknowledge the Village's policy of at-will employment, meaning that either I or the Village can terminate the employment relationship at any time with or without cause. I also understand that if my employment is governed by a collective bargaining agreement, the terms of such agreement govern in the event of any conflict between this policies and the collective bargaining agreement.

_____ DATE:_____
EMPLOYEE'S SIGNATURE

_____
EMPLOYEE'S NAME (TYPED OR PRINTED)
Village of Lincolnwood

EXHIBIT B – Personal and Emergency Information Form
VILLAGE OF LINCOLNWOOD

Personal Information

Employee's Full Name:

_____

Last First MI

Home Address:

_____

Address City Zip Code

Telephone Number: _____ Alternative Telephone Number: _____

Email:

_____

Emergency contacts

Contact Person:

_____

Last Name First MI

Home Address:

_____

Address City Zip Code

Work Address:

_____

Address City Zip Code

Home Telephone Number: _____ Work Telephone Number: _____

Cell Phone Number: _____ Other Contact Number: _____

Other emergency contacts

Name:_____
Relation:_____
Address:_____
Phone Numbers:
Home: _____ Work: _____ Other: _____

Name:_____
Relation:_____
Address:_____
Phone Numbers:
Home: _____ Work: _____ Other: _____

Name:_____
Relation:_____
Address:_____
Phone Numbers:
Home: _____ Work: _____ Other: _____

EXHIBIT C – Computer User Acknowledgment
VILLAGE OF LINCOLNWOOD

I have received and read the Village of Lincolnwood's policies with respect to use of computers, information, data, software, hardware, Internet and e-mail. I understand their content and meaning, and agree to abide by them.

I understand that the Village of Lincolnwood's technology resources and all data entered, created, gathered, received, stored or transmitted by those resources are Village property. I have no expectation of privacy in connection with the use of Village information systems or with the entry, creation, transmission, receipt, or storage of data via such resources. I also understand that the Village's technology resources are to be used for job-related purposes and not for personal purposes. Occasional personal use is permitted if it does not interfere with my job responsibilities, Village business, and the availability of information systems, and the transmitted data is legal, ethical, and in good taste.

I agree not to use my password, access any file, or retrieve any stored communication unless authorized to do so. I acknowledge and consent to Village monitoring, inspecting and disclosing, without prior notice and at its discretion, my use of Village information systems including all data that I enter, create, receive, store or transmit via those resources. Such monitoring may include printing out and reading e-mail entering, leaving or stored via Village information systems, and tracking my Internet and Intranet use. I also understand that if I do not comply with all provisions of the Policies, my access to Village information systems may be revoked and I will be subject to disciplinary action including discharge.

_____
Department & Division

_____
Signature

_____
Printed Name

_____
Title

_____
Date

Return to VB Agenda

Proposed Changes
Personnel Policy Manual

Page	Section	Current Language	Proposed Language	Reason
6	Introduction	Are in effect beginning October 21, 2014 (the "Effective Date").	TBD	Revise for new effective date
6	Introduction	Supervisors, Department Directors, and/or the Village's Village Manager's Office will be glad to answer any questions regarding this Manual.	Supervisors, Department Directors, and/or the ~~Village's~~ Village Manager's Office will be glad to answer any questions regarding this Manual.	Scribner's Error
6	1.1.3	It is for Village employees only and may not be distributed outside of the workplace.	It is for Village employees only and may not be distributed outside of the workplace. *Certain policies in the Manual apply to elected and appointed officials as stated in the Personnel Policy Manual*	In line with current practice
7	1.4	The following offices and positions shall be exempt from the provisions of this Policy Manual	The following offices and positions shall be exempt from the provisions of this Policy Manual unless otherwise stated in the Policy Manual:	In line with current practice
8	1.4.5	Persons engaged under contract to supply expert, professional, technical, or any other services and	Persons engaged under contract to supply expert, professional, technical, or any other services and;	Scribner's Error
8	1.6	The Village desires to do everything possible to make sure employees understand the issues that are covered in this Manual, so if employees need assistance in order to understand any of its provisions, please speak with a Supervisor or Department Director	The Village desires to do everything possible to make sure employees understand the issues that are covered in this Manual~~, so,~~ if employees need assistance in order to understand any of its provisions, please speak with a Supervisor or Department Director.	Scribner's Error
9	2.3	...subject to the provisions of Section 1.9	Remove language	Scribner's Error
9	2.2.6	That communication of policies and procedures be furnished and	That communication of policies and procedures be furnished and;	Scribner's Error

Proposed Changes
Personnel Policy Manual

11	2.5.4.2	PART-TIME IMRF PERSONNEL are employees who work year-round, and work more than one thousand (1,000) hours per year, but less than the applicable normal departmental workload, as determined by the Village. Part-time IMRF personnel are not entitled to benefits received by full-time personnel, unless otherwise specifically set forth herein.	PART-TIME IMRF PERSONNEL are employees who work year-round, and work more than one thousand (1,000) hours per year, but less than the applicable normal departmental workload, as determined by the Village. *Part-Time IMRF personnel shall not work in excess of 29 hours per week.* Part-time IMRF personnel are not entitled to benefits received by full-time personnel, unless otherwise specifically set forth herein.	In line with current practice
12	2.5.4.4	…exceed nine (9) months	…exceed six (6) months	In line with current practice
12	2.5.4.5	See Section 9 herein.	*See Section 8 herein.*	Scribner's Error
13	2.8.2	The Village recognizes that employees sometimes prefer to communicate their concerns in writing, and encourage employees to do so.	The Village recognizes that employees sometimes prefer to communicate their concerns in writing, and encourages employees to do so.	Scribner's Error
14	2.10	The Village administers a merit-based compensation system whereby all movements within the compensation range are determined by an employee's relative success in meeting organizational goals as measured through an employee performance evaluation.	The Village administers a merit-based compensation system whereby all movements within the compensation range are determined by an employee's relative success in meeting organizational goals as measured through a~~n~~ *regular* employee performance evaluation.	In line with current practice
14	2.12	Pre-Employment Screening: Before the Village hires an applicant (at any level), it will conduct reference checks using both personal references and previous employers listed on the application. A background check will be conducted for each position.	Pre-Employment Screening: Before the Village hires an applicant (at any level), it will conduct reference checks using both personal references and previous employers listed on the application. A background check will be conducted for each position. *A drug screen will be conducted for selected positions. Some positions, as determined by the Village Manager, may also be required to participate in a psychological assessment and/or a physical as part of the pre-employment screening.*	In line with current practice

Proposed Changes
Personnel Policy Manual

15	2.15.1	All full-time, part-time non-IMRF, part-time IMRF, and seasonal employees working a full seven or eight-hour shift (depending on their classification), excluding Public Works supervisory staff , are granted one unpaid meal period of sixty (60) minutes in length each workday.	All full-time, part-time non-IMRF, part-time IMRF, and seasonal employees working a full seven or eight-hour shift (depending on their classification), excluding Public Works supervisory staff , are granted one unpaid meal period of sixty (60) minutes in length each workday. *Public Works Supervisory staff are granted on unpaid meal period of thirty (30) minutes in length each workday.*	In line with current practice
16	2.17.2	Personnel files are the property of Village, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Village who have a legitimate reason to review information in a file are allowed to do so.	Personnel files are the property of *the* Village, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Village who have a legitimate reason to review information in a file are allowed to do so.	Scribner's Error
16	2.18	The Village staff must be able to contact a responsible, designated person in case of accidents or other emergencies. Up-to-date information allows for effective communication, especially in times of emergency.	~~The~~ Village staff must be able to contact a responsible, designated person in case of accidents or other emergencies. Up-to-date information allows for effective communication, especially in times of emergency.	Scribner's Error
16	2.18.1	The Personal and Emergency Information Form of employee data will be submitted to the Village Manager or his/her designee on an annual basis .	The Personal and Emergency Information Form of employee data will be submitted to the Village Manager or his/her designee ~~on an annual basis~~ *whenever there is a change in personal or emergency information.*	In line with current practice
16	2.18.2	If any personnel data has changed, the employee is to notify the Village Manager or his/her designee.	If any ~~personnel~~ *personal* data has changed, the employee is to notify the Village Manager or his/her designee.	Scribner's Error

Proposed Changes
Personnel Policy Manual

18	2.20.4	An employee shall not perform Other Employment: 2.20.4.1 Which creates a conflict of interest between the employee's Other Employment and that of the Village or 2.20.4.2 Which is of such nature that it may be reasonably construed by the public to be the official act of the Village or Department or 2.20.4.3 Which involves the use of Village facilities, equipment, uniforms, and supplies except as specifically permitted by the Village Manager or 2.20.4.4 Which involves the use of official information not available to the public or	An employee shall not perform Other Employment: 2.20.4.1 Which creates a conflict of interest between the employee's Other Employment and that of the Village or*;* 2.20.4.2 Which is of such nature that it may be reasonably construed by the public to be the official act of the Village or Department or*;* 2.20.4.3 Which involves the use of Village facilities, equipment, uniforms, and supplies except as specifically permitted by the Village Manager or*;* 2.20.4.4 Which involves the use of official information not available to the public ~~and~~*; or*	Scribner's Error
19	2.21.1	With regard to the e-mail, computer, voice mail and Internet systems, employees are advised that passwords, varying levels of message protection, and other security measures are all accessible by the Village.	With regard to ~~the~~ e-mail, computer, voice mail and Internet systems, employees are advised that passwords, varying levels of message protection, and other security measures are all accessible by the Village.	Scribner's Error
22 - 25	3			Revised in line with Village Board direction in January, 2018 for compliance with applicable State mandates.
27	4.7	New Language	Accommodation of Pregnant Employees: Upon presentation of medical documentation supporting the need for a workplace accommodation, the Village will consider accommodation of pregnancy pursuant to this procedure to the extent such accommodation does not pose an undue hardship on the ordinary operation of the business of the Village.	In line with State Law
32	6.1.2.2.13	Failing to report an on-the-job injury to the employees' supervisor within eight (8) working hours of the occurrence.	Failing to report an on-the-job injury to the employees' supervisor within ~~eight (8)~~ *two (2)* working hours of the occurrence.	

Proposed Changes
Personnel Policy Manual

32	6.1.2.2.14	Failing to report a job related incident or accident to the employees' supervisor within twenty-four (24) hours of its occurrence.	Failing to report a job related incident or accident to the employees' supervisor within ~~twenty-four~~ ~~(24)~~ *two (2)* hours of its occurrence.	
33	6.3.4	Prior to an employee's departure (due to resignation or otherwise), an exit interview will be scheduled to discuss the reasons for resignation and the effect of the termination on benefits, to be conducted by the Village Manager or his/her designee.	Prior to an employee's departure (due to resignation or otherwise), an exit interview will be ~~scheduled~~ *offered* to discuss the reasons for resignation and the effect of the termination on benefits, to be conducted by the Village Manager or his/her designee.	In line with current practice
33	6.3.4.1	Seasonal and Non-IMRF Employees are not required to participate in an exit interview.	Seasonal and Non-IMRF Employees~~ are not required to~~ *may* participate in an exit interview *at the employee's request* .	In line with current practice
34	6.3.6.2	Non-union employees hired prior to December 31, 2014, who have been in the employ of the Village for a minimum of thirty (30) years, shall be provided with a partial payment of their Insurance Coverage Benefits for a three-year period following their retirement from the Village's employment.	Non-union employees hired prior to December 31, 2014, who have been in the employ of the Village for a minimum of thirty (30) years, shall be provided with a partial payment of their Insurance Coverage Benefits, *which includes health and dental insurance,* for a three-year period following their retirement from the Village's employment.	In line with current practice
34	6.4.1	Equipment, Identification badges, Keys, Manuals, Pagers , Protective equipment, Tools, Uniforms, Vehicles, Gasoline Cards, Cellular Phones, Lap Top Computers.	Equipment, Identification *B* adges, Keys, Manuals, ~~Pagers~~, Protective equipment, Tools, Uniforms, Vehicles, Gasoline Cards, Cellular Phones, ~~Lap Top~~ laptop Computers.	Scribner's Error and in line with current practice
34	6.4.2	All returned property must be in substantially the same condition as it was when it was issued, ordinary wear and tear excepted.	All returned property must be in substantially the same condition as it was when it was issued, ordinary wear and tear *will be* ~~excepted~~ *accepted* .	Scribner's Error
35	6.6	Therefore, the Village has implemented a New Employee Safety Orientation session which is conducted within the first weeks of a new employee's employment at the Village.	Therefore, the Village has implemented a New Employee Safety Orientation session which is conducted within the first weeks of a*n* ~~new~~ employee's employment at the Village.	Scribner's Error

Proposed Changes
Personnel Policy Manual

36	6.7.2	The Village provides statutory benefits as provided by the State of Illinois Workers' Compensation Act for employee injuries, including cumulative trauma and occupational diseases, which arise out of the course and scope of employment, regardless of fault. An injured employee is required to submit a written report of any on the job injury to his or her Supervisor without delay.	The Village provides statutory benefits as provided by the State of Illinois Workers' Compensation Act for employee injuries, including cumulative trauma and occupational diseases, which arise out of the course and scope of employment, regardless of fault. ~~An injured employee is required to submit a written report of any on the job injury to his or her Supervisor without delay.~~ *All accidents, no matter how minor, should be reported immediately, or in all instances no later than two (2) hours of the injury, to the employee's Supervisor with appropriate documentation.*	Update to Policy
39	6.10.4.7	Parks and Recreation seasonal employees will be instructed by a Department Supervisory staff regarding the appropriate attire for work.	Parks and Recreation seasonal employees will be instructed by ~~a~~ Department Supervisor~~y staff~~ regarding the appropriate attire for work.	Scribner's Error
39	6.12	6.11 Secrurity Inspections	~~6.11~~ *6.12* Security Inspections	Scribner's Error
39	6.10.3.2	The appropriate casual business wear attire for employees consists of slacks, corduroy pants, khaki/twill pants, dress shirt, sweater, turtlenecks, mock turtlenecks, collared shirts, polo/golf shirts, chambray shirts, knit top, dress shoes, loafers, and boots.	*Business casual attire may be worn on Fridays or other days as authorized by the Village Manager. The provisions of the business casual policy shall only apply to employees who normally work in an office and does not apply to employees who are assigned to wear a uniform while at work.* The appropriate casual business wear attire for employees consists of slacks, corduroy pants, khaki/twill pants, *denim pants,* dress shirt, sweater, turtlenecks, mock turtlenecks, collared shirts, polo/golf shirts, chambray shirts, knit top, dress shoes, loafers, and boots. *Denim may not be worn on days in which the employee is required to perform interviews or hold meetings with members of the public or other organizations.*	In line with current practice

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39	6.10.3.3	Inappropriate attire: Clothing items that are not permitted include, but are not limited to, torn/ripped clothing, see-through or mesh clothing, denim jeans and/or skirts, athletic clothing, athletic shoes, flip-flops, shorts, t-shirts, sweatshirts, overalls, and sleeveless shirts. For women, additional items include leggings/stirrup pants, halter-tops and any skirt shorter than two inches (2") above the knee.	Inappropriate attire: Clothing items that are not permitted include, but are not limited to, torn/ripped clothing, see-through or mesh clothing, denim ~~jeans and/or~~ skirts, athletic clothing, athletic shoes, flip-flops, shorts, t-shirts, sweatshirts, overalls, and sleeveless shirts. For women, additional items include leggings/stirrup pants, halter-tops and any skirt shorter than two inches (2") above the knee.	In line with current practice
40	7.1.5	It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded.	It is the employees' responsibility to ~~sign~~ *review* their time records to certify the accuracy of all time recorded .	In line with current practice
41	7.5.5	An employee will have the option to accrue compensatory time in lieu of overtime pay. (See Compensatory Time, below).	*Eligible* ~~An~~ employees will have the option to accrue compensatory time in lieu of overtime pay. (See Compensatory Time, below).	Scribner's Error
49	9.2.2	These days must be scheduled with the prior approval of the employee's supervisor, and must be taken in full-day increments.	These days must be scheduled with the prior approval of the employee's supervisor, and must be taken in ~~full-day increments~~ *half-day increments.*	Adjustment in benefit
49	9.2.1.2	If a Police Sergeant or Lieutenant works a "priority holiday," the employee shall receive time and one-half pay for any hours worked on the priority holiday. "Priority holidays" are - New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day. Any overtime worked under this section shall be paid as two times the regular rate of pay.	If a Police Sergeant or Lieutenant works a "priority holiday," the employee shall receive time and one-half pay for any hours worked on the priority holiday. "Priority holidays" are - New Year's Day, *Memorial Day* , Independence Day, *Labor Day* , Thanksgiving Day, and Christmas Day. Any overtime worked under this section shall be paid as two times the regular rate of pay.	In line with current practice
50	9.3.4	Sick leave benefits are calculated on the basis of a "benefit year;" *i.e.* , the 12-month period that begins when the employee starts to earn sick leave benefits. Non-Exempt employees can use paid sick leave in minimum increments of one (1) hour. However, Exempt employees must use sick leave in increments of not less than one-half (½) day.	Sick leave benefits are calculated on the basis of a "benefit year;" *i.e.* , the 12-month period that begins when the employee starts to earn sick leave benefits. ~~Non-Exempt e~~ *E* mployees can use paid sick leave in minimum increments of one (1) hour. ~~However, Exempt employees must use sick leave in increments of not less than one-half (½) day.~~	Adjustment in benefit

Return to VB Agenda

Request For Board Action

REFERRED TO BOARD: March 20, 2018 **AGENDA ITEM NO: 3**

ORIGINATING DEPARTMENT: Community Development

SUBJECT: Approval of a Recommendation by the Plan Commission to Adopt an Ordinance Amending Section 11.04 of the Zoning Ordinance to Permit Park Identification Signs and Changeable Sign Frames in the P, Public Open Space District

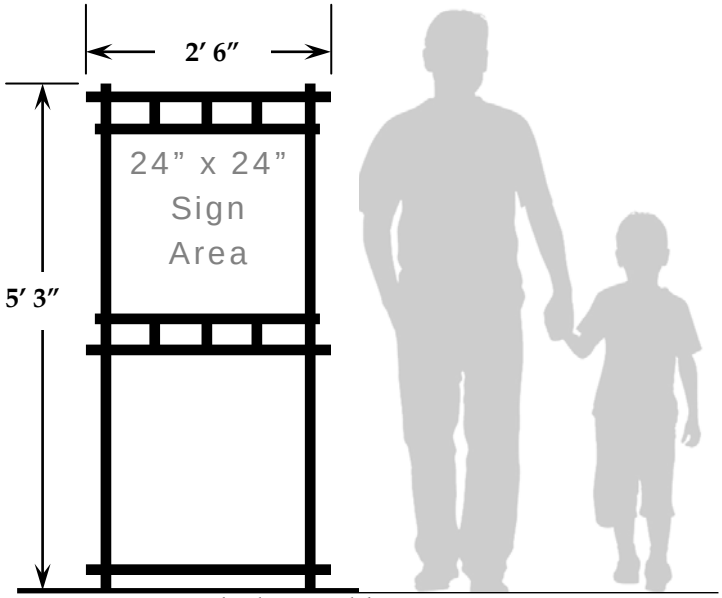
Note: This matter was referred to the Plan Commission by the Village Board on November 7, 2017.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
In the summer of 2017, the Parks and Recreation Department sought approval for sign frames that could be installed in Village-owned parks throughout the community. The intent is to provide information regarding an individual park's upcoming programs or events sponsored by the Parks and Recreation Department. The proposed frames would be placed immediately adjacent to existing fencing or could stand alone where no fencing exists along the perimeter of a park. Lincolnwood's parks also include low-profile signs that indicate the name of the park and have the Village logo or parks and recreation logo.

Neither the changeable sign frames nor the park identification signs are compliant with the Zoning Ordinance. In the fall of 2017, staff initiated a Text Amendment process to modify the Sign Ordinance in order to make the park identification signs compliant and permit the installation of changeable sign frames in the P, Public Open Space Zoning District.

Proposed Changeable Sign Frame Concept
The proposed design for the changeable sign frame is intended to be appropriately scaled for pedestrians walking by or occupying Village parks. The frames are designed to be 5′3″ in height, and 2′6″ in width. They would be made of a durable metal frame.

The proposed sign would be 24″ x 24″ and would accommodate posters that could be changed periodically to advertise various facilities or programs offered by the Parks and Recreation Department.



Proposed Changeable Sign Frame Design

REQUESTED ACTION:
Staff recommends the following Text Amendment to Section 11.04 Permitted Signs on Premises of the Zoning Ordinance:

(10) Signs in the P, Public Open Space District.

i. **Permitted Signs. In the P, Public Open Space District, freestanding signs are permitted as follows:**

1. **Signs not more than four feet in height identifying the name of the park or open space; and**

2. **Changeable sign frames not more than five feet, six inches in height, and having a sign area of not more than five-square feet.**

ii. **Freestanding signs in the P, Public Open Space District are exempt from monument sign setback requirements set forth in Section 11.04(1)v and the landscaping requirements set forth in Sections 6.17(2) and 11.04(1)x of this Zoning Ordinance.**"

Plan Commission Public Hearing
The Plan Commission discussed the recommended Text Amendment over the course of two meetings. During a Plan Commission workshop on February 7, 2018, the Plan Commission was presented with the rationale for the proposed Text Amendment, and discussed policy issue related to it. The Plan Commissioned agreed that the proposed amendment is appropriate, and that there are no significant impacts to surrounding property owners that would warrant additional standards related to the design or location of the proposed changeable sign frames.

During a Public Hearing on March 7, 2018, the Plan Commission did not discuss the matter, as Commissioners felt the proposed Text Amendment was in line with their understanding of the previous discussion. No one from the public spoke on the issue.

Plan Commission Recommendation
During the March 7, 2018 Public Hearing, the Plan Commission unanimously passed a motion recommending approval of the proposed Text Amendment.

FINANCIAL IMPACT:
None

DOCUMENTS ATTACHED:
1. Proposed Text Amendment Ordinance
2. February 7, 2018 Plan Commission Staff Report
3. February 7, 2018 Plan Commission Minutes
4. March 7, 2018 Plan Commission Staff Report
5. March 7, 2018 Plan Commission Minutes (Draft)
6. Relevant Code Sections

RECOMMENDED MOTIONS:
Move to approve an Ordinance approving a Text Amendment to Section 11.04 of the Zoning Ordinance to permit park identification signs and changeable sign frames in the P, Public Open Space District.

Return to VB Agenda

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2018-_____

AN ORDINANCE AMENDING SECTION 11.04 OF THE VILLAGE OF LINCOLNWOOD ZONING ORDINANCE REGARDING INFORMATIONAL SIGNS IN THE P PUBLIC OPEN SPACE ZONING DISTRICT

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF MARCH, 2018.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois
this _____ day of _____, 2018

ORDINANCE NO. 2018-_____

AN ORDINANCE AMENDING SECTION 11.04 OF THE VILLAGE OF LINCOLNWOOD ZONING ORDINANCE REGARDING INFORMATIONAL SIGNS IN THE P PUBLIC OPEN SPACE ZONING DISTRICT

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, Article XI of the "Village of Lincolnwood Zoning Ordinance," as amended ("***Zoning Ordinance***"), regulates the erection and location of signs within the Village; and

WHEREAS, the Village President and Board of Trustees desire to amend Section 11.04 of the Zoning Ordinance to authorize and regulate the erection of certain signs in the P Public Open Space Zoning District ("***Proposed Amendments***"); and

WHEREAS, pursuant to notice duly published in the *Lincolnwood Review* on _____, 2018, the Village Plan Commission conducted a public hearing on March 7, 2018, concerning the Proposed Amendments; and

WHEREAS, at the conclusion of the public hearing, the Plan Commission made findings and recommended that the President and Board of Trustees adopt the Proposed Amendments; and

WHEREAS, having considered the findings and recommendations of the Plan Commission, the President and Board of Trustees have found and determined that the adoption of the Proposed Amendment, as set forth in this Ordinance, is in the best interests of the Village and its residents;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. PERMITTED ON PREMISES SIGNS. Section 11.04 of Article XI of the Zoning Ordinance is hereby amended further to read as follows:

"**11.04 PERMITTED ON PREMISES SIGNS**

Upon issuance of a permit therefor pursuant to Section 11.09 of this article, the following signs shall be permitted in the business and manufacturing districts of the Village as accessory structures, subject to all applicable standards and the following additional regulations:

* * *

(10) Signs in the P Public Open Space District.

i. **Permitted Signs. In the P Public Open Space District, freestanding signs are permitted as follows:**

1. **Signs not more than four feet in height identifying the name of the park or open space; and**

2. **Changeable sign frames not more than five feet, six inches in height, and having a sign area of not more than five square feet.**

ii. **Freestanding signs in the P Public Open Space District are exempt monument sign setback requirement set forth in Section 11.04(1)v and the landscaping requirements set forth in Sections 6.17(2) and 11.04(1)x of this Zoning Ordinance.**"

SECTION 3. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance are to remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

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

[SIGNATURE PAGE FOLLOWS]

PASSED this _____ day of March, 2018.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this _____ day of March, 2018.

_____
Barry I. Bass, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office the ____ day of March, 2018.

_____
Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

Return to VB Agenda

Plan Commission Staff Report
Discussion Item
February 7, 2018

Subject: Discussion of Potential Text Amendments to Modify the Permissibility and Requirements for Informational Signage in the P, Public Open Space District

Requested Action: Workshop to discuss potential Text Amendments to Zoning Code *Article XI: Signs, Section 11.04 Permitted Signs on Premises* to modify the permissibility of freestanding changeable sign frames in the P Public Open Space District

Petitioner: Village Board (referred on November 7, 2017)

Background

In the summer of 2017, the Parks and Recreation Department sought approval for sign frames that could be installed in parks throughout the community. The intent is to provide information regarding an individual park's upcoming programs or events sponsored by the Parks and Recreation Department. The proposed frames would be placed immediately adjacent to existing fencing, or could stand alone where no fencing exists along the perimeter of a park. The image to the right shows how such signs have been implemented in the Village of Glenview.



The Village of Glenview uses changeable sign frames to advertise local programs or events related to Parks and Recreation.

In reviewing the Parks and Recreation Department's request, the Community Development Department concluded the following:

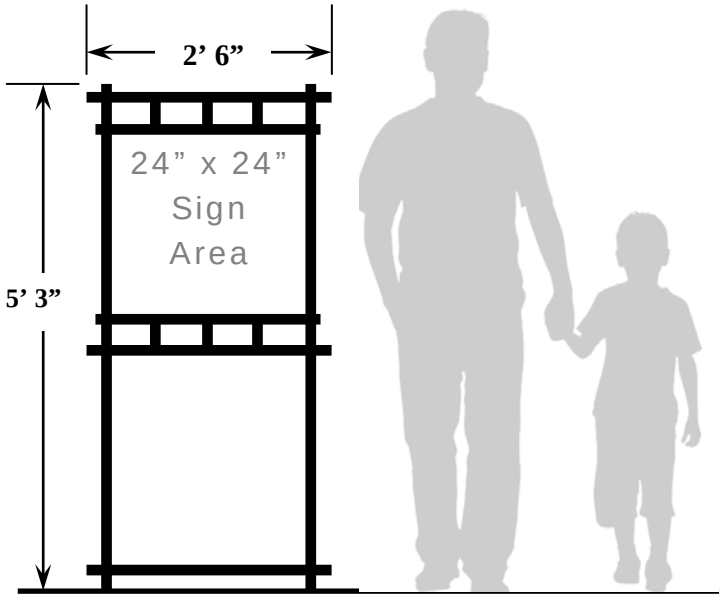
- The proposed signs would not require a Sign Permit based on Section 11.05(16) of the Zoning Ordinance which states that "direction or information signs of public or eleemosynary organizations" are exempt from Sign Permit requirements.
- There are no regulations in *Article XI: Signs* of the Zoning Ordinance specifically related to properties in the P Public Open Space District.

- Section *11.04 Permitted Signs on Premises* addresses the general permissibility of signs in all districts. In that section, all types of freestanding signs are required to be at least 10 feet from all property lines.

Based on the findings above, Community Development notified Parks and Recreation that the proposed signs could be installed in parks that could accommodate the 10-foot setback. However, in several parks, the required setback would interfere with programmed space or recreational amenities. Based on this, staff recommends a zoning text amendment to allow the proposed frames to be permitted along the property line in the P, Public Open Space District.

Proposed Sign Concept

The proposed sign would include a metal frame with a 24" x 24" space for a changeable poster. The intent is to be compatible with existing fencing on park properties in terms of scale and design.



Proposed Changeable Sign Frame Design

Considerations

Discussion should consider the following:

- ***Are there any potential impacts on surrounding residential properties?*** Many of the Village's parks abut or share street frontage with residential properties. These signs would be visible from some of those properties. However, staff does not anticipate any significant impacts to the residential properties since the signs are 5' 3" tall and are not illuminated.
- ***Are there locations on park properties that are more or less appropriate for the proposed signs?*** The goal of the Parks and Recreation Department is to maximize visibility of the signs in order to advertise events or activities within a certain park or in another portion of the Village. However, there may be contextual characteristics that make a highly visible location problematic. (For example, due to their proposed height, the signs will be subject to sight triangle regulations at street and alley intersections.) Staff is seeking Plan Commission feedback regarding other factors that may warrant standards or regulations to be included as part of the text amendment.

Recommendation

Staff is seeking direction from the Plan Commission regarding the permissibility of changeable sign frames in the P, Public Open Space District. With this direction, staff anticipates providing legal notice of a public hearing during the March 7, 2018 regular meeting of the Plan Commission.

Documents Attached

1. Relevant Code Sections
2. Context Maps of Properties in the P, Public Open Space District

Return to VB Agenda

Attachment 1: Relevant Code Sections

11.04 Permitted on premises signs.
Upon issuance of a permit therefor pursuant to Section 11.09 of this article, the following signs shall be permitted in the business and manufacturing districts of the Village as accessory structures, subject to all applicable standards and the following additional regulations:

(1) Monument signs.

v. Setback. No monument sign shall be located closer than 10 feet to an exterior property line, nor closer than 50 feet to an interior property line. For a monument sign constructed at a unified business center, under multiple ownerships, interior lot lines shall only pertain to the outermost lot line.

11.10 Special signs.

(1) The following signs are special signs and may not be erected or maintained except upon issuance of a special sign approval pursuant to this Section 11.10:

iv. Pole/pylon signs.

5. Setback. No pole/pylon sign shall be located closer than 10 feet to an exterior property line, nor closer than 50 feet to an interior property line.

Attachment 2: Context Maps of Properties in the P, Public Open Space District



Kenneth Park



Kildare Park



O'Brien Park



Rossi Park



Proesel Park



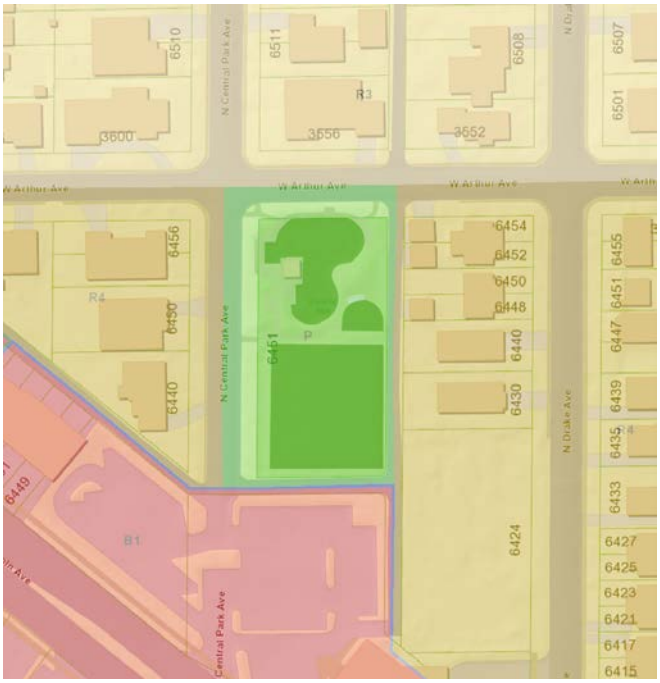
Flowers Park



Goebelt Park



Columbia Park



Central Park



Drake Park



Springfield Park



Rowell Park

Return to VB Agenda

MEETING MINUTES OF
THE
PLAN COMMISSION
FEBRUARY 7, 2018 – 7:00 P.M.

LINCOLNWOOD VILLAGE HALL
COUNCIL CHAMBERS
6900 NORTH LINCOLN AVENUE
LINCOLNWOOD, ILLINOIS 60712

MEMBERS PRESENT:
Chairman Mark Yohanna
Sue Auerbach
Adi Kohn
Anthony Pauletto
Don Sampen

MEMBERS ABSENT:
Steven Jakubowski
Henry Novoselsky

STAFF PRESENT:
Steve McNellis, Community Development Director
Doug Hammel, Community Development Manager
Kathryn Kasprzyk, Community Development Coordinator

I. Call to Order

Chairman Yohanna noted a quorum of four members and called the meeting to order at 7:05 p.m.

II. Pledge of Allegiance

III. Approval of Minutes

IV. Case #PC-01-18: 7080 North McCormick Boulevard – Waiver of Preliminary Plat Requirement

V. Case #PC-10-17: Zoning Code Text Amendment – Natural Screening on Residential Properties *(Continued from January 3, 2018, December 6, 2017, November 1, 2017, October 2, 2017, September 6, 2017, August 2, 2017, and July 5, 2017)*

VII. Workshop: Potential Zoning Text Amendments to Modify the Permissibility of Changeable Sign Frames in the P, Public Open Space District

Chairman Yohanna announced the possibility of a Workshop to discuss potential Text Amendments to Zoning Code Article XI: Signs, Section 11.04 Permitted Signs on Premises to

modify the permissibility of freestanding changeable sign frames in the P, Public Open Space District.

Development Manager Hammel presented the request from the Village's Parks and Recreation Department to get permission for non-illuminated changeable frame signs on park properties. These signs would be installed and maintained by the Village's Parks and Recreation Department. Sign faces would be used to advertise Parks Department facilities and programs. The design would include a metal frame construction compatible with existing fencing on public parks with a 24" x 24" changeable sign area. The Parks and Recreation Department is agreeable with the proposed sign design and size.

Currently, all freestanding sign types are required to be ten feet from the property line. The Parks and Recreation Department would like to change this standard so the signs can be closer to park fencing and adjacent to sidewalks.

Considerations include if there are any potential impacts on residential properties zoned as P, Public Open Space, and are there locations on a lot relative to surrounding properties that are more or less appropriate for changeable sign frames.

Staff is asking for direction from the Plan Commission. A formal Public Hearing will be held at the March 7, 2018 Plan Commission meeting for a discussion regarding the proposed sign design.

VI. Case #PC-14-17: Public Hearing: Zoning Code Text Amendment for Building Coverage Related to the Construction of a Two-Car Garage ***(Continued from January 3, 2018 and December 6, 2017)***

VIII. Next Meeting

IX. Public Comment

X. Adjournment

Motion to adjourn was made by Commissioner Pauletto and seconded by Commissioner Sampen. Meeting adjourned at 8:40 p.m.

Aye: Pauletto, Sampen, Auerbach, Kohn, and Yohanna
Nay: None
Motion Approved: 5-0

Respectfully submitted,

Kathryn Kasprzyk
Community Development Coordinator

Return to VB Agenda

Plan Commission Staff Report
Case # PC-02-18
March 7, 2018

Subject: Proposed Text Amendment to Modify the Permissibility and Requirements for Informational Signage in the P, Public Open Space District

Requested Action: Consideration of a proposed Text Amendment to Zoning Code *Article XI: Signs, Section 11.04 Permitted Signs on Premises* to modify the permissibility of freestanding changeable sign frames in the P Public Open Space District

Petitioner: Village Board (referred on November 7, 2017)

Background

In the summer of 2017, the Parks and Recreation Department sought approval for sign frames that could be installed in parks throughout the community. The intent is to provide information regarding an individual park's upcoming programs or events sponsored by the Parks and Recreation Department. The proposed frames would be placed immediately adjacent to existing fencing, or could stand alone where no fencing exists along the perimeter of a park. The image to the right shows how such signs have been implemented in the Village of Glenview.



The Village of Glenview uses changeable sign frames to advertise local programs or events related to Parks and Recreation.

In addition to the proposed changeable sign frames, Lincolnwood's parks include low-profile signs that include the name of the park and the Village logo or parks and recreation logo. Staff recommends that the text amendment also address these signs to make them fully compliant with the Zoning Ordinance.

In reviewing the Parks and Recreation Department's request, the Community Development Department concluded the following:

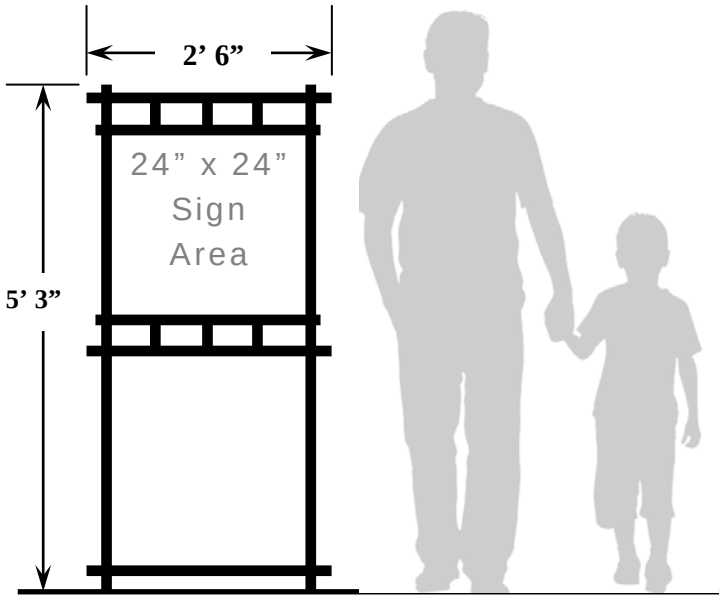
- The proposed signs would not require a Sign Permit based on Section 11.05(16) of the Zoning Ordinance which states that "direction or information signs of public or eleemosynary organizations" are exempt from Sign Permit requirements.

- There are no regulations in *Article XI: Signs* of the Zoning Ordinance specifically related to properties in the P Public Open Space District.
- Section *11.04 Permitted Signs on Premises* addresses the general permissibility of signs in all districts. In that section, all types of freestanding signs are required to be at least 10 feet from all property lines.

Based on the findings above, staff recommends a zoning text amendment to allow the proposed frames and existing park identification signs to be permitted along the property line in the P, Public Open Space District. It should be noted that the park identification signs were not discussed during the Plan Commission Workshop related to this issue held on February 7, 2018. However, due to the fact that they already exist, staff does not anticipate any impacts on surrounding properties by amending the code to permit them.

Proposed Sign Concept

The proposed sign would include a metal frame with a 24" x 24" space for a changeable poster. The intent is to be compatible with existing fencing on park properties in terms of scale and design.



Proposed Changeable Sign Frame Design

Plan Commission Workshop Discussion

During a Workshop held on February 7, 2018, the Plan Commission determined the following:

- There are no significant impacts anticipated on surrounding properties by permitting the park identification signs or changeable sign frames.
- There are no additional standards that are warranted related to the location of the proposed signs. However, the signs will be subject to other requirements already in the code, such as sight triangle regulations at street and alley intersections.)

Proposed Text Amendment

Staff recommends consideration of the following proposed text amendment as an addition to *Section 11.04 Permitted Signs on Premises* on order to address the request related to signs in the P Public Open Space District.

9. *Signs in the P Public Open Space District. In the P Public Open Space District, freestanding signs are permitted as follows:*
    a. *Signs not more than four feet in height identifying the name of the park or open space;*
    b. *Changeable sign frames not more than five feet, six inches in height, and having a sign area of not more than five square feet;*
    c. *Freestanding signs in the P Public Open Space District are exempt from monument sign setback requirements as described in Section 11.04(1)v and*

landscaping requirements as described in Section 6.17(2) and Section 11.04(1)x of this Zoning Ordinance.

Recommendation

Consideration of the proposed Zoning Ordinance Text Amendment to *Article XI: Signs, Section 11.04 Permitted Signs on Premises* to modify the permissibility of freestanding changeable sign frames in the P Public Open Space District to grant the following:

- Permission for existing park identification signs to remain in place as built; and
- Permission for the installation of changeable sign frames in a manner consistent with the proposed standards set forth in this staff report.

Documents Attached

1. February 7, 2018 Plan Commission Workshop Staff Report
2. February 7, 2018 Plan Commission Workshop Minutes (Draft)

Return to VB Agenda

DRAFT **MEETING MINUTES**
OF THE
PLAN COMMISSION
MARCH 7, 2018 – 7:00 P.M.

LINCOLNWOOD VILLAGE HALL
COUNCIL CHAMBERS
6900 NORTH LINCOLN AVENUE
LINCOLNWOOD, ILLINOIS 60712

MEMBERS PRESENT:
Chairman Mark Yohanna
Sue Auerbach
Steven Jakubowski
Adi Kohn
Anthony Pauletto
Don Sampen

MEMBERS ABSENT:
Henry Novoselsky

STAFF PRESENT:
Steve McNellis, Community Development Director
Doug Hammel, Community Development Manager
Kathryn Kasprzyk, Community Development Coordinator

I. Call to Order

Chairman Yohanna noted a quorum of six members and called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

III. Approval of Minutes

IV. Case #PC-04-18: 6755 North Cicero Avenue – Amendment to Ordinance No. 2017-3265 Related to Previously Granted Special Sign Approval and Variations

V. Case #PC-05-18: 6755 North Cicero Avenue – Amendment to Ordinance No. 2017-3265 Related to Previously Granted Variation for Parking Space Quantity

VI. Case #PC-03-18: 3900-3910 West Devon Avenue – Two-Lot Consolidation, Special Use for the Resulting Lot, and Variations for Greater Than One Monument Sign, Monument Sign Landscaping, and Monument Sign Setback

DRAFT

VII. Case #PC-02-18: Zoning Code Text Amendments to Modify the Permissibility of Changeable Sign Frames in the P, Public Open Space/Recreation/Park

District

Chairman Yohanna announced Case #PC-02-18 for consideration of a Zoning Code Text Amendment modifying the permissibility and regulations for informational signage in the P, Public Open Space/Recreation/Park District.

Chairman Yohanna asked if there was anyone from the audience who would like to address the Plan Commission on this matter. Let the record state that no one came forward.

Motion to recommend approval to modify the permissibility and regulations for informational signage in the P, Public Open Space/Recreation/Park District was made by Commissioner Jakubowski and seconded by Commissioner Sampen. This matter will be heard at the March 20, 2018 meeting of the Village Board.

Aye: Jakubowski, Sampen, Auerbach, Kohn, and Yohanna
Nay: None
Motion Approved: 5-0

VIII. Workshop: Potential Zoning Text Amendments to Modify the Permissibility of Electronic Signs, Certain Temporary Signs, and the Location of Permanent/Temporary Signs on Non-Residential Properties

VIII. Next Meeting

IX. Public Comment

X. Adjournment

Respectfully submitted,

Kathryn Kasprzyk
Community Development Coordinator

Return to VB Agenda

Attachment 6: Relevant Code Sections

11.04 Permitted on premises signs.
Upon issuance of a permit therefor pursuant to Section 11.09 of this article, the following signs shall be permitted in the business and manufacturing districts of the Village as accessory structures, subject to all applicable standards and the following additional regulations:

(1) Monument signs.

v. Setback. No monument sign shall be located closer than 10 feet to an exterior property line, nor closer than 50 feet to an interior property line. For a monument sign constructed at a unified business center, under multiple ownerships, interior lot lines shall only pertain to the outermost lot line.

x. Landscaping. A monument sign must be located in a landscaped area separated and protected from vehicular circulation and parking areas. A minimum of two square feet of landscaping shall be required for every one square foot of sign face. When located in a parking area, continuous reinforced perimeter Portland cement concrete curbing is required. Monument signs must also be landscaped in accordance with Subsection 11.08(14) of this article.

6.17 Miscellaneous landscape requirements.

(1) Parkway landscaping requirements. Installation and maintenance of parkway landscaping within the public rights-of-way adjoining a property is governed by the Parkway Landscape Ordinance (Article 5 of Chapter 6 of the Village Code), as may be amended from time to time.

(2) Landscaping of monument and pole/pylon signs required. Installation of landscaping surrounding monument and pole/pylon freestanding signs is required pursuant to Article XI of this chapter, as may be amended from time to time.

Return to VB Agenda

Request For Board Action

REFERRED TO BOARD: March 20, 2018 **AGENDA ITEM NO: 4**

ORIGINATING DEPARTMENT: Police

SUBJECT: Approval of a Resolution to Authorize a Three Year Towing Contract with Lin-Mar Towing & Recovery Located in Morton Grove, Illinois

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
The Village contracted with Lin-Mar Towing & Recovery in January, 2011 to provide towing services and store vehicles. These towed vehicles were crime targets, involved in accidents or otherwise abandoned in the Village. Towing services for Village owned vehicles were provided at no cost. In addition, residents may use the contactor at the rate provided in the contract. This contract expired in January, 2015 and it was recently discovered that the contact was not renewed although Lin-Mar Towing & Recovery remains the towing service utilized by the Village.

In January, 2018, the Police Department requested proposals from three (3) towing firms, Lin-Mar Towing & Recovery, North Shore Towing and Illinois Towing. Based on the quotes received from all three companies, staff recommends Lin-Mar Towing & Recovery be contracted once again. It should be noted that while Lin-Mar's daily storage fees are higher than the other two companies, their cost for towing both accident and arrestee tows are lower than the other two companies. There would be absolutely no cost to the Village for these services. These costs are absorbed by third parties. It should also be noted that for the past six years, Lin-Mar Towing & Recovery has performed satisfactorily in meeting the needs of the Village.

Tow Company Comparison

Service Company	Lin – Mar	North Shore	Illinois
Accident Tows	$ 125.00	$ 150.00	$ 150.00
Arrest Tows	$ 115.00	$ 150.00	$ 150.00
Village Vehicles	No Charge	No Charge	No Charge
Clean-Up	$ 45.00	$ 40.00	$ 35.00
Storage	$ 70.00	$ 45.00	$ 40.00
Totals	$ 355.00	$ 385.00	$ 375.00

FINANCIAL IMPACT:
None

DOCUMENTS ATTACHED:
1. Proposed Resolution
2. Proposed Lin-Mar Towing and Recovery Contract
3. Towing Price Comparison Report
4. Pricing Sheets from Three Towing Vendors

RECOMMENDED MOTION:

Move to approve a Resolution to Authorize a Three Year Towing Contract with Lin-Mar Towing & Recovery Located in Morton Grove, Illinois.

Return to VB Agenda

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2018-_____

A RESOLUTION APPROVING A CONTRACT FOR POLICE TOWING SERVICES WITH LIN-MAR TOWING & RECOVERY, OF MORTON GROVE, ILLINOIS

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village sought quotes for the provision of vehicle towing services for the Village Police Department (***"Towing Services"***); and

WHEREAS, the Village has determined that the quote submitted by Lin-Mar Towing & Recovery, of Morton Grove, Illinois (***"Lin-Mar"***), for the provision of the Towing Services is superior to the other quotes received by the Village; and

WHEREAS, Lin-Mar has satisfactorily provided the Towing Services to the Village since 2011; and

WHEREAS, the Village desires to enter into a contract with Lin-Mar for the provision of the Towing Services (***"Contract"***); and

WHEREAS, the President and Board of Trustees has determined that it will serve and be in the best interests of the Village to enter into the Contract with Lin-Mar;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF CONTRACT. The President and Board of Trustees hereby approve the Contract by and between the Village and Lin-Mar in substantially the form attached to this Resolution as **Exhibit A**.

SECTION 3. EXECUTION OF CONTRACT. The Village Manager and Village Clerk are hereby, authorized and directed to execute and attest, on behalf of the Village, the Contract upon receipt by the Village Clerk of at least one original copy of the Contract executed by Lin-Mar; provided, however, that if an executed copy of the Contract is not received by the Village Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest the Contract will, at the option of the President and Board of Trustees, be null and void.

SECTION 4. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ___ day of _____, 2018.

AYES: _____

NAYS:_____

ABSENT:___

ABSTENTION:_____

APPROVED by me this _____ day of _____, 2018.

_____
Barry I. Bass, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2018

_____
Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#9675445_V3

EXHIBIT A

CONTRACT

Return to VB Agenda

VILLAGE OF LINCOLNWOOD

CONTRACT FOR POLICE TOWING SERVICES

Full Name of Contractor	Lin-Mar Towing & Recovery LLC.	(***"Contractor"***)
Principal Office Address	5940 W. Oakton St. Morton Grove, IL 60053	
Local Office Address	Same	
Contact Person	Tony Lundin	
Telephone	Cell 847-942-1090	Fax 847-965-6136

TO: **VILLAGE OF LINCOLNWOOD**
POLICE DEPARTMENT
6900 LINCOLN AVENUE
LINCOLNWOOD, IL 60004

Contractor warrants and represents that Contractor has carefully examined this Contract and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, which are securely stapled to the end of this Contract.

1. Services

A. Contract and Services. Contractor agrees that Contractor shall, at its sole cost and expense, provide, perform, and complete, in the manner specified and described, and upon the terms and conditions set forth, in this Contract and Village's written notification of acceptance in the form included in this bound set of documents, all of the following, all of which is herein referred to as the "Services" and all of which is described in further detail in Exhibit A attached to this Contract:

1. Labor, Equipment, Materials, and Supplies. Provide, perform, and complete, in the manner specified and described in this Contract, all necessary work, labor, services, transportation, equipment, materials, supplies, information, data, and other means and items necessary for police-directed towing services in and around LINCOLNWOOD, Illinois (***"Services Site"***);

2. Permits. Procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary in connection therewith;

3. Bonds and Insurance. Procure and furnish all bonds and all insurance specified in this Contract;

4. Taxes. Pay all applicable federal, state, and local taxes;

5. Miscellaneous. Do all other things required of Contractor by this Contract; and

6. Quality. Provide, perform, and complete all of the foregoing in a proper and workmanlike manner, consistent with highest standards of professional towing practices, in full compliance with, and as required by or pursuant, to this Contract, and with the greatest economy, efficiency, and expedition consistent therewith, with only new, undamaged, and first quality equipment, materials, and supplies.

B. Performance Standards. Contractor agrees that all Services shall be fully provided, performed, and completed in accordance with the specifications outlined in and attached to this Contract.

C. Responsibility for Damage or Loss. Contractor agrees that Contractor shall be responsible and liable for, and shall promptly and without charge to Village repair or replace, damage done to, and any loss or injury suffered by, Village, the Services, the Services Site, or other property or persons as a result of the Services.

D. Inspection/Testing/Rejection. The Village shall have the right to inspect all or any part of the Services and to reject all or any part of the Services that is, in Village's judgment, defective or damaged or that in any way fails to confirm strictly to the requirements of this Contract and Village, without limiting its other rights or remedies, may require correction or replacement at Contractor's cost, perform or have performed all Services necessary to complete or correct all or any part of the Services that is defective, damaged, or nonconforming and charge Contractor with any excess cost incurred thereby, or cancel all or any part of any order or this Contract. Services so rejected may be returned or held at Contractor's expense and risk.

2. Contract Price

A. Schedule of Prices. Contractor agrees that Contractor shall take in full payment for providing, performing, and completing all Services and other matters set forth under Section 1 above, including overhead and profit; taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth in the maximum fee schedule ("***Fee Schedule***") set forth in Exhibit B to this Contract; provided, however, that the fees and charges set forth in the Fee Schedule may increase during each Renewal Term (as that term is defined in Section 3 of this Contract) of this Contract by an amount not to exceed the percentage change in the Consumer Price Index (CPI-U) for Chicago-Kenosha-Gary – All Items during the previous 12-month period. No other fees or charges are allowed. Specifically, and without limitation of the foregoing: (1) the Contractor shall not impose any fee or charge for any Heavy Duty Towing except as expressly set forth in Exhibit B-1 to this Contract; and (2) if any vehicle towed pursuant to this Contract remains in the Contractor's storage facility beyond the term of the Contract, the Contractor shall not increase the Daily Storage Fee amount beyond the amount listed in Exhibit B to this Contract.

B. Basis For Determining Prices. It is expressly understood and agreed that:

1. All prices stated in the Fee Schedule are firm and, except as provided in Section 2.A of this Contract, shall not be subject to escalation or change;

2. Village is not subject to state or local sales, use, and excise taxes, that no such taxes are included in the Fee Schedule, and that all claim or right to claim any additional compensation by reason of the payment of any such tax is hereby waived and released;

3. All other applicable federal, state, and local taxes of every kind and nature applicable to the services are included in the Fee Schedule, and;

4. Contractor has thoroughly examined this Contract prior to submission of its bid.

C. Time Of Payment. It is expressly understood and agreed that all payments shall be made by the owner of the vehicle that has been towed or for which service has been called, and shall be paid at the time of release of the vehicle. Under no circumstances shall the Village be liable for, or responsible to make or collect, any charge or payment to or on behalf of Contractor, Contractor shall accept cash, certified checks, and bankcards under generally accepted business guidelines as payment for Work by individuals who have had their vehicles towed and/or stored by Contractor.

3. Contract Time

Time is of the essence of this Contract and, except where stated otherwise, references in this Contract to days shall be construed to refer to calendar days. Contractor agrees that Contractor shall commence the Services within 10 days following Village's acceptance of this Contract (***"Commencement Date"***), provided

Contractor shall have furnished to Village all insurance certificates and policies of insurance specified in this Contract. Contractor agrees that Contractor shall perform the Services diligently and continuously throughout the term of the Contract.

The initial term of this Contract shall be for one year, beginning on the Commencement Date (***"Initial Term"***). This Contract shall automatically be renewed for up to three additional one-year terms (each a ***"Renewal Term"***), unless either party, at least ninety days prior to the end of the then-applicable contract term, notifies the other party in writing of its intent not to renew this Contract for the next Renewal Term.

4. Financial Assurance

A. Insurance. Contractor agrees that Contractor shall provide certificates of insurance evidencing the minimum insurance coverages and limits set forth below within 10 days following Village's acceptance of this Contract. For good cause shown, the Village may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as the Village may impose in the exercise of its sole discretion. Such policies shall be in a form acceptable to the Village and from companies with a general rating of A-, and a financial size category of Class V or better, in Best's Insurance Guide and otherwise acceptable to the Village. Such policies shall be for terms not less than six months and shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to the Village. Such policies shall be in a form, and from companies, acceptable to Village. The Village shall be named as an additional insured on these certificates and policies of insurance. The insurance coverages and limits set forth below shall be deemed to be minimum coverages and limits and shall not be construed in any way as a limitation on Contractor's duty to carry adequate insurance or on Contractor's liability for losses or damages under this Contract. For the purposes of this Section, the Services required by the Contract shall not be deemed completed while any cars towed pursuant to this Contract remain in the Contractor's storage facility, even if such vehicles remain beyond the term of this Contract. The minimum insurance coverages and limits that shall be maintained at all times while providing, performing, or completing the Services are as follows:

1. Workers' Compensation and Employer's Liability. Limits shall not be less than:

   Workers' Compensation: Statutory

   Employer's Liability: $500,000 ea. accident-injury
   $500,000 ea. employee-disease
   $500,000 disease-policy

   Such insurance shall evidence that coverage applies in the State of Illinois.

2. Comprehensive Motor Vehicle Liability. Limits for vehicles owned, non-owned or rented shall not be less than:

   $1,000,000 Bodily Injury and Property Damage Combined Single Limit

3. Comprehensive General Liability. Limits shall not be less than:

   $1,000,000 Bodily Injury and Property Damage Combined Single Limit.

   Coverage is to be written on an "occurrence" basis.

   Coverage to include:

   - Garage Keeper's Liability
   - Premises Operations
   - Products/Completed Operations
   - Independent Contractors
   - Personal Injury (with Employment Exclusion deleted)

- Broad Form Property Damage Endorsement
- "X," "C," and "U"
- Contractual Liability

Contractual Liability coverage shall specifically include the indemnification set forth below.

4. Umbrella Liability. Limits shall not be less than:

$2,000,000 Bodily Injury and Property Damage Combined Single Limit.

This Policy shall apply in excess of the limits stated in 1, 2 and 3 above.

B. Indemnification. Contractor agrees that Contractor shall indemnify, save harmless, and defend Village against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with Contractor's performance of, or failure to perform, the Services or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of the Contractor, except to the extent caused by the sole negligence of or the intentional willful or wanton act of the Village or its employees, or any failure to meet the representations and warranties set forth in Section 6 of this Contract.

C. Penalties. Contractor agrees that Contractor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Contractor's performance of, or failure to perform, the Services or any part thereof.

5. Firm Prices and Terms

All prices and other terms stated in this Contract are firm and shall not be subject to withdrawal, escalation, or change.

6. Contractor's Representations and Warranties

In order to induce Village to accept this Contract, Contractor hereby represents and warrants as follows:

A. The Services. The Services, and all of its components, shall be of merchantable quality; shall be performed in accordance with the highest standards of professional practice, care, and diligence practiced by recognized towing firms in performing services of a similar nature in existence at the time of performance of the Services, shall strictly conform to the requirements of this Contract, including without limitation, the performance standards set forth in Subsection 1B of this Contract; and shall be fit, sufficient, and suitable for the purposes expressed in, or reasonably inferred from, this Contract and the warranties expressed herein shall be in addition to any other warranties expressed or implied by law, which are hereby reserved unto Village.

B. Compliance with Laws. The Services, and all of its components, shall be provided, performed, and completed in compliance with, and Contractor agrees to be bound by, all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time. The Contractor shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services is provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.*

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

Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

C. Not Barred; No Collusion. Contractor is not barred by law from contracting with Village or with any other unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax as set forth in 65 ILCS 5/11-42.1-1; or (ii) a violation of either Sec. 33E-3 or Sec. 33E-4 of Art. 33 of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.*

Contractor hereby represents that the only persons, firms, or corporations interested in this Contract as principals are those disclosed to the Village prior to the execution of this Contract, and that this Contract is made without collusion with any other person, firm, or corporation if at any time it shall be found that the Contractor has, in procuring this Contract, colluded with any other person, firm, or corporation, then Contractor shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Contract shall, at the Village's option, be null and void.

D. Qualified. Contractor has the requisite experience, ability, capital, facilities, plant, organization, and staff to enable Contractor to perform the Services successfully and promptly and to commence and complete the Services within the Contract Price and Contract Time provisions set forth above.

E. Patriot Act Compliance. Contractor represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. Contractor further represents and warrants to the Village that Contractor and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. Contractor hereby agrees to defend, indemnify and hold harmless the Village, its corporate authorities, and all Village appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representations and warranties.

7. Specifications

Contractor has thoroughly examined this Contract, including the specifications for the Services attached hereto as Exhibit A.

8. Acknowledgments

In submitting this Contract, Contractor acknowledges and agrees that:

A. Reliance. The Village is relying on all warranties, representations, and statements made by Contractor in this Contract.

B. Acceptance. Contractor shall be bound by each and every term, condition, or provision contained in this Contract and in the Village's written notification of acceptance in the form included in this bound set of documents.

C. Remedies. Each of the rights and remedies reserved to owner in this Contract shall be cumulative and additional to any other or further remedies provided in law or equity or in this Contract.

If it should appear at any time that Contractor has failed or refused to prosecute, or has delayed in the prosecution of, the Services in full compliance with the requirements of this Contract, or has attempted to assign this Contract or Contractor's rights under this Contract, either in whole or in part, or has falsely made any representation or warranty in this Contract, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Contract ("***Event of Default***"), and has failed to cure any such Event of Default within

five business days after Contractor's receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. The Village may require Contractor within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring Contractor and the Services into strict compliance with this Contract.

2. The Village may terminate this Contract immediately without liability for further payment of amounts due, if any, or to become due under this Contract.

3. The Village may recover from Contractor any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default or as a result of actions taken by the Village in response to any Event of Default.

4. The Village may recover any damages suffered by the Village.

D. No Waiver. No examination, inspection, investigation, test, measurements, review, determination, decision, certificate, or approval by Village, whether before or after Village's acceptance of this Contract; nor any information or data supplied by Village, whether before or after Village's acceptance of this Contract; nor any order by Village for the payment of money; nor any payment for, or use, possession, or acceptance of, the whole or any part of the Services by Village; nor any extension of time granted by Village; nor any delay by Village in exercising any right under this Contract; nor any other act or omission of Village shall constitute or be deemed to be an acceptance of any defective, damaged, or nonconforming Services, nor operate to waive or otherwise diminish the effect of any representation or warranty made by Contractor; or of any requirement of provision of this Contract; or of any remedy, power, or right of Village.

E. Severability. The provisions of this Contract shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract shall be in any way affected thereby.

F. Amendments. No modification, addition, deletion, revision, alternation, or other change in this Contract shall be effective unless and until such change is reduced to writing and executed and delivered by Village and Contractor.

G. Assignment. Neither this Contract, nor any interest herein, shall be assigned or subcontracted, in whole or in part, by Contractor except upon the prior written consent of Village, which consent may be withheld in the sole and unfettered discretion of the Village; provided however, that the Village's prior written approval shall not be required for assignments of accounts, as defined in the Illinois Commercial Code, if to do so would violate Section 9-318 of the Illinois Commercial Code, 810 ILCS 5/9-318. The Village may assign this Contract, in whole or in part, or any or all of its rights or obligations under this Contract, without the consent of Contractor.

H. Entire Agreement. This Contract sets forth the entire agreement of the Village and the Contractor with respect to the accomplishment of the Services, and there are no other understandings or agreements, oral or written, between the Village and the Contractor with respect to the Services and the compensation therefor.

I. Governing Law; Changes in Laws. This Contract, and the rights of the parties under this Contract shall be interpreted according to the internal laws, but not the conflict of law rules, of the State of Illinois. Unless otherwise explicitly provided in this Contract, any reference to laws shall include such laws as they may be amended or modified from time to time.

J. Contract not Exclusive. This Contract is not exclusive. If determined by the Village to be appropriate or necessary to the Village, its residents, or motorists within the Village, then the Village, in the exercise of its sole discretion, may select additional towing firms to perform the Services, may acquire services from time to time as necessary from a towing company not under contract with the Village, and may terminate this

Contract or any other contract as to the Contractor or any one or more other towing firms in accordance with the terms of this Contract.

K. No Third Party Beneficiaries. No claim as a third party beneficiary under this Contract by any person, firm, or corporation other than Contractor shall be made or be valid against the Village.

L. Binding Effect. This Contract shall be binding on the Village and Contractor and upon their respective heirs, executors, administrators, personal representatives, and permitted successors and assigns. Every reference in this Contract to a party shall also be deemed to be a reference to the authorized officers, employees, agents, and representatives of such party.

M. Relationship of the Parties. Contractor shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Contract shall be construed (1) to create the relationship of principal and agent, partners, or joint venturers between the Village and Contractor or (2) to create any relationship between the Village and any subcontractor of Contractor.

N. Village's Right To Terminate or Suspend Services for Convenience. The Village shall have the right, for its convenience, to terminate or suspend the Services in whole or in part at any time upon 30 day written notice to Contractor. Each such notice shall state the extent and effective date of such termination or suspension. On such effective date, Contractor shall, as and to the extent directed, stop Services under this Contract. In the event of any termination pursuant to this Section, the Village shall pay Contractor such fees for Services for which the Village is responsible for payment, if any, as Contractor may have reasonably and necessarily incurred prior to the date of such termination. Any immediate termination or suspension of Contractor's rights under this Contract for an alleged default that is ultimately held unjustified shall automatically be deemed to be a termination or suspension for the convenience of the Village under of this Contract.

O. Termination for Cause. The failure of the Contractor to properly perform any of the Services under this Contract shall be cause for the immediate termination of the Contract without 30 day written notice.

P. Contractor's Right To Terminate. Contractor shall have the right to terminate this Contract at any time upon 30 days' advance written notice to the Village. Termination of this Contract by Contractor shall not relieve Contractor of any liability to the Village existing as of the date of such termination or accruing at any time as the result of, or related to, any act or failure to act on the part of Contractor prior to such termination.

Q. Notices. All notices required or permitted to be given under this Contract shall be in writing and shall be deemed received by the addressee thereof when delivered in person on a business day at the address set forth below or on the third business day after being deposited in any main or branch United States post office, for delivery at the address set forth below by properly addressed, postage prepaid, certified or registered mail, return receipt requested. Notices and communications directed to the Village shall be addressed and delivered as follows:

Chief of Police
Village of LINCOLNWOOD
Police Department
6900 Lincoln Avenue
LINCOLNWOOD, IL 60062

with a copy to:

Steven M. Elrod
Holland & Knight LLP
131 South Dearborn, 30th Floor
Chicago, IL 60603

CONTRACTOR INFORMATION (Contractor shall complete all of the following items prior to execution and submission of this Contract to the Village)

Contractor's Status:

		(State) Corporation
	IL	(State) Limited Liability Company
		(State) Partnership
		Joint Venture
		Individual Proprietor

Contractor's Name:	Lin-Mar Towing & Recovery LLC.		
D/B/A (if different):			
Contractor's Business Address:	5940 W. Oakton St. Morton Grove, IL 60053		
Contractor's Business Telephone Number:	847-965-4200	Fax Number	847-965-6136

If a Corporation, Limited Liability Company, or Partnership, list all Officers, Members, or Partners, respectively, and all persons who own ten percent or more of the Contractor:

Name	Date of Birth	Title	Address
Ronald E. Lundin	11-25-1954	Managing Member	6902 Church St. Morton Grove

CONTRACTOR BACKGROUND

Has the applicant, business, or member of the business ever had a wrecker or towing business license or contract revoked, suspended or cancelled?

_____Yes X_____ No If yes, explain in full detail on a separate sheet of paper and attach.

Does the business currently hold a license or have a contract with any other municipality for towing or wrecker service, including any of the Services described in this Contract?

X_____Yes _____No If yes, explain in full detail on a separate sheet of paper and attach.

Return to VB Agenda

CONTRACTOR FACILITIES (See Specifications in Exhibit A for additional details)
STORAGE FACILITY INFORMATION

OUTSIDE STORAGE			
Location:	5940 W. Oakton St. / 7860 N. Lehigh Ave. Morton Grove, IL 60053		
Length:	160 / 90		
Width	50 / 150		
Total Square Feet:	8,000 / 13,500	Total Storage Spaces	130
Type of Security:	Fenced, Lighting, Cameras, 24 Hour Staffing		

INSIDE STORAGE			
Location:	5940 W. Oakton St. Morton Grove, IL 60053		
Length:	175		
Width	200		
Total Square Feet:	35,000	Total Storage Spaces:	165
Type of Security:	Indoor, Cameras, 24 Hour Staffing		

STORAGE FACILITY TOTALS	
Total inside and outside storage square feet:	56,500
Total inside and outside storage spaces:	295

TOW TRUCKS					
Make:		Model:		Year:	
Number of Cylinders:			Winch Capacity:		
License Plate Number:			Number of Axles:		
GVW:			Date of Last Inspection:		
Make:		Model:		Year:	
Number of Cylinders:			Winch Capacity:		
License Plate Number:			Number of Axles:		
GVW:			Date of Last Inspection:		
Make:		Model:		Year:	
Number of Cylinders:			Winch Capacity:		
License Plate Number:			Number of Axles:		
GVW:			Date of Last Inspection:		

Make:		Model:		Year:	
Number of Cylinders:			Winch Capacity:		
License Plate Number:			Number of Axles:		
GVW:			Date of Last Inspection:		
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Number of Cylinders:			Winch Capacity:		
License Plate Number:			Number of Axles:		
GVW:			Date of Last Inspection:		
Make:		Model:		Year:	
Number of Cylinders:			Winch Capacity:		
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GVW:			Date of Last Inspection:		
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Number of Cylinders:			Winch Capacity:		
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Number of Cylinders:			Winch Capacity:		
License Plate Number:			Number of Axles:		
GVW:			Date of Last Inspection:		
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Number of Cylinders:			Winch Capacity:		
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Number of Cylinders:			Winch Capacity:		
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GVW:			Date of Last Inspection:		
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Number of Cylinders:			Winch Capacity:		
License Plate Number:			Number of Axles:		
GVW:			Date of Last Inspection:		
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Make:		Model:		Year:	
Number of Cylinders:			Winch Capacity:		
License Plate Number:			Number of Axles:		
GVW:			Date of Last Inspection:		

Signature of Contractor or Authorized Agent: Ronald E. Lundin

Printed Name: RONALD E. LUNDIN

Title/Position: MANAGER / MEMBER

(Corporate seal)

Subscribed and Sworn to
Before me this 8TH day of
March, 2018

Notary Public

(SEAL)

OFFICIAL SEAL
NAHRYN MENDO
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 10/24/21

EXHIBIT A

SPECIFICATIONS FOR POLICE TOWING SERVICES

1. Scope of Services. Contractor shall furnish all services, labor, equipment, facilities, and materials for towing, as requested by the LINCOLNWOOD Police Department ("***Police Department***") for:

A. Vehicles involved in traffic crashes;

B. Abandoned vehicles on roadways;

C. Disabled vehicles;

D. Abandoned or unclaimed vehicles on private property;

E. Vehicles seized or impounded as evidence;

F. Recovered stolen vehicles;

G. Vehicles involved in crimes;

H. Vehicles relocated during a Village emergency; and

I. Other vehicles as requested by the Police Department.

This Contract is not exclusive. The Village, in its sole discretion, may establish the time periods and geographic areas in which a towing firm shall provide the Services, in which event the Contractor shall provide the Services during the times and within the geographic areas designated by the Village. Contractor acknowledges and agrees that being assigned to service a particular geographic area or time period does not preclude the Village from calling Contractor to provide the Services in a another geographic area or time period, as necessary for proper police and municipal services.

2. Calls for Services. Services under this Contract shall be rendered only upon the request of the Police Department. Contractor, upon notification by the Police Department, shall send the requested number and type of tow trucks to the designated location. At the direction of the police officer in charge at the scene, the Contractor shall remove the vehicle(s) from the scene directly to the Contractor's storage facility, for the price specified in this Contract.

The Contractor shall consider calls from the Police Department as having first priority over requests for tow service from other parties. Contractor shall maintain the equipment and labor force needed to supply the Services on a full twenty-four hour per day basis every day of the year.

3. Responsibility for Property. Contractor expressly assumes full responsibility and liability for all property entrusted to its care, including all equipment and contents thereof.

4. Responsibility for Personnel and Subcontractors.

A. General. Contractor assumes full responsibility for its employees, agents and drivers to all acts performed pursuant to this Contract. Contractor shall assign only competent, courteous, trustworthy, sober employees and drivers who comply with all applicable legal requirements to provide the Services required under the provisions of this Contract. Contractor shall not employ any person who has been convicted of any felony related to the performance of the Services or any person who has been convicted, within the

immediately preceding five years, of any misdemeanor violation relating to the performance of the Services.

B. Annual Disclosure. Contractor, annually during the term of this Contract, shall provide to the Village a sworn list including the name, address, and telephone number of each owner, officer, and holder of more than ten percent of shares of Contractor.

C. Approval and Use of Subcontractors. Contractor shall cause the Services to be performed under the management, supervision, and control of its own organization unless otherwise approved by the Village in writing. All subcontractors used by Contractor shall be acceptable to, and approved in advance by, the Village. The Village's approval of any subcontractor shall not relieve the Contractor of full responsibility and liability for the provision, performance, and completion of the Services in full compliance with, and as required by or pursuant to, this Contract. All Services performed by any subcontractor shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of Contractor. Every reference in this Contract to "Contractor" shall be deemed also to refer to all subcontractors of the Contractor.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the part of the Services undertaken by it in a manner satisfactory to the Village, the Contractor, immediately on notice from the Village, shall remove and replace such personnel or subcontractor. Contractor shall have no claim for damages as a result of any such removal or replacement.

5. Licensing and Background Information. All of the Contractor's drivers and operators shall have and maintain all required federal and Illinois driver's licenses. Verification of proper licenses for each driver and operator shall be filed annually with the Village.

Contractor shall provide the Police Department with the following information for each tow truck operator, driver and person engaged in the performance of the Services employed on the effective date of the Contract; for each operator, driver and person engaged in the performance of the Services hired during the term of the Contract within ten days after the date of hire; and for all operators, drivers and persons engaged in the performance of the Services employed at the time that Contractor submits a request to renew this Contract:

A. Name;

B. Address;

C. Date of birth; and

D. Driver's license number, state of issuance, date of expiration, licensed classifications, and license restrictions.

6. Hours of Service. Contractor shall maintain hours of operation consistent with normal business hours (9:00 a.m. to 5:00 p.m.) Monday through Friday and for at least three hours (from approximately 9:00 a.m. to 12:00 p.m.) on Saturday. Contractor shall also maintain hours on Sunday mornings. Sunday hours shall be construed as either open for business as usual or a contact agent or employee available for immediate call out. Contractor may charge the After Hours Release Fee provided in Exhibit B to this Contract for the retrieval of towed vehicles on Sundays and during non-business hours on other days; provided, however, that neither the Police Department nor the Village shall be charged a release fee for any retrieval of or access to a towed vehicle.

Additionally, Contractor shall have an agent available at all hours to allow police access to all vehicles towed pursuant to this Contract at no cost to the Village. All business hours will apply to the storage facility that will be the central contact point for both citizens and police personnel.

Contractor shall maintain the equipment and labor force needed to supply the Services on a full twenty-four hour per day basis every day of the year.

7. Equipment. Contractor shall have in operation at all times a minimum of two wreckers, each equipped with a 10,000 pound power winch, crane and boom, and one flatbed wrecker with a 10,000 pound capacity. The Contractor shall also have at least one heavy-duty wrecker. Each wrecker shall be required to carry the full complement of service items and insurance as outlined in the Illinois Vehicle Code, 625 ILCS 5/1-100 *et seq*. Each wrecker will be equipped with all safety devices and lights to meet all Illinois Commerce Commission regulations. Additionally, each wrecker shall be equipped with either radio or telephone equipment which allows immediate access by police dispatch personnel to a wrecker driver while he or she is en route to a scene in order to update, alter, or rescind any instructions previously given to the driver in relation to the towing assignment.

8. Removal of Debris. After each tow, Contractor shall clean and remove all accident and vehicle debris, including, without limitation, shattered glass, oil, and radiator fluids, from the area of the tow. The Contractor shall not be responsible for collection or removal of any cargo spilled from any vehicle except only if the Contractor caused such spill while providing the Services. Contractor shall not be responsible for cleaning or handling of any hazardous material. Contractor shall report to the Village immediately the presence of any hazardous material. The removal of debris and the collection or removal of cargo spilled by Contractor shall be considered an integral part of any Services, and the Contractor shall not charge any fee set forth in any Exhibit to this Contract for the removal of debris, except that if the amount of debris removed is greater than the usual and customary amount for the provision of the Services, the Contractor may charge: (a) the appropriate fee set forth in the Exhibits to this Contract; and (b) a labor fee, not to exceed $50 per hour, and billed in 15-minute increments.

9. Towing, Storage of Police Vehicles; Emergency Tires. Contractor shall provide Police Department tows at no charge to the Village. Police Department tows shall include squad and unmarked Police Department vehicle tows, vehicles towed for evidentiary purposes, or vehicles seized or impounded. Contractor shall not charge to the Village any storage charges resulting from or relating to Police Department tows.

If any vehicles towed at the direction of the Police Department remain in Contractor's storage facility at the end of the term of the Contract, Contractor shall transport the vehicles to a location to be designated by the Police Department at the sole cost and expense of Contractor.

If a Police Department vehicle experiences a flat tire after the normal operating hours of the Village's Department of Public Works, Contractor shall respond and change the tire at no charge to the Village

10. Tows for Police Investigations; Holds. When a vehicle is towed pursuant to a police investigation to a location other than the storage facility, and then is subsequently towed to the storage facility, the vehicle owner shall be required to pay for only one tow.

When the Police Department places a "hold" on a towed vehicle, the vehicle shall not be released, serviced, inspected, repaired, contracted for service or repair, or have personal property on or within the vehicle removed. from it without a signed release from the Police Department. Any vehicle impounded or seized for evidentiary purposes shall be deemed to have a "hold" on it.

If vehicles which are subject to a "hold" remain in Contractor's storage facility at the end of the term of the Contract, Contractor shall transport the vehicles to a location to be designated by the Police Department at the sole cost and expense of Contractor.

11. Tows in Error. In the event of an error by the Police Department in towing a vehicle, or when other extenuating circumstances exist, as determined by the Village, Contractor will cancel all charges to the vehicle owner at the request of the Police Department.

12. Abandoned Vehicles. Contractor will process unclaimed and abandoned vehicles in accordance with the applicable provisions of the Illinois Vehicle Code, 625 ILCS 5/1-100 *et seq*., and the LINCOLNWOOD Municipal Code; provided, however, that subject to any limitations provided by law, Contractor will provide up to

12 abandoned vehicles per year to the Village Fire Department for use and destruction by the Fire Department as part of extradition training, which vehicles shall be delivered to the Village Fire Department parking lot at no cost to the Village. Contractor shall maintain all appropriate records as specified by all applicable statutes and ordinances. Such records will be open for inspection and copying by the Police Department at any time.

13. Storage Facility. Contractor shall provide a fenced, lit and secure site for the storage of all vehicles towed pursuant to this Contract, and said area must meet all applicable state, county, and municipal laws. The storage facility must be able to accommodate 75 towed vehicles for the Village Police Department, and must be located so as to enable Contractor to satisfy the response time limits stipulated in this Contract. Contractor shall meet all applicable licensing requirements of the Village. If either Contractor or its storage facility are determined to be in violation of any zoning or building code regulation, the Village may terminate the Contract immediately.

Contractor shall be solely responsible for properly keeping and maintaining the storage facility in compliance with the terms of the Contract. In addition:

A. The stacking of vehicles in the storage facility is prohibited.

B. The storage facility shall have sufficient lighting to ensure the safety and security of persons and property.

C. The storage facility shall be kept clean and free of rodents and vermin.

D. The storage facility shall be fully enclosed by a protective fence, which fence shall be securely closed at all times when the storage facility is unattended.

E. The main entrance to the storage facility shall be clearly and prominently posted with a sign and with instructions about how a vehicle can be claimed, including fees, hours of operation, a direct access after-hours telephone number, and the words "For Questions Or Concerns, Contact The LINCOLNWOOD Police Department At [***INSERT NUMBER***]." If the main entrance to the storage facility does not directly access a public right-of-way, Contractor shall post an appropriate sign directing the public to the main entrance from the right-of-way.

F. Contractor shall provide for 24-hour access to the storage facility by the Police Department and Village inspectors.

G. For any vehicle that is placed in the Contractor's storage facility, Contractor may charge the Daily Storage Fee set forth in Exhibit B to this Contract for all days during which the vehicle is in the storage facility for any length of time.

14. Response Times. During normal business hours from Monday through Friday, Contractor shall arrive at the scene of a requested tow with the requested and required equipment within fifteen minutes after the request for the tow has been made. On weekends and after normal working hours, Contractor shall arrive at the scene of the tow within twenty-five minutes after the request for the tow has been made. Contractor shall provide its personnel with the necessary communications equipment to fulfill the required response times. Contractor shall maintain the equipment and labor force needed to supply the Services on a full twenty-four hour per day basis every day of the year.

15. Display of Fee Schedule. Contractor shall make printed fee schedules, as stipulated in this Contract, available upon demand to person(s) receiving Services under this Contract. Additionally, a copy of the printed fee schedule shall be posted in plain view to the public in a conspicuous place at Contractor's place of business as well as at the Police Department.

16. Log Book, Records, and Reports. Contractor shall maintain a log book of all police-directed tows that shall include the following information:

A. Time, date, and location of tow, hold information if applicable, the name or star number of the officer authorizing the tow, and the police case number;

B. The year, make, model, registration number, and vehicle identification number of the towed vehicle; and

C. The date the vehicle was released.

Contractor shall also maintain the following records on all police-directed tows:

A. The date and time the vehicle owner was notified of the tow;

B. Itemized billing of all tow and storage charges;

C. A copy of the signed release form completed by person claiming the vehicle; and

D. Copies of all customer complaints.

Contractor shall provide the Police Department with a written inventory and status report on all police-directed towed vehicles on a monthly basis. This report shall be due before the tenth day of the following month. If Contractor fails to include any police-directed or Police Department tow in this report, the vehicle owner's responsibility will be limited to the charges incurred during the month that it was towed.

All of these records shall be open for inspection and copying by the Police Department at any time and shall be maintained until the earlier of at least three years after the termination of this Contract or three years after the vehicle is released.

17. Notification of Village or Agent. Contractor shall be responsible for contacting the owner of police-directed towed vehicles within forty-eight hours after the tow under normal circumstances. If the Contractor is unable to contact the owner after fifteen days and at least three attempts, the Contractor shall notify the Police Department abandoned automobile officer to begin proceedings to process the vehicle as an unclaimed automobile. Contractor shall keep a record of all of its attempts to contact the owner of the subject automobile.

18. Removal of Personal Property. Contractor shall have the right to retain all personal property located within towed vehicles until all charges owed to Contractor are paid, except that Contractor shall allow owners of police-directed towed vehicles to remove personal property from their vehicles (with the exception of "hold" vehicles): (a) as required pursuant to 625 ILCS 5/4-203(g), as may be amended; or (b) as directed by the Village Police Department. Vehicle owners shall also be allowed to remove the license plates from their vehicles. No property is to be removed from impounded, seized, or evidence tows without prior authorization of a Police Department official.

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EXHIBIT B

FEE SCHEDULE

Accident Tows:	$ 125.00
Disabled Autos (within 5 mile radius):	$ 120.00
PD Request/Arrest:	$ 115.00
Lockouts:	$ 75.00
Jump Starts:	$ 90.00
Tire Change, per tire:	$ 90.00
Gas Service: (plus fuel cost):	$ 90.00
Service Call:	$ 90.00
Private Tow (within 5 mile radius):	$ 115.00
Private Tow Mileage (over 5 mile radius):	$ 6.00 per mile
After Hours Release Fee:	$ 60.00
Flatbed Service:	$ 45.00
Disconnect Transmission:	$ No Charge
Winching, Up righting:	$ 45.00
Clean Up:	$ 45.00
Oil Dry (per bag):	$ 20.00
All Village Vehicles and Equipment:	$ No Charge for all Village Vehicles
Administrative Fee: Only applies on unclaimed vehicles and vehicles with lien holders that require vin search, certified mailings, signed returned receipts ect.	$ 55.00
Storage (per day):	
Outside:	$ 70.00
Inside:	$ 70.00
Heavy-Duty Towing Charges:	See Exhibit B-1

EXHIBIT B-1

HEAVY-DUTY TOWING FEE SCHEDULE

Tractor Trailer Low Boy/Dump:	$ 175.00 per hour
Crane or Recovery Rotator:*	$ 450.00 per hour
Medium Duty Rotator:	$ 250.00 per hour
End Loader & Skid Steer:	$ 175.00 per hour (includes transport)
Air Bag Unit:	$ 2,500.00
Heavy Duty – Recovery Wrecker (over 50 tons):*	$ 350.00 per hour (maximum)
Heavy Duty Tow Service:	$ 350.00 per hour (maximum)
Heavy Duty Dollys Tandem:	$ 450.00 per hour
Tanker Trailer w/Tractor:	$ 175.00 per hour
Box Refrigerator Trailer w/Tractor:	$ 175.00 per hour
Service Truck:	$ 150.00 per hour
Labor Charge for ground man:	
Permanent full-time employees	$ 60.00 per hour
Part-time employees	$ 50.00 per hour
Light Duty Wrecker or Flatbed:	$ 150.00 per hour (includes material transport)
Standby Time:	

All hourly rates include driver/operator.

* Recovery rates apply to equipment only when used in recovery service.

Contractor acknowledges and agrees that the fees set forth in this Exhibit B-1 are the approved Illinois Tollway Vehicle Recovery Rates, and that Contractor shall not impose any fee or charge for Heavy Duty towing that is inconsistent with this Exhibit B-1.

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ACCEPTANCE

The Contract attached hereto and by this reference incorporated herein and made a part hereof is hereby accepted by the order of **VILLAGE of LINCOLNWOOD** ("Village") this _____day of _____, 2018.

This Acceptance, together with the Contract attached hereto, constitutes the entire and only agreement between the parties relating to the accomplishment of the Services and the compensation therefor and supersedes and merges any other prior or contemporaneous discussions, agreements, or understandings, whether written or oral, and shall prevail over any contradictory or inconsistent terms or conditions contained in any purchase order, acceptance, acknowledgement, invoice, or other standard form used by the parties in the performance of the Contract. Any such contradictory or inconsistent terms or conditions shall be deemed objected to by Village without further notice of objection and shall be of no effect nor in any circumstances binding upon Village unless accepted by Village in a written document plainly labeled "Amendment to Contract." Acceptance or rejection by Village or any such contradictory or inconsistent terms or conditions shall not constitute acceptance of any other contradictory or inconsistent terms or conditions.

VILLAGE OF LINCOLNWOOD

By: _____
Timothy Wiberg
Village Manager

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UNIT #	YEAR/MAKE/MODEL	VIN#	REGISTRATION #	CAPACITY	GVW
401	1986/FORD/L8000	1FDXR804DGVA14513	26745K	RECOVERY UNIT	30,000
402	2000/FORD/F-250	1FDNF20L6YED77470	28331X-B	SERVICE UNIT	12,000
403	1999/FORD/E-350	1FDWE37F3XHC05987	397969D	SERVICE UNIT	12,000
501	2008/PETERBILT/335	2NPLHM6X88M752120	112306TW	10,000 LB FLATBED	26,000
502	2008/PETERBILT/335	2NPLHN6X38M751205	114000TW	12,000 LB FLATBED	26,000
503	2006/GMC/5500	1GDE5C1286F426156	117222TW	10,000 LB FLATBED	26,000
506	2005/FORD/F-650	3FRNX65R45V209982	117885TW	10,000 LB FLATBED	26,000
507	2016/FORD/F-650	1FDWX6DC7GDA01190	114323TW	10,000 LB FLATBED	26,000
508	2016/PETERBILT/337	2NP2HM6X6GM347206	117848 TW	12,000 LB FLATBED	26,000
509	2016/FORD/F-550	1FDUF5HY8GEA94306	118478TW	10,000 LB FLATBED	19,500
510	2017/FORD/F-550	1FDUF5HY0HEB81652	117222TW	10,000 LB FLATBED	26,000
601	2008/FORD/F-450	1FDXF46Y38ED31702	114324TW	AUTO LOADER WRECKER	16,000
602	2002/INTERNATIONAL/4200	1HTMMAAL72H504833	W52656	28,000 LB WRECKER	30,000
603	1995/CHEVY/KODIAK	1GBG6H1P65J103089	114322TW	16,000 LB WRECKER	16,000
701	2005/KENWORTH/T-800	1NKDXBEX25J115648	W51895	120,000 LB ROTATOR	68,000
703	2002/PETERBILT/378	1NPFX6TX72D587108	W52534	100,000 LB ROTATOR	68,000
705	2002/PETERBILT/378	1NPFLB9X12N573582	W51868	100,000 LB WRECKER	50,000
706	2007/PETERBILT/378	1NPFH07X87N643479	W52582	50,000 LB WRECKER	50,000
707	2000/PETERBILT/378	1NPFL69X7YN512012	W52430	100,000 LB WRECKER	56,000
708	2002/PETERBILT/378	1NPFL69X42D573900	W52741	100,000 LB WRECKER	50,000
709	2000/PETERBILT/378	1NPFX4TX4TD545234	W52039	140,000 LB ROTATOR	68,000
801	1997/KENWORTH/T-800	1XKDD99X9VJ739501	W51650	TRACTOR	20,000
802	2001/PETERBILT/378	1XP5DU9X31D561349	P779232	TRACTOR	20,000
804	2001/PETERBILT/379	1XP5DB0X92D575520	P852407	TRACTOR	20,000
805	1988/PETERBILT/379	D259132GL	P922456	TRACTOR	20,000
901	2007/INTERNATIONAL/9200	1HTWXSAT77J501372	P853139	30,000 LB FLATBED	32,000
T-01	1996/LANDOLL TRAILER	1LM610WJ1T1008616	350208ST	LANDOLL 50 Ton	34,000
T-02	1997/TALBERT/LOWBOY TRAILER	4OFWK574015947	467228ST	LOWBOY 50 Ton	30,000
T-03	1996/WABASH/REEFER TRAILER	1JJE532S3TL296682	492185ST	REEFER TRAILER	20,000
T-04	2008/FONTAINE/LOWBOY TRAILER	13NE5230583629450	535899ST	LOWBOY 55 Ton	28,000
T-05	1999/LANDOLL TRAILER	1LH660UH4X1A10111	544073ST	LANDOLL 35 Ton	22,000

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As requested on page 8, asking for other agencies we provide these services for are:

Skokie

Morton Grove

Park Ridge

Golf

Illinois State Police

Illinois Tollway Authority

Cook County Sheriff's Department

Cook County Forest Preserve

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LINCOLNWOOD POLICE DEPARTMENT

INTER-OFFICE MEMO

Bruce M. Rottner
Chief of Police (Interim)

To: Bruce M. Rottner, Chief of Police (Interim)

From: Acting Deputy Chief Randall Rathmell # 243

Date: February 2, 2018

Subject: Lin – Mar Towing & Recovery Contract Proposal and Extension

---

Please find listed below a compilation of the price quotes submitted by the vendors for the forthcoming proposal:

Tow Company Comparison

Service Company	Lin – Mar	North Shore	Illinois
Accident Tows	$ 125.00	$ 150.00	$ 150.00
Arrest Tows	$ 115.00	$ 150.00	$ 150.00
Village Vehicles	No Charge	No Charge	No Charge
Clean-Up	$ 45.00	$ 40.00	$ 35.00
Storage	$ 70.00	$ 45.00	$ 40.00
Totals	$ 355.00	$ 385.00	$ 375.00

Thank you for your consideration on this matter.

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LIN-MAR TOWING & RECOVERY LLC

Accident Tows	125
Arrest Tows	115
Disabled Tows	100
Per Mile (outside of village)	5
Village Vehicles	No Charge for all village vehicles includes Fire and Public Works equipment
Storage	70
Labor Charge/Clean Up	45
Flat Bed Fee	45

Only applies to vehicles that are severly damaged or that require a flat bed

Oil Dry Per Unit	20
Winch	45

** Only applies to vehicles that are rolled over, off of the roadway, severly damaged, ect.**

Lock Outs	75
Tire Change	90
Jump Start	90
Afer Hours Release	60
Administrative Fee	55

Only applies on unclaimed vehicles and vehicles with Lien Holders that required vin search, certifed mailings anc

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Illinois Towing Service Inc.

2055 Johns Drive, Glenview, IL 60025

847-643-6201

Police Towing & Recovery Rates

Accident Tow (Light Duty) - $150

Accident Tow (Medium/Heavy Duty) - $175/Hour 2 Hour Min.

Clean Up - $35, Oil Dry - $25 per bag, Window Wrap - $35 each

Service Call (Light Duty) - Jump, Lock Out, Tire Change - $75

(Gas Delivery is $75 + Fuel Cost)

Service Call (Medium/Heavy Duty) - $125/Hour 2 Hour Min.

(Fuel, Coolant, Tires, Parts are Additional)

Arrest/Impound (Light Duty) - $150

Arrest/Impound (Medium/Heavy Duty) - $175/Hour 2 Hour Min.

Winching (Light Duty) - $150/Hour 2 Hour Min.

Winching (Medium/Heavy Duty) - $175/Hour 2 Hour Min.

Rotator - $475/Hour 3 Hour Min.

Water Recovery (anything deeper then 4") - $350 & Up

(Divers, underwater rigging, submerged are additional)

Storage (Light Duty) - $40 Per Day

Storage (Medium/Heavy Duty) - $140 Per Day

After Hours Release Fee - $35

(Regular Hours are Monday-Friday 8am-5pm)

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Village Owned Light Vehicle Towing (Local) - No Cost

Village Owned Medium/Heavy Vehicle Towing - $125/Hour

Prompt 24 Hour Response, 365 Days a Year

ICC 266 RTV-R USDOT 1705887 MC-724344C ILCC 181233 STV

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Proposal of towing and scheduled fees to provide Lincolnwood Police Department

Vendor:	North Shore Towing, Inc. 2527 Oakton St. Evanston, IL 60202	847-864-2828

Pricing Information:

Item Description	Bid Price
Autos	$ 150.00
Auto w/ trailers	$ 175.00
Trucks (up to 2.5 tons)	$250.00
Medium Duty (8K-40K LB)	$400.00 first 2 hrs. $170.00 per additional hour
Heavy Duty (40k + LB)	$500.00 first 2 hrs. $ 200.00 per additional hour
Full Recovery:	
• Rotator/Crane per hour	$450.00
• Heavy Duty Wrecker per hour	$350.00
Semi-Tractor per hour	$150.00
Semi –Tractor flat rate	$150.00
Landoll Trailer flat rate	$150.00
Forklift/Skidsteer flat rate plus Transport	$275.00
Air Cushions flat rate plus Transport	$2,000.00
Storage	$45.00 (per day)
City vehicles including small trucks within city limits	No Charge
Boots	$75.00
Village ordered Relocation	No Charge

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Request For Board Action

REFERRED TO BOARD: March 20, 2018 **AGENDA ITEM NO: 5**

ORIGINATING DEPARTMENT: Public Works

SUBJECT: Approval of a Resolution to Purchase 68 Trees from the Suburban Tree Consortium for the Spring 2018 Planting in the Amount of $21,377.00

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
The Village plants parkway trees in locations where a tree has been removed for reasons such as disease or infestation, storm damage, utility maintenance, or accidents. A fall and spring planting are conducted each year. Lincolnwood is a member of the Suburban Tree Consortium (STC), a coalition of 38 communities created to jointly purchase and plant parkway trees. As a member of the STC, the Village has access to competitively bid planting services and high quality nursery stock. The spring 2018 planting will include the installation of 68 trees and is scheduled to occur in mid-April.

As new trees are planted, they are being spaced at a minimum of 25 feet apart to ensure that they have adequate space to thrive. Some existing parkway trees are planted too close together; therefore, a new tree will not always be planted for every tree that is removed. Staff works with the property owner adjacent to the planting site to identify a species of tree that the resident will enjoy while also ensuring that the planting space is sufficient for the tree to thrive.

FINANCIAL IMPACT:
$45,000 has been budged in the FY 2017/18 Public Works Street Maintenance Cost Center of the General Fund and $15,000 has been budgeted in the FY 2017/18 Devon/Lincoln TIF Fund for the planting of parkway trees. These funds are divided between the two annual plantings.

DOCUMENTS ATTACHED:
1. Proposed Resolution
2. Quote from Suburban Tree Consortium

RECOMMENDED MOTION:
Move to approve a Resolution authorizing the purchase and planting of 68 trees from the Suburban Tree Consortium for the 2018 spring planting in an amount of $21,377.00

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RESOLUTION NO. R2018-_____

A RESOLUTION AUTHORIZING THE PURCHASE AND PLANTING OF 68 TREES TO BE PURCHASED FROM THE SUBURBAN TREE CONSORTIUM IN AN AMOUNT OF $21,377.00

WHEREAS, Article VII, Section 10 of the Constitution of the State of Illinois, and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize and encourage intergovernmental cooperation; and

WHEREAS, the Village is a member of the Suburban Tree Consortium (***"STC"***), a consortium of 38 municipalities located within the State of Illinois; and

WHEREAS, the STC competitively bids tree planting services on behalf of the member municipalities, resulting in significant savings for the Village; and

WHEREAS, the Village has identified the need to replace parkway trees that have been removed due to disease, illness, storm damage, or accident; and

WHEREAS, the Village desires to purchase and plant 68 trees, in the amount of $21,377.00; and

WHEREAS, the Village President and Board of Trustees have determined that it will serve and be in the best interest of the Village to plant 68 trees to be purchased from the STC in the amount of $21,377;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF PURCHASE. The President and Board of Trustees hereby approve the planting by the Village of 68 trees to be purchased from the STC, in the amount of $21,377.00.

SECTION 3. EXECUTION OF REQUIRED DOCUMENTATION. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, all documents necessary to complete the purchase authorized pursuant to Section 2 of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

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PASSED this ___ day of_____, 2018.

AYES: _____

NAYS:_____

ABSENT:____

ABSTENTION:_____

APPROVED by me this _____ day of _____, 2018.

_____
Barry I. Bass, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2018

_____
Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

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Quote

Suburban Tree Consortium/
West Central Municpal Conference

Date: March 9, 2018
Invoice #:
Customer ID:
Expiration Date:

To:

Village of Lincolnwood
6900 N Lincoln Ave.
Lincolnwood, IL 60712

Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
				Spring planting	Due on receipt	

Qty	Item #	Description	Unit Price	Discount	Line Total
1.00		Pugsley and LaHaie	7,807.00		7,807.00
1.00		Wilson Nurseries	9,225.00		9,225.00
1.00		Beaver Creek	4,345.00		4,345.00
			Total Discount		
				Subtotal	$ 21,377.00
				Sales Tax	
				Total	**$ 21,377.00**

Quotation prepared by: ___Debbie Baumgart_____

To accept this quotation, sign here and return: _____

Thank you for your business!

2000 5th Ave., Bldg N, River Grove, IL 60171 Telephone 708.453.9100 Fax 708.453.9101

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Request For Board Action

REFERRED TO BOARD: March 20, 2018 **AGENDA ITEM NO: 6**

ORIGINATING DEPARTMENT: Public Works

SUBJECT: Approval of an Ordinance Amending Chapter Three of the Municipal Code to Establish the Village Beautification Commission

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
The Beautification and Tree Commission ("Commission") was established by the Village in 1998 with the directive of raising the appearance standards of public areas in the Village. The scope of the Commission included the review of plantings in public areas, specifically the Municipal Campus and Proesel Park, and weeding and watering concerns. The Commission met monthly to discuss maintenance issues in the public planting beds that required attention by the Public Works Department. Additionally, the Commission would review public projects upon referral by the Village Board. The Commission also recommended adoption of the Village's Tree Preservation Ordinance and opined on matters related to the parkway tree planting program.

In 2013, the Village implemented an e-ticket work order system, which allowed residents to report concerns relating to Village maintenance matters in a more immediate manner. Additionally, the Village transferred all tree related issues to the Public Works Department due to the frequency of concerns, which eliminated the tree component from the Commission's scope. As a result of the changes listed above, the Beautification Commission was converted to a Task Force in October, 2013 by the Village Board. The role of the Task Force included the planning of Arbor Day, beautification of public spaces through annual plantings, and managing the annual Lincolnwood in Bloom contest. The Task Force was also informed of capital projects that may be of interest to the Task Force.

At its November 13, 2017 meeting, the Task Force discussed requesting the Village Board to reestablish the Beautification Commission to take on a larger role in the review of matters relating to beautification of the Village's public spaces. The Village Board considered the request of the Task Force at the December 5, 2017 Committee of the Whole meeting, and directed staff to define the scope of the proposed Commission and meet with the Task Force to discuss the proposed scope. The attached Ordinance outlines the proposed powers and duties of the Commission. The scope remains similar to the current Task Force's scope, but defines specific parameters for reviewing aesthetic components of public projects as assigned by the Village Board. The Task Force discussed the proposed scope at its February 26, 2018 meeting and were supportive of the draft language. Staff recommends approval of the proposed Ordinance establishing the Beautification Commission.

FINANCIAL IMPACT:
None

DOCUMENTS ATTACHED:

1. Proposed Ordinance
2. December 5, 2017 Committee of the Whole Meeting Minutes
3. February 26, 2018 Beautification Task Force Meeting Draft Minutes

RECOMMENDED MOTION:

Move to approve an Ordinance Amending Chapter Three of the Municipal Code to Establish the Village Beautification Commission.

Return to VB Agenda

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2018-_____

AN ORDINANCE AMENDING CHAPTER 3 OF THE MUNICIPAL CODE OF LINCOLNWOOD TO ESTABLISH THE VILLAGE BEAUTIFICATION COMMISSION

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF MARCH, 2018.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois
this _____ day of _____, 2018

Return to VB Agenda

ORDINANCE NO. 2018-_____

AN ORDINANCE AMENDING CHAPTER 3 OF THE MUNICIPAL CODE OF LINCOLNWOOD TO ESTABLISH THE VILLAGE BEAUTIFICATION COMMISSION

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, pursuant to Chapter 3 of the Municipal Code of Lincolnwood, as amended (***"Village Code"***), the Village has established various boards and commissions to aid in the administration and governance of the Village; and

WHEREAS, the Village President and Board of Trustees desire to establish a new Beautification Commission to review, coordinate, and advise on aesthetic and landscaping concerns related to Village policies and projects; and

WHEREAS, the President and Board of Trustees have determined that it will serve and be in the best interest of the Village and its residents to amend the Village Code to establish a new Beautification Commission, pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. BEAUTIFICATION COMMISSION. Chapter 3 of the Village Code is hereby amended to add a new Article 10, which Article 10 hereafter reads as follows:

"Article 10: BEAUTIFICATION COMMISSION

3-10-1: ESTABLISHMENT AND MEMBERSHIP.

There is hereby established a Beautification Commission, consisting of seven members.

3-10-2: POWERS AND DUTIES.

The Commission shall have the following powers and duties:"

(A) To review and coordinate with staff the annual Village plantings in the public planting beds, and in other areas as directed by the Board of

Trustees. Public planting beds under the purview of the Commission shall be reviewed by the Board of Trustees during their biennial report.

(B) To review the aesthetics of public projects, when referred by the Board of Trustees based on specific criteria identified by the Board of Trustees, such as:

(1) Reviewing the architectural nature of public improvements to ensure the character of the Village is reflected;

(2) Ensuring that designs include hardy, native plantings that require minimal maintenance;

(3) Ensuring that proposed landscaping reflects the characters of the Village and compliments existing planting areas;

(4) Designs have impact during all seasons; and

(5) Designs consider the use of sustainable materials, when applicable.

(C) To coordinate and plan the Arbor Day tree planting.

(D) To establish a process and criteria for Village beautification awards, which will include the selection of recipients of annual awards, and official and public recognition at a meeting of the Village Board of those individuals that have made efforts to enhance and beautify the appearance of landscapes within the Village.

(E) To perform other such duties and exercise such other powers granted by the Board of Trustees relating to public rights-of-way."

SECTION 3. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance are to remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

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

[SIGNATURE PAGE FOLLOWS]

PASSED this _____ day of March, 2018.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this _____ day of March, 2018.

_____
Barry I. Bass, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office the
_____ day of March, 2018.

_____
Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#55782163_v1

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VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
DECEMBER 5, 2017

Call to Order

President Bass called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 6:15 P.M., Tuesday, December 5, 2017, in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

Roll Call

On roll call by Village Clerk Beryl Herman the following were:
PRESENT: President Bass, Trustees Patel, Cope, Ikezoe-Halevi, Hlepas Nickell, Spino, Sugarman
ABSENT: None

A quorum was present. Also present: Timothy Wiberg, Village Manager, Ashley Engelmann, Assistant Village Manager; Mark Burkland, Village Attorney; Heather McFarland, Management Analyst; Charles Meyer, Assistant to the Village Manager; Ben Harris, Accountant; Robert Merkel, Finance Director; Andrew Letson, Public Works Director; Nadim Badran, Assistant to the Public Works Director; Bruce Rottner, Police Chief; Steve McNellis, Community Development Director; Doug Hammel, Development Manager.

Adjournment to Closed Session

President Bass requested a motion to adjourn to Closed Session. Trustee Hlepas Nickell moved to adjourn to Closed Session for the purpose of a discussion regarding Employment Matters per Section 2(c)(1). The motion was seconded by Trustee Cope.

Upon Roll Call the results were:
AYES: Trustees Hlepas Nickell, Ikezoe-Halevi, Spino, Cope, Sugarman, Patel,
NAYS: None The motion passed

Reconvention

President Bass reconvened the Village Board Meeting at 6:30 PM

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Approval of Minutes

Minutes of the November 7, 2017 Committee of the Whole meeting were distributed in advance of the meeting and were examined.

Trustee Hlepas Nickell moved to approve the minutes as presented. Trustee Cope seconded the motion.

The motion passed with a Voice Vote.

Regular Business

1. Discussion Concerning the Beautification Taskforce

The item was presented by Mr. Wiberg using PowerPoint.

A representative of the Task Force, Mira Mazur, was in attendance and addressed the Board. Mr. Wiberg presented a history of the Beautification Commission through it's becoming a Task Force until the present.

Purpose of Discussion

*Receive direction from the Village Board as to the request of the Beautification Task Force to re-establish as a Commission.

Background

*The Village established the Beautification and Tree Commission in 1998.
^Purpose: to raise the appearance standards of public areas within the Village
^Scope of Duties:

- To hear and review all requests on matters involving beautification, promoting, preserving and enhancing the environment and physical appearance of the Village
- To advise and consult the Village Arborist on tree matters
- To advise the Village Board on beautification and tree matters
- To perform other duties as directed by the Village Board.

Charge of the Commission

*Broad scope of the Commission led to overlap during project review among recommending bodies
*Appearance based reviews are subjective in nature and led to disagreements relating to personal taste

- Beautification did not have codified standards for review. Such as the Plan Commission of Zoning Board of Appeals
- Lack of Review Standards created a delay during review of the Promenade design, in which 6 meetings were held from March 2011 to January 2012 to discuss the plans

Transition to Beautification Task Force

*Implementation of e-ticket service request system provided immediate access to staff for reporting maintenance concerns

- Eliminated need to wait for monthly to report redundant concerns such as weeding or watering requests

*October 23, 2013 – Beautification Commission Meeting

- Staff presented recommendation to transition the group to a Task Force
- The Commission did not present any objections to the recommendation and unanimously approved the recommendation

*November 19, 2013 – Village Board Meeting

- Village Board accepted the recommendation with all in favor and none against
- Members of the Commission were invited to the meeting, but did not attend

A current Board member has requested that this Task Force change status back a Commission. Mr. Wiberg stated that having seven people opining on what is beautiful is very difficult.

Mrs. Mazur and Trustee Hlepas Nickell addressed the Board in favor of the change.

Comparison of Duties

*Scope of duties has generally remained the same from switch to Task Force

- With the exception of tree advisory responsibilities , which was transferred to staff (The Task Force still currently plans the Arbor Day Planting

Key Issues

*What purpose will be served by converting the Task Force back to a Commission?
*What role does the Board want them to have?
*If they become a Commission again, what is their scope?

Village Board Direction

*Staff is seeking direction regarding whether the Board wants the status of the Beautification Task Force to remain, or to re-establish the Beautification Commission

Mayor Bass polled the Board.

Trustee Cope noted that a specific outline of tasks should be identified. He stated that there are architectural review boards but that is not what the Beautification Commission has historically been tasked with. He would support a Commission with a defined scope.

Trustee Patel stated that it does not make a difference to him if it's a Commission or Task Force but he would not be in favor of a design review board. Their purpose should not be for private development.

Trustee Ikezoe-Halevi thinks they should have more scope and they should have input into what their responsibilities should be.

Trustee Sugarman stated that it doesn't seem like a big difference between the two and he would defer to staff.

Trustee Spino echoed Trustee Sugarman's comments that she would support either.

Trustee Hlepas Nickell requested that the matter be reviewed and is in support of it being converted to a Commission.

Consensus was to revert back to a Commission but to define the scope further. Trustee Hlepas Nickell who is the Trustee Liasion, and staff will work with the existing Task Force at the next meeting to develop a proposed scope for the Village Board to review. A meeting will be scheduled in January.

2. Discussion Concerning Proposed Zoning Code Text Amendments

The item was presented by Mr. McNellis, using PowerPoint.

Proposed Zoning Text Amendments

Electronic Signs for Large Scale Developments
Temporary Signs – Special Event/Grand Opening
Temporary Sign Panels
Sign Location
Portable Sign Design

Electronic Signs for Large Scale Developments

19 Existing Regulations were exhibited

*Electronic message boards and animated signs specifically prohibited
*Prohibition enacted prior to widespread use of HD video message boards

Issues

*Consider permissibility that would minimize proliferation
^Minimum property size for eligibility
*Appropriate restriction on physical size (square footage, height) to allow messaging to be effective
*Limitation on permanent sign messaging with an electronic sign/video board

*Regulate to minimize distracted drivers
^Illumination level
^Animation
^Frequency of slide changes

Photos of electronic message boards for public and private uses were displayed

Recommendation

*Permit electronic message board signs for properties five acres or greater in size
^These are properties with unique physical characteristics or needs
1) Large number of tenants in one location – Towncenter Mall, Purple Hotel site
2) Significant Programming or Informational Needs – School District 74 Campus, Bryn Mawr Country Club

Considerations

*Does a five acre threshold provide appropriate limitations and eliminate proliferation?
*Should this sign type be limited to commercial areas?

*Should this sign type be permitted to be bigger than a standard monument sign to adequately convey messaging?
*Should animation be permitted? Should there be a limitation on the frequency of messages?
*Should there be a limitation on static "permanent" items of information.

President Bass stated that he would like to see some of these options left open for future development.

Trustee Patel provided some history of sign codes.

Due to time constraints, this item will be sent to the Plan Commission and the other items will be brought to a future Committee of the Whole.

Approval of Minutes

President Bass requested approval of the November 21, 2017 Committee of the Whole Minutes.

Trustee Sugarman moved to approve, Trustee Ikezoe-Halevi seconded.

The motion passed with a Voice Vote.

Adjournment

At 7:30 PM Trustee Sugarman moved to adjourn Committee of the Whole, seconded by Trustee Ikezoe-Halevi.
The motion passed with a Voice Vote.

Respectfully Submitted,
Beryl Herman
Beryl Herman
Village Clerk

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DRAFT

Beautification Task Force Meeting
February 26, 2018
Village Hall
Board Conference Room

Members Present
Mira Mazur, Chair
Jaclyn Cassel
Susan Perdomo
Gabriella Kowalczyk
Eve Fink
Georjean Hlepas Nickell – Trustee Liaison

Members Absent
Pamela Stavinoga
Terry Froman

Staff Present
Staff Liaison, Andrew Letson, Public Works Director
Staff Liaison, Nadim Badran, Assistant to the Public Works Director

I. Call to Order
a. The meeting was called to order at 6:00 p.m. by Chairperson Mazur.

II. Roll Call
a. Chairperson Mazur called the Roll. A quorum was present.

III. Approval of Minutes
a. Member Cassel made a motion to approve the minutes of the November 13, 2017 meeting. Member Perdomo seconded the motion. The motion was approved 6-0 via a voice vote.

IV. Old Business
a. Garden Walkthrough – 2017 Lincolnwood in Bloom Contest Winner – Mr. Badran welcomed Ms. Sharon Mau to the meeting as the winner of the 2017 Lincolnwood in Bloom Contest. Mr. Badran reminded the Task Force that as part of the award, the group previously discussed hosting a walkthrough of Mrs. Mau's garden. Mr. Badran stated that the tentative date for the walkthrough is April 28, 2018 from 12:00 p.m. to 3:00 p.m. Mrs. Mau asked for April 29th to serve as the rain date as needed and informed the group that parking is available on Lincoln and Lawndale Avenue. Mr. Badran stated that staff will set up signage and refreshments prior to the event.
b. FY2019 Budget Update – Mr. Badran stated that the Butterfly Garden previously discussed by the group is currently included in the proposed FY2019 Budget. The Budget will also include funds for the replacement of soil at the Proesel Park sign on Lincoln Avenue and the installation of irrigation at the sign as well as at Madeline's Garden.
c. Touhy/Crawford Avenue Garbage Can Replacement – Mr. Badran stated that funds are available in the current budget for the replacement of the garbage cans located at the intersection of Touhy and Crawford Avenues. Mr. Badran presented four options

for the Task Force to vote on, with the group unanimously selecting option number four, which is a thermoplastic lined receptacle.

d. Review of Proposed 2018 Plantings
    i. Establishing a Planting Schedule – Mr. Badran asked the Task Force to walk through the planned 2018 plantings. The group did not object to the proposed planting schedules. Member Fink requested the Village use Osmocote in place of Miracle Grow during the planting. Mr. Badran stated that he would check with Members Stavinoga and Froman regarding their assigned planting schedules in an email.

V. Staff Report

a. Mr. Badran congratulated Public Works Director, Andrew Letson on the birth of his daughter in December. The Task Force congratulated Mr. Letson.
b. Chairperson Mazur asked Mr. Badran to update the Task Force on the following items
    i. Village Gateway Signs – Mr. Badran stated that staff was investigating different types of materials; however, the installation or replacement of Village Signage was not included in the proposed FY2019 Budget.
    ii. Missing Nancy Haas Plaque – Mr. Badran stated that he was looking for clarification on the location of the plaque and inquired if there was interest in switching the material of the sign to a composite material to help prevent theft. The Task Force supported the idea.
    iii. Replacement of Touhy/Keystone Avenue Median Trees – Mr. Badran stated the trees were knocked over by a drunk driver. Mr. Badran stated that the trees would be replaced as part of the spring tree planting.
    iv. Touhy/Crawford Avenue Light Baskets – Mr. Badran explained that when the street lights on Touhy Avenue were replaced, the Lantern heads did not come in the same style with LED fixtures, so a different model was used.

VI. New Business

a. Proposed Code Amendment Reestablishing the Beautification Commission – Mr. Badran introduced the item by stating that this concept was discussed by the Task Force at their November meeting and subsequently discussed by the Village Board at the Committee of the Whole meeting on December 5, 2017. Chairperson Mazur stated that she would like for the Commission status to be reestablished so the group can provide input in a greater number of Capital Projects such as the Lincoln Avenue Median project. Mr. Letson stated that the group did provide input on the project and stated that there haven't been many projects that have occurred since then that required input from the group, as they have already gone through other commissions.

Member Perdomo stated she does not feel that the group has been treated any differently since becoming a Task Force and asked if the switch to a Commission is already done. Mr. Badran stated that at their December 5, 2017 meeting, the Village Board supported the idea of reestablishing the Commission and should the Task Force reach a consensus on the language for the Village Code, staff will bring it to the Board for consideration.

Member Perdomo asked what the meeting schedule would be. Mr. Badran stated there would be a monthly meeting schedule. Trustee Liaison Nickell stated that the group can meet less than monthly, based on the workload and whether there is a need for a meeting. Mr. Letson stated that he would like to see the Commission have scheduled monthly meetings in the event they were to review a time-sensitive project; however, meetings could be cancelled if there was a lack of agenda items.

Mr. Letson stated that the draft Code language provides guidelines for the group to review an item referred by the Village Board. There was a consensus among the Task Force that there was a desire to be reestablished as a Commission using the draft Code language presented by staff.

Mr. Letson stated that staff would bring the item to the Village Board at their March 20, 2018 meeting. Mr. Letson stated that at their first meeting the group would elect a chair and establish a meeting schedule. Staff will work with the Mayor to establish terms for specific members so that the terms are staggered, preventing all of the members from requiring renewal at the same time.

b. Lincolnwood in Bloom Contest – Mr. Badran stated that it is time to begin preparing the Lincolnwood in Bloom contest materials for this year's competition. Member Perdomo asked if staff could mail out letters to people identified as having a nice garden to encourage them to apply. Mr. Badran stated staff could mail out letters to properties identified by members of the Task Force and if members of the Task Force wanted to hand out application that would also help spread the program. Chairperson Mazur asked if staff could display pictures of the winning garden on the Village website and possibly display the pictures at Village Hall as well.
c. Arbor Day 2018 – Mr. Badran stated that Arbor Day is Friday, April 27th. Mr. Badran stated that the current plan is to plant a tree in the public parkway adjacent to the school as was done last year. The Task Force had no objections to this plan.

VII. Adjournment

a. Member Cassel made a motion to adjourn, seconded by Member Perdomo. The motion passed via voice vote with all in favor and none against. The meeting adjourned at 7:25 p.m.

Minutes Recorded by: Nadim Badran
Assistant to the Public Works Director

_____
Staff Liaison

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Request For Board Action

REFERRED TO BOARD: March 20, 2018 **AGENDA ITEM NO**: **7**

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Approval of a Recommendation by the Parks and Recreation Board to Adopt a Resolution to Award a Bid for the Provision of Apparel to Will Enterprises of Milwaukee, Wisconsin

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
The Parks and Recreation Department purchases apparel for program staff and participants for a variety of programs throughout the year. Apparel ensures that staff members are easily identifiable for program participants. The Invitation to Bid was advertised in the Lincolnwood Review on February 1, 2018. Bid packets were also sent to 22 vendors. The bid documents requested per item pricing for apparel in seven categories.

On February 23, 2018 the Village opened two sealed bids for apparel services, submitted by Will Enterprises of Milwaukee Wisconsin and Sunburst Sportswear Inc. of Glendale Heights Illinois. Staff reviewed the bid and found that the lowest responsible bidder is Will Enterprises.

2018 Department of Parks & Recreation Apparel Pricing	
Company	**Total**
Will Enterprises	$24,475.17
Sunburst Sportswear Inc.	$24,991.96

FINANCIAL IMPACT:
Apparel items are accounted for in program and facility budgets for the 2018/2019 Fiscal Year. Most items are paid for by participant fees, with the exception of apparel for Public Works.

DOCUMENTS ATTACHED:
1. Proposed Resolution
2. Bid Proposal and Contract
3. Unapproved Minutes of the March 13, 2018 meeting of the Parks and Recreation Board

RECOMMENDED MOTION:
Move to approve a Resolution awarding a bid for the provision apparel to Will Enterprises of Milwaukee, Wisconsin.

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RESOLUTION NO. R2018-_____

A RESOLUTION APPROVING THE AWARD OF THE SEASONAL PROGRAM APPAREL BID TO WILL ENTERPRISES OF MILWAUKEE, WISCONSIN

WHEREAS, the Village sought bids for the award of a contract for Seasonal Program Apparel, for the provision of embroidered and screened t-shirts, sweatshirts, polo shirts, fanny packs, and hats for Village program participants and staff members (*"Contract"*);

WHEREAS, Will Enterprises of Milwaukee, Wisconsin was the lowest, responsible bidder of the firms that submitted bid packages to the Village; and

WHEREAS, the Village President and Board of Trustees have determined that entering into the Contract with Will Enterprises will serve and be in the best interest of the Village;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF CONTRACT. The Contract by and between the Village and Will Enterprises shall be, and is hereby, approved in substantially the form attached to this Resolution as Exhibit A.

SECTION 3. EXECUTION OF CONTRACT. The Village President and the Village Clerk shall be, and they are hereby, authorized and directed to execute and attest, on behalf of the Village, the Contract upon receipt by the Village Clerk of at least one original copy of the Contract executed by Will Enterprises provided, however, that if the executed copy of the Contract is not received by the Village Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest shall, at the option of the President and Board of Trustees, be null and void.

SECTION 4. EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

[SIGNATURE PAGE FOLLOWS]

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PASSED this ___ day of _____, 2018.

AYES: _____

NAYS:_____

ABSENT:___

ABSTENTION:_____

APPROVED by me this _____ day of _____, 2018.

_____
Barry Bass, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2018

_____
Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

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EXHIBIT A

CONTRACT

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The Village of Lincolnwood Parks & Recreation Department is seeking bids for the provision of various types of apparel for seasonal programs. Enclosed you will find the Request for Proposal.

The tentative schedule is as follows:

• RFP Released	February 1, 2018
• Questions regarding RFP due	February 16, 2018
• Issuance of Responses to Questions	February 19, 2018
• **RFP Due Date**	**February 23, 2018**
• Selection of Service Provider	March 20, 2018
• Commencement of Services	March 21, 2018
• Conclusion of Services	March 15, 2019

If you have any questions please contact:

Olivia Antosz
Village of Lincolnwood Parks and Recreation
6900 North Lincoln Avenue
Lincolnwood, IL 60712
Email: oantosz@lwd.org
Phone: 847-745-4723

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VILLAGE OF LINCOLNWOOD

REQUEST FOR PROPOSALS

OWNER:

Village of Lincolnwood (***"Village"***)
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712

The Village will receive sealed proposals for delivery of the Products generally described as follows:

Product No.	Description of Product to be Delivered to the Village	Quantity of Product to be Delivered to the Village
See attached specifications	Seasonal program apparel – see attached specifications	See attached specifications

The Product(s) must be delivered to the following address:

Lincolnwood Parks & Recreation
6900 N. Lincoln Avenue
Lincolnwood, IL 60712

(the ***"Delivery Address"***)

INSTRUCTIONS TO BIDDERS

Preparation of Proposals

All proposals for the delivery of the Products shall be made only on the blank Contract/Proposal form attached to this Request for Proposals and shall be complete with a price for each and every item named in the Schedule of Prices section of the Contract/Proposal form. All proposals must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternative bids unless called for, or that contain irregularities of any kind may be rejected.

Clarifications

The Village reserves the right to make clarifications, corrections, or changes in this Request for Proposals at any time prior to the time proposals are opened. All Bidders or prospective Bidders will be informed of said clarifications, corrections, or changes.

Delivery of Proposals

Each proposal shall be submitted in a sealed envelope plainly marked with the title of the contract and Bidder's full legal name. Sealed bids will be received by the Village of Lincolnwood until 10:00 A.M., C.D.T. on Friday, February 23, 2018 at Lincolnwood Village Hall located at 6900 N. Lincoln Avenue, Lincolnwood, Illinois 60712. Bids received after such time will be returned unopened. Immediately after the deadline, sealed bids will be opened and read in the Village Hall Council Chambers located at 6900 N. Lincoln Avenue, Lincolnwood, Illinois 60712. Proposals may be delivered by mail or in person. Proposals received after the time specified above will be returned unopened.

Opening of Proposals

Proposals will be publicly opened and read at the time and place specified above. Bidders, their authorized agents, and interested parties are invited to be present.

Withdrawal of Proposals

No proposal shall be withdrawn for a period of 45 days after the opening of any proposal.

Rejection of Proposals

Proposals that are not submitted on the Contract/Proposal form or that are not prepared in accordance with these Instructions to Bidders may be rejected. If not rejected, the Village may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Bidders.

Acceptance of Proposals

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the bidders.

The Village reserves the right to accept the proposal that is in its judgment, the best and most favorable to the interests of the Village and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Bidders should not rely upon, or anticipate, such waivers in submitting their proposal.

Upon acceptance of the successful Bidder's proposal by the Village, the successful Bidder's proposal, together with the Village's notification of acceptance in the form attached to this Request for Proposals, shall become the contract for the Work.

DATED this 1st day of February, 2018.

VILLAGE OF LINCOLNWOOD

By: Timothy C. Wiberg, Village Manager

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VILLAGE OF LINCOLNWOOD

CONTRACT/PROPOSAL FOR THE DELIVERY OF THE SEASONAL PROGRAM APPAREL

Full Name of Bidder Will Enterprises ("***Bidder***")

Principal Office Address

Local Office Address 7474 N. Will Enterprise CT Milwaukee WI 53224

Contact Person Kevin Ullrich Telephone Number 414-365-3320

TO: Village of Lincolnwood ("***Village***")
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712
Attention: Olivia Antosz
Recreation Supervisor

Bidder warrants and represents that Bidder has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos. None, which are securely stapled to the end of this Contract/Proposal.

1. **Proposal to Deliver Products**

A. Contract and Products. If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall, deliver to the Village, at the Delivery Address, the products, items, materials, merchandise, supplies, or other items identified in the Request for Proposals attached hereto (***"Products"***) in new, undamaged, and first-quality condition. Bidder further proposes to:

1. Labor, Equipment, Materials, and Supplies. Provide, perform, and complete, in the manner specified and described in this Contract/Proposal, all necessary work, labor, services, transportation, equipment, materials, supplies, information, data, and other means and items necessary to deliver the Products to the Village in a proper and workmanlike manner;

2. Permits. Procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary for the Products;

3. Bonds and Insurance. Procure and furnish all bonds and all insurance certificates and policies of insurance, if any, specified in this Contract/Proposal;

4. Taxes. Pay all applicable federal, state, and local taxes; and

5. Miscellaneous. Do all other things required of Bidder by this Contract/Proposal.

B. Performance Standards. If this Contract/Proposal is accepted, Bidder proposes and agrees that the Products will comply strictly with the Specifications attached hereto and by this reference made a part of this Contract/Proposal. If this Contract/Proposal specifies a Product by brand name or model, that specification is intended to reflect the required performance standards and standard of excellence that the Village requires for the Product. However, Bidder may propose to deliver a Product that is a different brand or model, if Bidder provides, within its bid, written documentation establishing that the brand or model it proposes to deliver possesses equal quality, durability, functionality, capability, and features as the Product specified.

C. Responsibility for Damage or Loss. If this Contract/Proposal is accepted, Bidder proposes and agrees that Bidder shall be responsible and liable for, and shall promptly and without charge to the Village, repair or replace, any damage done to, and any loss or injury suffered by, the Village as a result of Bidder's failure to perform hereunder.

D. Inspection/Testing/Rejection. The Village shall have the right to inspect all or any part of the Products. If, in the Village's judgment, all or any part of the Products is defective or damaged or fails to conform strictly to the requirements of this Contract/Proposal, then the Village, without limiting its other rights or remedies, may, at its discretion: (i) reject such Products; (ii) require Bidder to correct or replace such Products at Bidder's cost; (iii) obtain new Products to replace the Products that are defective, damaged, or nonconforming and charge Bidder with any excess cost incurred thereby; and/or (iv) cancel all or any part of any order or this Contract/Proposal. Products so rejected may be returned or held at Bidder's expense and risk.

2. Contract Price Proposal

If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall deliver the Products to the Village in accordance with the attached Bid Form.

If the Village has specified the Quantity of Products to be delivered to the Village on Page 1 of the Request for Proposals, then Bidder shall take, in full payment for all Products and other matters set forth under Section 1 of this Contract/Proposal, including overhead and profit, taxes, royalties, license fees, delivery, contributions and premiums, and compensation to all subcontractors and suppliers, the total Contract Price of:

_____ Dollars and _____ Cents (in writing)

_____ Dollars and _____ Cents (in figures)

If the Village has not specified the Quantity of Products to be delivered to the Village on Page 1 of the Request for Proposals, then Bidder shall take, in full payment for all Products and other matters set forth under Section 1 of this Contract/Proposal, including overhead and profit, taxes, royalties, license fees, delivery, contributions and premiums, and compensation to all subcontractors and suppliers, a total Contract Price that will be equal to the sum of the Unit Prices (as determined by the above Schedule of Prices) applicable to all Products accepted by the Village.

B. Basis for Determining Prices

It is expressly understood and agreed that:

1. All prices stated in the Schedule of Prices are firm and shall not be subject to escalation or change;

2. Total artwork fees stated in the Bid Spec Sheets are firm and shall be charged only once per item. There will be no artwork fees for items that are reordered up to two times.

3. All shipping costs are factored into the prices provided in the specifications.

2. The Village is not subject to state or local sales, use, and excise taxes, and no such taxes are included in the Schedule of Prices, and that all claims or rights to claim any additional compensation by reason of the payment of any such tax are hereby waived and released;

4. All other applicable federal, state, and local taxes of every kind and nature applicable to the Products are included in the Schedule of Prices; and

5. If a Quantity of Products to be delivered to the Village is specified on Page 1 of the Request for Proposals, such amount is an estimate only. The Village reserves the right to increase or decrease such quantity, and the total Contract Price to be paid will be based on the final quantity determined by the Village for each Product and the actual number of Products that comply with this Contract/Proposal that are accepted by the Village. Bidder hereby waives and releases all claims or rights to dispute or complain of any such estimated quantity or to assert that there was any misunderstanding in regard to the number of Products to be delivered.

C. Time of Payment

It is expressly understood and agreed that all payments shall be made by check within 45 days after receipt.

All payments may be subject to deduction or setoff by reason of any failure of Bidder to perform under this Contract/Proposal.

3. Contract Time Proposal

If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall deliver the Products as listed on each Apparel Bid Spec Sheet of the Specifications to the Village at 6900 North Lincoln Avenue in Lincolnwood, IL 60712.

4. Financial Assurance

A. Bonds. If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall provide a Performance Bond on a form provided by, or otherwise acceptable to, the Village, from a surety company acceptable to the Village, in the penal sum of the Contract Price, within 10 days following the Village's acceptance of this Contract/Proposal.

B. Indemnification. If this Contract/Proposal is accepted, Bidder proposes and agrees that Bidder shall indemnify, save harmless, and defend the Village against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with Bidder's performance, or failure to perform, under this Contract/Proposal, including, without limitation, any failure to meet the representations and warranties set forth in Section 6 of this Contract/Proposal.

C. Penalties. If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Bidder's performance, or failure to perform, under this Contract/Proposal.

5. Firm Proposal

All prices and other terms stated in this Contract/Proposal are firm and shall not be subject to withdrawal, escalation, or change provided the Village accepts this Contract/Proposal within 45 days after the date this sealed Contract/Proposal is opened.

6. Bidder's Representations and Warranties

In order to induce the Village to accept this Contract/Proposal, Bidder hereby represents and warrants as follows:

A. The Products. All Products, and all of their components, shall be of merchantable quality and, for a period of not less than 90 days after delivery to the Village: (1) shall be free from any latent or patent defects or flaws in workmanship, materials, and design; (2) shall strictly conform to the requirements of this Contract/Proposal, including, without limitation, the performance standards set forth in Subsection 1B of this Contract/Proposal; and (3) shall be fit, sufficient, and suitable for the purposes expressed in, or reasonably inferred from, this Contract/Proposal. The warranties expressed herein shall be in addition to any other warranties applicable to the Products (including any manufacturer's warranty) expressed or implied by law, which are hereby reserved unto the Village.

B. Compliance with Laws. All Products, and all of their components, shall comply with, and Bidder agrees to be bound by, all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time. Every provision required by law to be inserted into this Contract/Proposal shall be deemed to be inserted herein.

C. Not Barred. Bidder is not barred by law from contracting with the Village or with any other unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Bidder is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of tax, as set forth in 65 ILCS 5/11-42.1-1; (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33 of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq.; or (3) any other reason.

D. Qualified. Bidder has the requisite experience, ability, inventory, capital, facilities, equipment, plant, organization, and staff to enable Bidder to deliver the Products at the Contract Price and within the Contract Time proposals set forth above.

7. Acknowledgements

In submitting this Contract/Proposal, Bidder acknowledges and agrees that:

A. Reliance. The Village is relying on all warranties, representations, and statements made by Bidder in this Contract/Proposal.

B. Reservation of Rights. The Village reserves the right to reject any and all proposals, reserves the right to reject the low price proposal, and reserves such other rights as are set forth in the Instructions to Bidders.

C. Acceptance. If this Contract/Proposal is accepted, Bidder shall be bound by each and every term, condition, or provision contained in this Contract/Proposal and in the Village's written notification of acceptance in the form included in this bound set of documents.

D. Remedies. Each of the rights and remedies reserved to the Village in this Contract/Proposal shall be cumulative and additional to any other or further remedies provided in law or equity or in this Contract/Proposal.

E. Time. Time is of the essence in the performance of all terms and provisions of this Contract/Proposal. Except where specifically stated otherwise, references in this Contract/Proposal to days shall be construed to refer to calendar days and time.

F. No Waiver. No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by the Village, whether before or after the Village's acceptance of this Contract/Proposal; nor any information or data supplied by the Village, whether before or after the Village's acceptance of this Contract/Proposal; nor any order by the Village for the payment of money; nor any payment for, or use, possession, or acceptance of, the whole or any part of the any Product by the Village; nor any extension of time granted by the Village; nor any delay by the Village in exercising any right under this Contract/Proposal; nor any other act or omission of the Village shall constitute or be deemed to be an acceptance of any defective, damaged, or nonconforming Product, nor operate to waive or otherwise diminish the effect of any representation or warranty made by Bidder; or of any requirement or provision of this Contract/Proposal; or of any remedy, power, or right of the Village.

G. Severability. It is hereby expressed to be the intent of the parties to this Contract/Proposal that should any provision, covenant, agreement, or portion of this Contract/Proposal or its application to any Person or property be held invalid by a court of competent jurisdiction, the remaining provisions of this Contract/Proposal and the validity, enforceability, and application to any Person or property shall not be impaired thereby, but the remaining provisions shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Contract/Proposal to the greatest extent permitted by applicable law.

H. Amendments and Modifications. No amendment or modification to this Contract/Proposal shall be effective until it is reduced to writing and approved and executed by the corporate authorities of the parties in accordance with all applicable statutory procedures.

I. Assignment. Neither this Contract/Proposal, nor any interest herein, shall be assigned or subcontracted, in whole or in part, by Bidder except upon the prior written consent of the Village.

J. Governing Law. This Contract/Proposal shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

DATED this 1st day of February, 2018.

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Bidder's Status: (✓ WI (State) Corporation ( ) ____ (State) Partnership ( )Individual Proprietor

Bidder's Name: Will Enterprises

Doing Business As (if different): ____

Signature of Bidder or Authorized Agent: ____

(corporate seal)
(if corporation)

Printed Name: Kevin Ullrich

Title/Position: Sales Manager

Bidder's Business Address: 7474 N Will Enterprise Ct
Milwaukee WI 53224

Bidder's Business Telephone: 414-531-3320 Facsimile: 414-365-3018

If a Corporation or Partnership, list all Officers or Partners:

NAME	TITLE	ADDRESS
Rick Will	President	Same As Above
Paul Will	Vice President	Same As Above

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ACCEPTANCE

The Contract/Proposal attached hereto and by this reference incorporated herein and made a part hereof is hereby accepted by the order of the Village of Lincolnwood (***"Village"***) this _____ day of _____, 2018.

This Acceptance, together with the Contract/Proposal attached hereto, constitutes the entire and only agreement between the parties relating to the Products and the compensation therefor and supersedes and merges any other prior or contemporaneous discussions, agreements, or understandings, whether written or oral, and shall prevail over any contradictory or inconsistent terms or conditions contained in any purchase order, acceptance, acknowledgement, invoice, or other standard form used by the parties in the performance of the Contract/Proposal. Any such contradictory or inconsistent terms or conditions shall be deemed objected to by the Village without further notice of objection and shall be of no effect nor in any circumstances binding upon the Village unless accepted by the Village in a written document plainly labeled "Amendment to Agreement." Acceptance or rejection by the Village of any such contradictory or inconsistent terms or conditions shall not constitute acceptance of any other contradictory or inconsistent terms or conditions.

VILLAGE OF LINCOLNWOOD

By: _____
Timothy C. Wiberg, Village Manager

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Lincolnwood Parks and Recreation Board Meeting
Lincolnwood Village Hall – Council Chambers
March 13, 2018
DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 P.M.

PRESENT AT THE MEETING

Park Board Members: Laura Tomacic, Victor Shaw, Grace Diaz Herrera, Maria Leberis, Reese Gratch, Art Lovering
Parks and Recreation Department Staff: Laura McCarty, Olivia Antosz
Village Board Liaison: Jennifer Spino
Village Staff:
Audience:

NOMINATION OF NEW PARKS AND RECREATION BOARD CHAIR

On motion Gratch/Tomacic approve the nomination for Art Lovering to take over as new Parks and Recreation Board Chair. 5-0, motion passed.

APPROVAL OF MINUTES

Amendment to the minutes as Lovering was in attendance but not named at the January 9, 2018 meeting. On motion Gratch/Tomacic approve the amended meeting minutes of January 9, 2018. 5-0, motion passed.

AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC

OLD BUSINESS

A. Drake Park Naming Request

Board Discussion –

Laura McCarty – McCarty provided a general overview regarding the proposed naming of the Proesel Park basketball courts after Jewell Loyd. Loyd has offered to donate funds to purchase two medal benches. Loyd has also suggested painting the courts or backboards with her logo. McCarty proposed to have benches on the west side of the courts facing east with the plaque in between them. Not included in the Loyd donation would be the cement pad needed for the benches and the plaque in between the benches.

Art Lovering – Lovering expressed concern for sharp corners of the proposed plaque near a play area.

Reese Gratch- Gratch suggested Loyd's logo on the plaque. Gratch also suggested looking into other Park Districts regarding the length of time in which park amenities are named. The current naming policy doesn't specify the length of time for amenities to be named.

Art Lovering- Lovering expressed concern for Loyd's logo if it's connected to sponsorships with other companies such a sports apparel. Lovering suggested the concern be discussed with the attorney.
Jennifer Spino- Spino suggested a bench on either side of the court with them both looking onto the play area.
Victor Shaw- Shaw suggested instead of a plaque to use a stone similar to the global fitness spot.
Laura McCarty- McCarty stated that the Loyd family did not want a large structure as they foresaw it being used as a seat or place to hang clothing items.
Art Lovering- Lovering mentioned the Lincolnwood Baseball stone by Field One
Laura McCarty- McCarty stated that the plaque would be the lowest cost of those suggestions. Lovering suggested to hold off on making a decision until next month to give staff time to provide answers to this evenings questions.

NEW BUSINESS

A. Approval of a Recommendation Awarding the Bid for Staff and Participant Apparel

Antosz – Presented the bid process overview

Board Discussion:

- Questioned if the Village has worked with either of the two companies who submitted bids.
- Questioned what vendor was used for the 40th anniversary of the Turkey Trot

Antosz- The Village has worked with Sunburst in the past including last year. Will Enterprises has been sent RFP's in the past but haven't submitted in recent history. The Village awarded the contract to another vendor for the 40th anniversary and the vendor terminated the contract before the shirts were ordered for that event. Sunburst was able to provide the order that the previous vendor did not. References were checked for the lowest bidder.

On motion Diaz Herrera/Shaw approve a Recommendation to Adopt a Resolution to Award a Bid for the Provision of Apparel to Will Enterprises of Milwaukee, Wisconsin. 5-0, motion passed.

B. Approval of an Amendment to Alltown Bus Service Contract, Inc. of Skokie Illinois

McCarty- provides overview of Alltown Bus Service Inc., contract

Board Discussion:

- Questions when was the last increase in pricing

Antosz- No increases since the original contract in 2015.

On motion Tomacic/Gratch approve a Recommendation to Adopt a Resolution to Third Amendment to the Contract for Department of Parks and Recreation Bus Services to Alltown Bus Services Inc., of Skokie, IL. 5-0, motion passed.

C. Consideration of an Ordinance approving Lincolnwood Fest to be held in Proesel Park on July 26th – 29th, 2018.

McCarty– Presented an overview on Lincolnwood Fest.

Board Discussion –

- PowerPoint correction to state Friday end time to 11pm.

DRAFT

On motion Tomacic/Shaw to approve the Ordinance, waiving the enforcement of Section 6-3-2 (B), Section 9-1-3 and Section 6-3-9 (I) of the Village Code for the 2018 Lincolnwood Fest.

D. Fiscal Year 2018-2019 Parks and Recreation Department Goals

McCarty- Presented 2018/2019 Department goals

Board Discussion –

- Suggested setting begin dates for goals
- Suggested adding bike paths to be included in goal to install signs in all parks
- Questioned if Lincolnwood could make their own lifeguard program

McCarty- The Village is not able to create their own lifeguard program, but we can evaluate if the certification company we currently work with still meets the needs of department's expectation for lifeguard training.

CHAIRPERSON'S REPORT-

Lovering – Recommended visiting a Facebook page "Lincolnwood Time Machine" as former and current residents reminisce about the impact that camp, the pool, the parks and baseball had on their childhood in Lincolnwood.

COMMISIONERS' REPORTS-

DIRECTOR'S REPORT-

McCarty- McCarty stated that the February board meeting had been canceled due to staff's attendance in the Village Budget Workshop the same evening. Large projects to be completed in the next fiscal year include the Community Center roof replacement and the renovation of Proesel Park. The Touhy overpass is scheduled to be complete by June of 2018. Upcoming events include the Egg Hunt at the Proesel Park Shelter on March 24th at 10:00am and Spring Break Camp the week of March 26th through the 30th. Regarding a previous event's success, the Daddy Daughter Dance was a big success in the new location.

STAFF REPORTS

A. SUPERINTENDENT OF PARKS AND FACILITIES - RIMDZIUS
As noted in report

B. RECREATION SUPERVISOR – ANTOSZ
As noted in report

C. COMMUNITY OUTREACH AND MARKETING COORDINATOR – VERING
As noted in report

D. YOUTH PROGRAMS COORDINATOR – FLETCHER
As noted in report

ADJOURNMENT

Meeting adjourned at 7:59 P.M.
Park Board Minutes prepared by: Olivia Antosz, Recreation Supervisor

Park and Recreation Board President: _____

Signature Date

DRAFT

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Request For Board Action

REFERRED TO BOARD: March 20, 2018 **AGENDA ITEM NO**: **8**

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Approval of a Recommendation by the Parks and Recreation Board to Adopt a Resolution Approving a Third Amendment to the Contract for Department of Parks and Recreation Bus Services with Alltown Bus Services Inc., of Skokie, IL, for the Provision of Summer Bus Transportation for Day Camps and Swim Team

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
The Parks and Recreation Department utilizes contracted bus transportation for summer day camp daily shuttle services, field trips and for the swim team's transportation to swim meets. The Village goes though the formal bid solicitation process to award a contract. Once a contract is awarded, the Village has the option of extending the contract for additional years.

On April 21, 2015, Alltown bus Services, Inc. of Skokie IL was awarded the bid for the provision of summer bus transportation for day camps and swim team. Alltown Bus Service has provided summer bus transportation since 2009 and in numerous years prior to 2008. Staff's experience working with Alltown Bus Services, Inc. has been favorable. They provide timely service and clean buses. The drivers are professional, safe and courteous. Headquartered in Skokie at 7300 N. St. Louis Avenue, they are very knowledgeable of Lincolnwood and the surrounding area.

The Parks and Recreation Department would like to continue working with Alltown bus Services, Inc. during the 2018 summer season, and desire to enter into a third amendment to the Contract to renew the Contract for a one-year renewal term.

Service	Price
1. Field trip services within 30 miles	$258.20 per bus per field trip
2. Field Trip service outside of 30 miles	$282.98 per bus per field trip
3. Daily shuttle service within Lincolnwood	$258.20 per bus per field trip
4. Swim meet service within 30 miles	$280.75 per bus per meet
5. Swim meet service outside of 30 miles	$416.05 per bus per meet
6. Cancellation fee for field trip busing	$77.80 per bus per field trip

The Parks and Recreation Department Board discussed the third amendment at the March 13, 2018 meeting. They voted unanimously to approve the third amendment to the Contact with Alltown Bus Services, Inc. of Skokie, IL, for the provision of summer bus transportation for day camps and swim team.

FINANCIAL IMPACT:
There is $25,000 budgeted for the day camp transportation and $1000 for swim meet transportation in the Fiscal Year 2018/2019 Parks and Recreation Department budget. All transportation costs are recovered through fees charged to the participants.

DOCUMENTS ATTACHED:
1. Proposed Resolution
2. Third Amendment to Contract/Proposal
3. Unapproved Minutes of the March 13, 2018 meeting of the Parks and Recreation Board

RECOMMENDED MOTION:
Move to approve a recommendation by the Parks and Recreation Board to adopt a Resolution approving the third amendment to the Contract with Alltown Bus Services., of Skokie, IL, for the provision of summer bus transportation for day camps and swim team.

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VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2018-_____

A RESOLUTION APPROVING A THIRD AMENDMENT TO THE CONTRACT FOR DEPARTMENT OF PARK AND RECREATION BUS SERVICES WITH ALLTOWN BUS SERVICE, INC.

WHEREAS, on April 1, 2015, Alltown Bus Service, Inc. (***"Alltown"***), submitted to the Village a "Contract/Proposal for Department of Park and Recreation Bus Services" (***"Contract"***) to perform certain bus services (***"Bus Services"***) for the Village, which Contract the Village accepted; and

WHEREAS, pursuant to Section 3 of the Contract, the Contract may be renewed each year upon the mutual agreement of Alltown and the Village; and

WHEREAS, the Village desires Alltown to continue performing, and Alltown desires to continue to perform, the Bus Services for the Village; and

WHEREAS, the Village and Alltown now desire to enter into a third amendment to the Contract to: (i) renew the Contract for a one-year renewal term; and (ii) amend the schedule of prices set forth in the Contract (***"Third Amendment"***); and

WHEREAS, the Village President and Board of Trustees have determined that it will serve and be in the best interest of the Village to enter into the Third Amendment to the Contract with Alltown;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF THIRD AMENDMENT TO CONTRACT. The Third Amendment to the Contract by and between the Village and Alltown is hereby approved in substantially the form attached to this Resolution as **Exhibit A**, and in a final form to be approved by the Village Manager and the Village Attorney.

SECTION 3. EXECUTION OF THIRD AMENDMENT TO CONTRACT. The Village Manager and the Village Clerk are hereby authorized and directed to execute and attest, on behalf of the Village, the Third Amendment to the Contract upon receipt by the Village Clerk of at least one original copy of the Third Amendment to the Contract executed by Alltown; provided, however, that if the executed copy of the Third Amendment to the Contract is not received by the Village Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the President and Board of Trustees, be null and void.

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SECTION 4. EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

PASSED this ___ day of _____, 2018.

AYES: _____

NAYS:_____

ABSENT:____

ABSTENTION:_____

APPROVED by me this _____ day of _____, 2018.

_____
Barry Bass, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2018

_____
Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

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EXHIBIT A

Third Amendment to Contract

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THIRD AMENDMENT TO CONTRACT/PROPOSAL FOR DEPARTMENT OF PARKS AND RECREATION BUS SERVICES

THIS IS A THIRD AMENDMENT ("***Third Amendment***"), dated as of March 20, 2018, to that certain Contract/Proposal for Department of Parks and Recreation Bus Services, between the **VILLAGE OF LINCOLNWOOD**, an Illinois home rule municipal corporation ("***Village***"), and **ALLTOWN BUS SERVICE, INC.,** an Illinois corporation ("***Bidder***") (collectively, the Village and Bidder are the "***Parties***").

IN CONSIDERATION OF the mutual covenants set forth in this Third Amendment, the receipt and sufficiency of which are hereby acknowledged, the Village and Bidder agree as follows:

SECTION ONE. RECITALS.

A. On April 1, 2015, the Bidder submitted to the Village a "Contract/Proposal for Department of Parks and Recreation Bus Services" ("***Contract***") to perform certain bus services ("***Bus Services***") for the Village. The Contract was accepted by the Village.

B. Pursuant to Sections 1.B and 7 of the Contract, the Bidder agreed to perform the Bus Services in accordance with the specifications attached to the Contract as Exhibit A ("***Specifications***").

C. Section 2.A of the Contract sets forth the prices that Bidder will be paid for the performance of the Bus Services ("***Schedule of Prices***").

D. Pursuant to Section 3 of the Contract, the initial term of the Contract was one year and may be renewed for additional one-year renewal terms upon the mutual agreement of the Parties.

E. In May of 2017, the Parties entered into that certain Second Amendment to the Contract for the provision of Bus Services for the one-year period beginning on June 20, 2017.

F. The Parties mutually desire to enter into this Third Amendment to: (i) renew the Contract for an additional one-year renewal term ("***Third Renewal Term***"); (ii) amend the Specifications applicable during the Third Renewal Term, as set forth in **Exhibit 1** attached to and, by this reference, made a part of this Third Amendment ("***Amended Specifications***"); and (iii) amend the Schedule of Prices applicable during the Third Renewal Term, as set forth in **Exhibit 2** attached to and, by this reference, made a part of this Third Amendment ("***Amended Schedule of Prices***").

SECTION TWO. ONE-YEAR RENEWAL.

Pursuant to Section 3 of the Contract, the Parties hereby agree that the Bidder shall perform the Bus Services under the same terms and conditions set forth in the

Contract, except as specifically provided in this Third Amendment, during the Third Renewal Term, which will begin on the date that the Parties fully execute and deliver this Third Amendment and will end one year thereafter.

SECTION THREE. AMENDMENT OF SPECIFICATIONS.

The Specifications attached to the Contract as Exhibit A are hereby deleted in their entirety and replaced with the Amended Specifications set forth in Exhibit 1.

SECTION FOUR. AMENDMENT OF SCHEDULE OF PRICES.

Section 2.A, titled "Schedule of Prices," of the Contract is hereby deleted in its entirety and replaced with the Amended Schedule of Prices set forth in Exhibit 2.

SECTION FIVE. REPRESENTATIONS.

A. By the Village. The Village hereby represents and warrants that: (1) the persons executing this Third Amendment on its behalf have been properly authorized to do so by the Village President and Board of Trustees; (2) it has full power and authority to execute and deliver this Third Amendment and to perform all of its obligations imposed pursuant to this Third Amendment; and (3) this Third Amendment constitutes a legal, valid and binding obligation of the Village enforceable in accordance with its terms.

B. By the Bidder. The Bidder hereby represents and warrants that: (1) the persons executing this Third Amendment on its behalf have full authority to bind the Bidder to the obligations set forth in this Third Amendment and to so act on behalf of the Bidder; (2) it has full power and authority to execute and deliver this Third Amendment and to perform all of its obligations imposed pursuant to this Third Amendment; and (3) this Third Amendment constitutes a legal, valid and binding obligation of the Bidder enforceable in accordance with its terms.

IN WITNESS WHEREOF, the Parties have hereunto set their hands on the date first above written.

ATTEST:

_____
Beryl Herman, Village Clerk

VILLAGE OF LINCOLNWOOD,
an Illinois home rule municipal corporation

By: _____
Timothy Wiberg
Its: Village Manager

ATTEST:

By: _____

Its: _____

ALLTOWN BUS SERVICE, INC.
an Illinois corporation

By: _____

Its: _____

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EXHIBIT 1

AMENDED SPECIFICATIONS

AMENDED SPECIFICATIONS FOR PARKS AND RECREATION BUS SERVICES

1. Scope of Services. Bidder shall furnish all services, labor, equipment, facilities, and materials for busses, as requested by the Village of Lincolnwood Department of Parks and Recreation ("***Department of Parks and Recreation***"), for bus services, including without limitation day camp field trips, daily shuttle service, and swim meets, as provided in this Contract/Proposal. The duration of the bus services will be from June 13, 2018 through August 17, 2018 with (excluding July 4, 2018, on which day no camp will be held), including without limitation five-day camps scheduled for June 13 – August 10, 2018 and August 13-17, 2018 and up to four swim meets. Additional bus services may be scheduled before June 13, 2018 or after August 17, 2018 by mutual agreement of the Village and Bidder. Prior to June 13, 2018, the Bidder must familiarize all drivers, operators, or other persons providing the services with information, that the Village will provide, concerning all camp locations and the routes for daily shuttle runs within the Village. Except as may be mutually agreed by the Village and Bigger, the Services must commence on June 13, 2018 and must be provided pursuant to the following specifications:

A. Day Camp Bid Specifications

1. Prairie Dogs:
- One field trip bus needed once every other week for a maximum of four field trips during each such week within Lincolnwood and the Chicago Metropolitan Area.
- Camp is located at the Lincolnwood Community Center, 6900 N. Lincoln Avenue (corner of Morse and Lincoln Avenues), Lincolnwood, Illinois. Camp hours are 8:45 am - 1 pm Monday, Wednesday and Friday (no camp on July 4).
- Approximately 40 campers (3 – 4 years old) plus 8-10 staff.

2. Little Lincolns:
- One or two field trip bus(es) needed once every other week for a maximum of four field trips during each such week within Lincolnwood and the Chicago Metropolitan Area.
- Camp is located at Proesel Park (1 block East of Morse on Kostner Avenue), Lincolnwood, Illinois. Camp hours are 8:45 am – 2:45 pm Monday, Wednesday and Friday (no camp on July 4).
- Approximately 70 campers (Grades K-2nd) plus 14 staff.

3. Camp Potawatomie:
- One or two field trip bus(es) will be needed once per week for a maximum of nine field trips during each week within Lincolnwood and the Chicago Metropolitan Area.
- Camp is located at Proesel Park (corner of Morse and Kostner Avenues), Lincolnwood, Illinois. Camp hours are 8:45 am – 2:45 pm Monday – Friday (no camp on July 4).
- Approximately 60 campers (Grades K-2nd) plus 12 staff.

4. Rutledge Rockets:
- One or two field trip bus(es) will be needed once per week for a maximum of nine field trips during each week within Lincolnwood and the Chicago Metropolitan Area.
- Camp is located at Proesel Park (corner of Morse and Kostner Avenues), Lincolnwood, Illinois. Camp hours are 8:45 am – 2:45 pm Monday – Friday (no camp on July 4).
- Approximately 60 campers (Grades 3rd-5th) plus 10 staff.

5. Adventure Camp:
- One or two field trip bus(es) will be needed twice per week for a maximum of 18 field trips during each week within Lincolnwood and the Chicago Metropolitan Area.
- Camp is located at Proesel Park (corner of Morse and Kostner Avenues), Lincolnwood, Illinois. Camp hours are 8:45 am – 2:45 pm Monday – Friday (no camp on July 4).
- Approximately 50 campers (Grades 6th – 9th) plus 9 staff.

6. Camp 74:
- One field trip bus will be needed once per week for a maximum of five field trips during each week within Lincolnwood and the Chicago Metropolitan Area.
- Camp is located at Proesel Park (corner of Morse and Kostner Avenues), Lincolnwood, Illinois. Camp hours are 12:30 - 4:30 pm Monday – Thursday and 8:45 am – 2:45 pm Friday June 18 – July 27, 2018 only (5 weeks only excluding the week of July 2-6).
- Approximately 40 campers (Grades K-8th) plus 8 staff.

7. The Last Hurrah:
- One field trip bus will be needed for a maximum of three field trips a week during the one week camp within Lincolnwood and the Chicago Metropolitan Area.
- Camp is located at Proesel Park (corner of Morse and Kostner Avenues), Lincolnwood, Illinois. Camp hours are 8:45 am-2:45 pm Monday – Friday, August 13 - 17, 2018
- Approximately 40 campers (Grades K-5th) plus 8 staff.

8. Daily Bus Service:
- One daily bus will be needed for shuttle services within Lincolnwood June 13, 2018 through August 10, 2018.
- Routes will be determined by camp management staff and communicated to driver on an ongoing basis.
- Bus will report to Proesel Park (corner of Morse and Kostner Avenues), Lincolnwood, Illinois, on every Monday through Friday at 9:00 am (no camp on July 4)
- Bus will shuttle campers as directed by camp management staff throughout the day, concluding no later than 4:30 pm June 12 – July 27, and no later than 3:30pm June 12- August 10, 2018.
- Daily bus may also be used for roundtrip field trips within 30 miles of camp (one way) when not needed in shuttle capacity.

B. Swim Team Bid Specifications

1. Swim Meets:

- One bus needed to service up to four swim meets within the Chicago Metropolitan Area; some trips may be out of state.
- Swim team is located at the Proesel Park Family Aquatic Center (7155 N. Kostner Avenue), Lincolnwood, Illinois.
- Hours and dates will vary; approximately 50 participants plus 10 staff.

The Village reserves the right to change the schedule of Services as it deems necessary in the best interest of the programs listed above. Actual time will depend on the weather, daily attendance and trip schedule. There may be days when the buses are dismissed earlier than anticipated or later depending on trips. There is no guarantee that the hours stated above will remain consistent, however all attempts will be made to adhere to the above stated schedules.

2. Calls for Services. Services under this Contract/Proposal shall be rendered only upon the request of the Department of Parks and Recreation. Bidder, upon notification by the Department of Parks and Recreation, shall send the requested number and type of buses to the designated location. The Bidder shall consider calls from the Department of Parks and Recreation as having first priority over requests for service from other parties. Bidder shall maintain the equipment and labor force needed to supply the Services on a full twenty-four hour per day basis every day of the year.

3. Responsibility for Property. Bidder expressly assumes full responsibility and liability for all property entrusted to its care, including all equipment and contents thereof.

4. Responsibility for Personnel and Subcontractors.

A. General. Bidder assumes full responsibility for its employees, agents and drivers to all acts performed pursuant to this Contract/Proposal. Bidder shall assign only competent, courteous, trustworthy, sober employees and drivers who comply with all applicable legal requirements to provide the Services required under the provisions of this Contract/Proposal. Bidder shall not employ any person who has been convicted of any felony related to the performance of the Services or any person who has been convicted, within the immediately preceding five years, of any misdemeanor violation relating to the performance of the Services.

B. Annual Disclosure. Bidder, annually during the term of this Contract/Proposal, shall provide to the Village a sworn list including the name, address, and telephone number of each owner, officer, and holder of more than ten percent of shares of Bidder.

C. Approval and Use of Subcontractors. Bidder shall cause the Services to be performed under the management, supervision, and control of its own organization unless otherwise approved by the Village in writing. All subcontractors used by Bidder shall be acceptable to, and approved in advance by, the Village. The Village's approval of any subcontractor shall not relieve the Bidder of full responsibility and liability for the provision, performance, and completion of the Services in full compliance with, and

as required by or pursuant to, this Contract/Proposal. All Services performed by any subcontractor shall be subject to all of the provisions of this Contract/Proposal in the same manner as if performed by employees of Bidder. Every reference in this Contract/Proposal to "Bidder" shall be deemed also to refer to all subcontractors of the Bidder.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the part of the Services undertaken by it in a manner satisfactory to the Village, the Bidder, immediately on notice from the Village, shall remove and replace such personnel or subcontractor. Bidder shall have no claim for damages as a result of any such removal or replacement.

5. Licensing and Background Information.

A. All of the Bidder's drivers and operators shall have and maintain all required federal and Illinois driver's licenses, including, without limitation, current valid Illinois Commercial Driver's License(s). The Bidder shall file verification of proper licenses for each driver and operator with the Village.

B. Prior to the effective date of this Contract/Proposal, Bidder shall provide the Department of Parks and Recreation with the following information for each bus operator, driver and person that will be engaged in the performance of the Services and is employed on the effective date of the Contract/Proposal; provided that this information may be provided for each operator, driver and person engaged in the performance of the Services hired during the term of the Contract within ten days after the date of hire; and for all operators, drivers and persons engaged in the performance of the Services employed at the time that Bidder submits a request to renew this Contract:

i. Name;

ii. Address;

iii. Date of birth;

iv. Driver's license number, state of issuance, date of expiration, licensed classifications, and license restrictions, including copies of such license(s).

v. Evidence that each operator, driver, or person engaged in the performance of the Services has received a minimum of 10 hours of training in school bus safety during the previous 12 months.

vi. Verification of completed criminal background checks for each operator, driver, or person engaged in the performance of the Services; and

vii. An acknowledgement that each operator, driver, or person engaged in the performance of the Services has received and reviewed the Village of Lincolnwood Child Protection Management Policy, which the Village will furnish to the Bidder, prior to the effective date of this Contract/Proposal.

C. Bidder must have a minimum of three years relevant experience in providing bus services that include the transportation of school-age children.

6. Hours of Service/Local Office. Bidder shall maintain hours of operation consistent with normal business hours (9:00 am to 5:00 pm) Monday through Friday and for at least three hours (from approximately 9:00 a.m. to 12:00 p.m.) on Saturday. Bidder must maintain a local office within Niles Township or within a 20-mile drive of the Village in order to facilitate access to the Services on rain days and to ensure efficient delivery of the Services. The local office must be staffed by a manager and at least one dispatcher at all times when the Services are being provided, and the dispatcher must maintain radio or telephone access to all buses during all times that Services are provided.

7. Equipment. Bidder shall provide and maintain all equipment and labor needed to supply the Services during the term of this Contract/Proposal. Bidder must ensure that all buses used to provide the Services are in good working order, are equipped with properly functioning seat belts for each occupant, and are equipped with either radio or telephone equipment that allow the Bidder to maintain 24 hour communication capability between the bus operator and the Bidder's radio operator/dispatchers to ensure that the Bidder can provide an immediate response in the event of an emergency, mechanical failure, or any other disruption of the Services. Bidder shall be responsible for inspecting buses daily, both internally and externally, to maintain high standards in safety and cleanliness. Bidder shall ensure that the operation and equipment of all buses used to perform the Services are in full compliance with all applicable federal and state statutory and regulatory requirements concerning the operation and equipment of school buses.

8. Minimum Capacity. All busses used for the provision of the Services must have a minimum capacity of 71 passengers.

9. Compliance with Standards. All Services must be provided in compliance with the applicable standards promulgated by the American Camp Association.

EXHIBIT 2

AMENDED SCHEDULE OF PRICES

A. Schedule of Prices

For providing, performing, and completing each of the items of the Services (which are more fully described in Exhibit A), the following amounts per diem:

Service	Price
Cost per bus, per field trip for service within a 30 Mile radius from departure of camp site to return to camp site	$ **258.20** per bus per field trip
Cost per bus, per field trip for service outside of a 30 mile radius from departure of camp site to return to camp site	$ **282.98** per bus per field trip
Cost per bus, per day for daily shuttle service within Lincolnwood; bus may also be used for field trips within a 30 mile radius from departure at camp site to return to camp site when not needed in shuttle capacity	$ **258.20** per bus per day
Cost per bus, per swim meet, within a 30 mile radius for swim team	$ **258.20** per bus per meet
Cost per bus, per swim meet outside of a 30 mile radius for swim team	$ **416.05** per bus per meet
Cancellation fee, **if any**, for field trip busing	$ **77.80** per bus per field trip

No other fees or charges are allowed.

Return to VB Agenda

Lincolnwood Parks and Recreation Board Meeting
Lincolnwood Village Hall – Council Chambers
March 13, 2018
DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 P.M.

PRESENT AT THE MEETING

Park Board Members: Laura Tomacic, Victor Shaw, Grace Diaz Herrera, Maria Leberis, Reese Gratch, Art Lovering
Parks and Recreation Department Staff: Laura McCarty, Olivia Antosz
Village Board Liaison: Jennifer Spino
Village Staff:
Audience:

NOMINATION OF NEW PARKS AND RECREATION BOARD CHAIR

On motion Gratch/Tomacic approve the nomination for Art Lovering to take over as new Parks and Recreation Board Chair. 5-0, motion passed.

APPROVAL OF MINUTES

Amendment to the minutes as Lovering was in attendance but not named at the January 9, 2018 meeting. On motion Gratch/Tomacic approve the amended meeting minutes of January 9, 2018. 5-0, motion passed.

AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC

OLD BUSINESS

A. Drake Park Naming Request

Board Discussion –

Laura McCarty – McCarty provided a general overview regarding the proposed naming of the Proesel Park basketball courts after Jewell Loyd. Loyd has offered to donate funds to purchase two medal benches. Loyd has also suggested painting the courts or backboards with her logo. McCarty proposed to have benches on the west side of the courts facing east with the plaque in between them. Not included in the Loyd donation would be the cement pad needed for the benches and the plaque in between the benches.

Art Lovering – Lovering expressed concern for sharp corners of the proposed plaque near a play area.

Reese Gratch- Gratch suggested Loyd's logo on the plaque. Gratch also suggested looking into other Park Districts regarding the length of time in which park amenities are named. The current naming policy doesn't specify the length of time for amenities to be named.

Art Lovering- Lovering expressed concern for Loyd's logo if it's connected to sponsorships with other companies such a sports apparel. Lovering suggested the concern be discussed with the attorney.
Jennifer Spino- Spino suggested a bench on either side of the court with them both looking onto the play area.
Victor Shaw- Shaw suggested instead of a plaque to use a stone similar to the global fitness spot.
Laura McCarty- McCarty stated that the Loyd family did not want a large structure as they foresaw it being used as a seat or place to hang clothing items.
Art Lovering- Lovering mentioned the Lincolnwood Baseball stone by Field One
Laura McCarty- McCarty stated that the plaque would be the lowest cost of those suggestions. Lovering suggested to hold off on making a decision until next month to give staff time to provide answers to this evenings questions.

NEW BUSINESS

A. Approval of a Recommendation Awarding the Bid for Staff and Participant Apparel

Antosz – Presented the bid process overview

Board Discussion:

- Questioned if the Village has worked with either of the two companies who submitted bids.
- Questioned what vendor was used for the 40th anniversary of the Turkey Trot

Antosz- The Village has worked with Sunburst in the past including last year. Will Enterprises has been sent RFP's in the past but haven't submitted in recent history. The Village awarded the contract to another vendor for the 40th anniversary and the vendor terminated the contract before the shirts were ordered for that event. Sunburst was able to provide the order that the previous vendor did not. References were checked for the lowest bidder.

On motion Diaz Herrera/Shaw approve a Recommendation to Adopt a Resolution to Award a Bid for the Provision of Apparel to Will Enterprises of Milwaukee, Wisconsin. 5-0, motion passed.

B. Approval of an Amendment to Alltown Bus Service Contract, Inc. of Skokie Illinois

McCarty- provides overview of Alltown Bus Service Inc., contract

Board Discussion:

- Questions when was the last increase in pricing

Antosz- No increases since the original contract in 2015.

On motion Tomacic/Gratch approve a Recommendation to Adopt a Resolution to Third Amendment to the Contract for Department of Parks and Recreation Bus Services to Alltown Bus Services Inc., of Skokie, IL. 5-0, motion passed.

C. Consideration of an Ordinance approving Lincolnwood Fest to be held in Proesel Park on July 26th – 29th, 2018.

McCarty– Presented an overview on Lincolnwood Fest.

Board Discussion –

- PowerPoint correction to state Friday end time to 11pm.

DRAFT

On motion Tomacic/Shaw to approve the Ordinance, waiving the enforcement of Section 6-3-2 (B), Section 9-1-3 and Section 6-3-9 (I) of the Village Code for the 2018 Lincolnwood Fest.

D. Fiscal Year 2018-2019 Parks and Recreation Department Goals

McCarty- Presented 2018/2019 Department goals

Board Discussion –

- Suggested setting begin dates for goals
- Suggested adding bike paths to be included in goal to install signs in all parks
- Questioned if Lincolnwood could make their own lifeguard program

McCarty- The Village is not able to create their own lifeguard program, but we can evaluate if the certification company we currently work with still meets the needs of department's expectation for lifeguard training.

CHAIRPERSON'S REPORT-

Lovering – Recommended visiting a Facebook page "Lincolnwood Time Machine" as former and current residents reminisce about the impact that camp, the pool, the parks and baseball had on their childhood in Lincolnwood.

COMMISIONERS' REPORTS-

DIRECTOR'S REPORT-

McCarty- McCarty stated that the February board meeting had been canceled due to staff's attendance in the Village Budget Workshop the same evening. Large projects to be completed in the next fiscal year include the Community Center roof replacement and the renovation of Proesel Park. The Touhy overpass is scheduled to be complete by June of 2018. Upcoming events include the Egg Hunt at the Proesel Park Shelter on March 24th at 10:00am and Spring Break Camp the week of March 26th through the 30th. Regarding a previous event's success, the Daddy Daughter Dance was a big success in the new location.

STAFF REPORTS

A. SUPERINTENDENT OF PARKS AND FACILITIES - RIMDZIUS
As noted in report

B. RECREATION SUPERVISOR – ANTOSZ
As noted in report

C. COMMUNITY OUTREACH AND MARKETING COORDINATOR – VERING
As noted in report

D. YOUTH PROGRAMS COORDINATOR – FLETCHER
As noted in report

ADJOURNMENT

Meeting adjourned at 7:59 P.M.
Park Board Minutes prepared by: Olivia Antosz, Recreation Supervisor

Park and Recreation Board President: _____

Signature Date

DRAFT

Return to VB Agenda

Request For Board Action

REFERRED TO BOARD: March 20, 2018 **AGENDA ITEM NO: 9**

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Approval of a Recommendation by the Parks and Recreation Board to Adopt an Ordinance, Waiving Section 6-3-2(B) Governing Park Hours, Section 9-1-3 Requiring the Issuance of Business Licenses and 6-3-9(I) Prohibiting Gambling, allowing the Friends of the Community Center to Hold Lincolnwood Fest 2018 on July 26-29, 2018

SUMMARY AND BACKGROUND OF SUBJECT MATTER:
The Friends of the Community Center Committee will once again plan and implement Lincolnwood Fest, a four day festival in Proesel Park. The event will be held July 26-29, 2018. Music, food, a beer/wine tent, a car show, business exposition and a carnival will be featured as part of the weekend's activities.

Hours for the event are as follows:

Thursday	5:00-10:00 pm
Friday	5:00-11:00 pm
Saturday	Noon-11:00 pm
Sunday	10:00 am – 9:00 pm (music would end at 9pm, but committee is requesting to keep the carnival running until 10pm if busy)

Per Section 6-3-2(B) of the Village Code: No person shall be in or remain in Henry A. Proesel Park between the hours of 11:00 pm and 6:00 am on the following day, each and every day of the year. Fest activities will cease at regular closing time. The extension of park hours on Friday and Saturday until 11:30 pm, will keep the park illuminated allowing for safe passage out of the park for visitors at the end of the night.

Per Section 9-1-3 of the Village Code: It is unlawful for any individual, firm or corporation to operate or conduct a business based within the Village without first having obtained a business license. Approval of this Ordinance will waive the business license fees for food and product vendors for the four-day festival.

Per Section 6-3-9(I) of the Village Code: Gambling is prohibited in the Park. Approval of this Ordinance will waive the enforcement of this section of the Code and will allow Bingo to be held during the festival.

FINANCIAL IMPACT:
The revenue produced by the sale of business licenses for Lincolnwood Fest is approximately $250.

DOCUMENTS ATTACHED:
1. Proposed Ordinance
2. Letter from Damien Kardaras
3. Draft Minutes of the March 13, 2018 meeting of the Parks and Recreation Board

RECOMMENDED MOTION:
Move to approve an Ordinance, waiving the enforcement of Section 6-3-2(B), Section 9-1-3 and Section 6-3-9(I) of the Village Code for the 2018 Lincolnwood Fest.

Return to VB Agenda

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2018-____

AN ORDINANCE WAIVING BUSINESS LICENSE FEE REQUIREMENTS AND THE ENFORCEMENT OF SECTIONS 6-3-2(B) AND 6-3-9(I) OF THE MUNICIPAL CODE OF LINCOLNWOOD FOR LINCOLNWOOD FEST 2018

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF _____, 2018.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois
this _____ day of _____, 2018

ORDINANCE NO. 2018-____

AN ORDINANCE WAIVING BUSINESS LICENSE FEE REQUIREMENTS AND THE ENFORCEMENT OF SECTIONS 6-3-2(B) AND 6-3-9(I) OF THE MUNICIPAL CODE OF LINCOLNWOOD FOR LINCOLNWOOD FEST 2018

WHEREAS, the Village of Lincolnwood is a home rule municipality in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Friends of the Lincolnwood Community Center (***"FLCC"***) is a not-for-profit organization organized to raise funds for the Lincolnwood Community Center; and

WHEREAS, the FLCC desires to host a carnival, festival and fair in Proesel Park (***"Park"***) in the Village from July 26 through July 29, 2018, to be known as ***"Lincolnwood Fest 2018"***; and

WHEREAS, Lincolnwood Fest 2018 will include, without limitation, the sale of food, wares, and merchandise by various merchants; and

WHEREAS, pursuant to Article 1 of Chapter 9 of the Village Code, any entity that conducts a business, occupation, activity or establishment within the Village must obtain a business license from the Village and pay the required fee therefor; and

WHEREAS, Lincolnwood Fest 2018 is scheduled to end on Friday, July 27, and Saturday, July 28, at 11:00 p.m.; and

WHEREAS, pursuant to Section 6-3-2(B) of the Municipal Code of Lincolnwood, as amended (***"Village Code"***), no person may be or remain in the Park between the hours of 11:00 p.m. and 6:00 a.m. on the following day, each and every day of the year; and

WHEREAS, the Lincolnwood American Legion Post #1226 desires to conduct bingo games in the Park from 5:00 p.m. until 10:00 p.m. on July 27 and 28, 2018 as part of Lincolnwood Fest 2018 (***"Proposed Bingo Games"***); and

WHEREAS, pursuant to Section 6-3-9(I) of the Village Code, gambling is prohibited in the Park; and

WHEREAS, the Village desires to: (i) extend the closing of the Park until 11:30 p.m. on July 27 and July 28, 2018, to afford visitors to Lincolnwood Fest 2018 an additional half-hour to exit the Park; and (ii) permit the operation of the Proposed Bingo Games during Lincolnwood Fest 2018; and

WHEREAS, the President and Board of Trustees have determined that it will serve and be in the best interests of the Village to waive the enforcement of: (i) the business license fee requirements set forth in Article 1 of Chapter 9 of the Village Code with respect to the merchants that will sell food, wares, or merchandise at Lincolnwood Fest 2018; (ii) Section 6-3-2(B) of the Village Code to allow visitors to Lincolnwood Fest 2018 to remain in the Park until 11:30 p.m.

on July 27 and July 28, 2018; and (iii) Section 6-3-9(I) of the Village Code for the Proposed Bingo Games;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. WAIVER. The President and Board of Trustees hereby waive the enforcement of: (A) the business license fee requirements set forth in Article 1 of Chapter 9 of the Village Code with respect to the merchants that will sell food, wares, or merchandise at Lincolnwood Fest 2018; (B) Section 6-3-2(B) of the Village Code to allow visitors to the Fest to remain in the Park until 11:30 p.m. on July 27 and July 28, 2018; and (C) Section 6-3-9(I) of the Village Code to allow the Proposed Bingo Games during Lincolnwood Fest 2018.

SECTION 3. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance will remain in full force and effect, and are to be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

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

[SIGNATURE PAGE FOLLOWS]

PASSED this _____ day of _____, 2018.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this _____ day of _____, 2018.

_____
Barry Bass, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office the
_____ day of _____, 2018.

_____
Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

Return to VB Agenda

January 8, 2018

Lincolnwood Parks & Recreation Department
Attn: Laura McCarty
6900 N. Lincoln Avenue
Lincolnwood, IL 60712

Dear Laura,

We are pleased to announce that The Friends of the Lincolnwood are excited to work together in support of this year's Lincolnwood Fest. We respectfully request the consent of the Village to hold Lincolnwood Fest 2018 from July 26th through July 29th, 2018.

The Fest will include four days and three nights of carnival entertainment with a focus on rides and attractions that are suitable for all ages, musical entertainment, food vendors, Bingo events (Friday and Saturday), and a Business Expo to be provided by the Chamber of Commerce.

We will once again have a Car Show on Sunday.

If you have any questions or concerns, please do not hesitate to contact any of us. Our contact information is listed below.

On behalf of the Fest volunteers, we thank you for your consideration.

Damien Kardaras
Friends of Lincolnwood

Damien Kardaras, Damien@alphamerictax.com, 847-722-6351
Randy Miles, rb4yp00p@gmail.com
Donald Gelfund, don@gelfund.com
Keri Roberts, kiwi81079@aol.com

Return to VB Agenda

Lincolnwood Parks and Recreation Board Meeting
Lincolnwood Village Hall – Council Chambers
March 13, 2018
DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 P.M.

PRESENT AT THE MEETING

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Village Staff:
Audience:

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APPROVAL OF MINUTES

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McCarty- McCarty stated that the February board meeting had been canceled due to staff's attendance in the Village Budget Workshop the same evening. Large projects to be completed in the next fiscal year include the Community Center roof replacement and the renovation of Proesel Park. The Touhy overpass is scheduled to be complete by June of 2018. Upcoming events include the Egg Hunt at the Proesel Park Shelter on March 24th at 10:00am and Spring Break Camp the week of March 26th through the 30th. Regarding a previous event's success, the Daddy Daughter Dance was a big success in the new location.

STAFF REPORTS

A. SUPERINTENDENT OF PARKS AND FACILITIES - RIMDZIUS
As noted in report

B. RECREATION SUPERVISOR – ANTOSZ
As noted in report

C. COMMUNITY OUTREACH AND MARKETING COORDINATOR – VERING
As noted in report

D. YOUTH PROGRAMS COORDINATOR – FLETCHER
As noted in report

ADJOURNMENT

Meeting adjourned at 7:59 P.M.
Park Board Minutes prepared by: Olivia Antosz, Recreation Supervisor

Park and Recreation Board President: _____

Signature Date

DRAFT

Return to VB Agenda

Request For Board Action

REFERRED TO BOARD: March 20, 2018 **AGENDA ITEM NO: 10**

ORIGINATING DEPARTMENT: Community Development

SUBJECT: Consideration of the Following: 1) A Recommendation by the Plan Commission to Adopt a Resolution Approving the Preliminary Plat of Consolidation for 3900-3910 West Devon Avenue; 2) Consideration of a Recommendation by the Plan Commission to Approve a Special Use for Parking in the Front and Corner Side Yards, a Variation Related to Parking Lot Screening, and Variations related to a Monument Sign at 3910 West Devon Avenue; and 3) Consideration of a Recommendation by the Traffic Commission to Allow Existing Parkway Parking to Remain on Proesel Avenue and to Require a Public Sidewalk Along the Proesel Avenue Frontage Adjacent to 3910 West Devon Avenue

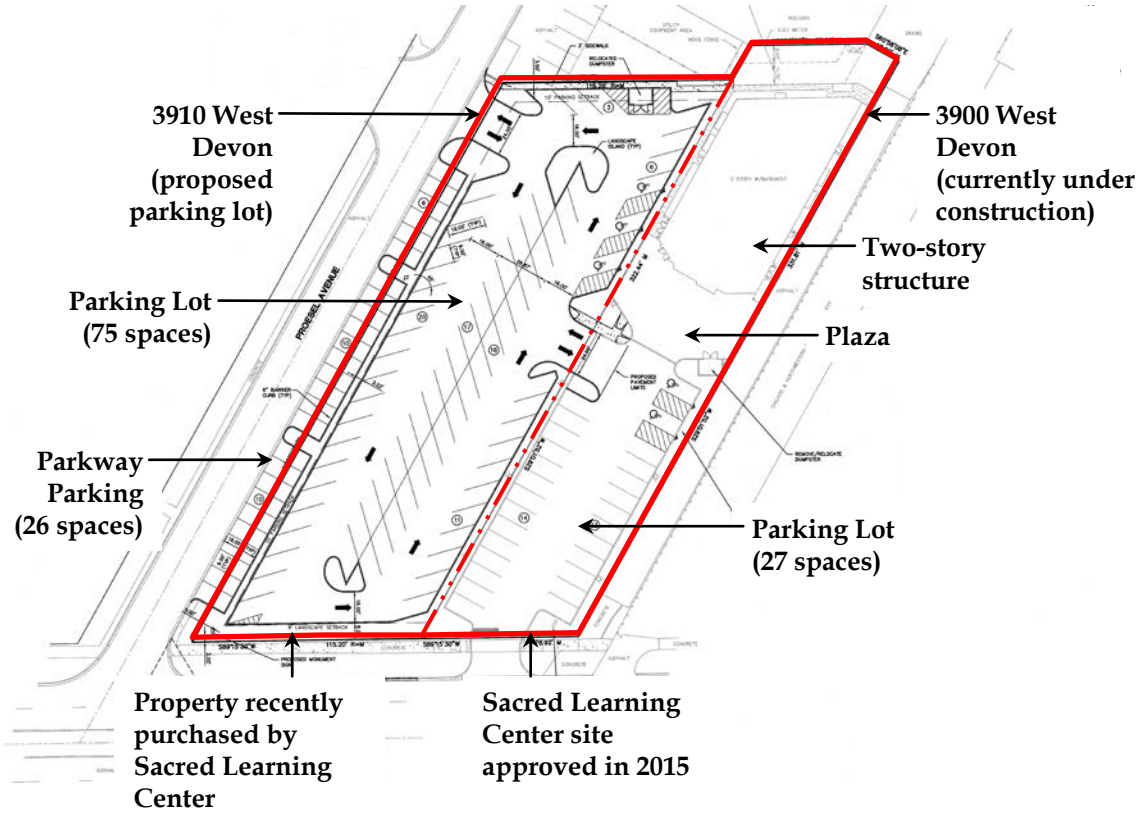
SUMMARY AND BACKGROUND OF SUBJECT MATTER:
Sacred Learning NFP, Petitioner and property owner of 3900 West Devon Avenue and 3910 West Devon Avenue, is currently developing a religious institution on the property at 3900 West Devon Avenue. This is the site of the on-going development of the Sacred Learning Center, a religious institution that was originally approved by the Village in 2015. In June of that year, the Village Board approved Variations related to building setback, parking lot location, perimeter landscaping, interior landscaping, and a monument sign. Construction of the development is proceeding in accordance with those Variations and plans that were approved by the Community Development Department. Those Variations remain enforceable as the Petitioner seeks new approvals summarized in this report.

Recently, the Petitioner purchased the adjacent property at 3910 West Devon Avenue with the intent of redeveloping it as a parking lot that would better accommodate visitors to the religious institution. The proposed redevelopment would include removal of an existing industrial building and the installation of a parking lot, increasing the total on-site parking from 29 spaces on the property currently under development, to 102 spaces on both properties combined.

Village Board approval of this development requires a multi-step approach based on the nature of the various requests and the interrelatedness of some of the issues. Should the Village Board deem the requests appropriate, staff anticipates the following process:

- March 20, 2018
  - Adoption of a Resolution approving the Preliminary Plat of Consolidation for the two properties based on a recommendation by the Plan Commission;
  - Direction on recommendations by the Plan Commission related to Special Use and Variations required to comply with zoning standards; and
  - Direction on recommendations by the Traffic Commission related to parkway parking on Proesel Avenue and the provision of on-site sidewalks.

- April 17, 2018
  - Adoption of an Ordinance approving the Final Plat of Consolidation for the two properties (this will be under review by the Plan Commission at their April 4, 2018 meeting); and
  - Adoption of an Ordinance granting zoning relief (Special Use and Variations) and approval of the parkway configuration on Proesel Avenue (addressing parking and on-site sidewalks).



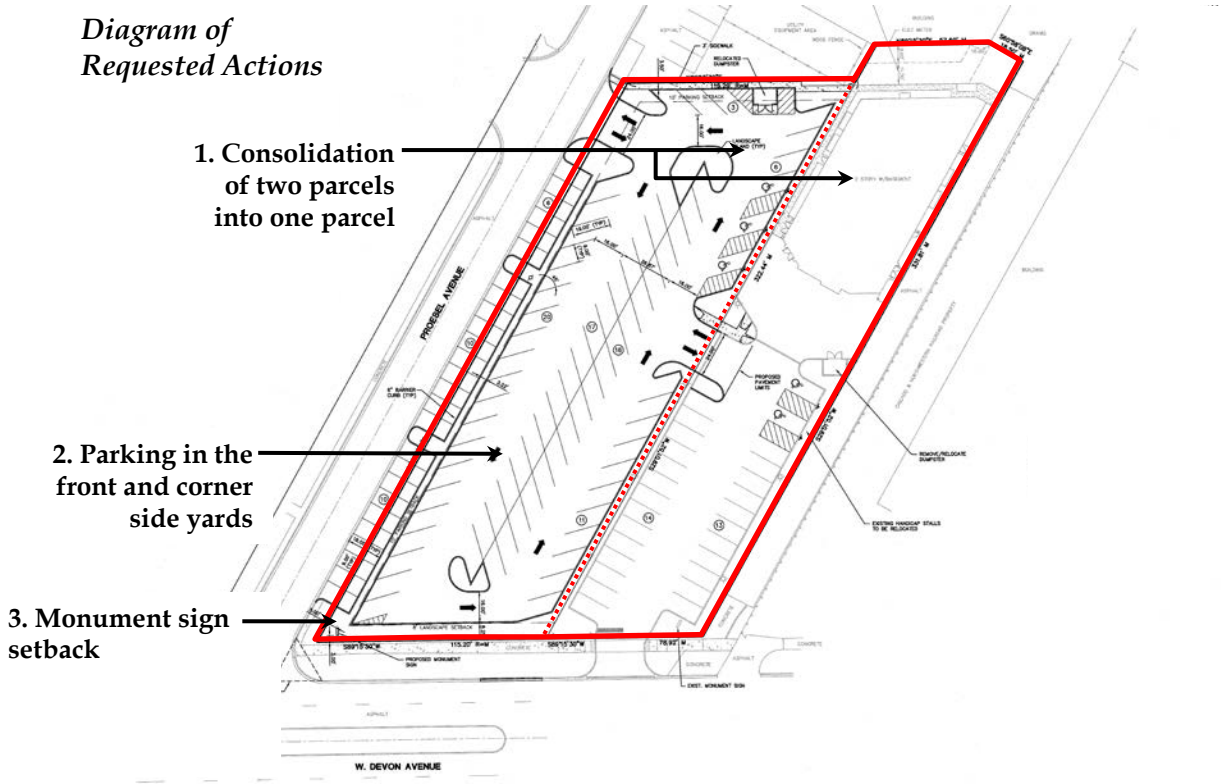
REQUESTED ACTIONS:

The proposed parking lot development would require the following actions. Where necessary, a bullet point may include two actions that are dependent upon one another based on the Village Board's preference for a specific characteristic of the development:

1. Approval of the Preliminary Plat of Consolidation. The proposed development includes the consolidation of the two parcels. *Section 16-4-4 Preliminary Plat Review* of the Village Subdivision Ordinance requires Village Board approval of the Preliminary Plat of Consolidation prior to the Final Plat of Consolidation being considered for approval by the Plan Commission. The Plan Commission had no objections to the Preliminary Plat of Consolidation. However, it was noted that *Section 3.07(1)* of the Zoning Ordinance states that *"there shall be no more than one principal building on any one lot…."* The Petitioner agreed to a condition that the Final Plat of Consolidation could not be recorded until the existing industrial building is demolished. On March 7, 2018, the ***Plan Commission unanimously recommended approval of the Preliminary Plat of Subdivision with the condition that the Final Plat of Consolidation not be recordable until the structure at 3910 Devon Avenue is demolished.***

2. Special Use for Parking on the Front and Corner Side Yards. The proposed development includes parking in the Front Yard and Corner Side Yard on 3910 West Devon Avenue. According to *Section 7.06(5)* of the Zoning Ordinance, parking in these locations on a lot in the B-2

District requires approval of a Special Use. On March 7, 2018, the ***Plan Commission unanimously recommended approval of the Special Use to allow for parking in the Front and***



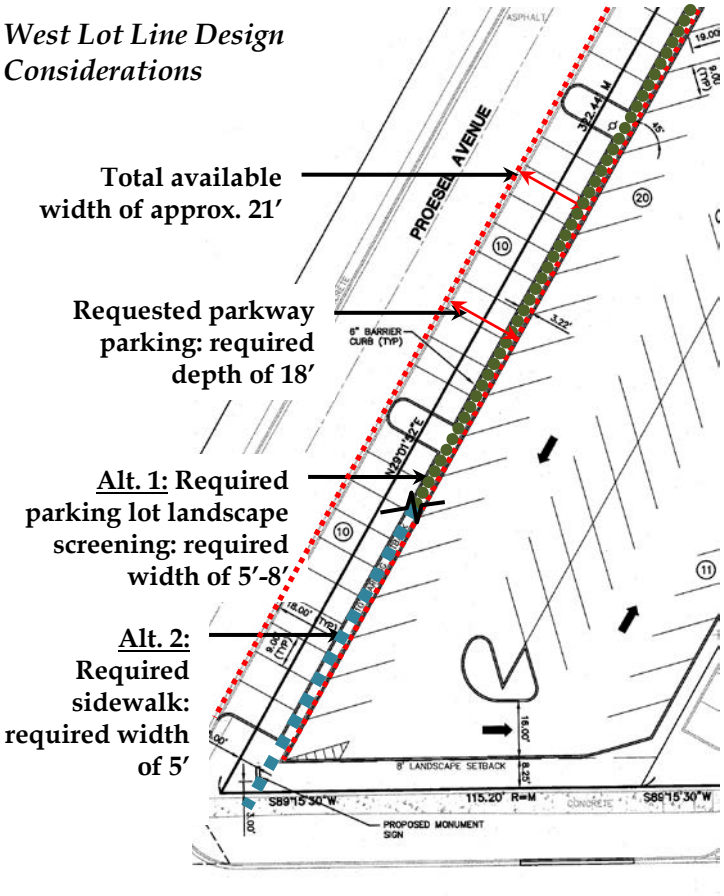
Corner Side Yards of 3910 West Devon Avenue.

3. Variation for the Setback of the Monument Sign. The proposed plan includes a monument sign on 3910 West Devon Avenue that is indicated on the Petitioner's site plan as being set back three feet from the Devon Avenue lot line and five feet from the Proesel Avenue lot line. However, *Section 11.04(1)v* of the Zoning Ordinance states that "no monument sign shall be located closer than 10 feet to an exterior property line…." During the course of Plan Commission deliberations, the Petitioner agreed to provide a monument sign setback of 4.5 feet from the front lot line and 5 feet from the Corner Side lot line. The Petitioner originally requested Variations related to monument sign landscaping and having more than one monument sign on the lot. However, the request related to monument sign landscaping was withdrawn, and ***the Plan Commission unanimously approved the request for the modified monument sign setback of 4.5 feet from the front lot line and 5 feet from the Corner Side lot line, with the condition that only one monument sign be permitted on the lot once consolidated.***

4. Parking Lot Screening, Parkway Parking, and On-site Sidewalks. The proposed development triggers a series of requirements along the west lot line that are interrelated. These include parkway parking on Proesel Avenue, the provision of a sidewalk along the Proesel Avenue frontage, and the requirement for parking lot landscape screening. The total width of the area available for these elements is approximately 21 feet, while the total width required to accommodate all of these elements in a compliant manner is between 28 feet and 31 feet. The issues related to these elements, and the findings of the Traffic Commission and Plan Commission, are as follows:
    - Approval of Parkway Parking on Proesel Avenue. The existing parkway parking on Proesel Avenue was originally approved in 1964 in conjunction with the development of the existing industrial building. Since that building is being removed and replaced with parking, the Village would typically require that the parkway be restored. The Petitioner

has requested that the parkway parking be left in place, citing the additional capacity that they believe will be necessary during peak demand at the religious institution. Based on the information provided by the Petitioner on February 22, 2018, ***the Traffic Commission, as the official advisory Commission for requests related to parkway parking, unanimously recommended approval for the parkway parking to remain.*** The Plan Commission reviewed the request as a component of the overall site plan. By a vote of 5-1, the ***Plan Commission offered an opinion for consideration by the Village Board that the parkway parking be allowed to remain, with the condition that the southernmost parkway parking space shown on the development plan be replaced with landscaping in order to provide additional plantings at the southwest corner of the development and increase the space between parkway parking and traffic turning north from Devon Avenue.*** The dissenting vote was from Chairman Yohanna, who stated that he prefers parallel parking, rather than 90-degree parking, since that would allow the plan to accommodate a sidewalk and parking lot screening.

West Lot Line Design Considerations



- Determination of Appropriateness of an On-site Sidewalk. The proposed plan, revised after the Plan Commission public hearing, includes a four-foot wide sidewalk along the western lot line fronting on Proesel Avenue. *Section 6-5-24* of the Village Code states that *"unless otherwise determined by the Village Engineer, a five-foot public sidewalk adjacent to the property line or adjacent to the street curb shall be installed and maintained in all Village parkways located in the B-1, B-2 and M-B Zoning Districts…."* On February 22, 2018, the ***Traffic Commission requested that the Plan Commission and Village Board discuss the appropriateness of requiring a sidewalk in the development plan.*** (The Traffic Commission offered no formal recommendation regarding this matter.) As part of its deliberations, ***the Plan Commission decided, by a 5-1 vote, to offer an opinion that the sidewalk be provided***. The dissenting vote was cast by Chairman Yohanna based on his opinion that the parkway parking, if configured as parallel parking as he suggested, would allow for other elements, possibly including a sidewalk with a width that meets the requirement. It should be noted that a minimum sidewalk width of four feet does not meet the Village standard, but does comply with the minimum requirements of the Americans with Disabilities Act (ADA). If a sidewalk is deemed to be appropriate, the Plan Commission supports a Variation for the parking lot landscape screening. Should the Village Board determine that the requirement of a sidewalk is not appropriate, this

portion of the site would be subject to the recommended landscape screening Variation described in the next bullet point.

- Variation for Reduced Parking Lot Landscape Screening. The proposed plan does not include a landscaped strip along the west edge of the parking lot. *Section 6.14(1)* of the Zoning Ordinance states that "*every off-street parking lot or parking area containing five or more parking spaces shall be set back, buffered and screened from public view and adjacent property by a perimeter landscaped area having a minimum width of eight feet, or, where screening shall consist of a masonry wall, a minimum width of five feet.*" With no landscape screening shown, the proposed design meets neither of these required conditions. On March 7, 2018, ***the Plan Commission unanimously recommended approval of this Variation, stating, however, that if the Village Board determines that it is not appropriate to require a sidewalk in this same area, the Variation would be necessary to allow the screening to be reduced to a width of four feet.***

Public Hearings

There have been two Public Hearings related to the requests included in this report. On February 22, 2018, the Traffic Commission held a Public Hearing to discuss the Petitioner's request to keep the existing parkway parking on Proesel Avenue in place. The appropriateness of requiring a sidewalk was also discussed at this meeting. On March 7, 2018, the Plan Commission held a public meeting related to the Plat of Consolidation, Special Use for parking in the Front and Corner Side Yards, and Variations related to parking lot screening and a proposed monument sign. As part of this Public Hearing, the Plan Commission also provided opinions related to the parkway parking on Proesel Avenue and the appropriateness of requiring a public sidewalk.

February 22, 2018 Traffic Commission Public Hearing

Mr. Sayeed Shariff, Executive Director for the Sacred Learning Center, and Mr. Bill Grieve, Petitioner's traffic consultant, testified that the scheduling of prayer services will result in peak parking demand beyond what the proposed parking lot will be able to accommodate. Peak demand will occur on Fridays around 1:00 p.m. when parking will have to accommodate people concluding the noon service and arriving ahead of the 1:00 p.m. service. Peak demand will also occur during major religious holidays. They stated that their projections are estimates and that the actual attendance of worshippers at the religious institution could be higher. Mr. Shariff stated that one of their goals is to ensure they are a good neighbor to the surrounding businesses and residents and that providing a maximum amount of parking will help achieve this goal.

Traffic Commissioner Constantino asked why no sidewalk is required. He requested that the Plan Commission and Village Board discuss the appropriateness of requiring a sidewalk. Staff has since confirmed that a five-foot-wide sidewalk would be required, by Village Code, along the west lot line of the proposed development.

The Traffic Commission unanimously recommended approval of maintaining the parkway parking along Proesel Avenue.

March 7, 2018 Plan Commission Public Hearing

There was extensive discussion related to the demand for the parkway parking, traffic circulation and safety, and site access and egress. Ultimately, the Commission determined that the proposed development plan does not warrant any unique traffic control measures. They also concluded that parkway parking along Proesel Avenue is appropriate in order to minimize the risk of overflow parking in adjacent neighborhoods. There was some discussion regarding the configuration of the parking. Chairman Yohanna preferred parallel parking, while other Commissioners supported perpendicular parking as shown in the proposed plan. Commissioner Auerbach recommended that the southernmost parkway parking space be eliminated to provide more landscaping and to provide additional space for

traffic turning north from Devon Avenue on to Proesel Avenue. There was also discussion regarding removal of an existing landscape strip between 3900 and 3910 Devon Avenue, to gain additional space. This was ultimately rejected due to stormwater management and infrastructure issues. The Plan Commission concluded that a reduced landscape screening width of 3.22 feet, as shown in the plans, is appropriate, though it could be removed entirely in lieu of a sidewalk if the Village Board feels it is appropriate to provide one.

The Plan Commission determined the approval of a Special Use for parking in the Front and Corner Side Yard is appropriate. They also concluded that the Preliminary Plat of Consolidation is appropriate; however, it was pointed out that allowing such a Consolidation would result in a non-compliant lot since there would be two primary structures. They recommended that the recording of the approved Final Plat of Consolidation be contingent upon the demolition of the existing industrial building at 3910 West Devon Avenue. Finally, the Commission concluded that the requested setback Variation for the proposed monument sign is appropriate. However, they questioned the need for two monument signs (the previously-approved sign and the newly-proposed sign) on the property. Ultimately, they recommended approval of the monument sign setback Variation, but with the condition that only one monument sign be provided.

It was noted by staff that 11 emails and a 57-page petition were submitting stating support for the project. During the Public Hearing, some residents spoke in support of the proposed development. No one from the public spoke in opposition of the project.

Traffic Commission and Plan Commission Recommendations
Based on the evidence presented and testimony of the Petitioner, the Traffic Commission recommended the following:

- By a unanimous vote, approval of the Petitioner's request for parkway parking on Proesel Avenue adjacent to 3910 West Devon Avenue to remain; and
- Request to the Plan Commission and Village Board to consider the appropriateness of requiring a public sidewalk along the west lot line of 3910 West Devon Avenue.

Based on its deliberations and the testimony of the Petitioner, the Plan Commission recommended the following:

- By a unanimous vote, approval of the Preliminary Plat of Consolidation with the condition that the recording of the approved final Plat of Consolidation be contingent upon demolition of the industrial building at 3910 West Devon Avenue;
- By a unanimous vote, approval of the Special Use to permit parking in the Front and Corner Side Yard of 3910 West Devon Avenue;
- By a unanimous vote, approval of a Variation to allow one monument sign on the property, and for that monument sign to be set back 4.5 feet from the front lot line and 5 feet from the west lot line;
- By a unanimous vote, approval of a Variation to allow the parking lot landscape screen along Proesel Avenue to be 3.22 feet in width;
- By a vote of 5-1, approval of an opinion that it is appropriate to allow parkway parking to remain on Proesel Avenue in a configuration shown on the proposed development plan; and
- By a vote of 5-1, approval of an opinion that it is appropriate to require a sidewalk to be provided along the west lot line of 3910 West Devon Avenue.

In each of the non-unanimously approved opinions, Chairman Yohanna cast the dissenting vote based on his preference that the plan includes parallel parkway parking on Proesel Avenue.

FINANCIAL IMPACT:
None

DOCUMENTS ATTACHED:
1. Proposed Resolution for Approval of the Preliminary Plat of Consolidation
2. February 22, 2018 Traffic Commission Staff Report
3. February 22, 2018 Traffic Commission Minutes (Draft)
4. March 7, 2018 Plan Commission Staff Report
5. March 7, 2018 Plan Commission Minutes (Draft)
6. Subdivision Application
7. Special Use Application
8. Variations Application
9. February 1, 2018 Traffic Study Update
10. March 7, 2018 Plan Commission Exhibit A: Parking Calculations
11. Preliminary Plat of Consolidation
12. Proposed Development Plans
13. Correspondences from the Public
14. Relevant Code Sections
15. Village Board PowerPoint Presentation

RECOMMENDED MOTIONS:
Move to adopt a Resolution approving the Preliminary Plat of Consolidation for 3900-3910 West Devon Avenue, with the condition that the Final Plat of Consolidation, once approved, be held for recordation until the existing structure at 3910 West Devon Avenue is demolished;

Move to approve a recommendation by the Plan Commission approving a Special Use for parking in the Front and Corner Side Yards of 3910 West Devon Avenue and approving a Variation from Section 11.04(1)v of the Zoning Ordinance to reduce the required setback from 10 feet to 4.5 feet in the Front Yard and 5 feet in the Corner Side Yard setback for a monument sign on 3910 West Devon Avenue, with the condition that only one monument sign be permitted on the consolidated lot made up of 3900 and 3910 West Devon Avenue, and direction to the Village Attorney to draft an Ordinance to that effect;

Move to approve 1) a recommendation by the Traffic Commission to permit the existing parkway parking on Proesel Avenue adjacent to 3910 West Devon Avenue to remain with the condition that the southernmost space as shown on the proposed development plan be converted to a landscaped area as indicated in the proposed development plan; 2) a recommendation by the Plan Commission approving a Variation to Section 6.14(1) of the Zoning Ordinance waiving the requirement for parking lot landscape screening along the west edge of the proposed parking lot; 3) a Waiver of Enforcement from Section 6-5-24 of the Village Code reducing the required sidewalk to be installed along the west lot line of 3910 west Devon Avenue to a width of four feet; and 4) direction to the Village Attorney to draft an Ordinance and Waiver of Enforcement to that effect.

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VILLAGE OF LINCOLNWOOD

RESOLUTION NO. 2018-_____

A RESOLUTION APPROVING A PRELIMINARY PLAT OF SUBDIVISION
(3900-3910 West Devon Avenue)

WHEREAS, Sacred Learning NFP (***"Applicant"***) is the owner of record of two lots of real property, consisting of approximately 55,598 square feet, and collectively and commonly known as 3900-3910 West Devon Avenue, Lincolnwood, Illinois (***"Property"***); and

WHEREAS, the Applicant seeks to consolidate the Property into one lot, as depicted on that certain plat entitled Preliminary Plat of Subdivision for Sacred Learning Center, prepared by Intech Consulting, Inc., consisting of one sheet and dated February 5, 2018, a copy of which is attached to and, by this reference, made a part of this Resolution as **Exhibit A** (***"Preliminary Plat of Subdivision"***); and

WHEREAS, the Applicant has applied for approval of the Preliminary Plat of Subdivision pursuant to Section 16-4-4 of the Municipal Code of Lincolnwood, as amended (***"Village Code"***); and

WHEREAS, on March 7, 2018, the Village Plan Commission recommended approval of the proposed Preliminary Plat of Subdivision, subject to certain specified development conditions;

WHEREAS, the Village President and Board of Trustees have determined that it will serve and be in the best interest of the Village and its residents to approve the Preliminary Plat of Subdivision for the Property;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF PRELIMINARY PLAT OF SUBDIVISION. The Preliminary Plat of Subdivision for the Property is hereby approved pursuant to Section 16-4-4(E) of the Village Code.

SECTION 3. SUBMISSION OF FINAL PLAT OF SUBDIVISION. Pursuant to and in accordance with Section 16-4-4(F) of the Village Code, the adoption of this Resolution authorizes the Applicant to submit a final plat of subdivision for the Property to the Plan Commission of the Village. The final plat of subdivision for the Property shall be submitted by the Applicant for review and approval by the Village no later than the date that is 12 months after the effective date of this Resolution, or such extended date as may be approved by the Board of Trustees, in accordance with and pursuant to Section 16-4-4(G) of the Village Code.

SECTION 4. EFFECT OF APPROVALS**.** Pursuant to Section 16-4-4(F) of the Village Code, the approval of the Preliminary Plat of Subdivision for the Property, as set forth in Section 2 of this Resolution, shall not be deemed or interpreted as authorizing or entitling the Applicant to approval of a final plat of subdivision for the Property or to any other approval, or to the issuance of any permit, until after all of the standards and procedures for such other approvals or permits have been satisfied. Nothing herein shall be deemed or interpreted as obligating or requiring the Board of Trustees or the Village to approve a final plat of subdivision or other approval or permit. Further, the Board of Trustees shall have no obligation to consider or approve a final plat of subdivision unless and until the Applicant complies with the applicable procedures for review and approval of a final plat of subdivision for the Property, as set forth in Section 16-4-5 of the Village Code. If approved by the Board of Trustees, the final plat may not be recorded against the Property prior to demolition of the existing structure on the lot commonly known as 3910 West Devon Avenue.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this ___ day of March, 2018.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this _____ day of March, 2018.

_____
Barry I. Bass, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of March, 2018

_____
Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

Return to VB Agenda

EXHIBIT A

Preliminary Plat of Subdivision

Return to VB Agenda

MEMORANDUM

TO: Village of Lincolnwood Traffic Commission

FROM: Doug Hammel, Community Development Manager

DATE: February 22, 2018

SUBJECT: Parkway Parking on Proesel Avenue Related to the proposed Redevelopment of 3910 North Devon Avenue

This memorandum includes information related to a request made on behalf of Sacred Learning NFP, property owner of 3910 West Devon Avenue, to maintain parkway parking along Proesel Avenue adjacent to the subject property. This request warrants review by the Traffic Commission since, as described in this memorandum, redevelopment of the property is being proposed which will significantly alter the nature of the use of the property. The memorandum provides background information related to the history of parkway parking in this location, as well as characteristics of the proposed redevelopment that should be considered when determining the appropriateness of either permitting the property owner to maintain such parking, or requiring it to be removed as part of the proposed redevelopment.

Background

In 1964, parkway parking along Proesel Avenue was approved as part of the Peerless development on 3910 West Devon Avenue. At that time, 21 diagonal parking stalls with access from Proesel Avenue were installed. This resulted in a total parking capacity of 39 spaces for the building that was constructed in 1965. (While the nature of the uses in the building has changed over the years, the general footprint of the building has remained largely the same.) Over time, the parking configuration evolved to include the perpendicular parking spaces present today. The resulting configuration provides a total of 21 parkway parking spaces accessed from Proesel Avenue.

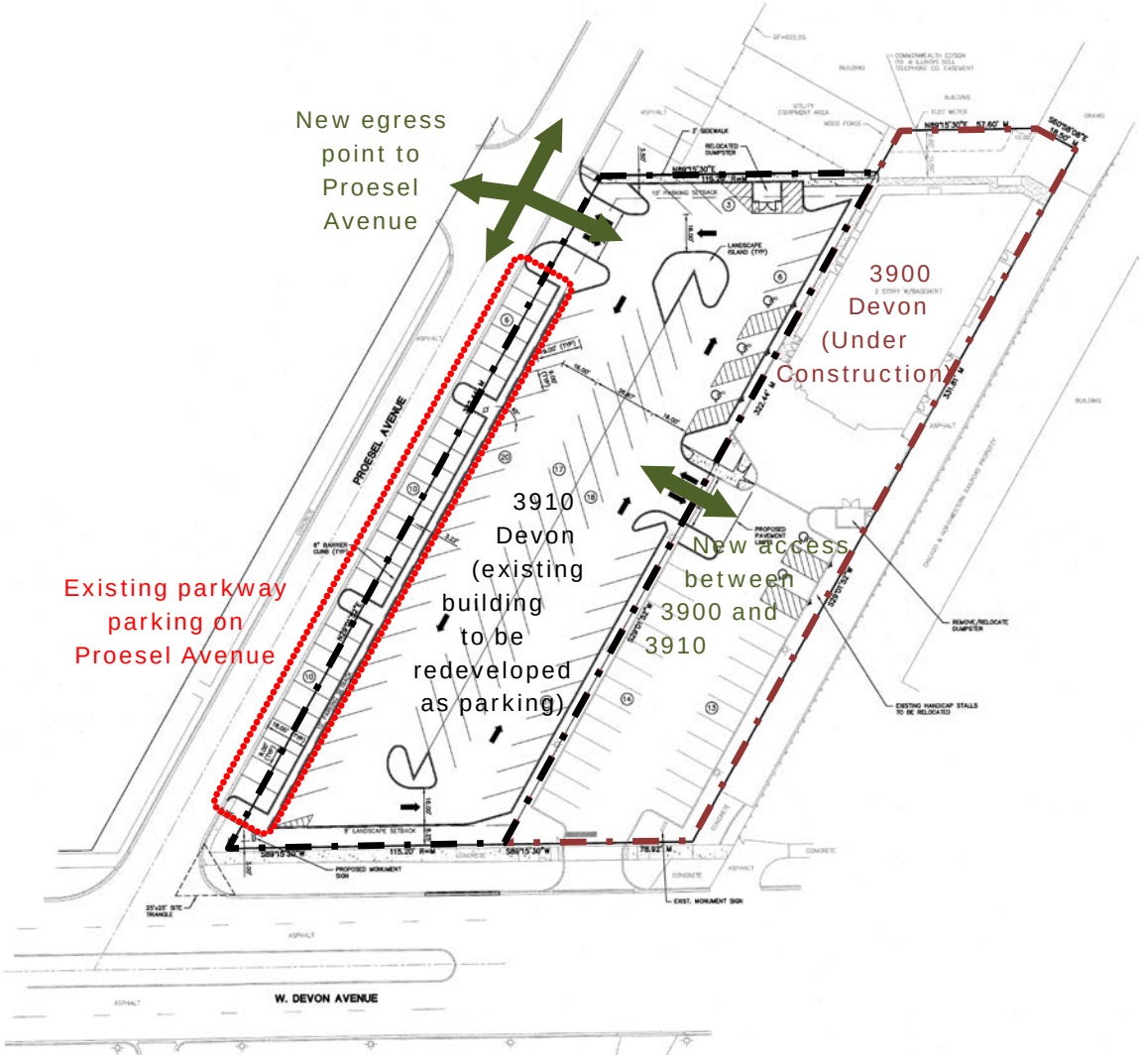
Proposed Redevelopment

As described in the Petitioner's application (included as Attachment #1 to this report), the property was recently purchased by Sacred Learning NFP with the intent of redeveloping the existing site as a parking lot to support their on-going development at 3900 West Devon Avenue. The development plan for 3900 West Devon includes 29 parking spaces, which meets the zoning requirement based on the capacity of the assembly space for the building. Redevelopment of 3910 West Devon to a parking lot would result in a total of 101 on-site parking spaces service the use.

The Site Plan submitted by the Petitioner indicates that the parkway parking would provide an additional 26 parking spaces. It should be noted that the petitioner's Site Plan indicates the removal of two parkway spaces in order to accommodate landscape islands. These islands are not provided in the current parking configuration.

Staff believes the transformation of 3910 West Devon Avenue from an industrial property to a parking lot warrants reconsideration of the need for parkway parking along Proesel Avenue. If the demand for the parkway parking cannot be demonstrated, Village preference is that the parkway parking be removed and the original curb line be restored. This preference is based on the following facts:

- The parkway parking encourages backing out onto Proesel Avenue, which may have traffic turning north from Deon Avenue. Removal of the parkway parking would eliminate this risk.
- If the parkway parking were to remain and serve the Sacred Learning Center, backing out movements would presumably be taking place at the same time that the main parking lots serving the facility would be emptying out. This could exacerbate the potential traffic conflicts described in the bullet point above.
- Removal of the parkway parking would reduce the amount of impervious surface on the block and allow for additional landscaping or trees along Proesel Avenue.



Traffic Study Findings

As part of the initial approval for the on-going development at 3900 West Devon Avenue, the property owner submitted a Traffic Study (dates February 10, 2015). Subsequently, the Petitioner submitted an updated traffic analysis, dated February 1, 2018 (included as Attachment #2 to this report), that assesses the incremental impacts of the proposed parking lot at 3910 West Devon Avenue. Each of these documents reference the fact that the development will provided adequate on-site parking to meet the requirements of the Zoning Ordinance. No information has been provided that demonstrates the need for additional parking capacity offered by the parkway parking spaces on Proesel Avenue.

Other Traffic Considerations

In addition to the request for parkway parking on Proesel Avenue, the proposed redevelopment raises the following issue that is relevant to the purview of the Traffic Commission:

- The development of 3910 West Devon Avenue as a parking lot, along with vehicular cross-access between the parking lots, will allow vehicles to exit the parking area on to Proesel Avenue. Presumably, much of the traffic existing the parking lot on Proesel Avenue will either go west on Schreiber Avenue to get to Crawford Avenue, or south on Proesel Avenue to get to Devon Avenue. However, the February 1, 2018 Traffic Study indicates that, during the facility's peak traffic hour (Friday between 12:30 and 1:30 PM), as many as 20 vehicles may exit the proposed parking lot and turn north on Proesel Avenue to get to Lincoln Avenue. This will increase the amount of traffic in front of seven residential properties.

Public Comment

Letters were mailed to properties within 250 feet of the subject properties in question. Since then, staff has not received any inquiries or objections regarding this case.

Staff Recommendations

Short of any other evidence to demonstrate the demand for additional parking above and beyond what would be provided through the redevelopment of 3910 West Devon Avenue and the resulting benefits to surrounding properties, staff recommends that the parkway parking be removed as a part of the proposed redevelopment. Staff also recommends that the Traffic Commission consider any other traffic impacts resulting from the higher volume of on-site parking and egress to Proesel Avenue, and identify appropriate traffic control measures to mitigate those impacts.

Attachments

1. Petitioner Application
2. February 1, 2018 Traffic Study
3. Context Map

Return to VB Agenda

Created: April 1, 2005
Revised: October 1, 2016

Village of Lincolnwood

Designated Parkway Parking Variation Application

Applicant Information

Name: SACRED LEARNING NFP
Address: 3900 W. DEVON AVE., LINCOLNWOOD, IL 60712
E-Mail Address: SAS@SACREDLEARNING.ORG
Contact Person: SAYEED SHARIFF
Daytime Phone Number: 773-619-3663 FAX
Applicant is (check all that apply) Tenant_____ Property Owner___X_____
Number of Years in Lincolnwood: _4_____
Have you ever applied for a variation through the Village of Lincolnwood? Y
If Yes, when? _FEBRUARY 2015_____ Were you given the variation? Y

Note: if applicant is a tenant, attach a letter from the property owner granting permission for variation

Property Information

Variation Property Location/Address: 3910 W. DEVON AVE., LINCOLNWOOD, IL 60712
This Property is: Retail ___ Office___ Industrial___ Other_X___
If Other, Please Explain: RELIGIOUS CENTER
Number of businesses on-site: __1_____ Number of employees on-site: TBD
Name of All Businesses/Tenants on site: SACRED LEARNING NFP

Size of Property (dimensions or total square feet) _____ Number of Parking Spaces on Property_____
Size of Parkway (dimensions) _____ Is Property Located On a Corner? Y
Last Year Property was Sold: __2017_____

The following must be included with your application in order to be considered for a Variation

[ ] Description of the proposed number of parking spaces and the layout of the requested parking

[ ] The intended user(s) of the parking spaces

[ ] A statement indicating that the parking would meet the design standards contained in section 6-5-18 of the Village Code, or absent full compliance, a statement as to what design standards would and would not be met

[ ] The requested term or arrangement with the Village for utilizing the designated parking area

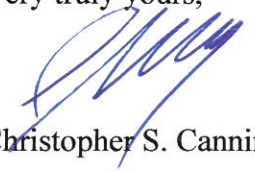
Return to VB Agenda

By the enclosed Application, Sacred Learning seeks a Designated Parkway Parking Variation. This letter provides information responsive to the four requests for information contained in the Application.

1. *Description of the proposed number of parking spaces and the layout of the requested parking.* **Response:** The parking lot expansion at 3910 W. Devon will consist of 101 parking stalls, including three (3) handicap parking stalls. The parking lot will consist of a one-directional drive aisle with 45 degree angular parking stalls. Access to the parking lot expansion will be provided by a full entrance on Proesel Avenue and an interior full access point from the parking lot to be constructed on the 3900 W. Devon lot.
2. *The intended user(s) of the parking spaces.* **Response:** The intended users of the parking spaces will be the members and guests of Sacred Learning who will be attending religious services.
3. *A statement indicating that the parking would meet the design standards contained in Section 6-5-18 of the Village Code, or absent full compliance, state as to what design standards would and would not be met.* **Response:** Sacred Learning's intent is to substantially comply with the design standards contained in Section 6-5-18. Along with its application for Plat of Consolidation, Special Use Permit and Variations to be filed on February, 5, 2018, Sacred Learning will provide to the Community Development Department of the proposed parking. Once Community Development has reviewed the proposed site plan, it is Sacred Learning's intent to work with the Community Development Department, the Police Department and the Traffic Commission to address any areas where Sacred Learning is unable to fully comply with the standards.
4. *The requested term or arrangement with the Village for utilizing the designated parking area.* **Response:** As mentioned above, Sacred Learning intends to file an application for a Plat of Consolidation, Special Use permit and Variations to build the proposed on-site parking. To the extent that a portion of the proposed parking encroaches on the public right of way, it is Sacred Learning's intent to continue a dialogue with the Village of Lincolnwood to achieve a mutually beneficial result for these spaces.

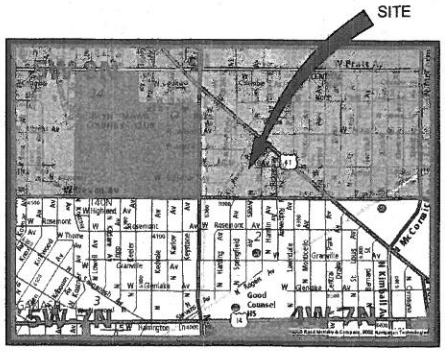
Once you have reviewed the Application, please let us know if you need any additional information. We look forward to the opportunity to appear at the Public Hearing on the application and answer any questions the Traffic Commission may have. Thank you for your consideration of this request.

Very truly yours,



Christopher S. Canning

Return to VB Agenda



LOCATION MAP
NOT TO SCALE

LEGEND

EXISTING	PROPOSED	
		FENCE
		LIGHT POLE
		POWER POLE
		SIGN
		CURB & GUTTER

SCALE: 1" = 20'

PROESEL AVENUE

W. DEVON AVENUE

LANDSCAPE ISLAND (TYP)

PROPOSED PAVEMENT LIMITS

6" BARRIER CURB (TYP)

RELOCATED DUMPSTER

REMOVE/RELOCATE DUMPSTER

EXISTING HANDICAP STALLS TO BE RELOCATED

PROPOSED MONUMENT SIGN

EXIST. MONUMENT SIGN

25'x25' SITE TRIANGLE

3' SIDEWALK

2 STORY W/BASEMENT

BUILDING

ASPHALT

CONCRETE

GRAVEL

WOOD FENCE

UTILITY EQUIPMENT AREA

ELEC METER

COMMONWEALTH EDISON CO. & ILLINOIS BELL TELEPHONE CO. EASEMENT

CHICAGO & NORTHWESTERN RAILROAD PROPERTY

N89°15'30"E 57.60' M

S89°15'30"W 115.20' R+M

S89°15'30"W 75.62' M

S20°01'52"W 331.66' M

N20°01'52"E 322.44' M

SITE DATA

LOT ZONING =	B2 W/ SPECIAL USE
EXISTING LOT AREA =	23,356 S.F.
PROPOSED LOT AREA =	32,242 S.F.
TOTAL LOT AREA =	55,598 S.F.
PROPOSED PARKING =	101 (INCL. 3 HANDICAP STALLS)
EXISTING PARKING =	27 (INCL. 2 HANDICAP STALLS)
TOTAL PARKING =	128 (INCL. 5 HANDICAP STALLS)

NOTE:

1. ALL SETBACKS TO BE VERIFIED WITH THE VILLAGE OF LINCOLNWOOD.
2. ALL DIMENSIONS ARE TO THE BACK OF CURB OR EDGE OF STRIPING FOR CENTER PARKING STALLS.

INTECH CONSULTANTS, INC.
ENGINEERS - SURVEYORS
1989 UNIVERSITY LANE, SUITE D
LISLE, ILLINOIS 60532
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ILLINOIS REGISTRATION No. 184.001596

SACRED LEARNING NFP
5900 N. KILPATRICK AVE.
CHICAGO, IL 60646

SACRED LEARNING CENTER
3900 W. DEVON AVE.
LINCOLNWOOD, IL 60712

SITE PLAN

SCALE	1"=20'
DATE	2-5-18
DRAWN	SJP
DESIGNED	LGG
PROJECT NO.	2015-004P
SHEET	1 OF 1

Return to VB Agenda

GHA GEWALT HAMILTON ASSOCIATES, INC.
CONSULTING ENGINEERS
625 Forest Edge Drive, Vernon Hills, IL 60061
TEL 847.478.9700 ■ FAX 847.478.9701
www.gha-engineers.com

Traffic Planning Study

To: **Sayeed Shariff**
Sacred Learning Center

From: Bill Grieve, P.E., PTOE
Senior Transportation Engineer

Date: February 1, 2018

Subject: ***Sacred Learning Center***
3900 W. Devon Avenue
Lincolnwood, Illinois

Part I. Project Context and Summary Statement

Gewalt Hamilton Associates, Inc. (GHA) has conducted a traffic planning study (TPS) for the above captioned project. The Sacred Learning Center is currently being constructed on the former Myron and Phil's restaurant located at 3900 W. Devon Avenue in Lincolnwood, Illinois. When completed later this year, the Sacred Learning Center will have 16,750 square feet in a two-story building as a place of prayer and classes.

Project Update. The Sacred Learning Center has recently acquired the former catering business located immediately to the west to provide additional on-site parking. The updated site plan prepared by Intech Consultants, Inc., indicates that 128 total parking spaces will now be provided, including the 26 pull-in spaces on the east side of Proesel Avenue.

The following summarizes our findings and provides various recommendations for your consideration. *Exhibits* and *Appendices* referenced are located at the end of this document. Briefly summarizing, we believe that the adjacent streets and the site access drives can accommodate the Sacred Learning Center's traffic activity. Reasons include:

- The area's regional routes, Devon Avenue, Lincoln Avenue, and Crawford Avenue provide excellent site accessibility.
- The busiest times of prayer would not coincide with the peak weekday morning and evening traffic hours on Devon Avenue.
- Combining the two existing drives into one access on Devon Avenue is a good example of access management policy.
- The parking provided exceeds Village code requirements.

Part II. Background Information

Site Location Map, Land Uses, Street System Inventory, and Pedestrian Mobility

Exhibit 1 provides an aerial photo of the site location. Pertinent comments regarding land-uses, the street system, and pedestrian mobility include:

Land Uses

- The Sacred Learning Center will redevelop the former restaurant and catering business properties, located in the northeast quadrant of the Devon Avenue / Proesel Avenue intersection.
- The Frame Factory is on the west side of Proesel Avenue across from the site. A CVS pharmacy is the next business to the west in the northeast corner of the Devon Avenue / Crawford Avenue intersection. Many other service related businesses are in the site area. The former Monastero's restaurant on the south side Devon Avenue is now closed.
- Springfield Park is in the northwest corner of the Proesel Avenue / Schreiber Avenue intersection.

Street System Inventory

- Devon Avenue is an east-west route that is under the jurisdiction of the Illinois Department of Transportation (IDOT). It is classified as "Minor Arterial" on the IDOT Functional Classification map. Devon Avenue has two through travel lanes in each direction adjacent to the site. The posted speed limit on Devon Avenue is 35-mph. On-street parking is prohibited.
- Crawford Avenue and Lincoln Avenue are nearby "Minor Arterial" routes that will provide excellent accessibility for all worshipers.
- Proesel Avenue is a local north-south local street that serves the adjacent businesses and homes. Proesel Avenue extends from Devon Avenue on the south, where access is restricted to right turns only by a barrier median, to Lincoln Avenue on the north. Proesel Avenue has one travel lane in each direction. Pull-in parking is currently allowed on both sides of Proesel Avenue from Devon Avenue to Schreiber Avenue and further on the east side to Lincoln Avenue. The posted speed limit on Proesel Avenue is 20-mph.
- Schreiber Avenue is a local east-west street that extends only for block, between Crawford Avenue on the west and Proesel Avenue on the east. It will provide an alternate route for worshippers from the west. There is no traffic control at the Schreiber Avenue / Proesel Avenue intersection.

Pedestrian Mobility

- There aren't any Pace bus routes on Devon Avenue. The closest Pace bus route is #210 which runs along Lincoln Avenue, a few blocks to the north.
- There are sidewalks on both sides of Devon Avenue, but there isn't sidewalk on either side of Proesel Avenue.
- The southern terminus of the Union Pacific Recreation Path is immediately to the east.

Existing Traffic

GHA conducted a midday peak period traffic count on Friday, January 19, 2018 from 11:30 AM to 2:30 PM. This period was chosen, because it will represent the peak time for worship at the Sacred Learning Center. The peak hour occurred from 12:00-1:00 PM. Previous traffic counts conducted by GHA was used to augment the current data. No unusual activity occurred that would have influenced the traffic counts, such as road construction, inclement weather, or extended emergency vehicle activity.

Exhibit 2 illustrates the existing Friday midday peak hour traffic volumes. Also shown are the 24-hour or Average Daily Traffic (ADT) volumes on Devon Avenue, as obtained from the IDOT website.

Part III. Traffic Evaluation

Site Plan and Property Access

Exhibit 3 is the Sacred Learning Center site plan prepared by Intech Consultants, Inc. The two previous site access drives on Devon Avenue have been combined into one. A second full access drive is to be located opposite Schreiber Avenue at Proesel Avenue. The two parking lots are to be interconnected to provide access flexibility for worshippers.

Sacred Learning Center Traffic Characteristics

Information on prayer services and classes was provided by the Sacred Learning Center:

- There are prayer stations for 113 persons.
- Prayers take place 5 times a day.
  - ✓ The busiest prayer times will be on Friday midday, from 12:00-2:00 PM. There will be two sessions from 12:00-1:00 PM and 1:00-2:00 PM. The first session is expected to host 80-100 congregants and the second is expected to host 40-50 congregants.
  - ✓ Attendance of 70-80 is anticipated in the late evening prayers, which occur sometime from 8-10:30 PM.
  - ✓ Other prayers will occur during the early morning (4:30-6:30 AM) and early evening (6:00-8:00 PM) with much lower attendance of about 20 persons.
- During the peak Friday prayer, many worshippers will be arriving from work. So, vehicle occupancy will tend to be lower, perhaps 1-2 on average. Other sessions will have more people per car, perhaps 3-4 on average.
- Between 2 to 2.5 people per vehicle can be anticipated.
- There may be after school activities for up to 30 children.

Based on the above characteristics, the estimated traffic generations are provided in *Exhibit 4*, as is the anticipated trip distribution. As can be seen, having full access on Proesel Avenue will offer excellent route selection flexibility, which help minimize the traffic impacts on any one street. It is expected that Sacred Learning Center traffic will be oriented rather equal in all directions.

Site and Total Traffic Assignments

The site traffic assignment for the Sacred Learning Center during the Friday midday / afternoon peak hour is illustrated in *Exhibit 5*. Site Traffic was added to the Existing Traffic (see *Exhibit 2*) to produce the Total Traffic assignment, which is illustrated in *Exhibit 6*.

Traffic Impact Discussion

Reviewing the existing traffic volumes (see *Exhibit 2*), the site traffic characteristics and assignment, and the total traffic assignment (see *Exhibits 4, 5, and 6*) indicate that the Sacred Learning Center will have a limited impact on traffic flow. The new parking lot drive will offer excellent access flexibility. Only about 1 vehicle every 2 minutes will be added to any of the adjacent streets in any one direction during the busy Friday midday 12:00-2:00 PM peak hours for prayers.

Key Finding. Sacred Learning Center traffic will have almost a negligible impact on operations along Devon Avenue, during the typical weekday morning and evening street peak periods (e.g. 7:00-9:00 AM and 4:00-6:00 PM). Based on the above, the Sacred Learning Center impacts on traffic flow are very small. Thus, our recommendations focus on the access operations and other site plan elements.

Recommendations

Site Access

- For the drive on Devon Avenue, one inbound lane and one outbound lane will adequately accommodate site traffic. Exiting site traffic should have Stop control.
- For the drive on Proesel Avenue opposite Schreiber Avenue, one inbound lane and one outbound lane will adequately accommodate site traffic. Exiting site traffic should have Stop control, as should the Schreiber Avenue approach.

On-Site Planning Elements

- 128 parking spaces, including 5 ADA, will be provided, which exceeds Village code requirements.
- The two parking lots will be interconnected to maximize access flexibility for worshipers.
- 26 pull-in parking spaces on the east side of Proesel Avenue will remain to help accommodate the overlapping demand during the prayer sessions on Friday midday.

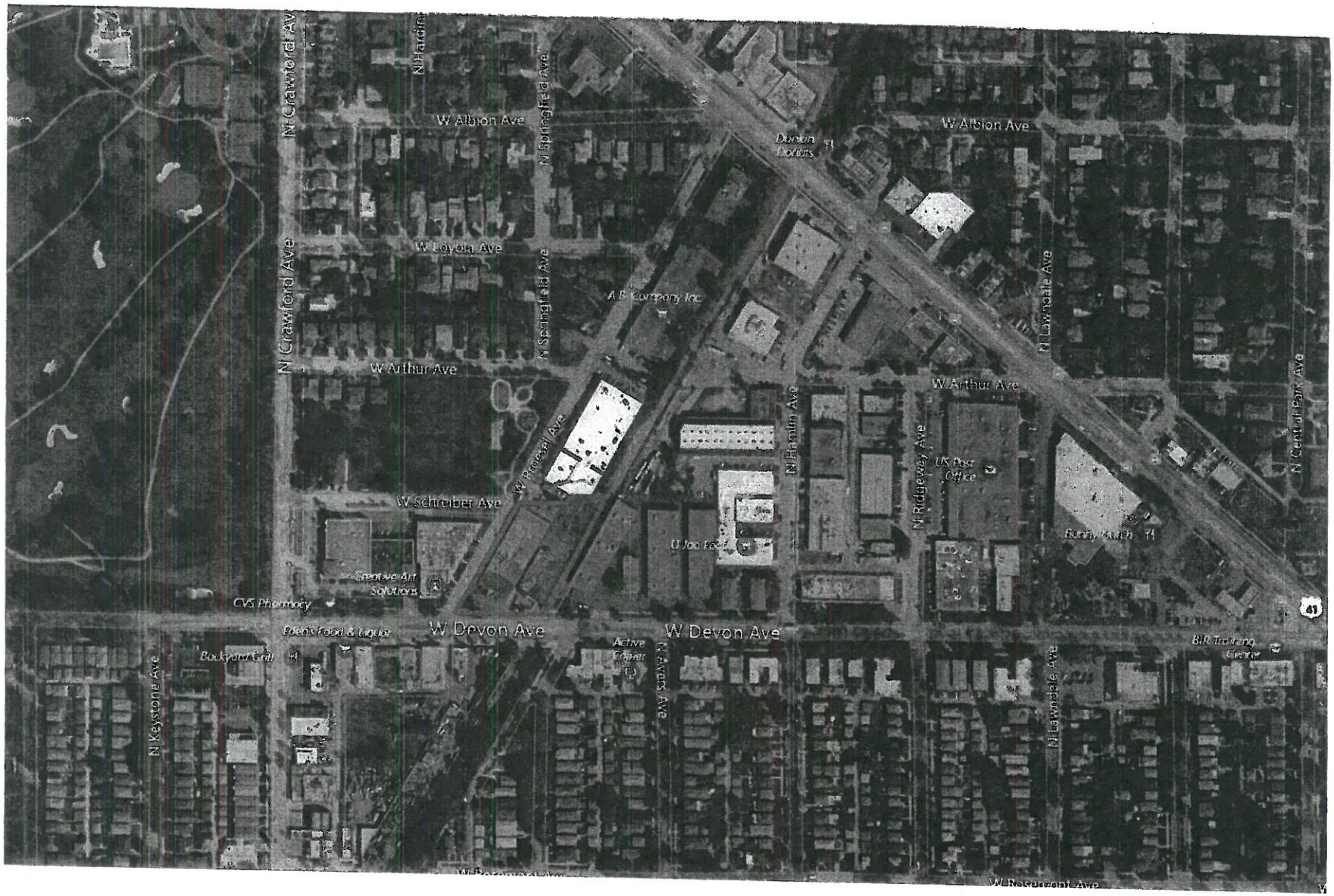
Part IV. Technical Addendum

The following *Exhibits* were previously referenced. They provide technical support for our observations, findings, and recommendations discussed in the text.

Exhibits

1. Site Location Map
2. Existing Traffic
3. Site Plan
4. Traffic Characteristics
5. Site Traffic
6. Total Traffic

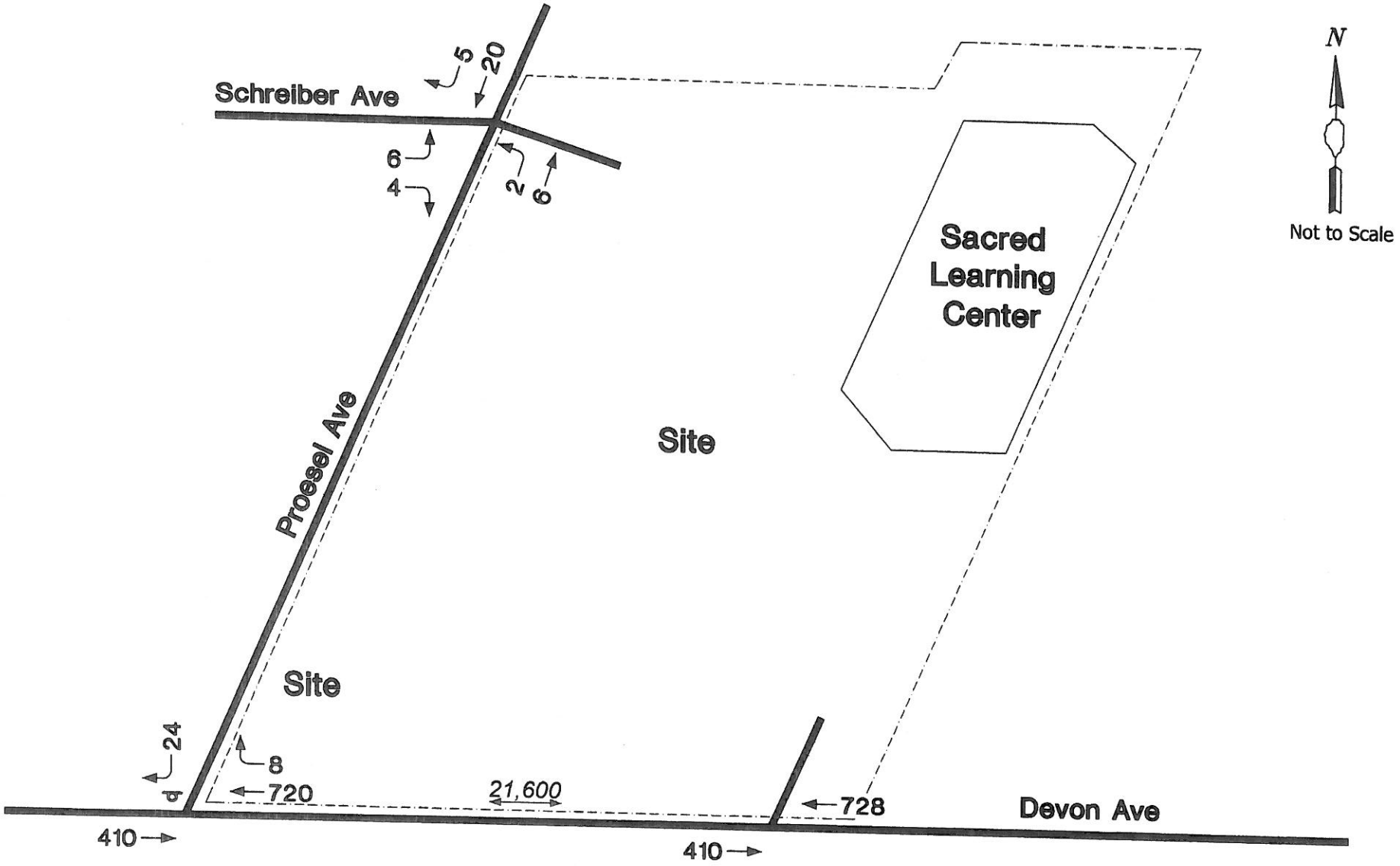
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Sacred Learning Center – 3900 W. Devon Avenue, Lincolnwood, Illinois

GHA GEWALT HAMILTON ASSOCIATES, INC.

Exhibit 1
Location Map



Legend:

XX – Friday Peak Hour (12:30–1:30 PM)

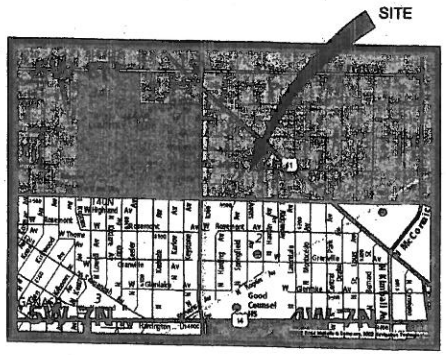
XX – Average Daily Traffic (ADT)

– Existing Stop Sign

GHA GEWALT HAMILTON ASSOCIATES, INC.

Exhibit 2
Existing Traffic
Sources: 1) GHA 1/19/18
2) IDOT ADT 2014

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LOCATION MAP
NOT TO SCALE

LEGEND

EXISTING	PROPOSED	
		FENCE
		LIGHT POLE
		POWER POLE
		SIGN
		CURB & GUTTER

SCALE: 1" = 20'

SITE DATA

LOT ZONING =	B2 W/ SPECIAL USE
EXISTING LOT AREA =	23,356 S.F.
PROPOSED LOT AREA =	32,242 S.F.
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NOTE:
1. ALL SETBACKS TO BE VERIFIED WITH THE VILLAGE OF LINCOLNWOOD.
2. ALL DIMENSIONS ARE TO THE BACK OF CURB OR EDGE OF STRIPING FOR CENTER PARKING STALLS.

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ILLINOIS REGISTRATION No. 184-001599

SACRED LEARNING NFP
5900 N. KILPATRICK AVE.
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SACRED LEARNING CENTER
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LINCOLNWOOD, IL 60712

SITE PLAN

SCALE: 1"=20'
DATE: 2-5-18
DRAWN: SJP
DESIGNED: LOG
PROJECT NO.: 2015-004P
SHEET 1 OF 1

Return to VB Agenda

Exhibit 4
Project Traffic Characteristics
Sacred Learning Center - Lincolnwood, IL.

Part A. Traffic Generation Calculations

	Size	ITE Code	Peak Hours: Weekday Evening 6:00-8:00 PM In	Out	Sum	Friday Midday 12:30-1:30 PM In	Out	Sum
Sacred Learning Center	113 prayer stations	n/a	49	4	53	98	98	196

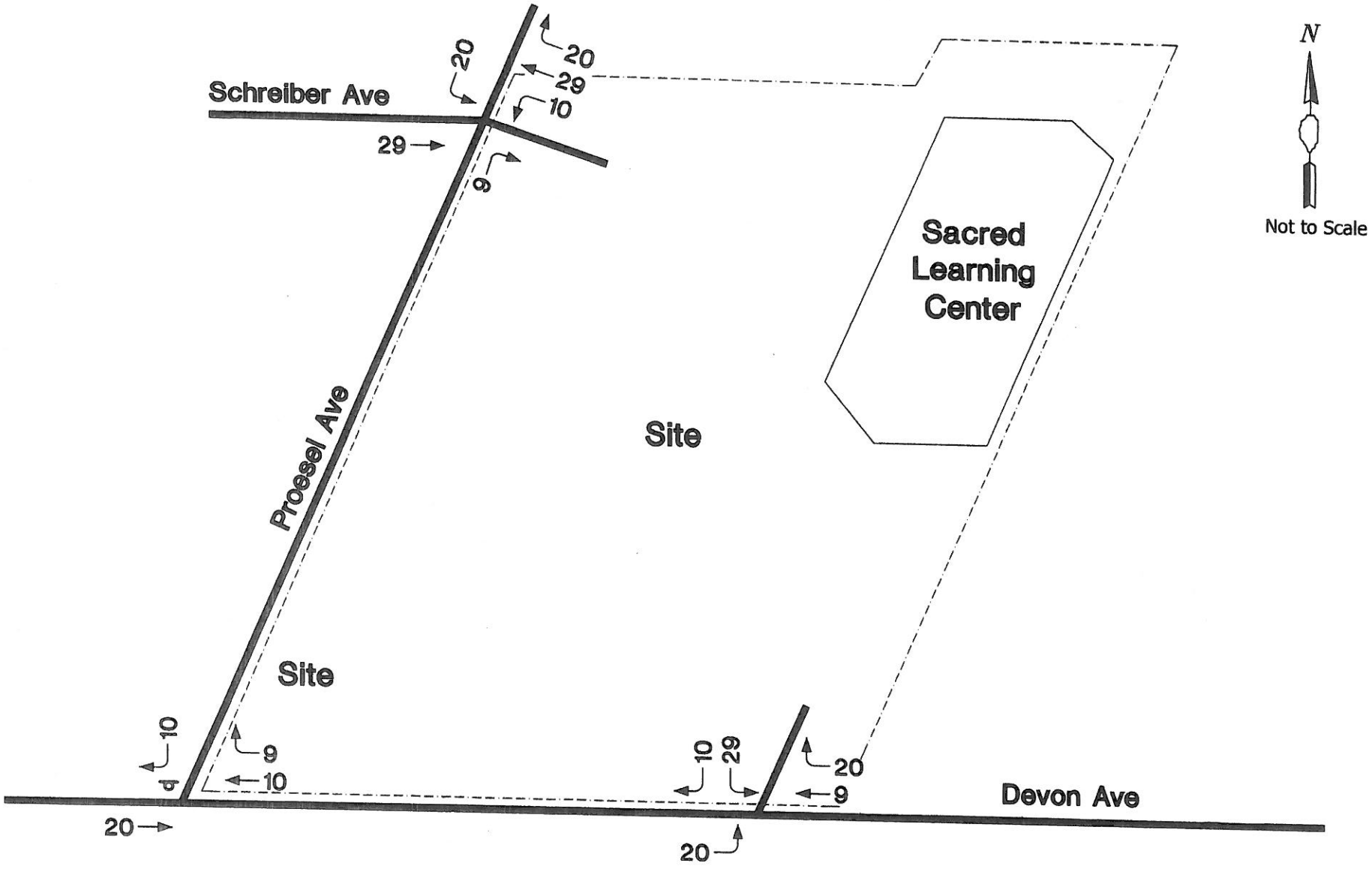
Note:

1) Prayer session information provided by the Sacred Learning Center.
2) Two prayer sessions will be scheduled on Friday midday between 12:00-2:00 PM.

Part B. Trip Distribution

Route & Direction	Percent Use To/From Site
Devon Avenue	
- West of Proessel Avenue	20%
- East of Site	30%
Proessel Avenue	
- North of Schreiber Avenue / Site	20%
Schreiber Avenue	
- West of Proessel Avenue	30%
Totals =	100%

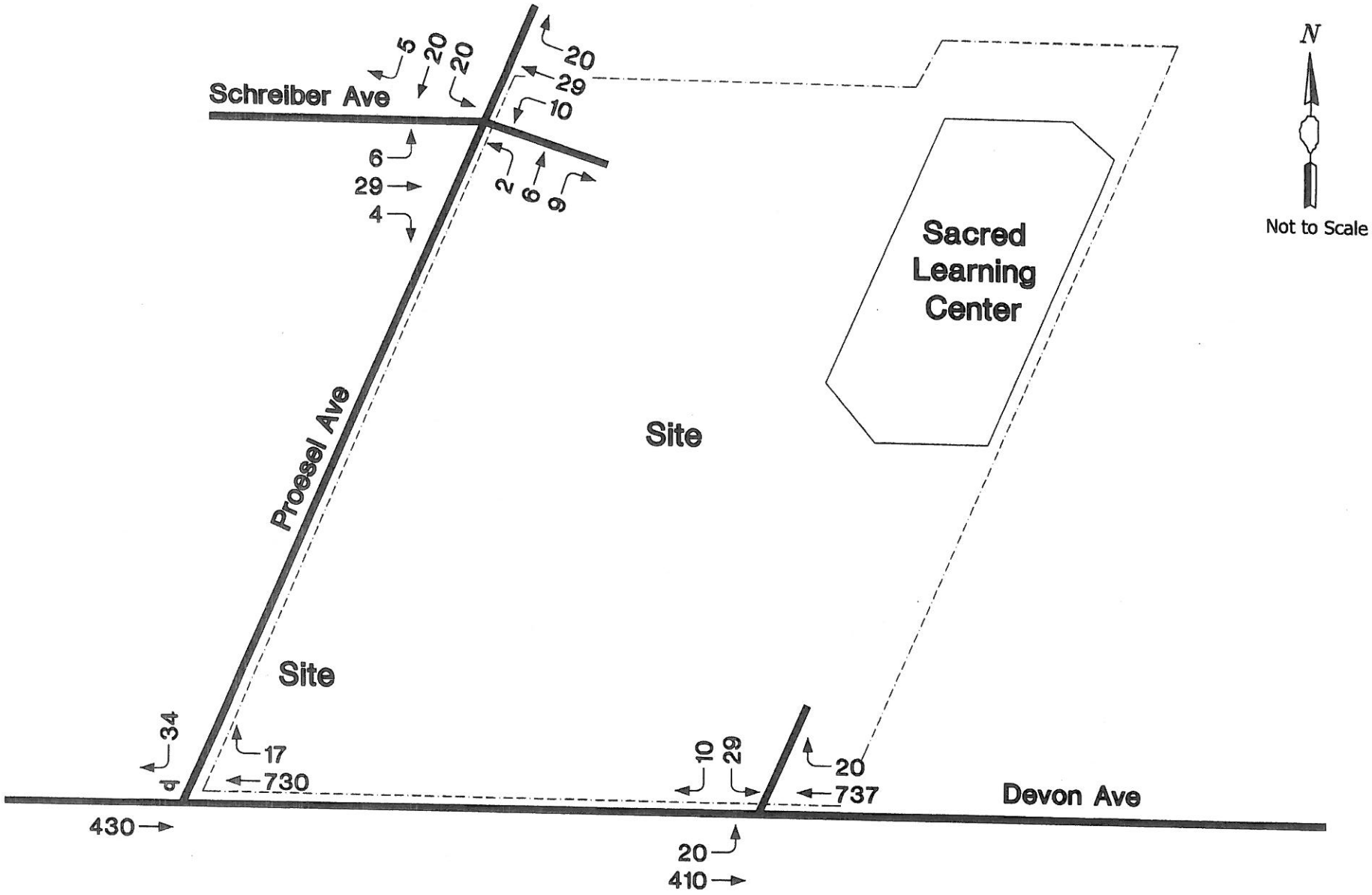
GHA GEWALT HAMILTON ASSOCIATES, INC.



Legend:
XX – Friday Peak Hour (12:30–1:30 PM)
– Existing Stop Sign

GHA GEWALT HAMILTON ASSOCIATES, INC.

Exhibit 5
Site Traffic



GHA GEWALT HAMILTON ASSOCIATES, INC.

Exhibit 6
Total Traffic

Return to VB Agenda

3900-3910 West Devon Context Map



TRAFFIC COMMISSION, VILLAGE OF LINCOLNWOOD

6900 N. Lincoln Avenue, Lincolnwood, IL 60712

Draft - Regular Meeting Minutes
February 22, 2018
Village Hall Council Chambers
6900 North Lincoln Avenue
Lincolnwood, IL 60712

DRAFT

1. Call to Order

   Chairman Troiani called the meeting to order at 6:59 p.m.

2. Pledge to the Flag

   Chairman Troiani led the Pledge to the Flag.

3. Roll-call

   Present
   Commissioner Antonio Costantino
   Commissioner John Ernst
   Commissioner Victor Stojanoff
   Commissioner Scott Troiani
   Commissioner Stanley Wilk
   Commissioner Mark Bonner
   James Amelio, Village Engineer
   Daniel Dem, Christopher B. Burke Engineering, Limited (CBBEL)
   Nadim Badran, Assistant to the Public Works Director
   Andrew Letson, Public Works Director
   Doug Hammel, Development Manager

   Absent
   Commissioner, James Lee
   Bruce Rottner, Chief of Police (Interim)

4. Report by Chair

   None

5. Approval of Minutes

   Commissioner Bonner moved to approve the minutes of the January 25, 2018 Traffic Commission meeting as presented. Commissioner Stojanoff seconded. The motion was

unanimously approved.

6. Unfinished Business

   None

7. New Business

   a. Request for Designated Parkway Parking – 3900-3910 W. Devon Avenue

      Chairman Troiani requested Development Manager, Doug Hammel present the item. Mr. Hammel stated the petitioner for the item brought forward a number of approvals being sought for a development at 3900 and 3910 Devon Avenue. Mr. Hammel stated the applicant is proposing the construction of a parking lot and is requesting to maintain the existing 26 parkway parking stalls located on Proesel Avenue, adjacent to the proposed lot. Mr. Hammel stated the proposed lot includes 101 on-site parking spaces. Mr. Hammel stated the existing parkway parking was provided to support the industrial property previously located at the site. Mr. Hammel stated the proposed on-site parking meets the demand of the site and the parkway parking is not needed. Mr. Hammel stated removal of the parkway parking would also allow for increased safety in the area by removing the conflict of traffic passing by vehicles backing out of the parkway spaces. Mr. Hammel stated it is the recommendation of staff that the parkway parking along Proesel Avenue be removed along the petitioner's property, and that the Commission consider traffic controls around the site.

      Chairman Troiani asked if the petitioner would like to speak to the item. Mr. Sayeed Shariff, Executive Director of the Sacred Learning Center spoke to the history of the organization and the benefits they will be bringing for residents of the community. Mr. Shariff stated that the Mosque development will be the only Mosque in the Village and needs adequate parking so as not to impact the neighbors along the surrounding properties. Mr. Shariff stated he is concerned that without maintaining the existing parkway parking spaces, parking will spill over to the neighboring streets, which the petitioner is looking to avoid. Mr. Shariff requested Ms. Lauren Kucinski, the site designer with Intech Consultants describe the site. Ms. Kucinski stated that the petitioner requested she design the site with the maximization of parking in mind. Ms. Kucinski also stated that the plan called for the removal of the western driveway on Devon Avenue, and installation of a driveway on Proesel on the northwestern side of the property. Ms. Kucinski stated that to increase parking, the parkway parking was left in the plans and would be resurfaced and landscaping would be installed.

      Mr. Sayeed stated that there are two main prayer services that will require additional spaces beyond the 101 on-site spots. Mr. Sayeed stated the Friday services between 12:00 p.m. and 2:00 p.m. will have the highest volume and will include overlap between vehicles arriving and leaving. Mr. Sayeed stated that the additional spaces will also be needed during Ramadan.

Commissioner Stojanoff asked how many spaces are currently included on the site. Mr. Sayeed stated there are currently 31 spaces, and the proposal calls for 101 total spaces. Mr. Sayeed stated he is not sure how many they will need for certain but are estimating 15-20 more in addition to the 101 spaces during Friday services.

Mr. Husain Sattar, president of the Sacred Learning Center, stated that the main lot would be primarily used for parking, with the parkway parking being used if the lot is full. Commissioner Bonner asked about the traffic impact to the area. Mr. Bill Grieve, with Gewalt Hamilton Associates stated that the highest traffic volume on Devon Avenue takes place between 7:00 a.m. and 9:00 a.m. and 4:00 p.m. to 6:00 p.m.; therefore, making a left turn out of the lot onto Devon should be possible. Based on the highest demand being from 12:00 a.m. to 2:00 p.m., Mr. Grieve stated he does not believe there will be adverse traffic impacts. Commissioner Wilk reminded the petitioner that the parking would be public along the parkway.

Chairman Troiani asked Officer Michael Knapp if he had any concerns. Officer Knapp stated he would be concerned with the traffic turning left onto Devon from the lot, and is not concerned with maintain the parkway parking. Commissioner Stojanoff asked about the impact to the neighborhood going north on Proesel Avenue. Public Works Director Andrew Letson stated that the area is already a commercial corridor.

Commissioner Costantino asked why there was no requirement to construct a sidewalk. Mr. Hammel stated that during the time, the need for parking was necessary. Mr. Letson stated that there are other pedestrian facilities in the area. Commissioner Costantino stated the petitioner should consider parallel parkway parking in place of the head-in parking spaces to allow room for a sidewalk to be installed.

Chairman Troiani asked Mr. Hammel what type of motion the Village was looking for. Mr. Hammel stated that the motion would be based on supporting or not supporting parkway parking. Commissioner Wilk made a motion to maintain the parkway parking in the area. Commissioner Stojanoff seconded the motion. The motion was unanimously improved.

8. Public Forum

   None

9. Report by Staff

   Mr. Letson stated that staff has continued to reach out to Psistaria regarding the issue with vehicles turning left out of the parking lot. Mr. Letson stated the Village has installed new signage and relocated it to make it more visible to vehicles exiting the lot.

10. Good of the Order

    Commissioner Costantino asked why some areas are painted with yellow paint and other areas are not. Mr. Letson stated that Public Works will repaint all existing painted areas each year. Mr. Letson stated that Public Works will look into painting other areas if needed.

11. Adjournment

    Commissioner Costantino moved to adjourn the meeting at 8:33 p.m. Commissioner Bonner seconded. The motion was unanimously approved.

Respectfully submitted,

Nadim Badran
Assistant to the Public Works Director

Return to VB Agenda

Plan Commission Staff Report
Case # PC-03-18
March 7, 2018

Subject Property:
3900-3910 West Devon Avenue

Zoning District:
B-2 General Business

Petitioner:
Sacred Learning NFP, Property Owner

Nature of Request:
Review of Preliminary Plat of Consolidation, and consideration of Special Use approval for parking in the front and corner side yards, and Variations related to an additional monument sign and parking lot landscape screening.

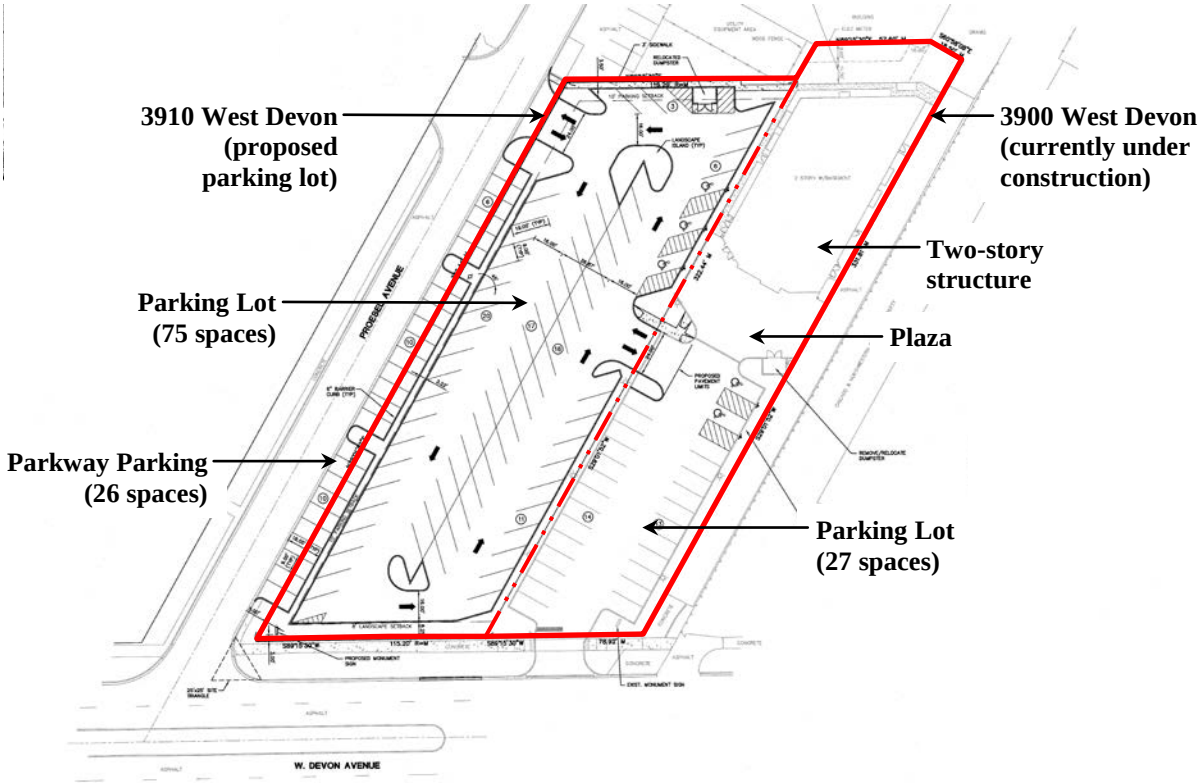


Notification: Notice was published in the Lincolnwood Review on February 15, 2018, Public Hearing Signs were installed at 3900-3910 West Devon Avenue, and mailed legal notices dated February 15, 2018 were provided to properties within 250 Feet.

Background
3900 West Devon Avenue is the site of the on-going development of the Sacred Learning Center, a religious institution that was originally approved by the Village in 2015. In June of that year, the Village Board approved Variations related to building setback, parking lot location, perimeter landscaping, interior landscaping, and a monument sign. Construction of the development has proceeded in accordance with those Variations and plans that were approved by the Community Development Department.

Recently, the Petitioner purchased the adjacent property at 3910 West Devon Avenue with the intent of redeveloping it as a parking lot that would better accommodate parking for visitors to the religious institution. The property currently has a vacant industrial building that had most recently been used as a food production facility for a catering business. The

proposed redevelopment would include removal of the existing structure and the installation of a parking lot, increasing the total on-site parking from 29 spaces on the property currently under development, to 102 spaces on both properties combined.



Required Actions and Approvals

The proposed parking lot development would require the following actions:

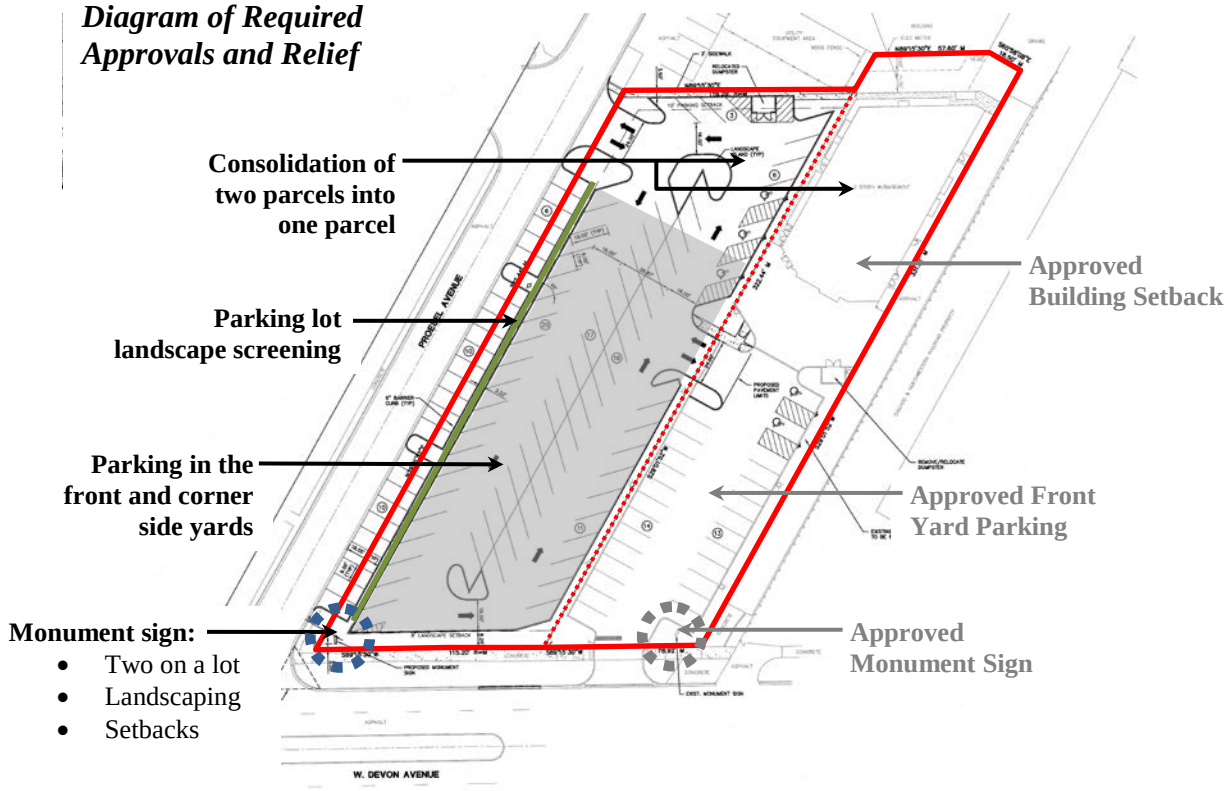
- Review of the preliminary Plat of Consolidation. The proposed development would occupy two existing parcels. This requires consolidation of the two parcels so that the zoning code can be properly applied to the development as a whole. *Section 6-4-4 Preliminary Plat Review* of the Village Subdivision Ordinance requires Plan Commission review and approval of the Preliminary Plat of Consolidation, prior to it being considered for approval by the Village Board.
- Special Use for Parking on the Front and Corner Side Yards. The proposed development includes parking in the front yard (along Devon Avenue) and corner side yard (along Proesel Avenue) on 3910 West Devon Avenue. According to *Section 7.06(5)* of the Zoning Ordinance, parking in these locations on a lot in the B-2 District requires approval of a Special Use. (It should be noted that the Variation granted in 2015 for parking in the front yard of 3900 West Devon Avenue remains applicable.)
- Parking Lot Screening. The proposed development includes a landscaped strip along the west edge of the parking lot. This strip is shown as being 3.22' in width. *Section 6.14(1)* of the Zoning Ordinance states that *"every off-street parking lot or parking area containing, five or more parking spaces shall be set back, buffered*

and screened from public view and adjacent property by a perimeter landscaped area having a minimum width of eight feet, or, where screening shall consist of a masonry wall, a minimum width of five feet." The proposed design meets neither of these required conditions.

- The proposed plan includes a monument sign on 3910 West Devon Avenue that requires the following Variations:
  - More than One Monument Sign on a Lot. The approved plan for 3900 West Devon includes one monument sign. The proposed development plan includes an additional monument sign near the corner of Devon Avenue and Proesel Avenue. However, *Section 11.04(1)i.1* of the Zoning ordinance states that *"no more than one monument sign per lot…shall be permitted."*
  - Setback from Front and Corner Side Lot Lines. The proposed monument sign on 3910 West Devon Avenue is indicated on the petitioner's site plan as being set back three feet from the Devon Avenue lot line and five feet from the Proesel Avenue lot line. However, *Section 11.04(1)v* of the Zoning ordinance states that *"no monument sign shall be located closer than 10 feet to an exterior property line…."*
  - Minimum Monument Sign Landscaping. The proposed site plan does not indicate that decorative landscaping would be installed around the base of the monument sign. However, *Section 11.04(1)x* of the Zoning ordinance states that, for a monument sign, *"a minimum of two square feet of landscaping shall be required for every one square foot of sign face."*

It should be noted that the zoning relief approved by the Village Board in 2015 to 3900 West Devon would remain in effect. The zoning relief currently requested by the petitioner does not entail amendments to those approvals.

Diagram of Required Approvals and Relief



Other Planning Considerations

In addition to the specific subdivision and zoning requests made by the Petitioner, the proposed development includes the following characteristics that the Plan Commission is invited to offer an opinion on for the Village Board to consider:

Parkway Parking on Proesel Avenue

Parkway parking was originally approved in 1964 in order to support the industrial building that now sits vacant at 3910 West Devon Avenue. The Petitioner expressed the desire to have that parking remain. Give the proposed redevelopment of that lot into a parking lot, Village staff requires that the Petitioner seek approval to allow the parkway parking to remain.

The petitioner initiated that approval process, and on February 22, 2018, the matter was heard by the Traffic Commission, which has purview over advisory recommendations related to parkway parking. During that hearing, the Petitioner presented a rationale for allowing the spaces to remain, arguing that they would support peak time traffic during weekly gatherings and during major holidays for the congregation. The Traffic Commission passed a motion recommending approval of the petitioner's request to allow the parkway parking to remain.

Relevant facts and findings of the Traffic Commission hearing include the following:

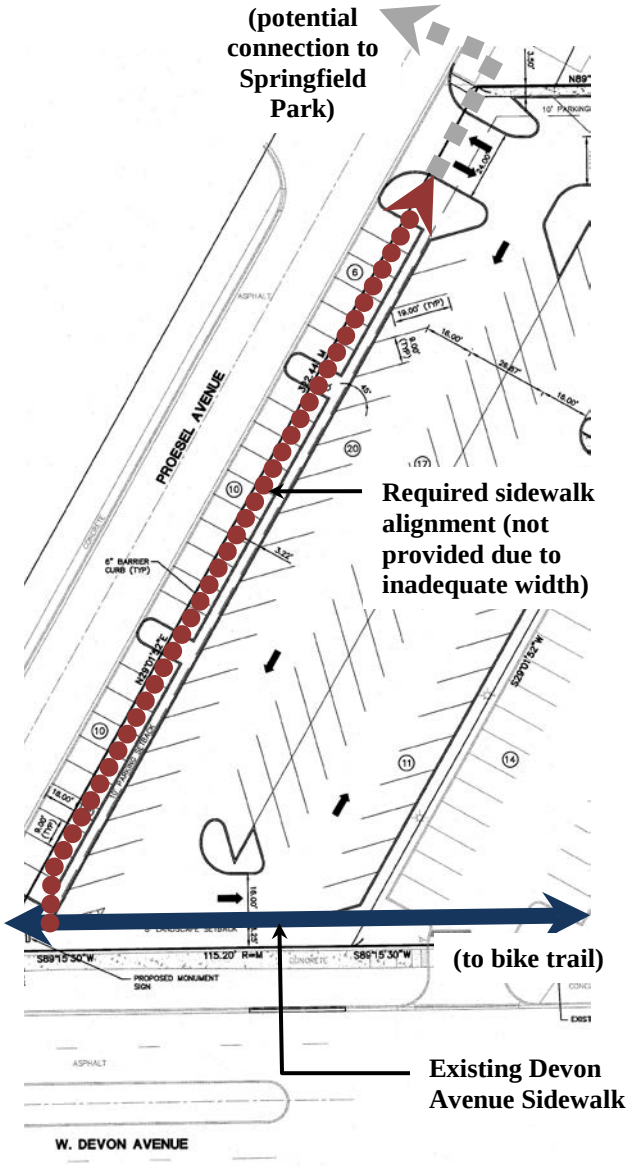
- The parkway parking spaces would supplement the on-site parking spaces, resulting in a total of 128 parking spaces.
- A February 1, 2018 Traffic Study submitted by the Petitioner stated that the combined parking capacity of 3900 and 3910 West Devon would serve the congregation at peak times. However, they stated to the Traffic Commission that stated that those estimates could increase once the facility is actively used and do not include employees that would also be on-site during times of peak activity.
- The Petitioner has requested that use of the parkway parking spaces be restricted to visitors of the religious institution during service times. During other times, the parkway parking may be available for people using other amenities in the area.
- The proposed site plan indicates that two existing spaces would be converted into landscaped islands. There are currently no landscaped islands in this area.
- A portion of the parkway parking stalls is located on public right-of-way, and the other portion is located on the petitioner's property. It is the Village's typical practice to require the petitioner to maintain parkway spaces. Staff is working with the Village Attorney to consider any other legal agreements that are warranted based on the spaces straddling public and private properties.

On-site Pedestrian Connections

One Traffic Commissioner specifically mentioned the fact that permitting the parkway parking eliminates the opportunity for a sidewalk along the west edge of the proposed parking lot on 3910 West Devon Avenue. *Section 6-5-24* of the Village Code states that *"unless otherwise determined by the Village Engineer, a five-foot public sidewalk adjacent to the property line or adjacent to the street curb shall be installed and maintained in all Village parkways located in the B1, B2 and MB Zoning Districts. Where an adjoining*

parkway is landscaped in compliance with this Article 5 but lacks a public sidewalk as specified herein, the adjoining property owner is not required to install a public sidewalk unless the adjoining property owner or applicant damages the existing sidewalk during the installation of the landscaping, or the adjoining property becomes the subject of redevelopment."

Based on this section of the code and the nature of the proposed redevelopment, the Petitioner is required to provide such a sidewalk that would comply with Village standards. However, the dimension shown between the edge of the proposed parking lot and the parkway parking on Proesel Avenue is 3.22', while the Village would require a sidewalk with a width of at least four feet. (Please note that this is also the area related to the requested Variation from the eight-foot parking lot screening requirement.) While alternative configurations for the parkway parking have not yet been discussed with the Petitioner, there may be a design solution that both meets the parking needs of the Petitioner and provides adequate space for a compliant sidewalk along the western edge of the proposed parking lot.



Public Input

Since the public noticing of this hearing, the Community Development Department has received several correspondences supporting the proposed development. These include emails from residents and members of the congregation, as well as a petition. These correspondences are included as attachments to this report. (Please note that, due to its length, the petition is included in the electronic version of this report being distributed to the Plan Commission and posted on the Village website. Staff will provide two hard copies of the petition at the Plan Commission hearing for review by commissioners or the public.) Any additional input received after the distribution of this staff report will be provided at the March 7, 2018 Plan Commission meeting as part of the public hearing related to this case.

Subdivision and Zoning Standards

The Village's Subdivision Ordinance and Zoning Ordinance include standards that the Plan Commission is to use when assessing the appropriateness of requested lot consolidations, Special Uses, and Variations. The standards are provided in Attachment #10 of this report.

Recommendation

Sacred Learning NFP seeks approval of a Preliminary Plat of Consolidation, Special Use, and Variations to allow the development of a parking lot at 3900-3910 West Devon Avenue. Staff requests that the Plan Commission take the following actions as part of the public hearing related to this issue:

- Provide a formal recommendation related to the requested Preliminary Plat of Consolidation, Special Use related to parking in the front and corner side yards, and Variations related to the proposed monument sign and non-compliant parking lot screening; and
- Provide an opinion to be considered by the Village Board related to the appropriateness of parkway parking along Proesel Avenue and the need for pedestrian connections along the Proesel Avenue frontage within the greater context of the project as a whole.

These actions will be taken to the Village Board upon the passing of a motion by the Plan Commission. If approved, the Final Plat of Consolidation will be brought in front of the Plan Commission at the next possible meeting, which could be as early as April 4, 2018.

Documents Attached

1. Subdivision Application
2. Special Use Application
3. Variations Application
4. February 1, 2018 Traffic Study Update
5. February 22, 2018 Traffic Commission Staff Report
6. February 22, 2018 Traffic Commission Minutes (Draft)
7. Preliminary Plat of Consolidation
8. Proposed Development Plans
9. Correspondences from the Public
10. Relevant Code Sections

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DRAFT **MEETING MINUTES**
OF THE
PLAN COMMISSION
MARCH 7, 2018 – 7:00 P.M.

LINCOLNWOOD VILLAGE HALL
COUNCIL CHAMBERS
6900 NORTH LINCOLN AVENUE
LINCOLNWOOD, ILLINOIS 60712

MEMBERS PRESENT:
Chairman Mark Yohanna
Sue Auerbach
Steven Jakubowski
Adi Kohn
Anthony Pauletto
Don Sampen

MEMBERS ABSENT:
Henry Novoselsky

STAFF PRESENT:
Steve McNellis, Community Development Director
Doug Hammel, Community Development Manager
Kathryn Kasprzyk, Community Development Coordinator

I. Call to Order

Chairman Yohanna noted a quorum of six members and called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

III. Approval of Minutes

IV. Case #PC-04-18: 6755 North Cicero Avenue – Amendment to Ordinance No. 2017-3265 Related to Previously Granted Special Sign Approval and Variations

V. Case #PC-05-18: 6755 North Cicero Avenue – Amendment to Ordinance No. 2017-3265 Related to Previously Granted Variation for Parking Space Quantity

DRAFT

VI. Case #PC-03-18: 3900-3910 West Devon Avenue – Two-Lot Consolidation, Special Use for the Resulting Lot, and Variations for Greater Than One Monument Sign, Monument Sign Landscaping, and Monument Sign Setback

Chairman Yohanna announced Case #PC-03-18 for consideration of a request by property owner Sacred Learning NFP to permit: 1) consolidation of the properties commonly known as 3900

West Devon Avenue and 3910 West Devon Avenue; 2) Special Use approval to permit parking in the Front and Corner Side Yards of the resulting lot; and 3) Variations related to a second monument sign on the consolidated property, required landscaping around the second monument sign; the required setback of the monument sign, and parking lot landscape screening. Chairman Yohanna swore in the witnesses.

Development Manager Hammel provided an overview and background for the subject property which will house the Sacred Learning Center currently under construction. A vacant industrial building at 3910 West Devon Avenue is to be torn down to accommodate a parking lot. It was noted that the previously-approved Special Uses and Variations will stay intact. The consolidation would add 75 parking spaces on the lot, 26 parkway spaces, and a new access point to Proesel Avenue. The Petitioner has asked for approval from the Traffic Commission to maintain parkway parking along Proesel Avenue that is already in place.

Required approvals include a review of the Preliminary Plat of Consolidation to consolidate the two parcels into one. If approved by the Plan Commission, the Preliminary Plat will require Village Board approval. If approved by the Village Board, a Final Plat of Consolidation would require approval from the Plan Commission and Village Board.

Special Use approval is required for parking in the Front and Corner Side Yard at 3910 West Devon Avenue. Front Yard parking at 3900 West Devon Avenue was approved in 2015.

The first Variation is requested for relief from the parking lot screening requirements along the west edge of the parking lot. The proposed plan indicates a landscape area of 3.22 feet. The Code requires perimeter landscaping with lots of more than five spaces to have an eight-foot-wide landscape strip or a five-foot-wide landscape strip that includes a masonry wall. Two of the parkway stalls would be converted to landscaped islands.

The second Variation is requested for a second monument sign on the southwest corner of the property at Proesel and Devon Avenues. Village Code requires monument signs be set back ten feet from exterior lot lines. This monument sign is proposed to be set back three feet from Devon Avenue and five feet from Proesel Avenue.

Lastly, a Variation is requested for relief from the minimum monument sign landscaping. No decorative landscaping has been proposed.

Items discussed at the February 22, 2018 Traffic Commission Hearing included parkway parking on Proesel Avenue, on-site pedestrian connections, and general traffic access/circulation. Staff noted the Petitioner has enough parking per Village Code, but not enough to meet their peak parking demands. The Traffic Commission recommended approval to keep the parkway parking along Proesel Avenue, even though staff recommended restoration of the parkway based on the Petitioner's traffic study.

Also discussed at the Traffic Commission was the requirement for a five-foot-wide public sidewalk along the perimeter, which the proposed plan does not provide. The required five-foot sidewalk would ideally be located between the parking lot and the parkway. Even though this item does not fall under the purview of the Plan Commission, the Plan Commission can offer an opinion whether or not a pedestrian connection should potentially be provided as this would be a planning issue, rather than a zoning and regulatory issue. The Traffic Commission requested the

Plan Commission and Village Board consider the appropriateness of requiring a sidewalk as some Traffic Commission members expressed safety concerns if a sidewalk was not provided. Staff noted that there is only 21 feet of available space to accommodate the required 18-foot parkway parking stall, the 5-foot sidewalk, and the required 8-foot parking lot screening.

Lastly, the Traffic Commission discussed the new access point at Schreiber Avenue and what it meant for traffic circulation. Currently, the only access point in and out of the Sacred Learning Center is on Devon Avenue. A potential concern for the new access point could direct traffic to Lincoln Avenue along residential properties that front on Proesel Avenue. The Traffic Commission had no significant concerns regarding traffic patterns and felt the traffic north to Lincoln Avenue would be minimal.
Development Manager Hammel stated eleven emails and a petition were received in support of the proposed development, with no stated objections. Staff restated the requested actions and opinions to be considered by the Village Board at their March 20, 2018 meeting if action is taken tonight by the Plan Commission.

Development Director McNellis reviewed the previously-approved Variations which included monument sign setback and landscaping requirements, perimeter landscaping and screening requirements, size of planting islands, and to permit a refuse enclosure in one of the planting islands.

Chris Canning, attorney for the Sacred Learning Center, summarized the operational needs for the requested actions.

Sayeed Shariff, Executive Director of the Sacred Learning Center, provided a brief history. The Sacred Learning Center has been on Chicago's north side for the past 18 years and have been operating out of different mosques in the area. The Sacred Learning Center acquired the property at 3900 West Devon Avenue in 2014 after being vacant for many years. Construction started in April 2017 and they hope to be finished by this summer. Mr. Shariff stated that there are over 400 families of Islamic faith living in Lincolnwood. Although the parking lot does meet Zoning Code standards, the configuration was cause for concern. They have invested a lot of money to purchase these two properties so as to not disturb the neighbors and to meet the requirements of the Comprehensive Plan.

There are two sessions of main prayers occurring on Fridays between 12:00 p.m. and 2:00 p.m. Daily, there are five prayer sessions. The parkway parking on Proesel Avenue is needed to ensure overflow parking will not occur on residential streets. Mr. Shariff anticipates the use of all the parking spaces, including the parkway, during peak hours. It is their intent to be a good neighbor. Commissioner Sampen expressed concern regarding the timing between prayer sessions.

Commissioner Jakubowski welcomed and thanked Mr. Shariff for the many contributions he and his organization has made to the Village. Commissioner Jakubowski inquired as to how many times a year will the overflow be so great that street parking will be needed. Mr. Shariff stated that Friday prayers occur from 12:00 p.m. to 1:00 p.m. and 1:00 p.m. to 2:00 p.m. Friday prayers are predicated on sunlight which limits their prayer hours, especially during winter months. Commissioner Jakubowski and Commissioner Auerbach had concerns about traffic congestion,

especially with services back to back. Commissioner Jakubowski mentioned the use of traffic monitors.

Bill Grieves, Senior Transporatation Manager of Gewalt Hamilton Associates, whose company conducted the original traffic study, passed out an updated parking calculations worksheet related to Friday and peak prayer sessions. Mr. Grieves explained their rationale for the updated parking calculations. There was much discussion about traffic patterns and ways to reduce congestion. Commissioner Jakubowski felt that the parkway spaces were too close together and asked if they would be willing to lose a couple spaces so as to make them wider for easier ingress/egress. There would be a loss of six spaces if the perpendicular parking was replaced with angled parking.

Commissioner Auerbach would like to see one or two parkway spaces replaced with landscaping in the southwest corner of the property to create an additional landscape area and eliminate parking conflicts when turning off of Devon Avenue. Stop signs have been recommended to be installed at Schreiber Avenue eastbound and at the parking lot approach.

Lauren Kucinski of Intech Consultants, civil engineers who designed the Sacred Learning Center, explained their rationale for maximizing parking and congestion/traffic movement. Chairman Yohanna asked how many spaces would be lost if there was a bump out and parallel parking. Chairman Yohanna stated that parallel parking, a smaller sidewalk, and landscape screening could eliminate traffic problems. Ms. Kucinski stated parallel parking would only accommodate 11 spaces, which would be a loss of 15 spaces. Mr. Shariff stated 15 parking spots is too much to lose. Many of the Commissioners agreed that the installation of a sidewalk is very important for traffic flow.

Mr. Shariff was receptive to hiring traffic monitors, if warranted, to include off-duty police officers. Development Director McNellis said an agreement would need to be reached with the Police Department.

Mr. Shariff said an alternative is a proposal for a four-foot sidewalk between the perpendicular parking on Proesel Avenue and parking on the west with no landscape screening. Mr. Shariff noted there will be ample landscaping between the mosque and bike trail. Lauren Kucinski said shifting the angled parking to the east would not be doable. The carriage walk along Proesel Avenue would be removed, and a six-inch barrier curb will be installed between the perpendicular and angled parking.

Mr. Shariff stated the reason for the new monument sign is the previously-approved monument sign is not visible driving eastbound on Devon Avenue. Commissioner Auerbach thought with the narrow width of the two lots, two monument signs would be redundant. Commissioner Sampen agreed that two signs are not needed. Mr. Shariff said they are open to not installing the previously-approved monument sign if they receive approval for the placement of the new monument sign.

Chairman Yohanna asked if there was anyone from the audience who would like to address the Plan Commission on this matter. Listed below are comments from the audience.

Mr. Mamout Kahn, 6643 North Kenton Avenue, stated that traffic will most likely be residents of Lincolnwood.

Dr. Maryam Siddiqui, 6615 North Nokomis Avenue, is grateful to have a mosque in town to represent their heritage.

Chairman Yohanna asked if there was anyone from the audience who would like to address the Plan Commission on this matter. Let the record state that no one came forward.

Motion to recommend approval of a Conditional Preliminary Plat of Consolidation, to not be recorded until demolition of the structure on 3910 West Devon Avenue has been completed, was made by Commissioner Jakubowski and seconded by Commissioner Pauletto.

Aye: Jakubowski, Pauletto, Auerbach, Kohn, Sampen, and Yohanna
Nay: None
Motion Approved: 6-0

Motion to recommend approval of a Special Use for parking in the Front and Corner Side Yards was made by Commissioner Jakubowski and seconded by Commissioner Pauletto.

Aye: Jakubowski, Pauletto, Auerbach, Kohn, and Sampen, and Yohanna
Nay: None
Motion Approved: 6-0

Motion to recommend approval of an opinion that the perpendicular parking along Proesel Avenue should remain, with the condition that one parking space be removed to install a bump out and a landscape island on the southwest side of the lot, was made by Commissioner Jakubowski and seconded by Commissioner Pauletto.

Aye: Jakubowski, Pauletto, Auerbach, Kohn, and Sampen
Nay: Yohanna
Motion Approved: 5-1

Motion to recommend approval of an opinion that the sidewalk near the west lot line is appropriate was made by Commissioner Jakubowski and seconded by Commissioner Pauletto.

Aye: Jakubowski, Pauletto, Auerbach, Kohn, and Sampen
Nay: Yohanna
Motion Approved: 5-1

Motion to recommend approval of a Variation for landscape screening relief, to allow a 3.22-foot landscape buffer, if the Village Board deems a sidewalk as unnecessary, was made by Commissioner Jakubowski and seconded by Commissioner Pauletto.

Aye: Jakubowski, Pauletto, Auerbach, Kohn, Sampen, and Yohanna
Nay: None
Motion Approved: 6-0

Motion to recommend approval to allow one monument sign on the consolidated site either on the east or west side, in accordance with previously-approved Variations, to include a 4 ½-foot setback on Devon Avenue and 5-foot setback on Proesel Avenue, subject to engineering approval.

Aye: Jakubowski, Pauletto, Auerbach, Kohn, Sampen, and Yohanna
Nay: None
Motion Approved: 6-0

The request for a Variation related to monument sign landscaping was withdrawn.

VII. Case #PC-02-18: Zoning Code Text Amendments to Modify the Permissibility of Changeable Sign Frames in the P, Public Open Space/Recreation/Park District

VIII. Workshop: Potential Zoning Text Amendments to Modify the Permissibility of Electronic Signs, Certain Temporary Signs, and the Location of Permanent/Temporary Signs on Non-Residential Properties

VIII. Next Meeting

IX. Public Comment

X. Adjournment

Respectfully submitted,

Kathryn Kasprzyk
Community Development Coordinator

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VILLAGE OF LINCOLNWOOD
Community Development Department

Public Hearing Application
Subdivision/Consolidation

SUBJECT PROPERTY

Property Address: 3900 W. Devon Avenue and 3910 W. Devon Avenue

Permanent Real Estate Index Number(s): 10-35-325-011-000, 10-35-325-019-0000 & 10-35-325-003-0000

Zoning District: B-2 Business Lot Area: 55, 598 as consolidated

List all existing structures on the property. Include fencing, sheds, garages, pools, etc.
See attached

Are there existing development restrictions affecting the property? ☑ Yes ☐ No
(*Examples: previous Variations, conditions, easements, covenants*) If yes, describe: See attached

REQUESTED ACTION

- ☐ Preliminary Plat of Subdivision
- ☐ Final Plat of Subdivision
- ☐ Minor Subdivision
- ■ Plat of Consolidation
- ☐ Plat of Vacation
- ☐ Subdivision Variation

PROJECT DESCRIPTION

Describe the Request and Project: See attached.

PROPERTY OWNER/PETITIONER INFORMATION

Property Owner(s):

Name: (List all beneficiaries if Trust): Sacred Learning NFP

Address: 3900 W. Devon Avenue, Lincolnwood, IL 60712

Telephone: (773) 619-3663 Fax: (____) _____ E-mail: sas@sacredlearning.org

Petitioner (*if different from owner*):

Name: Sacred Learning Relationship to Property: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

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REQUIRED ATTACHMENTS *

Check all Documents that are Attached:

Plat of Survey	☑
Plat of Subdivision	☑
Final Engineering (Final Plat Only)	☐
Copy of Current Title Policy	☑
Copies of Other Applications	☑
PDF Files of all Drawings	☑

**The above documents are required for all applications. The Zoning Officer may release an applicant from specific required documents or may require additional documents as deemed necessary.*

COST REIMBURSEMENT REQUIREMENT

The Village requires reimbursement of certain out-of-pocket costs incurred by the Village in connection with applications for zoning approvals and relief. These costs include, but are not limited to, mailing costs, attorney and engineer costs, and other out-of-pocket costs incurred by the Village in connection with this application. In accordance with Section 5.02 of the Village of Lincolnwood Zoning Ordinance, both the petitioner and the property owner shall be jointly and severely liable for the payment of such out-of-pocket costs. Out-of pocket costs incurred shall be first applied against any hearing deposit held by the Village, with any additional sums incurred to be billed at the conclusion of the hearing process.

Invoices in connection with this application shall be directed to:

Name: Sacred Learning NFP

Address: 3900 West Devon Avenue, Lincolnwood, IL 60712

City, State, Zip: Lincolnwood, IL 60712

ATTESTMENT AND SIGNATURE

I hereby state that I have read and understand the Village cost reimbursement requirement, as well as the requirements and procedures outlined in Article V of the Village Zoning Ordinance, and I agree to reimburse the Village within 30 days after receipt of an invoice therefor. I further attest that all statements and information provided in this application are true and correct to the best of my knowledge and that I have vested in me the authority to execute this application.

PROPERTY OWNER:

Sayeed A. Shariff
Signature

SAYEED SHARIFF
Print Name

February 5, 2018
Date

PETITIONER: ***(If different than property owner)***

Signature

Print Name

Date

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CANNING & CANNING LLC
1000 SKOKIE BOULEVARD, SUITE 355
WILMETTE, ILLINOIS 60091
(847) 853-7042 - FAX

CHRISTOPHER S. CANNING
DIRECT DIAL NUMBER
(847) 853-7040
canningchris@comcast.net

February 5, 2018

VIA HAND DELIVERY
Mark Yohanna, Esq.
Chair, Plan Commission
Village of Lincolnwood
c/o Doug Hammel
Development Manager
Village of Lincolnwood
6900 North Lincoln Avenue
Lincolnwood, IL 60712

Re: Application for Lot Consolidation 3900 W. Devon Avenue.

Dear Chairman Yohanna and Members of the Plan Commission:

I am writing on behalf of Sacred Learning NFP regarding its application to consolidate two lots, one lot located at 3900 W. Devon Avenue and the adjoining lot at 3910 W. Devon Avenue into one (1) single lot (the "Subject Property"). Both lots are located within the B-2 Business District. Sacred Learning is a registered 501(c) (3) non-for-profit religious organization focusing on Islamic spiritual development. In 2015, Sacred Learning acquired the lot at 3900 W. Devon and sought variations from the Village of Lincolnwood in order to construct a new two-story building housing a mosque and center of learning for the local Muslim community. Although religious institutions are a Permitted Use in the B-2 Business District, Sacred Learning sought variations relative to height and bulk regulations, landscape standard, a monument sign and for off-street parking. Pursuant to Ordinance 2015-3159 adopted June 16, 2015, the Village of Lincolnwood granted the request for variations. On or about December 19, 2017, Sacred Learning acquired the adjacent property located at 3910 W. Devon Avenue. By this application, Sacred Learning seeks approval for a Plat of Consolidation of the lot at 3910 W. Devon and the lot at 3900 W. Devon into a single parcel to serve the religious institution. Assuming that the

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Consolidation is approved, Sacred Learning intends to demolish the existing building at 3910 W. Devon and construct additional on-site parking on that lot for the religious institution at 3900 W. Devon. This additional on-site parking will be located in part of the front yard and side yard abutting a street. As a result, under a separate application, Sacred Learning will be requesting a Special Use Permit for on-site parking in this location. For the reasons set forth more fully below, Sacred Learning respectfully requests that the Plan Commission of Village of Lincolnwood recommend the granting of the Consolidation.

I. **3900 W. Devon (Lot 1).**

Lot 1 is located within the B-2 Business District. Lot 1 is surrounded on all sides by commercial uses. Lot 1 has approximately 78.92' of frontage on Devon Avenue and a lot area of 23,356 square feet. Pursuant to Ordinance 2015-2159, construction of a mosque has commenced and is ongoing.

II. **3910 W. Devon (Lot 2)**.

Lot 2 is located within the B-2 Business District. It was formally the site of the Danziger Kosher Catering. It is improved with a one story building and surface parking. Sacred Learning acquired Lot 2 on December 19, 2017. Lot 2 has approximately 115.2' of frontage on Devon Avenue and 322.44' of frontage on Proesel Avenue. It has a lot area of 32,242.

III. **Request for Consolidation of Lots 1 and 2.**

Sacred Learning requests that Lots 1 and Lot 2 be consolidated. Pursuant to Chapter 16, Article 5, Section 16-5-2 (D) (1) two lot consolidations are permissible in the B-2 Business District without the need for a variation. The proposed consolidated Lot meets with all area, bulk, density and setback standards for the B-2 District. Furthermore, the proposed consolidated Lot will comply with the total side yard setback required by the Zoning Ordinance for the B-2 District. Finally, the Lot will be well screened and buffered from the public view.

Sacred Learning asks that the Plan Commission recommend approval of its application for Consolidation. We look forward to the opportunity to appear at the Public Hearing on the application and answer any questions the Plan Commission may have. Thank you for your consideration of this request.

Very truly yours,

Christopher S. Canning

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VILLAGE OF LINCOLNWOOD
Community Development Department

Public Hearing Application
Special Use and PUD

SUBJECT PROPERTY

Property Address: 3900 West Devon Avenue and 3910 West Devon Avenue

Permanent Real Estate Index Number(s): 10-35-325-011-0000, 10-35-325-019-0000 & 10-35-325-003-0000

Zoning District: B-2 Lot Area: 55,598 as consolidated

List all existing structures on the property. Include fencing, sheds, garages, pools, etc.

See attached

See attached

Are there existing development restrictions affecting the property? ☑ Yes ☐ No

(*Examples: previous Variations, conditions, easements, covenants*) If yes, describe:

See attached.

See attached.

REQUESTED ACTION

- ☐ Special Use – Residential
- ☐ Special Use – Non-Residential
- ☐ Planned Unit Development (PUD)
- ■ Other

PROJECT DESCRIPTION

Describe the Request and Project: See attached.

PROPERTY OWNER/PETITIONER INFORMATION

Property Owner(s): *(List all Beneficiaries if Trust)*

Name: Sacred Learning NFP

Address: 3900 W. Devon Avenue

Telephone: (773) 619-3663 Fax: (____) _____ E-mail: sas@sacredlearning.ord

Petitioner: (*if Different from Owner*)

Name: _____ Relationship to Property: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

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REQUIRED ATTACHMENTS *

Check all Documents that are Attached:

Plat of Survey	☑	Applicable Zoning Worksheet	☐
Site Plan	☑	Photos of the Property	☑
Proof of Ownership	☑	PDF Files of all Drawings	☑
Floor Plans	☐	Elevations	☐

**The above documents are required for all applications. The Zoning Officer may release an applicant from specific required documents or may require additional documents as deemed necessary.*

COST REIMBURSEMENT REQUIREMENT

The Village requires reimbursement of certain out-of-pocket costs incurred by the Village in connection with applications for zoning approvals and relief. These costs include, but are not limited to, mailing costs, attorney and engineer costs, and other out-of-pocket costs incurred by the Village in connection with this application. In accordance with Section 5.02 of the Village of Lincolnwood Zoning Ordinance, both the petitioner and the property owner shall be jointly and severely liable for the payment of such out-of-pocket costs. Out-of pocket costs incurred shall be first applied against any hearing deposit held by the Village, with any additional sums incurred to be billed at the conclusion of the hearing process.

Invoices in connection with this application shall be directed to:

Name: Sacred Learning NFP

Address: 3900 W. Devon Avenue

City, State, Zip: Lincolnwood, IL 60712

ATTESTMENT AND SIGNATURE

I hereby state that I have read and understand the Village cost reimbursement requirement, as well as the requirements and procedures outlined in Article V of the Village Zoning Ordinance, and I agree to reimburse the Village within 30 days after receipt of an invoice therefor. I further attest that all statements and information provided in this application are true and correct to the best of my knowledge and that I have vested in me the authority to execute this application.

PROPERTY OWNER:

Sayeed A. Shariff
Signature

SAYEED SHARIFF
Print Name

February 5, 2018
Date

PETITIONER: *(if Different than Property Owner)*

Signature

Print Name

Date

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SPECIAL USE STANDARDS

To be approved, each Special Use request must meet certain specific standards. These standards are listed below. After each listed standard, explain how the Special Use request satisfies the listed standard. Use additional paper if necessary.

1. Please explain how the Special Use is necessary for the public convenience at this location and the subject property is deemed suitable for the use. (Please explain in detail)

See attached.

2. Please explain how the Special Use is so designed, located, and proposed to be operated that the public health, safety, and welfare will be protected.

See attached.

3. Please explain how this Special Use would not cause substantial injury to the value of other property in the neighborhood in which it is located.

See attached.

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CANNING & CANNING LLC
1000 SKOKIE BOULEVARD, SUITE 355
WILMETTE, ILLINOIS 60091
(847) 853-7042 - FAX

CHRISTOPHER S. CANNING
DIRECT DIAL NUMBER
(847) 853-7040
canningchris@comcast.net

February 5, 2018

VIA HAND DELIVERY
Mark Yohanna, Esq.
Chair, Plan Commission
Village of Lincolnwood
c/o Doug Hammel
Development Manager
Village of Lincolnwood
6900 North Lincoln Avenue
Lincolnwood, IL 60712

Re: Application for Special Use Permit for 3900-3910 W. Devon Avenue.

Dear Chairman Yohanna and Members of the Plan Commission:

I am writing on behalf of Sacred Learning NFP regarding its application for a Special Use Permit to permit on-site parking in the front yard and side yard adjoin a street. By way of background, Sacred Learning makes this application in conjunction with a separate application to consolidate two lots, one lot located at 3900 W. Devon Avenue and the adjoining lot at 3910 W. Devon Avenue into one (1) single lot. Both lots are located within the B-2 Business District. Sacred Learning is a registered 501(c) (3) non-for-profit religious organization focusing on Islamic spiritual development. In 2015, Sacred Learning acquired the lot at 3900 W. Devon and sought variations from the Village of Lincolnwood in order to construct a new two-story building housing a mosque and center of learning for the local Muslim community. Although religious institutions are a Permitted Use in the B-2 Business District, Sacred Learning sought variations relative to height and bulk regulations, landscape standard, a monument sign and for off-street parking. Pursuant to Ordinance 2015-2159 adopted June 16, 2015, the Village of Lincolnwood granted the request for variations. (A copy of Ordinance 2015-3159 is attached hereto as Exhibit 1). On or about December 19, 2017, Sacred Learning acquired the adjacent property located at

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3910 W. Devon Avenue. Sacred Learning seeks to consolidate these two lots. By this application, Sacred Learning seeks approval to construct additional on-site parking on the lot at 3910 W. Devon for the religious institution at 3900 W. Devon. This additional off street parking will be located in part of the front yard and side yard abutting a street. As a result, Sacred Learning requests a Special Use Permit for on-site parking in this location. For the reasons set forth more fully below, Sacred Learning respectfully requests that the Plan Commission of Village of Lincolnwood recommend the granting of a Special Use permit for on-site parking in the front yard and the side yard abutting a street.

With respect to on-site parking locations in yard, the Zoning Ordinance provides in Chapter 15, Article VII, Section 7.06 (5) that "open-air, off-street parking spaces may be located in: (a) any rear yard, in any zoning district; and (b) in a front yard or a side yard abutting a street, but only within the B-1, B-2, B-3, O-1, M-B, and P Districts, and only upon the issuance of a special use permit therefor pursuant to the procedures set forth in Section 5.17 of this Zoning Ordinance." Since the consolidated lot at 3900-3910 W. Devon is in the B-2 District, a Special Use permit is necessary to allow parking in these yards.

Pursuant to the Village of Lincolnwood Zoning Ordinance any application to grant a Special Use must meet the Standards of Review set forth in Chapter 15, Article V, Part D Section 5.17(4) which provides in relevant part:

In determining whether to approve or deny an application for a special use, there shall be taken into consideration the extent to which the following facts are established:
a. *The special use is necessary for the public convenience at that location, and the subject property is deemed suitable for the use;*
b. *The special use is so designed, located and proposed to be operated that the public health, safety and welfare will be protected;*
c. *The special use would not cause substantial injury to the value of other property in the neighborhood in which it is located;*
d. *The special use is consistent with the goals and policies of the Comprehensive Plan;*
e. *The special use would not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the underlying zoning district;*
f. *The special use is so designed to provide adequate utilities, access roads, drainage, or necessary facilities; and*
g. *The special use is so designed to provide ingress and egress to minimize traffic congestion on public streets.*

Sacred Learning's requests for the granting of a Special Use Permit to permit on-site parking in the front yard and side yard adjoining a street complies with the Standards of Review in the following ways:

1. The granting of a special use permitting the on-site parking of cars in the front yard and the side yard abutting a street is for the convenience of the public since it allows more cars to be parked on site at the house of worship and not on the public streets in the vicinity.

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2. The granting of a special use permitting the on-site parking of cars in the front yard and the side yard abutting a street is designed, located and proposed so that the public health, safety and welfare will be protected. In particular, the on-site parking will allow great parking opportunities for residents or their guests on public streets. The configuration of the parking lot allows for safe ingress and egress for motorists and pedestrians. Finally, the lot is designed so that Lincolnwood Fire Department vehicles can access the site and respond to an emergency.

3. The granting of a special use permitting the on-site parking of cars in the front yard and the side yard abutting a street will not cause substantial injury to the value of other property in the neighborhood in which it is located. Specially, Sacred Learning's prior proposal significantly improved the property with landscaping on the eastern border and screening the parking from adjacent properties. With respect to the on-site parking to be located on Lot 2, there will be appropriate landscaping and screening beautifying that portion of the B-2 Business District. The estimated cost of the proposed landscape improvements are $68,500. It should be noted that on Devon Avenue, many of the neighborhood properties have front-yard parking. Sacred Learning's front yard parking would fit in seamlessly, thus ensuring an element of consistency with the surrounding neighborhood and maintaining and improving the overall aesthetics of the Subject Property.

4. The requests for special use permits to permit parking in the front yard and side yard abutting a street are consistent with the stated intent and purpose of the Zoning Ordinance and the Comprehensive Plan. Sacred Learning intends to develop the property in a manner that will maintain and improve the current aesthetics. The parking lot for the center will be well screened and buffered from public view and the adjacent properties (see attached Site Plan). Sacred Learning's proposed construction will help preserve and enhance the taxable value of the surrounding property. The proposed use is consistent with the overall theme of Lincolnwood's Comprehensive Plan, which focuses on revitalizing the community and ensuring an efficient, responsible use of property. Finally, the proposed development would directly benefit the growing Muslim population residing in Lincolnwood.

5. The granting of a special use to permit parking in the front yard and the side yard abutting a street will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the underlying zoning district. In the B-2 Business District, a religious institution is a permitted use. The parking being proposed in the front yard and side yard abutting a street supports that permitted use.

6. The granting of a special use to permit parking in the front yard and side yard abutting a street is so designed to provide adequate utilities, access roads, and drainage or necessary facilities. Sacred Learning has designed the new parking in the front yard and side yard abutting a street to meet the dictates of the Village Code, to promote safety and to assist with access and drainage as required under the Code.

7. The granting of a special use to permit parking in the front yard and side yard abutting a street is so designed to provide ingress and egress to minimize traffic on the public streets. See Gewalt Hamilton Traffic Planning Study dated February 1, 2018 demonstrating the immaterial impact of any additional parking on traffic on adjoining streets.

Since the proposed on-site parking in the front yard and side yard adjoining a street meets the Standards of Review, Sacred Learning asks that the Plan Commission recommend approval of the application for a Special Use Permit. We look forward to the opportunity to appear at the

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Public Hearing on the application and answer any questions the Plan Commission may have. Thank you for your consideration of this request.

Very truly yours,

Christopher S. Canning

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VILLAGE OF LINCOLNWOOD Public Hearing Application
Community Development Department Variations

SUBJECT PROPERTY

Property Address: 3900 W. Devon Avenue and 3910 W. Devon Avenue

Permanent Real Estate Index Number(s): 10-35-325-0011-000,10-35-325-019-0000 & 10-35-325-003-0000

Zoning District: B-2 Business Lot Area: 55,598 as consolidated

List all existing structures on the property. Include fencing, sheds, garages, pools, etc.
See attached

Are there existing development restrictions affecting the property? ☑ Yes ☐ No
(*Examples: previous Variations, conditions, easements, covenants*) If yes, describe: See Attached

REQUESTED ACTION

- ☐ Variation – Residential
- ☐ Variation – Non-Residential
- ☐ Variation – Off-Street Parking
- ☐ Variation – Design Standards
- ■ Variation – Signs/Special Signs
- ☐ Minor Variation
- ☐ Other

PROJECT DESCRIPTION

Describe the Request and Project: See attached

PROPERTY OWNER/PETITIONER INFORMATION

Property Owner(s): *(List all Beneficiaries if Trust)*

Name: Sacred Learning NFP

Address: 3900 W. Devon Avenue, Lincolnwood, IL 60712

Telephone: (773) 619-3663 Fax: (____) _____ E-mail: sas@sacredlearning.org

Petitioner: *(if Different from Owner)*

Name: _____ Relationship to Property: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

NOTICE OF REASONABLE ACCOMMODATION PROCESS

An alternate process is provided by the Village for persons with disabilities or handicaps who seek a Reasonable Accommodation from the Zoning Code regulations in order to gain equal access to housing. If you seek a Reasonable Accommodation from the Zoning Code based on disability or handicap, do not complete this application form, but rather a separate application for Reasonable Accommodation. For more information on this process, consult Section 4.06(3) of the Zoning Code, or contact the Community Development Department at 847.673.7402.

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REQUIRED ATTACHMENTS *

Check all Documents that are Attached:

Plat of Survey	☑	Applicable Zoning Worksheet	☐
Site Plan	☑	Photos of the Property	☑
Proof of Ownership	☑	PDF Files of all Drawings	☑
Floor Plans	☐	Elevations	☐

**The above documents are required for all applications. The Zoning Officer may release an applicant from specific required documents or may require additional documents as deemed necessary.*

COST REIMBURSEMENT REQUIREMENT

The Village requires reimbursement of certain out-of-pocket costs incurred by the Village in connection with applications for zoning approvals and relief. These costs include, but are not limited to, mailing costs, attorney and engineer costs, and other out-of-pocket costs incurred by the Village in connection with this application. In accordance with Section 5.02 of the Village of Lincolnwood Zoning Ordinance, both the petitioner and the property owner shall be jointly and severely liable for the payment of such out-of-pocket costs. Out-of pocket costs incurred shall be first applied against any hearing deposit held by the Village, with any additional sums incurred to be billed at the conclusion of the hearing process.

Invoices in connection with this application shall be directed to:

Name: Sacred Learning NFP

Address: 3900 W. Devon Avenue

City, State, Zip: Lincolnwood, IL 60712

ATTESTMENT AND SIGNATURE

I hereby state that I have read and understand the Village cost reimbursement requirement, as well as the requirements and procedures outlined in Article V of the Village Zoning Ordinance, and I agree to reimburse the Village within 30 days after receipt of an invoice therefor. I further attest that all statements and information provided in this application are true and correct to the best of my knowledge and that I have vested in me the authority to execute this application.

PROPERTY OWNER:

Sayeed A. Shariff
Signature

SAYEED SHARIFF
Print Name

February 5, 2018
Date

PETITIONER: *(if Different than Property Owner)*

Signature

Print Name

Date

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W. Devon. This additional on-site parking will be located in part of the front yard and side yard abutting a street. As a result, by way of a separate application, Sacred Learning will request a Special Use Permit for on-site parking in this location.

In addition to the Special Use Permit to permit parking, Sacred Learning also seeks the following variations related to signage: 1) Variation from Section 11.04(i). 1 of the Village Zoning Ordinance that states that no more than one monument sign is permitted per lot; 2) Variation from Section 11.04 (1)x of the Village Zoning Ordinance that requires a minimum of two-square feet of landscaping for every square foot of sign area on the monument sign; and 3) Variation from Section 11.04(1)v of the Village Zoning Ordinance that requires a minimum setback of ten feet from any exterior lot line.

In determining whether in a specific case there are practical difficulties or particular hardships in the way of carrying out the strict letter of this Zoning Ordinance, the Zoning Officer shall take into consideration the extent to which the following facts are established:

a. *The requested minor variation is consistent with the stated intent and purposes of this Zoning Ordinance;*
b. *The particular physical surroundings, shape or topographical conditions of the subject property would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of this Zoning Ordinance is enforced;*
c. *The conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning district;*
d. *The variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property;*
e. *The alleged difficulty or hardship has not been created by any person presently having an interest in the property;*
f. *The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;*
g. *The variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property; and*
h. *The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.*

For all Variations sought pertaining to Signs, the application must also provide evidence that:

i. The proposed Variation is consistent with the statement of purpose set forth in Section 11.01 of the Zoning Ordinance.
j. The proposed sign complies with any additional standards or conditions set forth in Article XI of the Zoning Ordinance.
k. The proposed sign will substantially enhance the architectural integrity of the building or structure to which it will be attached, if any.
l. The proposed sign confirms with the design and appearance of nearby structures and signs.

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Sacred Learning meets these standards in the following ways:

a. The intent to limit the number of signs on a lot is to maximize aesthetics and reduce confusion. Given that Sacred Learning is a new development and is boarded at length by two streets, Devon Avenue and Proesel Avenue, the additional monument sign near the corner of Devon Avenue and Proesel Avenue would serve to identify the use of the property and clarify where and how to properly access the house of worship.

b. The setback and landscaping serve to limit the identification of the property and how best to access the property. The additional monument near the corner of Devon Avenue and Proesel Avenue will help to further Sacred Learning's intent to provide worshippers and visitors a clear understanding of the location of the mosque and the entrance(s) to parking.

c. Given the size of the consolidated property, its location in a business district and the unique nature of the house of worship, this site would seem to be unique to other properties in the district.

d. The monument sign would serve to identify the property and direct traffic to the main entrances and functionality along Devon Avenue. It would not be for the purpose of enhancing the value of or increasing the revenue from the property.

e. The hardship in not having two monument signs is that an eastbound motorist would see the sign after the entrance to the parking lot and if so would have to make an unprotected U-turn or travel to an intersection with a signal to make a protected U-turn. A second sign at the corner of Devon and Proesel will allow motorists to recognize the Center and enable them to make a left turn into the Center from Devon Avenue.

f. The granting of the Variation to permit a second monument sign near the corner of Devon Avenue and Proesel will not be detrimental to public welfare or injurious to other property or improvements in the neighborhood in which the property is located. It is Sacred Learning's intent that the placement of the second monument sign in this location will assist with the identification of the house of worship and adjacent on-site parking.

g. The sign is consistent in size with the monument sign approved by Ordinance 2015-2159.

h. The proposed monument sign will not impair light or air to adjacent property, increase the danger of fire or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.

i. The proposed Variation is consistent with the statement of purpose set forth in Section 11.01 of the Zoning Ordinance. Specifically, the monument sign serves to support that portion of the ordinance that "enables the public to locate goods, services and facilities in the Village without confusion," and "reduce distractions."

j. With the exception of the requested Variations, the proposed monument sign complies with the standards and conditions set forth in Article XI of the Zoning Ordinance.

k. The monument sign will be a stand-alone sign and not attached to any building, therefore it will not "enhance the architectural integrity of the building." The sign, however, is consistent with the design elements used throughout the parcel and in that way it will maintain or enhance the architectural integrity of the development.

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l. The monument sign conforms to the design and appearance of the nearby structures and signs. For example, the CVS Pharmacy Plaza located at 3905 W. Devon also features a monument sign.

Once you have reviewed the Application, please let us know if you need any additional information. We look forward to the opportunity to appear at the Public Hearing on the application for Variations and answer any questions the Plan Commission may have. Thank you for your consideration of this request.

Very truly yours,

Christopher S. Canning

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GHA GEWALT HAMILTON ASSOCIATES, INC.
CONSULTING ENGINEERS
625 Forest Edge Drive, Vernon Hills, IL 60061
TEL 847.478.9700 ■ FAX 847.478.9701
www.gha-engineers.com

Traffic Planning Study

To: **Sayeed Shariff**
Sacred Learning Center

From: Bill Grieve, P.E., PTOE
Senior Transportation Engineer

Date: February 1, 2018

Subject: ***Sacred Learning Center***
3900 W. Devon Avenue
Lincolnwood, Illinois

Part I. Project Context and Summary Statement

Gewalt Hamilton Associates, Inc. (GHA) has conducted a traffic planning study (TPS) for the above captioned project. The Sacred Learning Center is currently being constructed on the former Myron and Phil's restaurant located at 3900 W. Devon Avenue in Lincolnwood, Illinois. When completed later this year, the Sacred Learning Center will have 16,750 square feet in a two-story building as a place of prayer and classes.

Project Update. The Sacred Learning Center has recently acquired the former catering business located immediately to the west to provide additional on-site parking. The updated site plan prepared by Intech Consultants, Inc., indicates that 128 total parking spaces will now be provided, including the 26 pull-in spaces on the east side of Proesel Avenue.

The following summarizes our findings and provides various recommendations for your consideration. *Exhibits* and *Appendices* referenced are located at the end of this document. Briefly summarizing, we believe that the adjacent streets and the site access drives can accommodate the Sacred Learning Center's traffic activity. Reasons include:

- The area's regional routes, Devon Avenue, Lincoln Avenue, and Crawford Avenue provide excellent site accessibility.
- The busiest times of prayer would not coincide with the peak weekday morning and evening traffic hours on Devon Avenue.
- Combining the two existing drives into one access on Devon Avenue is a good example of access management policy.
- The parking provided exceeds Village code requirements.

Part II. Background Information

Site Location Map, Land Uses, Street System Inventory, and Pedestrian Mobility

Exhibit 1 provides an aerial photo of the site location. Pertinent comments regarding land-uses, the street system, and pedestrian mobility include:

Land Uses

- The Sacred Learning Center will redevelop the former restaurant and catering business properties, located in the northeast quadrant of the Devon Avenue / Proesel Avenue intersection.
- The Frame Factory is on the west side of Proesel Avenue across from the site. A CVS pharmacy is the next business to the west in the northeast corner of the Devon Avenue / Crawford Avenue intersection. Many other service related businesses are in the site area. The former Monastero's restaurant on the south side Devon Avenue is now closed.
- Springfield Park is in the northwest corner of the Proesel Avenue / Schreiber Avenue intersection.

Street System Inventory

- Devon Avenue is an east-west route that is under the jurisdiction of the Illinois Department of Transportation (IDOT). It is classified as "Minor Arterial" on the IDOT Functional Classification map. Devon Avenue has two through travel lanes in each direction adjacent to the site. The posted speed limit on Devon Avenue is 35-mph. On-street parking is prohibited.
- Crawford Avenue and Lincoln Avenue are nearby "Minor Arterial" routes that will provide excellent accessibility for all worshipers.
- Proesel Avenue is a local north-south local street that serves the adjacent businesses and homes. Proesel Avenue extends from Devon Avenue on the south, where access is restricted to right turns only by a barrier median, to Lincoln Avenue on the north. Proesel Avenue has one travel lane in each direction. Pull-in parking is currently allowed on both sides of Proesel Avenue from Devon Avenue to Schreiber Avenue and further on the east side to Lincoln Avenue. The posted speed limit on Proesel Avenue is 20-mph.
- Schreiber Avenue is a local east-west street that extends only for block, between Crawford Avenue on the west and Proesel Avenue on the east. It will provide an alternate route for worshippers from the west. There is no traffic control at the Schreiber Avenue / Proesel Avenue intersection.

Pedestrian Mobility

- There aren't any Pace bus routes on Devon Avenue. The closest Pace bus route is #210 which runs along Lincoln Avenue, a few blocks to the north.
- There are sidewalks on both sides of Devon Avenue, but there isn't sidewalk on either side of Proesel Avenue.
- The southern terminus of the Union Pacific Recreation Path is immediately to the east.

Existing Traffic

GHA conducted a midday peak period traffic count on Friday, January 19, 2018 from 11:30 AM to 2:30 PM. This period was chosen, because it will represent the peak time for worship at the Sacred Learning Center. The peak hour occurred from 12:00-1:00 PM. Previous traffic counts conducted by GHA was used to augment the current data. No unusual activity occurred that would have influenced the traffic counts, such as road construction, inclement weather, or extended emergency vehicle activity.

Exhibit 2 illustrates the existing Friday midday peak hour traffic volumes. Also shown are the 24-hour or Average Daily Traffic (ADT) volumes on Devon Avenue, as obtained from the IDOT website.

Part III. Traffic Evaluation

Site Plan and Property Access

Exhibit 3 is the Sacred Learning Center site plan prepared by Intech Consultants, Inc. The two previous site access drives on Devon Avenue have been combined into one. A second full access drive is to be located opposite Schreiber Avenue at Proesel Avenue. The two parking lots are to be interconnected to provide access flexibility for worshippers.

Sacred Learning Center Traffic Characteristics

Information on prayer services and classes was provided by the Sacred Learning Center:

- There are prayer stations for 113 persons.
- Prayers take place 5 times a day.
  - ✓ The busiest prayer times will be on Friday midday, from 12:00-2:00 PM. There will be two sessions from 12:00-1:00 PM and 1:00-2:00 PM. The first session is expected to host 80-100 congregants and the second is expected to host 40-50 congregants.
  - ✓ Attendance of 70-80 is anticipated in the late evening prayers, which occur sometime from 8-10:30 PM.
  - ✓ Other prayers will occur during the early morning (4:30-6:30 AM) and early evening (6:00-8:00 PM) with much lower attendance of about 20 persons.
- During the peak Friday prayer, many worshippers will be arriving from work. So, vehicle occupancy will tend to be lower, perhaps 1-2 on average. Other sessions will have more people per car, perhaps 3-4 on average.
- Between 2 to 2.5 people per vehicle can be anticipated.
- There may be after school activities for up to 30 children.

Based on the above characteristics, the estimated traffic generations are provided in *Exhibit 4*, as is the anticipated trip distribution. As can be seen, having full access on Proesel Avenue will offer excellent route selection flexibility, which help minimize the traffic impacts on any one street. It is expected that Sacred Learning Center traffic will be oriented rather equal in all directions.

Site and Total Traffic Assignments

The site traffic assignment for the Sacred Learning Center during the Friday midday / afternoon peak hour is illustrated in *Exhibit 5*. Site Traffic was added to the Existing Traffic (see *Exhibit 2*) to produce the Total Traffic assignment, which is illustrated in *Exhibit 6*.

Traffic Impact Discussion

Reviewing the existing traffic volumes (see *Exhibit 2*), the site traffic characteristics and assignment, and the total traffic assignment (see *Exhibits 4, 5, and 6*) indicate that the Sacred Learning Center will have a limited impact on traffic flow. The new parking lot drive will offer excellent access flexibility. Only about 1 vehicle every 2 minutes will be added to any of the adjacent streets in any one direction during the busy Friday midday 12:00-2:00 PM peak hours for prayers.

Key Finding. Sacred Learning Center traffic will have almost a negligible impact on operations along Devon Avenue, during the typical weekday morning and evening street peak periods (e.g. 7:00-9:00 AM and 4:00-6:00 PM). Based on the above, the Sacred Learning Center impacts on traffic flow are very small. Thus, our recommendations focus on the access operations and other site plan elements.

Recommendations

Site Access

- For the drive on Devon Avenue, one inbound lane and one outbound lane will adequately accommodate site traffic. Exiting site traffic should have Stop control.
- For the drive on Proesel Avenue opposite Schreiber Avenue, one inbound lane and one outbound lane will adequately accommodate site traffic. Exiting site traffic should have Stop control, as should the Schreiber Avenue approach.

On-Site Planning Elements

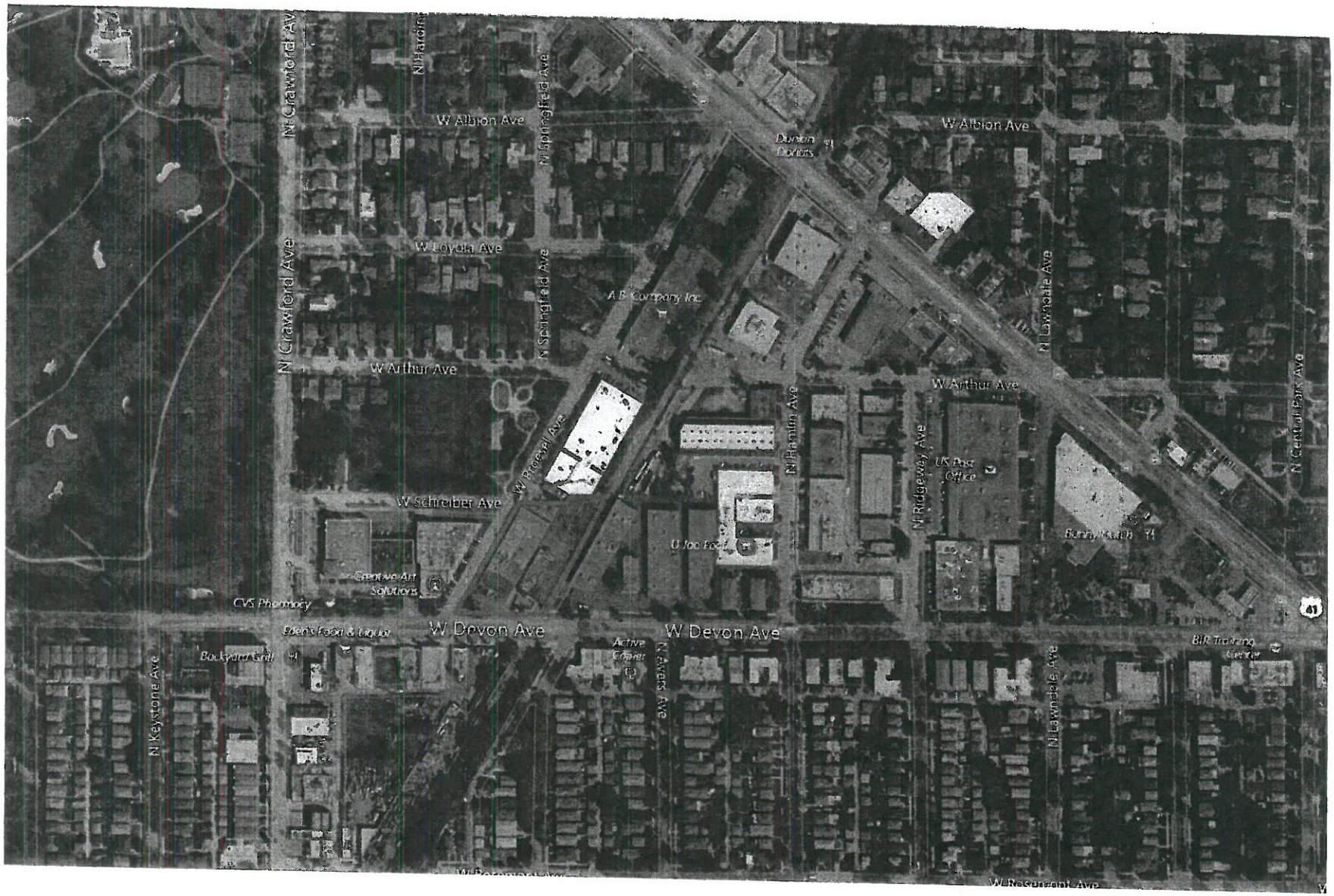
- 128 parking spaces, including 5 ADA, will be provided, which exceeds Village code requirements.
- The two parking lots will be interconnected to maximize access flexibility for worshipers.
- 26 pull-in parking spaces on the east side of Proesel Avenue will remain to help accommodate the overlapping demand during the prayer sessions on Friday midday.

Part IV. Technical Addendum

The following *Exhibits* were previously referenced. They provide technical support for our observations, findings, and recommendations discussed in the text.

Exhibits

1. Site Location Map
2. Existing Traffic
3. Site Plan
4. Traffic Characteristics
5. Site Traffic
6. Total Traffic

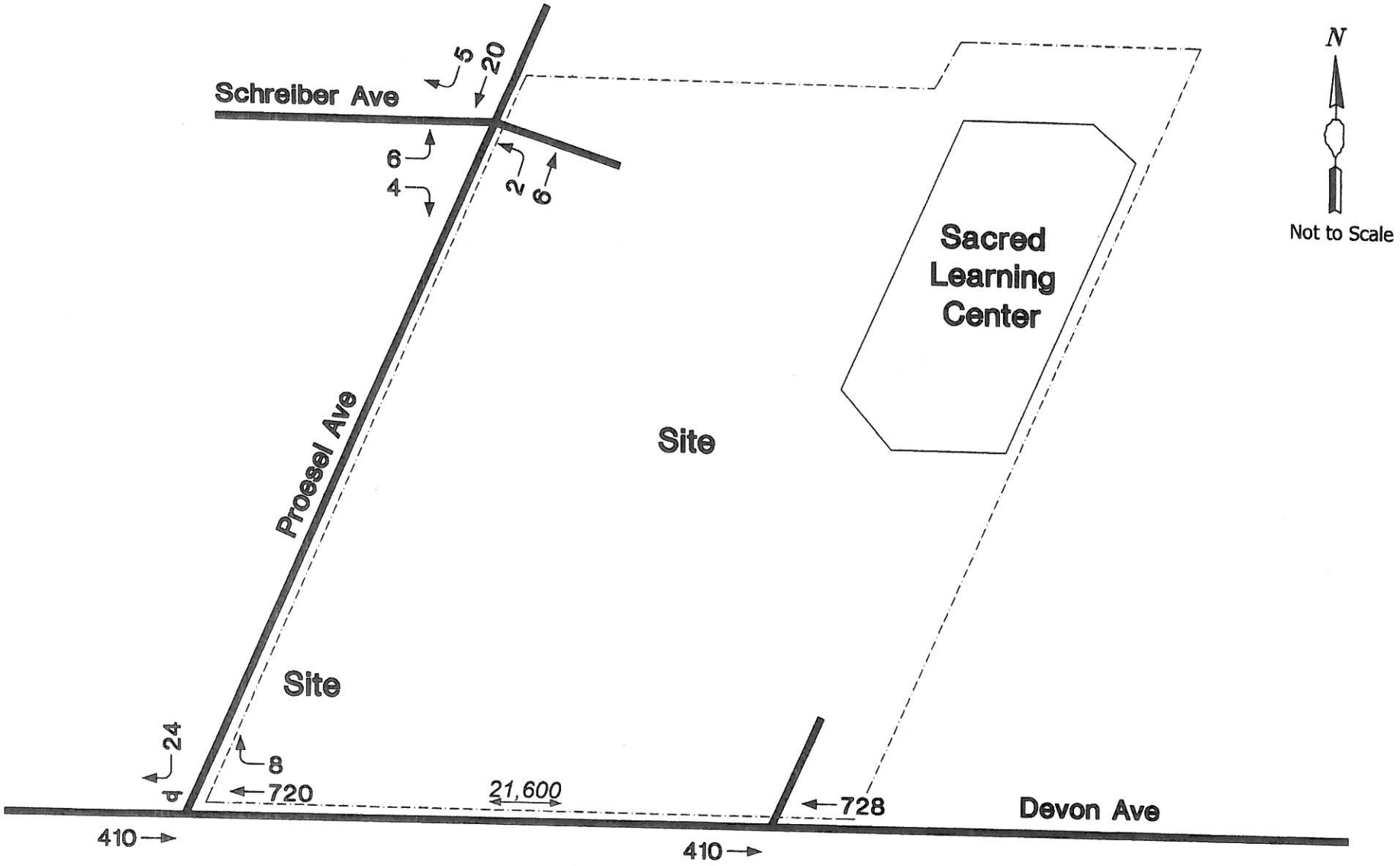


Sacred Learning Center – 3900 W. Devon Avenue, Lincolnwood, Illinois

GEWALT HAMILTON ASSOCIATES, INC.

Exhibit 1
Location Map

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Legend:

XX – Friday Peak Hour (12:30–1:30 PM)

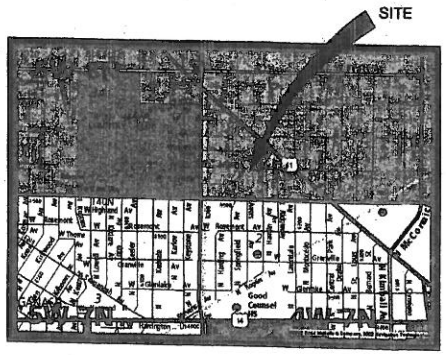
XX – Average Daily Traffic (ADT)

– Existing Stop Sign

GHA GEWALT HAMILTON ASSOCIATES, INC.

Exhibit 2
Existing Traffic
Sources: 1) GHA 1/19/18
2) IDOT ADT 2014

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LOCATION MAP
NOT TO SCALE

LEGEND

EXISTING	PROPOSED	
		FENCE
		LIGHT POLE
		POWER POLE
		SIGN
		CURB & GUTTER

SCALE: 1" = 20'

SITE DATA

LOT ZONING =	B2 W/ SPECIAL USE
EXISTING LOT AREA =	23,356 S.F.
PROPOSED LOT AREA =	32,242 S.F.
TOTAL LOT AREA =	55,598 S.F.
PROPOSED PARKING =	101 (INCL. 3 HANDICAP STALLS)
EXISTING PARKING =	27 (INCL. 2 HANDICAP STALLS)
TOTAL PARKING =	128 (INCL. 5 HANDICAP STALLS)

NOTE:
1. ALL SETBACKS TO BE VERIFIED WITH THE VILLAGE OF LINCOLNWOOD.
2. ALL DIMENSIONS ARE TO THE BACK OF CURB OR EDGE OF STRIPING FOR CENTER PARKING STALLS.

INTECH CONSULTANTS, INC.
ENGINEERS - SURVEYORS
1560 UNIVERSITY LANE, SUITE D
LISLE, ILLINOIS 60532
PHONE: (630) 960-2626
ILLINOIS REGISTRATION No. 184-001599

SACRED LEARNING NFP
5900 N. KILPATRICK AVE.
CHICAGO, IL 60646

SACRED LEARNING CENTER
3900 W. DEVON AVE.
LINCOLNWOOD, IL 60712

SITE PLAN

SCALE 1"=20'
DATE 2-5-18
DRAWN SJP
DESIGNED LOG
PROJECT NO. 2015-004P
SHEET 1 OF 1

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Exhibit 4
Project Traffic Characteristics
Sacred Learning Center - Lincolnwood, IL.

Part A. Traffic Generation Calculations

	Size	ITE Code	Peak Hours: Weekday Evening 6:00-8:00 PM In	Out	Sum	Friday Midday 12:30-1:30 PM In	Out	Sum
Sacred Learning Center	113 prayer stations	n/a	49	4	53	98	98	196

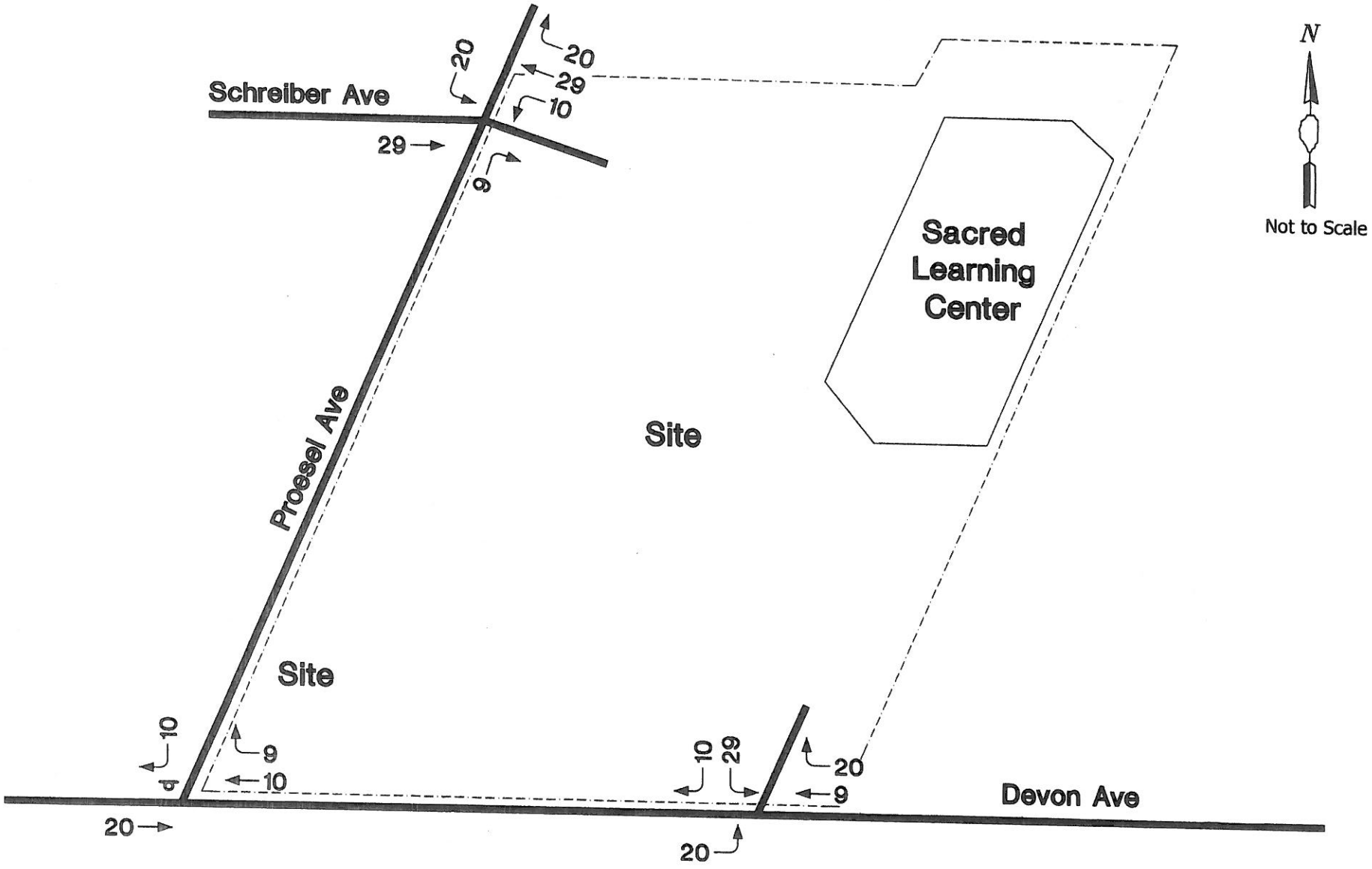
Note:

1) Prayer session information provided by the Sacred Learning Center.
2) Two prayer sessions will be scheduled on Friday midday between 12:00-2:00 PM.

Part B. Trip Distribution

Route & Direction	Percent Use To/From Site
Devon Avenue	
- West of Proessel Avenue	20%
- East of Site	30%
Proessel Avenue	
- North of Schreiber Avenue / Site	20%
Schreiber Avenue	
- West of Proessel Avenue	30%
Totals =	100%

GHA GEWALT HAMILTON ASSOCIATES, INC.



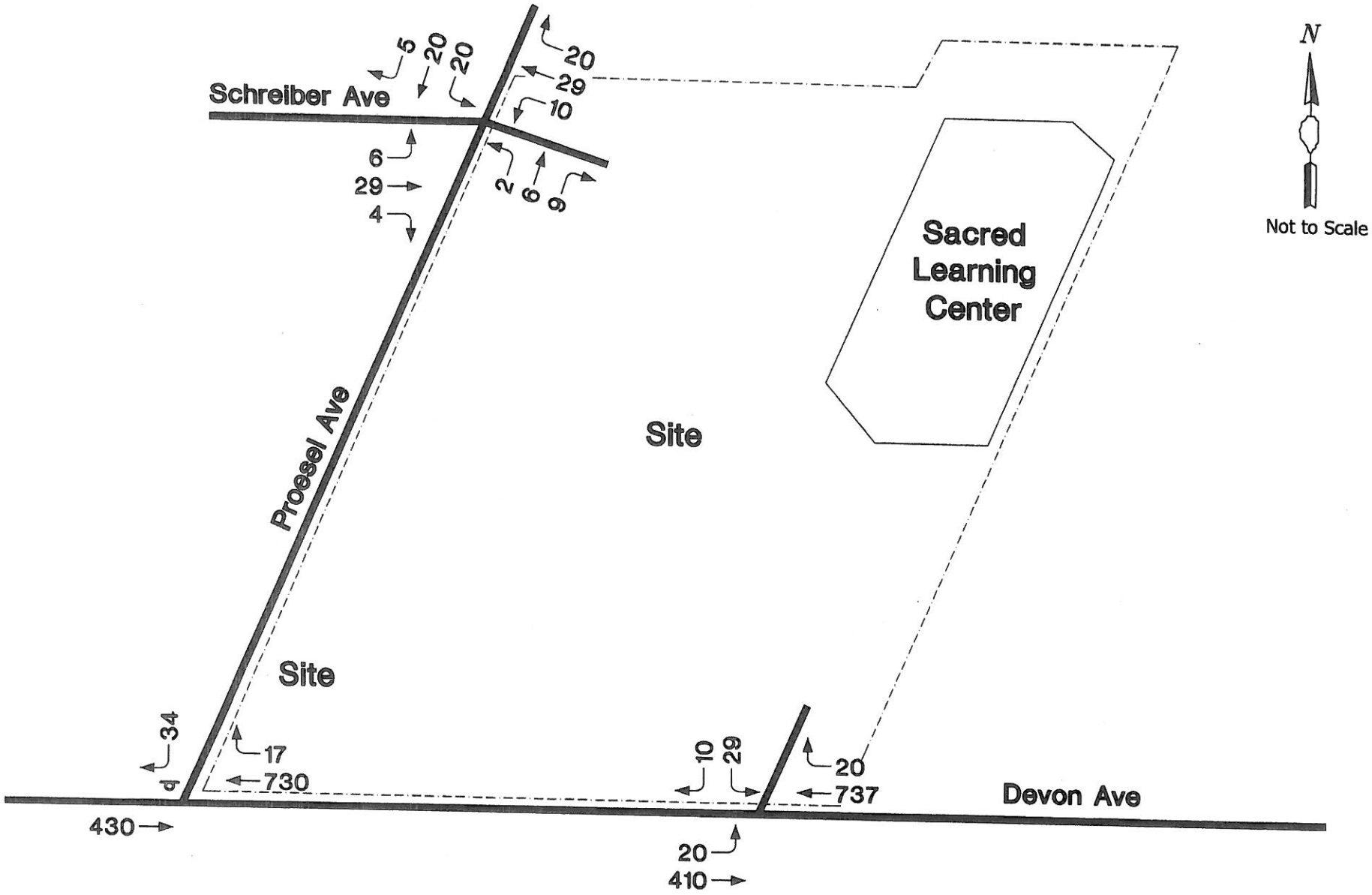
Legend:

XX – Friday Peak Hour (12:30–1:30 PM)

– Existing Stop Sign

GHA GEWALT HAMILTON ASSOCIATES, INC.

Exhibit 5
Site Traffic



Legend:
XX – Friday Peak Hour (12:30–1:30 PM)
– Existing Stop Sign

GHA GEWALT HAMILTON ASSOCIATES, INC.

Exhibit 6
Total Traffic

Return to VB Agenda

Exhibit A
Parking Calculations
Sacred Learning Center - Lincolnwood, IL.

Assumptions:

1) 113 prayer stations.
2) Two prayer services on Fridays are busiest; 12-1 PM and 1-2 PM.
3) Typically 12-1 PM will be up to 100 congregants. 1-2 PM will be up to 50 congregants.
4) During absolute peak services, there could be 113 congregants at both.
5) 1-2 people per vehicle on Friday prayers, as many will come from work.
6) 2 people on average per vehicle during Peak prayers.
7) 5-10 employees on-site

	Parking Spaces Needed	
Service	**Friday Prayers**	**Peak Prayers**
12-1 PM	67	57
1-2 PM	34	57
Employees	5	10
Total Spaces =	**106**	**124**
Spaces Provided =	128	128
Increments =	**+22**	**+4**

Note:

1) Parking provided per Intech site plan; 102 on-site + 26 pull-in = 128 spaces

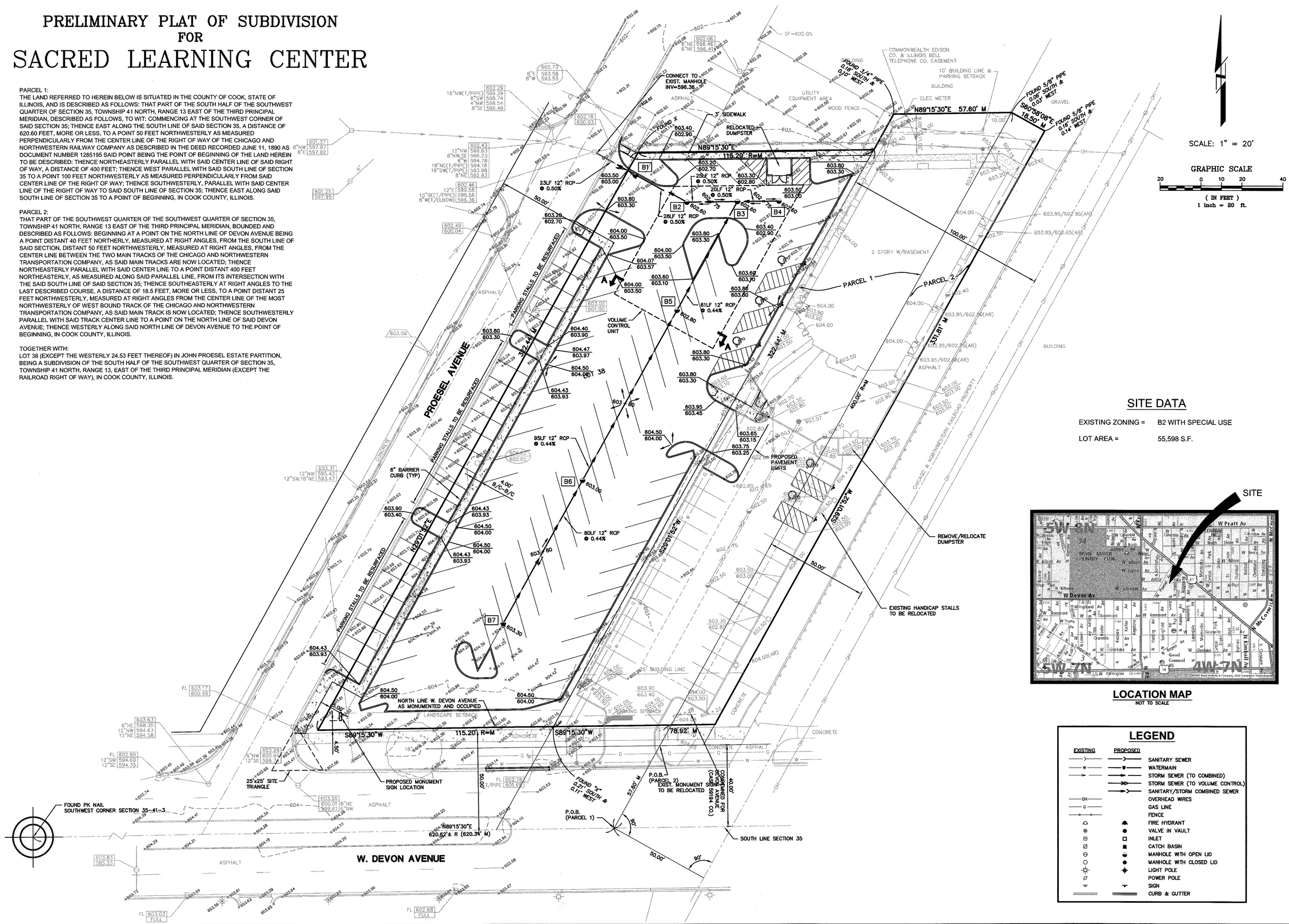
GHA GEWALT HAMILTON ASSOCIATES, INC.

PRELIMINARY PLAT OF SUBDIVISION
FOR
SACRED LEARNING CENTER

PARCEL 1:
THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF COOK, STATE OF ILLINOIS, AND IS DESCRIBED AS FOLLOWS: THAT PART OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 41 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS, TO WIT: COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 35; THENCE EAST ALONG THE SOUTH LINE OF SAID SECTION 35, A DISTANCE OF 620.60 FEET, MORE OR LESS, TO A POINT 50 FEET NORTHWESTERLY AS MEASURED PERPENDICULARLY FROM THE CENTER LINE OF THE RIGHT OF WAY OF THE CHICAGO AND NORTHWESTERN RAILWAY COMPANY AS DESCRIBED IN THE DEED RECORDED JUNE 11, 1890 AS DOCUMENT NUMBER 1285195 SAID POINT BEING THE POINT OF BEGINNING OF THE LAND HEREIN TO BE DESCRIBED: THENCE NORTHEASTERLY PARALLEL WITH SAID CENTER LINE OF SAID RIGHT OF WAY, A DISTANCE OF 400 FEET; THENCE WEST PARALLEL WITH SAID SOUTH LINE OF SECTION 35 TO A POINT 100 FEET NORTHWESTERLY AS MEASURED PERPENDICULARLY FROM SAID CENTER LINE OF THE RIGHT OF WAY; THENCE SOUTHWESTERLY, PARALLEL WITH SAID CENTER LINE OF THE RIGHT OF WAY TO SAID SOUTH LINE OF SECTION 35; THENCE EAST ALONG SAID SOUTH LINE OF SECTION 35 TO A POINT OF BEGINNING, IN COOK COUNTY, ILLINOIS.

PARCEL 2:
THAT PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 41 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, BOUNDED AND DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE NORTH LINE OF DEVON AVENUE BEING A POINT DISTANT 40 FEET NORTHERLY, MEASURED AT RIGHT ANGLES, FROM THE SOUTH LINE OF SAID SECTION, DISTANT 50 FEET NORTHWESTERLY, MEASURED AT RIGHT ANGLES, FROM THE CENTER LINE BETWEEN THE TWO MAIN TRACKS OF THE CHICAGO AND NORTHWESTERN TRANSPORTATION COMPANY, AS SAID MAIN TRACKS ARE NOW LOCATED; THENCE NORTHEASTERLY PARALLEL WITH SAID CENTER LINE TO A POINT DISTANT 400 FEET NORTHEASTERLY, AS MEASURED ALONG SAID PARALLEL LINE, FROM ITS INTERSECTION WITH THE SAID SOUTH LINE OF SAID SECTION 35; THENCE SOUTHEASTERLY AT RIGHT ANGLES TO THE LAST DESCRIBED COURSE, A DISTANCE OF 18.5 FEET, MORE OR LESS, TO A POINT DISTANT 25 FEET NORTHWESTERLY, MEASURED AT RIGHT ANGLES FROM THE CENTER LINE OF THE MOST NORTHWESTERLY OF WEST BOUND TRACK OF THE CHICAGO AND NORTHWESTERN TRANSPORTATION COMPANY, AS SAID MAIN TRACK IS NOW LOCATED; THENCE SOUTHWESTERLY PARALLEL WITH SAID TRACK CENTER LINE TO A POINT ON THE NORTH LINE OF SAID DEVON AVENUE; THENCE WESTERLY ALONG SAID NORTH LINE OF DEVON AVENUE TO THE POINT OF BEGINNING, IN COOK COUNTY, ILLINOIS.

TOGETHER WITH:
LOT 38 (EXCEPT THE WESTERLY 24.53 FEET THEREOF) IN JOHN PROESEL ESTATE PARTITION, BEING A SUBDIVISION OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 41 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN (EXCEPT THE RAILROAD RIGHT OF WAY), IN COOK COUNTY, ILLINOIS.



SITE DATA

EXISTING ZONING =	B2 WITH SPECIAL USE
LOT AREA =	55,598 S.F.

LOCATION MAP
NOT TO SCALE

LEGEND

EXISTING	PROPOSED	
		SANITARY SEWER
		WATERMAIN
		STORM SEWER (TO COMBINED)
		STORM SEWER (TO VOLUME CONTROL)
		SANITARY/STORM COMBINED SEWER
OH		OVERHEAD WIRES
G		GAS LINE
		FENCE
		FIRE HYDRANT
		VALVE IN VAULT
		INLET
		CATCH BASIN
		MANHOLE WITH OPEN LID
		MANHOLE WITH CLOSED LID
		LIGHT POLE
		POWER POLE
		SIGN
		CURB & GUTTER

DATE	NO.	REVISION	BY
3-15-18	1	PER PLAN COMMISSION 3-7-18	SJP

INTECH CONSULTANTS, INC.
ENGINEERS - SURVEYORS
1989 UNIVERSITY LANE, SUITE D
LISLE, ILLINOIS 60532
PHONE: 630-964-5656
ILLINOIS REGISTRATION No. 184-001040

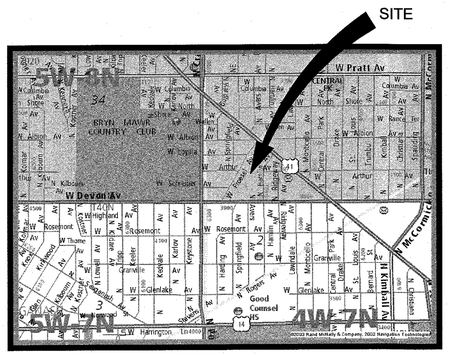
SACRED LEARNING NFP
5900 N. KILPATRICK AVE.
CHICAGO, IL 60646

SACRED LEARNING CENTER
3900 W. DEVON AVE.
LINCOLNWOOD, IL 60712

PRELIMINARY PLAT

SCALE	1"=20'
DATE	2-5-18
DRAWN	SJP
DESIGNED	LGG
PROJECT NO.	2015-004P
SHEET	1 OF 1

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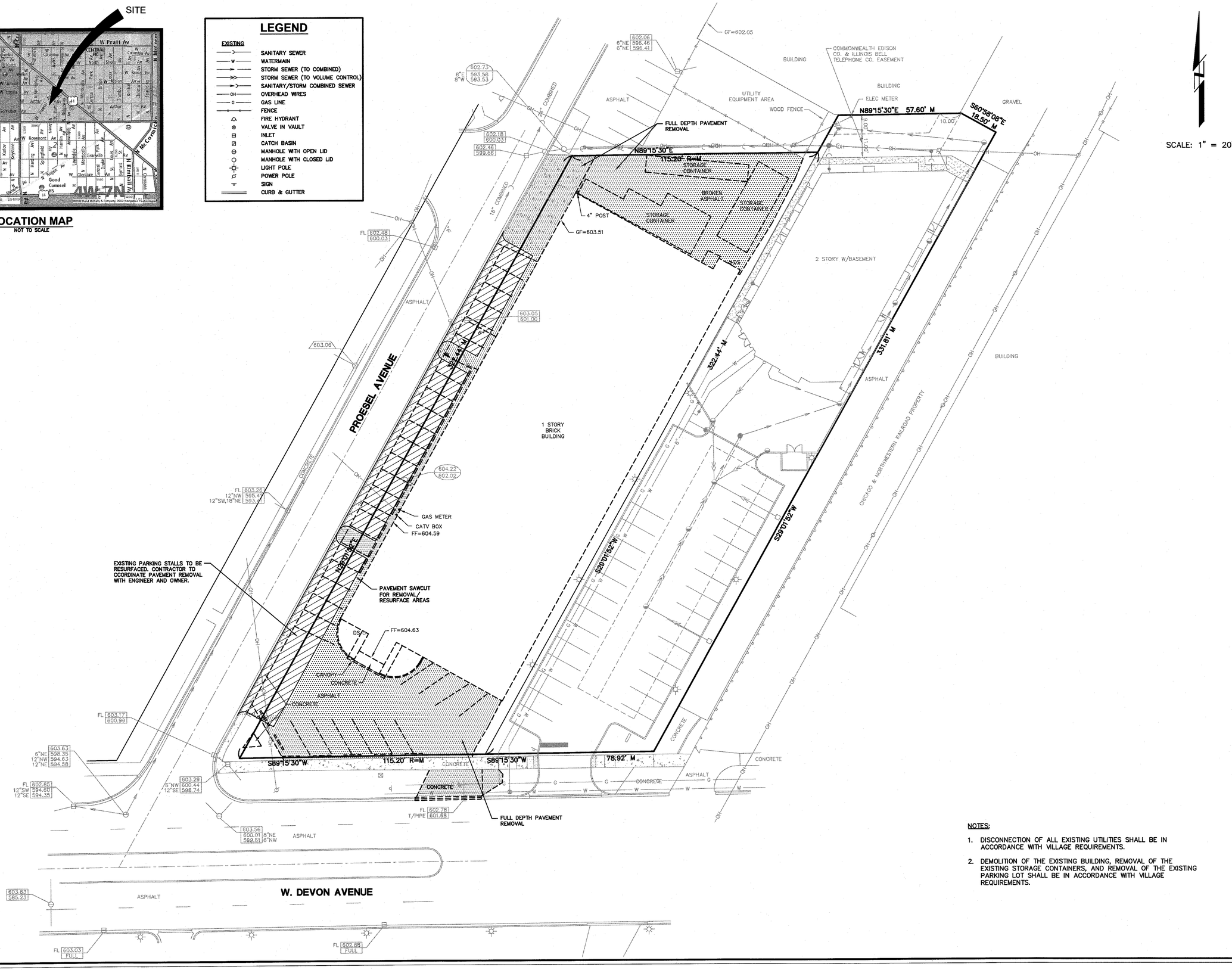


LOCATION MAP
NOT TO SCALE

LEGEND

EXISTING

- SANITARY SEWER
- WATERMAIN
- STORM SEWER (TO COMBINED)
- STORM SEWER (TO VOLUME CONTROL)
- SANITARY/STORM COMBINED SEWER
- OVERHEAD WIRES
- GAS LINE
- FENCE
- FIRE HYDRANT
- VALVE IN VAULT
- INLET
- CATCH BASIN
- MANHOLE WITH OPEN LID
- MANHOLE WITH CLOSED LID
- LIGHT POLE
- POWER POLE
- SIGN
- CURB & GUTTER



SCALE: 1" = 20'

NOTES:

1. DISCONNECTION OF ALL EXISTING UTILITIES SHALL BE IN ACCORDANCE WITH VILLAGE REQUIREMENTS.
2. DEMOLITION OF THE EXISTING BUILDING, REMOVAL OF THE EXISTING STORAGE CONTAINERS, AND REMOVAL OF THE EXISTING PARKING LOT SHALL BE IN ACCORDANCE WITH VILLAGE REQUIREMENTS.

BY	REVISION	NO.	DATE

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ENGINEERS - SURVEYORS
1989 UNIVERSITY LANE, SUITE D
LISLE, ILLINOIS 60532
PHONE: 630-964-5656
ILLINOIS REGISTRATION No. 184-001040

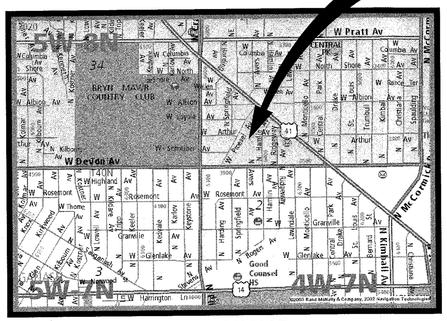
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DEMOLITION PLAN

SCALE	1"=20'
DATE	2-5-18
DRAWN	SJP
DESIGNED	LGG
PROJECT NO.	2015-004P
SHEET	1 OF 1

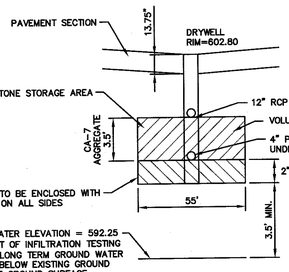
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LOCATION MAP
NOT TO SCALE

LEGEND

EXISTING	PROPOSED	
		SANITARY SEWER
W	W	WATERMAIN
		STORM SEWER (TO COMBINED)
		STORM SEWER (TO VOLUME CONTROL)
		SANITARY/STORM COMBINED SEWER
OH	OH	OVERHEAD WIRES
G	G	GAS LINE
x	x	FENCE
		FIRE HYDRANT
		VALVE IN VAULT
		INLET
		CATCH BASIN
		MANHOLE WITH OPEN LID
		MANHOLE WITH CLOSED LID
		LIGHT POLE
		POWER POLE
		SIGN
		CURB & GUTTER



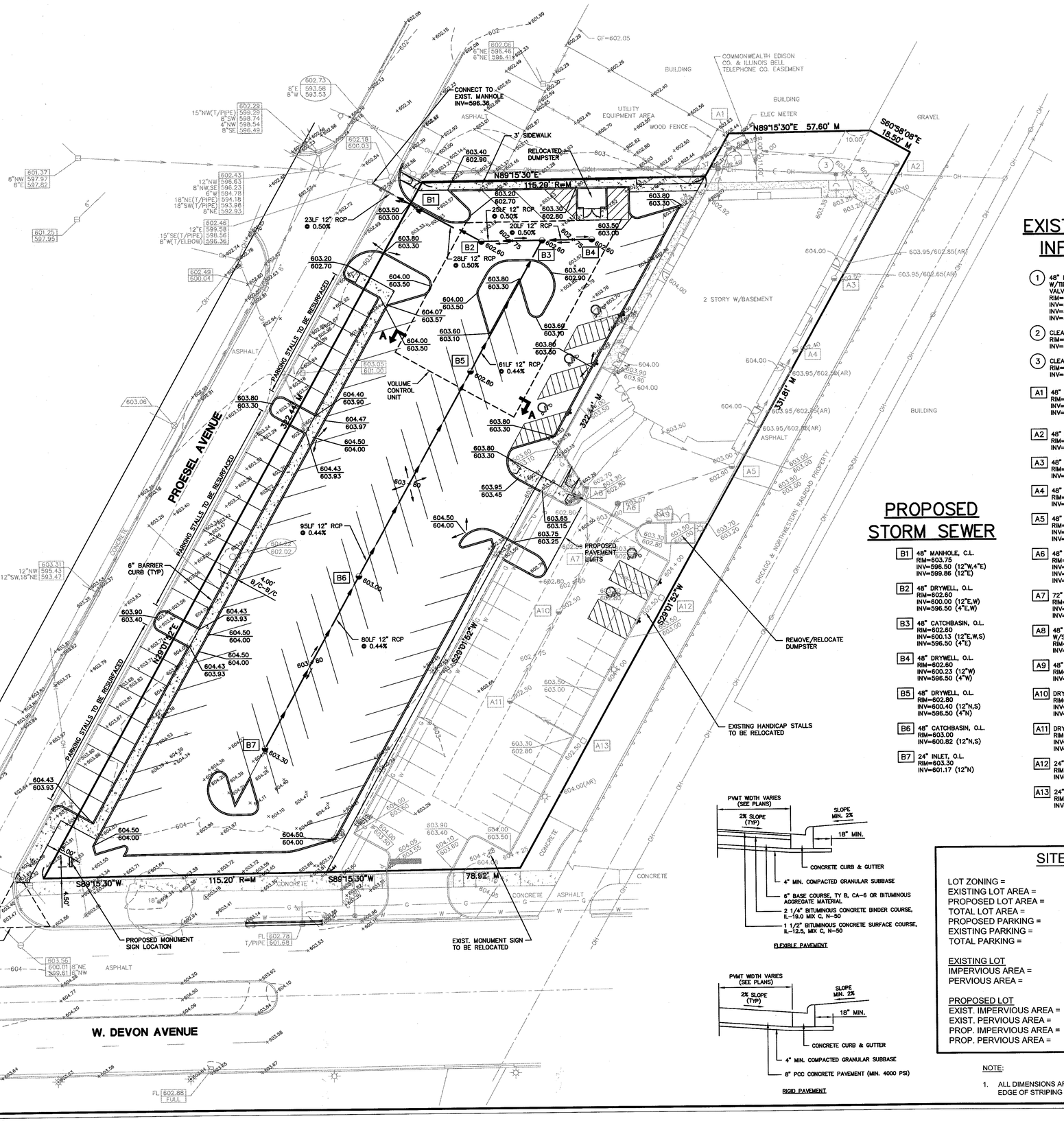
SECTION A-A

CALCULATION

STORAGE REQUIRED = 1" RUNOFF x (0.65AC) = 0.054 AC-FT
LOT AREA = 0.74 AC
PERVIOUS AREA = 0.09 AC
IMPERVIOUS AREA = 0.65 AC

UNIT VOL PROVIDED = (0.5)(55')(30')(3.5')(50%)(0.36) =	520 CF
(1)(60')(55')(3.5')(50%)(0.36) =	2,079 CF
(1)(60')(55')(0.167')(100%)(0.36) =	198 CF
(0.5)(55')(30')(0.167')(100%)(0.36) =	50 CF
	2,847 CF = 0.065 AC-FT

EXISTING VOLUME CONTROL UNIT



EXISTING UTILITY INFORMATION

(1) 48" MANHOLE, C.L.
W/TIDEFLEX TF-1 (BACKFLOW PREVENTER) VALVE ON 15" NE PIPE
RIM=602.40
INV=595.83 (15" NE)
INV=595.00 (6" S,E,SW)
INV=594.83 (W)(EX)

(2) CLEANOUT
RIM=603.95
INV=595.75

(3) CLEANOUT
RIM=603.25
INV=595.48

A1 48" CATCHBASIN, O.L.
RIM=602.35
INV=595.87 (15"E)
INV=595.87 (6" DIP 2-FOOT LONG GROUTED IN 15" RCP SOUTHWEST)(SEE NOTE #8)

A2 48" MANHOLE, O.L.
RIM=601.70
INV=596.11

A3 48" MANHOLE, O.L.
RIM=602.50
INV=596.30

A4 48" MANHOLE, O.L.
RIM=602.40
INV=596.44

A5 48" CATCHBASIN, O.L.
RIM=602.90
INV=596.60
INV=599.58

A6 48" MANHOLE, C.L.
RIM=603.07
INV=599.05 (12"S)
INV=597.00 (4" PERFORATED ADS)
INV=596.79 (15" E)

A7 72" DRYWELL #3, O.L.
RIM=602.50
INV=599.17
INV=597.00 (4" PERFORATED ADS)

A8 48" MANHOLE, O.L.
W/STUB FOR ROOF DRAIN CONNECTION
RIM=602.70
INV=599.32 (6"NE,12"S)

A9 48" MANHOLE, O.L.
RIM=602.70
INV=599.32

A10 DRYWELL #1, 48" O.L.
RIM=602.50
INV=599.30
INV=597.00 (4" PERFORATED ADS)

A11 DRYWELL #2, 48" O.L.
RIM=602.50
INV=599.50
INV=597.00 (4" PERFORATED ADS)

A12 24" INLET, O.L.
RIM=602.50
INV=599.50

A13 24" INLET, O.L.
RIM=602.50
INV=599.83

PROPOSED STORM SEWER

B1 48" MANHOLE, C.L.
RIM=603.75
INV=596.50 (12"W,4"E)
INV=599.86 (12"E)

B2 48" DRYWELL, O.L.
RIM=602.80
INV=600.00 (12"E,W)
INV=596.50 (4"E,W)

B3 48" CATCHBASIN, O.L.
RIM=602.60
INV=600.13 (12"E,W,S)
INV=596.50 (4"E)

B4 48" DRYWELL, O.L.
RIM=602.60
INV=600.23 (12"W)
INV=596.50 (4"W)

B5 48" DRYWELL, O.L.
RIM=602.80
INV=600.40 (12"N,S)
INV=596.50 (4"N)

B6 48" CATCHBASIN, O.L.
RIM=603.00
INV=600.82 (12"N,S)

B7 24" INLET, O.L.
RIM=603.30
INV=601.17 (12"N)

FLEXIBLE PAVEMENT

RIGID PAVEMENT

SITE DATA

LOT ZONING =	B2 W/ SPECIAL USE
EXISTING LOT AREA =	23,356 S.F.
PROPOSED LOT AREA =	32,242 S.F.
TOTAL LOT AREA =	55,598 S.F.
PROPOSED PARKING =	100 (INCL. 3 HANDICAP STALLS)
EXISTING PARKING =	27 (INCL. 2 HANDICAP STALLS)
TOTAL PARKING =	127 (INCL. 5 HANDICAP STALLS)
EXISTING LOT	
IMPERVIOUS AREA =	18,572 S.F.
PERVIOUS AREA =	4,784 S.F.
PROPOSED LOT	
EXIST. IMPERVIOUS AREA =	30,219 S.F.
EXIST. PERVIOUS AREA =	2,023 S.F.
PROP. IMPERVIOUS AREA =	28,433 S.F.
PROP. PERVIOUS AREA =	3,809 S.F.

NOTE:

1. ALL DIMENSIONS ARE TO THE BACK OF CURB OR EDGE OF STRIPING FOR CENTER PARKING STALLS.

NO.	DATE	REVISION	BY
1	3-15-18	PER PLAN COMMISSION 3-7-18	SJP

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ENGINEERS - SURVEYORS
1989 UNIVERSITY LANE, SUITE D
LISLE, ILLINOIS 60532
PHONE: 630-964-5656
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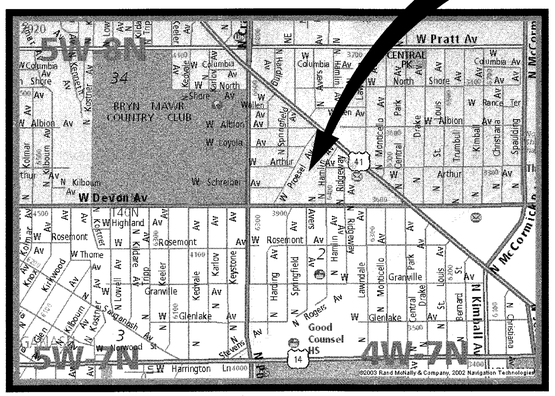
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CHICAGO, IL 60646

SACRED LEARNING CENTER
3900 W. DEVON AVE.
LINCOLNWOOD, IL 60712

PRELIMINARY ENGINEERING PLAN

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DATE	2-5-18
DRAWN	SJP
DESIGNED	LGG
PROJECT NO.	2015-004P
SHEET	1 OF 1

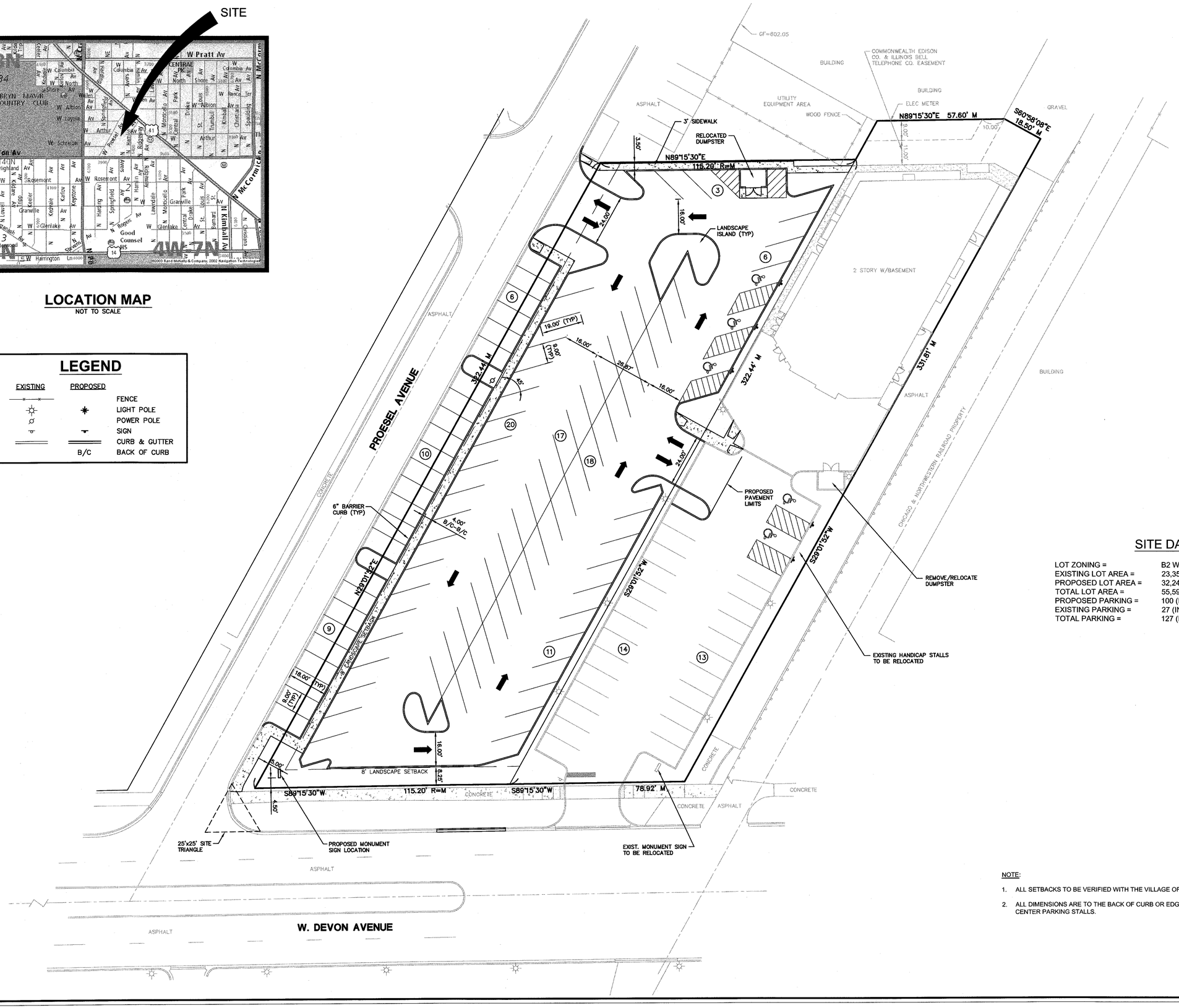
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LOCATION MAP
NOT TO SCALE

LEGEND

EXISTING	PROPOSED	
		FENCE
☼	✱	LIGHT POLE
ø		POWER POLE
⊸	⊸	SIGN
		CURB & GUTTER
	B/C	BACK OF CURB



SCALE: 1" = 20'

SITE DATA

LOT ZONING =	B2 W/ SPECIAL USE
EXISTING LOT AREA =	23,356 S.F.
PROPOSED LOT AREA =	32,242 S.F.
TOTAL LOT AREA =	55,598 S.F.
PROPOSED PARKING =	100 (INCL. 3 HANDICAP STALLS)
EXISTING PARKING =	27 (INCL. 2 HANDICAP STALLS)
TOTAL PARKING =	127 (INCL. 5 HANDICAP STALLS)

NOTE:

1. ALL SETBACKS TO BE VERIFIED WITH THE VILLAGE OF LINCOLNWOOD.
2. ALL DIMENSIONS ARE TO THE BACK OF CURB OR EDGE OF STRIPING FOR CENTER PARKING STALLS.

DATE	NO.	REVISION	BY
3-15-18	1	PER PLAN COMMISSION 3-7-18	SJP

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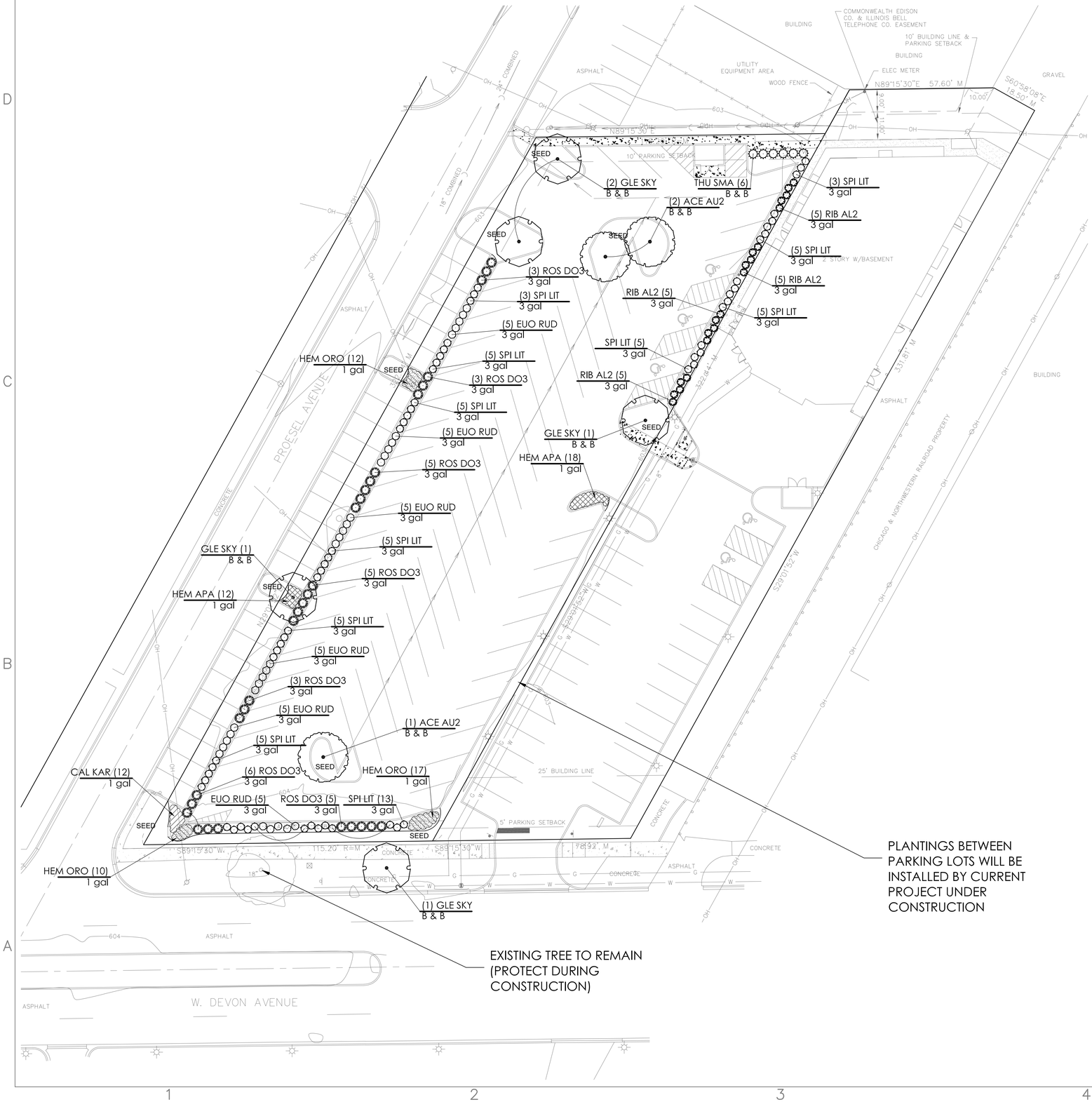
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LINCOLNWOOD, IL 60712

SITE PLAN

SCALE	1"=20'
DATE	2-5-18
DRAWN	SJP
DESIGNED	LGG
PROJECT NO.	2015-004P
SHEET	1 OF 1

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PLANT SCHEDULE

TREES	BOTANICAL NAME / COMMON NAME	CONT	CAL	QTY
ACE AU2	Acer freemanii `Autumn Blaze` / Autumn Blaze Maple	B & B	2.5"Cal	3
GLE SKY	Gleditsia triacanthos `Skyline` / Skyline Honey Locust	B & B	2.5"Cal	5
SHRUBS	**BOTANICAL NAME / COMMON NAME**	**SIZE**	**HEIGHT**	**QTY**
EUO RUD	Euonymus alatus `Rudy Haag` / Rudy Haag Burning Bush	3 gal	24" H.	30
RIB AL2	Ribes alpinum `Green Mound` / Green Mound Alpine Currant	3 gal	24" H.	20
ROS DO3	Rosa x `Double Knockout` / Rose	3 gal	24" H.	30
SPI LIT	Spiraea x bumalda `Little Princess` / Little Princess Spirea	3 gal	24" H.	59
THU SMA	Thuja occidentalis `Smaragd` / Emerald Green Arborvitae	B & B	4`H	6
GROUND COVERS	**BOTANICAL NAME / COMMON NAME**	**CONT**	**SPACING**	**QTY**
CAL KAR	Calamagrostis x acutiflora `Karl Foerster` / Feather Reed Grass	1 gal	24" o.c.	12
HEM APA	Hemerocallis x `Chicago Apache` / Daylily	1 gal	24" o.c.	30
HEM ORO	Hemerocallis x `Stella de Oro` / Stella de Oro Daylily	1 gal	24" o.c.	39
SEED	Bluegrass, Rye and Fescue Blend with Blanket	3,000 SF		

NORTH

20 0 20 40 60

SCALE: 1" = 20'

Sacred Learning Center
3900 W. Devon Ave.
Lincolnwood, IL 60712

DesignPerspectives INC.
Grounded in Creativity

1280 Iroquois Avenue
Suite 110
Naperville, Illinois 60563

Telephone: (630) 428-3134
Fax: (630) 428-3159
www.design-perspectives.net

REV.	COMMENT	DATE

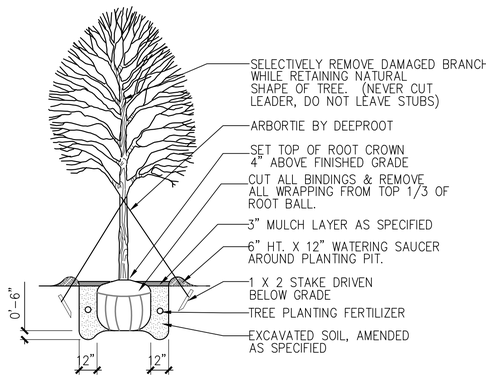
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CHECKED BY: TS

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LANDSCAPE PLAN

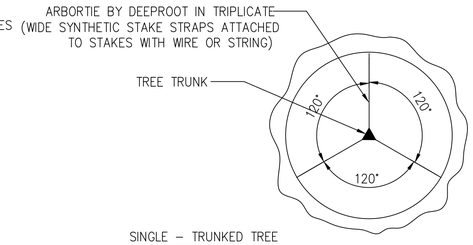
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SHADE TREE PLANTING

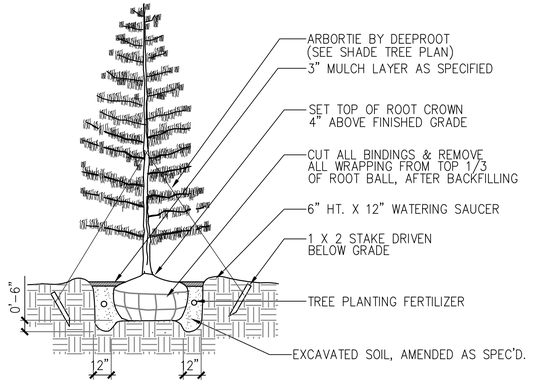
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SINGLE – TRUNKED TREE
PLAN VIEW

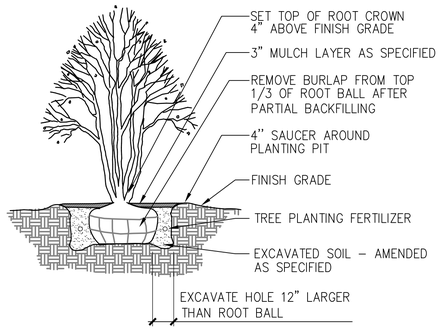
TREE GUYING DETAIL – SHADE TREE

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EVERGREEN TREE PLANTING

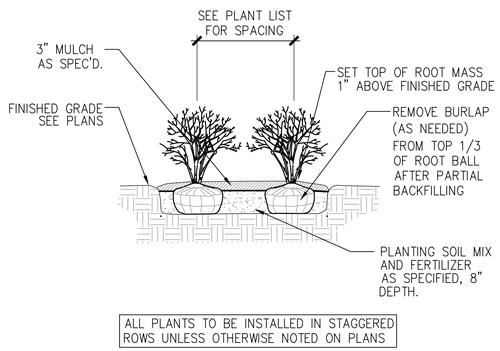
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ORNAMENTAL TREE PLANTING

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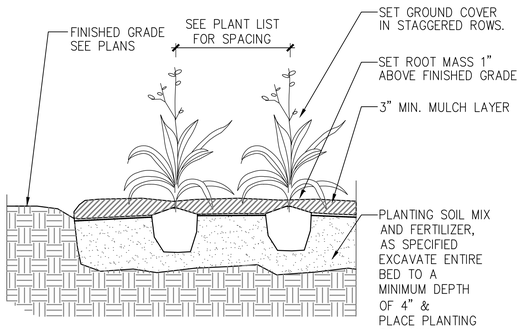
C



ALL PLANTS TO BE INSTALLED IN STAGGERED ROWS UNLESS OTHERWISE NOTED ON PLANS

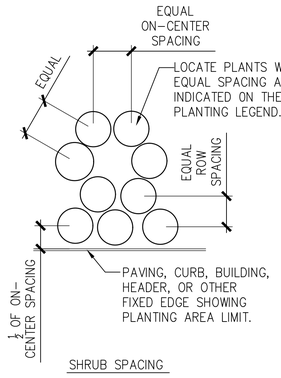
SHRUB PLANTING DETAIL

SCALE:1/2"=1'-0" DT-shrub-gyn

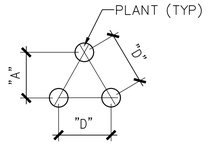


GROUNDCOVER PLANTING

SCALE:1"=1'-0" DT-groundcover-gyn



SHRUB SPACING



TRIANGULAR PLANT SPACING CHART FOR GROUNDCOVERS AND PERENNIALS

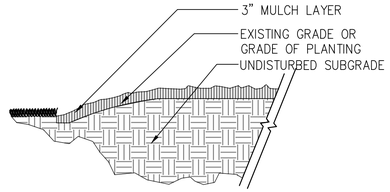
ROW "D"	"A"
18" O.C.	15" O.C.
24" O.C.	21" O.C.
36" O.C.	31" O.C.

GOUNDCOVER & PERENNIAL SPACING

PLANT SPACING DETAIL

SCALE:1/2"=1'-0" DT-plantspace-gyn

NOTES:
1. TRENCH EDGE DETAIL SHALL BE USED AT ALL LAWN EDGES AND AT EDGES OF MULCHED AREAS (FOR CONTAINMENT)
2. TRENCH EDGE SHALL CREATE A CLEAN SEPARATION BETWEEN AREAS, AND SHALL CREATE SMOOTH AND EVEN LINES (AS INDICATED ON PLANS)



TRENCH EDGE DETAIL

SCALE:1"=1'-0" DT-ls-trench-gyn

B

1. THE LANDSCAPE CONTRACTOR SHALL BE REPSONSIBLE FOR MAKING HIMSELF FAMILIAR WITH ALL UNDERGROUND UTILITIES AND STRUCTURES. SEE CONSTRUCTION NOTES.

2. DO NOT WILLFULLY PROCEED WITH PLANTINGS AS DESIGNED WHEN IT IS OBVIOUS THAT OBSTRUCTIONS AND/OR GRADE DIFFERENCES EXIST THAT MAY NOT HAVE BEEN KNOWN DURING THE DESIGN PROCESS. SUCH CONDITIONS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE PROJECT MANAGER. THE LANDSCAPE CONTRACTOR WILL BE HELD RESPONSIBLE FOR ANY NECESSARY REVISIONS AND COSTS DUE TO FAILURE TO GIVE SUCH NOTIFICATION.

3. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY COORDINATION WITH SUBCONTRACTORS AND/OR SUPPLIERS AS REQUIRED TO ACCOMPLISH PLANTING OPERATIONS.

4. THE LANDSCAPE CONTRACTOR IS TO RECEIVE THE SITE AT +/– 1/10TH OF AN INCH. THE LANDSCAPE CONTRACTOR SHALL OBTAIN A LETTER OF GRADE FROM THE GENERAL CONTRACTOR PRIOR TO BEGINNING WORK.

5. REFER TO SPECIFICATIONS FOR PLANTING REQUIREMENTS, MATERIALS, AND EXECUTION.

6. ALL TREES SHALL BE TAGGED BY THE PROJECT MANAGER AT A NURSERY SELECTED BY THE LANDSCAPE CONTRACTOR OR AT THE DISCRETION OF THE PROJECT MANAGER.

7. FINAL LOCATION OF ALL PLANT MATERIAL SHALL BE SUBJECT TO APPROVAL OF THE PROJECT MANAGER PRIOR TO DIGGING ANY HOLES. THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR PROVIDING PROJECT MANAGER ADEQUATE ADVANCE NOTICE FOR ON–SITE APPROVALS. THE LANDSCAPE CONTRACTOR IS TO THE FOLLOWING BEFORE BEGINNING INSTALLING PLANTINGS:

SHRUBS – LAY OUT THE ACTUAL CONTAINERS ON–SITE BEFORE DIGGING HOLES.

TREES – STAKE THE LOCATIONS BEFORE DIGGING HOLES. ANY TREE PLANTED WITHOUT ITS FINAL LOCATION APPROVED BY THE PROJECT MANAGER MAY BE REQUESTED TO BE RELOCATED AT THE SOLE EXPENSE OF THE LANDSCAPE CONTRACTOR.

8. THE LANDSCAPE CONTRACTOR SHALL NOTIFY THE PROJECT MANAGER AT LEAST 48 HOURS IN ADVANCE PRIOR TO COMMENCEMENT OF WORK TO COORDINATE PROJECT OBSERVATION SCHEDULES.

9. IF CONFLICTS ARISE BETWEEN THE ACTUAL SIZE OF AREAS ON THE SITE AND THE DRAWINGS, CONTACT THE PROJECT MANAGER FOR RESOLUTION.

10. IT IS THE LANDSCAPE CONTRACTOR'S RESPONSIBILITY TO FURNISH PLANTS FREE OF PESTS AND/OR DISEASES. PRE–SELECTED OR "PROJECT MANAGER TAGGED" PLANT MATERIAL MUST BE INSPECTED BY THE LANDSCAPE CONTRACTOR AND CERTIFIED PEST AND DISEASE FREE. IT IS THE LANDSCAPE CONTRACTOR'S OBLIGATION TO WARRANTY ALL PLANT MATERIAL PER THE SPECIFICATIONS.

11. GROUNDCOVERS AND SHRUBS ARE TO BE TRIANGULARLY SPACED UNLESS INDICATED ON THE PLANS.

12. ALL TREES WITHIN A SPECIES SHALL HAVE MATCHING FORM, UNLESS OTHERWISE NOTED.

13. ALL TREES, SHRUB AND GROUNDCOVER AREAS (EXCLUDING TURF AND SLOPE AREAS) ARE TO BE MULCHED PER DETAILS.

14. ALL MULCH TO BE SHREDDED HARDWOOD MULCH.

15. TREES SHALL BE SET BACK A MINIMUM OF TEN FEET (10') HORIZONTALLY FROM UTILITY STRUCTURES, INCLUDING, BUT NOT LIMITED TO, MANHOLES, VALVE VAULTS, VALVE BOXES, FIRE HYDRANTS, TRANSFORMERS AND SWITCH CANS. TREES SHALL BE SET BACK A MINIMUM OF FIVE (5') HORIZONTALLY FROM SANITARY SEWER AND WATER SERVICES. CONTRACTOR TO MAKE NECESSARY ADJUSTMENTS UNDER THE APPROVAL OF OWNER. REFER TO CIVIL DRAWINGS PREPARED BY OTHERS.

16. PLANTING RESTRICTIONS: PLANT DURING ONE OF THE FOLLOWING PERIORDS. COORDINATE PLANTING PERIODS WITH MAINTENANCE PERIODS TO PROVIDE REQUIRED MAINTENANCE FROM DATE OF SUBSTANTIAL COMPLETION.

1. SPRING PLANTING: 4/1 – 6/15
2. FALL PLANTING: 9/1 – 11/1

PLANTING NOTES

SCALE:NTS DT-plantnote-gyn

A

Sacred Learning Center
3900 W. Devon Ave.
Lincolnwood, IL 60712

DesignPerspectives INC.
Grounded in Creativity

1280 Iroquois Avenue
Suite 110
Naperville, Illinois 60563

Telephone: (630) 428-3134
Fax: (630) 428-3159
www.design-perspectives.net

REV.	COMMENT	DATE

SEAL:

REGISTERED LANDSCAPE ARCHITECT
Tod J. Stanton
157-001070
STATE OF ILLINOIS

DATE: 2/2/2018
JOB NO.: 18-9186
DRAWN BY: CE
CHECKED BY: TS

DRAWING TITLE:

LANDSCAPE DETAILS

SHEET NO.:

LP-500

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Return to VB Agenda

Hammel.Douglas

From: Syed Zeeshan Ali <zeeshan531@live.com>
Sent: Friday, March 2, 2018 8:33 AM
To: Hammel.Douglas
Subject: Sacred Learning Center Parking Expansion

Dearest Mayor Barry Bass, Village Board Trustees and Plan Commissioners:

I am writing to you as a business owner in the village of Lincolnwood. I have owned and operated businesses in Lincolnwood for several years now. I currently run the Allstate Insurance Agency at 3364 W. Devon Ave. I was thrilled to hear about a mosque coming to Lincolnwood. Whilst all of our surrounding suburbs including Skokie and Evanston have mosques, Lincolnwood did not have one it could call its own. This center will be a great addition to Lincolnwood and will serve many of the residents and business owners alike.

I kindly request that you grant approval of the requests brought forth by Sacred Learning in order to begin the construction of the expanded parking lot.

Sincerely,
Syed Ali
Allstate Insurance
3364 W. Devon Ave,
Lincolnwood, IL 60712

Return to VB Agenda

Hammel.Douglas

From: Salman Khaleeluddin <skhaleeluddin@gefcc.org>
Sent: Tuesday, February 27, 2018 11:02 PM
To: Hammel.Douglas
Subject: Sacred Learning Center

Honorable Mayor Barry Bass and Village Board Trustees and Plan Commissioners:

My name is Dr. Salman Khaleeluddin and I am a resident of the pleasant village of Lincolnwood that you all have the honor of presiding over.

I wanted to thank each and every one of you for allowing the Sacred Learning Center project to begin its initial construction phase. My family of four and I are very excited and looking forward to its completion. I am very optimistic that this building will be the home for various conduits of benefit for not only my family but the greater community as well. I am confident that the Sacred Learning Center will further mesh and strengthen the fabric of our society especially in the times that we live in.

Therefore, I sincerely appeal to each and every one of you as respected leaders of this vibrant, diverse village to approve the request to expand the parking lot. This will allow greater accessibility and moreover will not inconvenience any of the neighbors -- a key tenet of many faiths.

Thank you for your time.

Regards,

Dr. Salman Khaleeluddin
3802 W. Devon Ave.
Lincolnwood, IL 60712
This e-mail message and any documents attached to it are confidential and may contain information that is protected from disclosure by various federal and state laws, including the HIPAA privacy rule (45 C.F.R., Part 164). This information is intended to be used solely by the entity or individual to whom this message is addressed. If you are not the intended recipient, be advised that any use, dissemination, forwarding, printing, or copying of this message without the sender's written permission is strictly prohibited and may be unlawful. Accordingly, if you have received this message in error, please notify the sender immediately by return e-mail or call 847-608-1344, and then delete this message.

Return to VB Agenda

Hammel.Douglas

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Regards,

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3802 W. Devon Ave.
Lincolnwood, IL 60712
This e-mail message and any documents attached to it are confidential and may contain information that is protected from disclosure by various federal and state laws, including the HIPAA privacy rule (45 C.F.R., Part 164). This information is intended to be used solely by the entity or individual to whom this message is addressed. If you are not the intended recipient, be advised that any use, dissemination, forwarding, printing, or copying of this message without the sender's written permission is strictly prohibited and may be unlawful. Accordingly, if you have received this message in error, please notify the sender immediately by return e-mail or call 847-608-1344, and then delete this message.

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Hammel.Douglas

From: Papa Faye <pnfaye@gmail.com>
Sent: Tuesday, February 27, 2018 11:28 PM
To: Hammel.Douglas
Subject: Lincolnwood mosque

Dear Honorable Mayor Barry Bass and Village Board Trustees and Plan

My name is Papa Faye and I moved to Lincolnwood about a year ago, from New York. My family loves the Village!

We are also excited about the imminent opening of the Sacred Learning Center on Devon. This is in fact one of the reasons why we chose to buy a house in Lincolnwood, along the great schools for our children. The mosque will be a great resource for my family and will save us many trips to Skokie or Morton Grove for daily prayers.

I humbly request you all to kindly approve the parking expansion plans of Sacred Learning, so the center could have sufficient parking space for the hundreds of families that will likely take advantage of it.

Thank you for your understanding and continued support!

Sincerely,

Papa Faye
3900 W. Loyola Ave
Lincolnwood, IL 60712

Return to VB Agenda

Hammel.Douglas

From: M. Basharath Alikhan <balikhan786@gmail.com>
Sent: Wednesday, February 28, 2018 9:27 AM
To: Hammel.Douglas
Subject: Message for Village Board and Plan Commissioners re: Sacred Learning Center

Please forward the following message to the Village Board and Plan Commissioners:

February 28, 2018

Dear Honorable Mayor Barry Bass, Village Board of Trustees, and Plan Commissioners,

My name is Dr. Mir Alikhan and I am a resident of Lincolnwood. My family, friends, and I are very excited about the upcoming Sacred Learning Center on Devon Avenue and overjoyed about the tremendous level of support from the Village for the project. We truly believe that this Center will serve as a focal point for numerous activities and projects that will benefit the Village and its citizens. It will foster a strong sense of community, inclusion, and diversity that we can all enjoy and that will be the fabric of Lincolnwood for many years to come. This is a unique opportunity for Lincolnwood to host its first mosque that would represent the world's second largest religion and to join surrounding communities (such as Skokie, Evanston, and Morton Grove) in providing a safe environment for worship and community services.

As the Center is very close to our home (a five minute walk), we are eagerly anticipating the opening of the Center very soon. I ask that the Village move forward swiftly to approve the recent request by the Center to expand the parking lot. This will help to eliminate any inconveniences that may be caused by visitors of the Center to the immediate neighbors in the area.

I hope that this project will further our unified efforts as a community to foster peace and prosperity, and to instill the values of respect and diversity in the next generations.

Thank you for your time,

Mir B. Alikhan
3940 Arthur Avenue
Lincolnwood, IL 60712

Return to VB Agenda

Hammel.Douglas

From: Shoaib Aziz <shoaibaziz78@gmail.com>
Sent: Wednesday, February 28, 2018 7:20 PM
To: Hammel.Douglas
Subject: Sacred Learning Center Parking

Dear Honorable Mayor Barry Bass and Village Board Trustees and Plan Commissioners:

My name is Shoaib Aziz. I am a Lincolnwood resident. My family and I are anxiously awaiting the opening of the Sacred Learning Center for the past few years. It will be a great resource for all members of my family.

I kindly request that you and your staff approve the parking expansion plans of the center so they have adequate parking and do not disturb any of their surrounding neighbors.

Thank you for your time,

Shoaib Aziz
4650 W Fitch Ave
Lincolnwood, IL 60712

Return to VB Agenda

Hammel.Douglas

From: Ferhad Bashir <ferhadbashir@gmail.com>
Sent: Wednesday, February 28, 2018 7:44 PM
To: Hammel.Douglas
Subject: Sacred Learning Center Parking Expansion Plans

Dear Honorable Mayor Barry Bass and Village Board Trustees and Plan Commissioners:

My name is Dr. Ferhad Bashir. My family and I have been fortunate to live in the city of Lincolnwood and are eagerly awaiting the opening of the Sacred Learning Center. I have no doubt that it will serve as a place of tranquility for my family, as well as hundreds of residents within the city of Lincolnwood and beyond.

It is my request that you kindly grant us an an expedited approval for our proposed parking expansion plans of the Sacred Learning Center. It is our hope that this will adequately meet the needs of the Sacred Learning Center and also establish a safer ground for our community.

Thank you for your support.

Sincerely,

Ferhad F. Bashir, MD
3800 W. Devon Ave, Lincolnwood, IL 60712
Email: ferhadbashir@gmail.com

Return to VB Agenda

Hammel.Douglas

From: Shaf Quadri <shaf.quadri@gmail.com>
Sent: Wednesday, February 28, 2018 7:50 PM
To: Hammel.Douglas
Subject: Sacred Learning Center Parking

Dear Honorable Mayor Bass, Village Board Trustees and Planning Commissioners.

I am Dr. Syed M Quadri and have been a resident of Lincolnwood for the last few years, residing at 6521 Kenton Avenue. Last year I began construction on a home renovation on Longmeadow with the intention to move this summer. One of my family's reasons for building in Lincolnwood was to be in proximity to the Sacred Learning Center. We are eagerly awaiting the opening of the center, confident that it will be a valuable resource to our family and the community at large.

I sincerely request that the board approve the parking expansion of the facility. The expansion of the parking project will facilitate ease of entry and exit from the premises without undue burden to our surrounding neighbors.

Thank you for your consideration.

Syed M Quadri

Return to VB Agenda

Hammel.Douglas

From: Harris Ali <harrisali716@yahoo.com>
Sent: Thursday, March 1, 2018 2:23 PM
To: Hammel.Douglas
Subject: Subject: Sacred Learning Center Parking Expansion

Respected Mayor Barry Bass, Village Board Trustees and Plan Commissioners:

I am writing to you as both a resident and business owner in the village of Lincolnwood. My family has called Lincolnwood my home for several years. We were ecstatic to hear about the construction of the Sacred Learning Center. We were concerned at the time about the limited parking. We were happy to hear that the center has now purchased the adjacent property. As a business owner who operates his business down the block (6600 N. Lincoln Ave.), this center will be extremely convenient for me to offer my prayers. It will be a great source of learning for me and my family.

I request that you grant the approval of Sacred Learning's plans so they can move forward with their plans to build the parking lot. I am confident that the center will be a great asset to the entire community of Lincolnwood.

With warmest regards,
Harris Ali
6820 N. Kostner Ave., Lincolnwood

Harris Ali
Sky High Real Estate, Inc
6600 Lincoln Ave
Suite 310
Lincolnwood IL 60712
Cell : 847-322-6277
harrisali716@yahoo.com
harrisali716@gmail.com

Return to VB Agenda

Hammel.Douglas

From: Imran Hussain <ihkonline@gmail.com>
Sent: Friday, March 2, 2018 6:27 AM
To: Hammel.Douglas
Subject: Help Please --> Consideration for Sacred Learning Center

Dear Honarable Mayor Barry Bass and Village Trustees and Plan Commissioners,

My name is Imran Hussain, my family and I have been living in Lincolnwood for over 30 years. I cannot describe how excited about the new Sacred Learning Center, it has been a dream of ours to have something like this in our Lincolnwood community for many many years. This will be a great facility for my family and many other Lincolnwood families.

I recently learned that there is a new parking lot being proposed to accommodate community members and to limit the impact and disruption of parking on the surrounding neighbors. I very humbly request your consideration and help in expediting the approval the additional parking.

Thank you and Warm Regards,

Imran Hussain
4000 W. Lunt
Lincolnwood, IL 60712

Return to VB Agenda

Hammel.Douglas

From: Indriani Dermawan <indriani.dermawan@gmail.com>
Sent: Friday, March 2, 2018 7:42 AM
To: Hammel.Douglas
Cc: reinhardi.haqi@gmail.com
Subject: Sacred learning center

Dear Honorable Mayor Barry Bass, Village Board of Trustees, and Plan Commissioners,

My name is Indriani Dermawan. My family and I are residents of Lincolnwood. We have lived here for a little over 10 years and are very excited about about the upcoming Sacred Learning Center on Devon Avenue. Being a parent, I believe it will serve as an education and community center friendly to children. Moreover, the center will bring surrounding communities, religions, and people together with its future programs and events. With this in mind, I ask the Village to please approve the request to expand the parking lot to help accommodate visitors and not cause any inconveniences to the residents in the area.

Thank you,
Indriani Dermawan

Return to VB Agenda

February 28, 2018

The Honorable Barry Bass
President, Village of Lincolnwood
6900 N. Lincoln Ave.
Lincolnwood, IL 60712

Dear President Bass:

We hereby submit a petition in favor of the Special Use Application of the Sacred Learning Center at 3900 W. Devon Ave. The petition requests the Village of Lincolnwood Board of Trustees to approve the Special Use Permit variances requested by Sacred Learning Center. The petition has been signed by nearly 280 households and 1000 residents of the Village of Lincolnwood.

Sacred Learning Center submits the petition in hopes of commencing the construction of the parking lot that will serve the beautiful new center of spiritual learning and worship. Thank you for your consideration of our request.

Sincerely,

Sayeed A. Shariff

Sayeed A. Shariff
Executive Director
Sacred Learning NFP

Sacred Learning is an Illinois registered 501(c)(3) non-profit religious organization dedicated to the tradition of Islamic spiritual development. Tax ID 43-2064738.

Return to VB Agenda

PETITION TO THE VILLAGE OF LINCOLNWOOD TO APPROVE SPECIAL USE PERMIT AND VARIANCES REQUESTED BY THE SACRED LEARNING CENTER

We, the undersigned, request the Village of Lincolnwood to approve the Special Use Permit and variations requested by the Sacred Learning Center. We support the plans of Sacred Learning in constructing a new center of learning and religious worship as well as an accompanying parking lot. As residents of Lincolnwood, we believe that this new center will add to the diversity and fabric of our Village.

#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	SHIRAZ A KHAN	3840 W NORTHSHORE AVE	S. A. Khan
2	SAJIDA K BOZAI	3840 W Northshore Ave	Sajida Khatoon Bozai
3	TAHSIN A KHAN	3840 W Northshore Ave	Tahsin Khan
4	JERRY LAMPRINAKOS	6715 E Prairie, Lincolnwood	
5	KATELYN LAMBRINAKOS	6715 E Prairie, Lincolnwood	
6	Nicolas LAMPRINAKOS	6835 Kildare, Lincolnwood	
7	Sapino Lambrinatos	6715 E Prairie, Lincolnwood	
8	Rosario Lambrinatos	6715 E Prairie, Lincolnwood	
9	Kostas Irene	6707 N Cicero, Lincolnwood	
10	Eleni Kongalis	6707 N. Cicero, Lincolnwood	
11	Peter Lambrinatos	6835 Kildare, Lincolnwood	
12	Shumita Tanigt	6600 N. Lincoln Ave, Lincolnwood	
13	Jenet Carol	6600 N. Lincoln Ave, Lincolnwood	
14	Syed Harris Ali	6820 N Kostner Ave, Lincolnwood	
15	Mehvish Ali		
16	Mehrial Ali		
17	Aleaza Ali		
18	Nayel Ali		
19	Syed Daniel Ali	6600 N. Lincoln, Lincolnwood	
20	Mariam Ali	6600 N. Lincoln, Lincolnwood	
21	Shoaib Aziz	3333 W. Touhy Ave, Lincolnwood	
22	Mohseda Alam	6959 N. Kolmar Ave, Lincolnwood	
23	Tushar Chotalia	6600 N. Lincoln Ave	
24	Nisha Chotalia	6600 N. Lincoln	
25			

Return to VB Agenda

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Altaf Siddiq	6710 N Kolmar Lincolnwood	
2	Daniyal Mehdi	6710 N Kolmar Lincolnwood	
3	Danish Mehdi	6710 N. Kolmar Lincolnwood	
4	ADNAN M ALI	3819 W JARLATH ST.	
5	TAHA M ALI	3819 W JARLATH ST.	
6	QURAT KHAN	" " "	
7	Sarah Hashmi	" " " "	
8	ZAIN M ALI	" " " "	
9	MUMTAZ MUHAMMD.	" " " "	
10	ZIAD Khan.	3830 Jarlath St, Lincolnwood, IL	
11	Umera Butt	6801 N cicero ave	
12	Waseem Rehman	6801 N cicero ave.	
13	Anita Ashraf	6801 N Cicero ave	
14	Ahmed Hamad	6801 N Cicero ave	
15	Ibrahim Hamad	60625 kimball ave	
16	ASIF Khan	6512 N NAVAJO AVE	
17	IMRAN BAWANI		
18	SHABANA BAWANI		
19	ABDUL ALI		
20	ROSHAN BANO		
21	SONIA SUTAN		
22	SIRAJ SUTAN		
23	SANA HUSSAIN		
24	MOHAMMED HUSSAIN	6434 N. KIMBALL	
25	NAIMA KAZI	7016 N. HAMLIN	

Return to VB Agenda

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	MOHAMMED ADIL	6417 TRUMBULL, LINCOLNWOOD	M. Adil
2	NUZHATH ADIL	✓ ✓ ✓	Nuzhath Adil
3	Farah Adil	7357 Kedvale Ave, Lincolnwood	
4	Omer Adil	7357 Kedvale Ave, Lincolnwood	
5	MIR MAHMOOD KHAN	4440 W. LUNT LINCOLNWOOD	
6	RIFATH KHAN	4440 W. LUNT - LINCOLNWOOD	
7	Omar Khan	4440 W. Lunt Lincolnwood	
8	Osman Khan	4440 W Lunt Ave, Lincolnwood	
9	Shah Jehan	4440 W Lunt Ave Lincolnwood	Shahjehan
10	Najma E. Khan	6730 N. Karlov Ave.	Najma E. Kha-
11	Mir Noman Khan	6730 N. Karlov "	Mir Noman Khan
12	M Nasir Shariff	6723 Kolman Lincolnwood	M.N. Shariff
13	Syeda Tayyaba Shariff	6723 N Kolmar Lincolnwood	
14	TAHIR HAQUE	4403 W. Greenleaf Ave.	
15	Anwar Haque	4403 W Greenleaf Ave	Anwar
16	MOHAMMED A SALAM	6745 N. DRAKE AVE	
17	Eshrath Salam	6745 N. Drake Ave	
18	AYESHA SALAM	6745 N. Drake Ave	
19	SEAN OMAR	6542 N KENNETH AVE	
20	Fatima Omar	6542 N. Kenneth Av	
21	Natasha amar	6542 N. Kenneth Ave	
22	KAJAL OMAR	6542 N. KENNETH Ave	
23	Nadine omar	6542 N. Kenneth Ave	
24	Neal Omar	6542 N. Kenneth Ave	
25	Khurshid Shah	6600 N. Lincoln Ave Lincolnwood	

Return to VB Agenda

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Hasan Muhammad	3743 W Northshore AVE	
2	Adila Saher	3743 W. Northshore Ave	
3	Humaira Iffath	3743 W. Northshore Ave	
4	Khaled Ahmed	6745 N. HARDING	
5	Magdalena Ahmed	—	
6	Naila Ahmed	—	
7	Ruki Sara Ahmed	—	
8	Mehreen N. Ahmed	—	
9	DAWOOD ALI	3902 W. ARTHUR AVE	
10	Ayesha Ali	3902 W ARthur	
11	Anjum Ali	3902 W. Arthur Ave	
12	IMAANI ALI	3902 W. ARTHUR AVE	
13	SABREEN ALI	3902 W. ARTHUR AVE	
14	YUSUF LARYA	8960 N Crawford Ave	
15	YASMIN LARYA	" "	
16	MAZNIN LARYA	" "	
17	Nasera LARYA	" "	
18	Nilofar Larya	" "	
19	Mohammad Larya	" "	
20	HAROON FIRDAUSI	6503 N LONGMEADOW AVE	
21	HASEEA AHMED	"	
22	MARYUM FIRDAUSI	"	
23	IBRAHEEM FIRDAUSI	"	
24	ISMAAEEL FIRDAUSI	"	
25			

Return to VB Agenda

PETITION TO THE VILLAGE OF LINCOLNWOOD TO APPROVE SPECIAL USE PERMIT AND VARIANCES REQUESTED BY THE SACRED LEARNING CENTER

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	MIRIAM KHAN	3940 W. Arthur Ave, Lincolnwood	
2	M. Bashaqath Alikhan	3940. W. Arthur Ave	
3	Zakariya Alikhan	3940 W. Arthur Ave	Zakariya
4	Zainab ALIKHAN	3940 W. Arthur Ave	Zainab Alikhan
5	TANVEER HAROON	3300 W. ALBION AVE.	
6	AHMED HAROON	3300 W ALBION AVE.	
7	RAZAK HAROON	3300 W ALBION AVE	Haroon
8	ERUM HAROON	3300 W ALBION AVE	Erum Haroon
9	SAMINA HAROON	3300 W ALBION AVE	
10	HANNAN HAROON	3300 W ALBION AVE	Hannan Haroon
11	SABU KHAN	7019 N. CICERO AVE	SK
12	SALMA KHAN	7019 N. CICERO AVE	
13	SHAIN KHAN	7019 N. CICERO AVE	SK
14	CHAYANNE KHAN	7019 N. CICERO AVE	CK
15	SALEEMA KHAIN	7019 N. CICERO AVE	SK
16	AMINA KHAN	7019 N. CICERO AVE	AK
17	AMIR ARIF	6532 N. Spaulding Ave	AA
18	Asma Alam		AA
19	Ibrahim Arif		IA
20	Yusuf Arif		YA
21	Muhammad Arif		MA
22	ZARINA AHMED	4275 W. JARVIS AVE,	ZA
23	SYED O LATEEF	7025 N Keduale ave	
24	SYED R LATEEF	7025 N Keduale ave	
25	SYED K LATEEF	7025 N Keduale ave	

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Munawar Khatoon	7025 N. Keduale ave	
2	TAJWAR S RASHID	7025 N. Keduak ave	
3	Mohammad Khan	7025 N Keduale ave	
4	Fawzan Khan	6820 Keeler Ave	
5	Farhana Khatoon	6820 Keeler Ave	
6	Foad Khan	6820 Keeler Ave	
7	Abbas Khan	6820 Keeler Ave	
8	ARSHIA HUSSAIN	7056 N. KEELER AVE.	
9	ASMA HUSSAIN	7056 N. KEELER AVE.	
10	RIZWAN HUSSAIN	7056 N. KEELER AVE.	
11	SANA HUSSAIN	7056 N. KEELER AVE.	
12	ZAKARIA HUSSIAN	7056 N. KEELER AVE.	
13	IBRAHIM HUSSAIN	7056 N. KEELER AVE.	
14	SAFIYA HUSSAIN	7056 N. KEELER AVE.	
15	IMRAN HOSSAIN	4000 W. LUNT AVE.	
16	MADIHA GHOURI	4000 W. LUNT AVE.	
17	SAFA HUSSAIN	4000 W. LUNT AVE.	
18	AYESHA HUSSAIN	4000 W. LUNT AVE.	
19	AMNA HUSSAIN	4000 W. LUNT AVE.	
20	SYED AYAZ HUSSAIN	7350 N. KILDARE AVE	
21	HAJIRA HUSSAIN	7350 N. KILDARE AVE.	
22	ADNAN HUSSAIN	7350 N. KILDARE AVE.	
23	IRFAN HUSSAIN	7350 N. KILDARE AVE.	
24	FARIHA HUSSAIN	7350 N. KILDARE AVE.	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	HAFSA F	3849 W. Chase	HAFSA
2	Syed Athar	3849 W. Chase	
3	Saeeda Zaineb	3849 W Chase	Saeeda
4	Omar Hussaini	3849 W. Chase	Omar
5	Fatimah Amatoraheem	3849 W chase	Fatimah
6	Omamah Hussaini	3849 W. Chase	Omamah
7	Syed Mukhtar Ali	— do —	
8	Umul Fajr Ameliar Raheem	do	Fajr
9	Ali Mohammad	3743 W. 10 Anshore	Ali M.
10	Mohammad Mahmood	6530N monticello	
11	Hamzam Sufyan	C530 N Monticello	
12	Rubaa Maryam	6530 N Monticello	Rubaa
13	Afreen Juveria	6530 N Monticello	
14	Saeeda Z	3749 W. North Shore	
15	LIMA KRAJA	3749 W. North Shore	Lima
16	LUTI KRAJA	3749 W. North Shore	Luti
17	SAMEER KRAJA	3749 W. North Shore	Sameer
18	HODO KRAJA	3749 W. North Shore	
19	ILHANA KRAJA	3749 W. North Shore	Ilhana
20	Sama Abdulsattar	3742 W. North Shore Av	
21	Rawa Thabit	3742 W. North Shore Av.	
22	Marwan Abdulsettar	3742 W. North Shore Av.	
23	Yaser Abdulsattar	3742 W. North shore Av	
24	Ayesha Muhammad	3743 W North Shore	Ayesha
25	Mohammed Shabbir	3743 W. NORTHSHORE	

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Zahid Chowdhury	3350 W. Columbia Ave	Zahid Chowdhury
2	Morrom Rahman		Zahid Chowdhury
3	Aneesah Chowdhury		Zahid Chowdhury
4	Yahya Chowdhury		Zahid Chowdhury
5	Mohammad Haque	3742 W. Albion Ave	M Haque
6	LUBNA HAQUE		Lubna Haque
7	Amna Haque		Amna Haque
8	Syed Haque		Syed Haque
9	Ushna Haque		Ushna Haque
10	Sana Haque		Sana Haque
11	Ramisha Haque		Ramisha Haque
12	Adeena Haque		Adeena Haque
13	Syed Abu Hassan		Hassan
14	Mahmood Khan	6929 Kilbourn Ave	Khan
15	Fouzia Khan	" " "	Khan
16	Ameer Khan	" " "	Khan
17	Amina Zoe Khan	" " "	Khan
18	Sayeeda Fiza Khan	" " "	Khan
19	Safdar Khan	4408 Greenleaf Ave	Safdar Khan
20	Bia Khan	" " "	Bia Khan
21	Muneer Hasan	6923 N Kilbourne Ave	Muneer Hasan
22	Sabahat Hasan	" "	Sabahat Hasan
23	Mudassir Hasan	" "	
24	Muzammil Hasan	" "	
25	Muzakkir Hasan	" "	

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	EJAZ R. Khan	6918 N. KILBOURN	
2	FIROZ KHAN	6918 N. Kilbourn	
3	MAAZ KHAN	"	
4	Iqra Rafi	3801 W Estes	Iqra Rafi
5	Humara Rafi	3801 W Estes	Humara Rafi
6	Taaha Rafi	3801 W Estes	Taaha Rafi
7	Sidra Rafi	3801 W. Estes	Sidra Rafi
8	Mohamned Rafi	3801 W. Estes	Mohd Rafi
9	Khalid Raza	4416 W Estes Ave	Khalid Raza
10	Naila Raza	4416 W Estes Ave	Naila Raza
11	Zaeem Raza	4416 W Estes Ave	Zaeem Raza
12	Samrah Raza	4416 W Estes	Samrah Raza
13	M-SIDDIQUI	4469 W ESTES	M Siddiqui
14	YASEEN-BEGUM	4469 WESTES	YASEEN
15	MAFIZA-BEGUM	4469 W ESTES	MAFIZA BEGUM
16	AATIKA-SIDDIQUI.	4469 W. ESTES	A. SIDDIQUI
17	JACOB ADHAMI		
18	JASON ADHAMI		
19	IBTIHAJ ADHAMI		
20	Monis Syed	4639 W. Fitch Ave.	
21	Noman Syed	4639 W. Fitch Ave	
22	Arshia Syed	4639 W. Fitch Ave.	
23	Iftekha Syed	4639 W. Fitch Ave	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	SYED N QUADRI	360 W Pratt	
2	FARZANA QUADRI	" "	
3	Ghazala Shaikh	3623 W Pratt	
4	Younus Shaikh	Ave Lincolnwood	
5	Taimur Shaikh	IL 60712	Taimur Shaikh
6	Daniyal Shaikh	"	Daniyal Shaikh
7	HABIB HAMIDI	6729 N LAWNDALE	
8	ZABI HAMIDI	6729 N LAWNDALE	Zabi Hamidi
9	LEMAR HAMIDI	"	LEMAR HAMIDI
10	KHAIR HAMIDI	"	KHAIR HAMIDI
11	OBAID HAMIDI	"	OBAID HAMIDI
12	AKBAR ALI	6548 N. Kolmar Ave	
13	NAAZ ALI	"	
14	ZAARA ALI	"	
15	ZAREEN ALI	"	
16	SHAF Quadri	6521 N Kenton Ave	
17	SHAHABODDIN Quadri	"	
18	Uzma Quadri	"	Uzma Quadri
19	Khaleda Sofi	"	
20	Ibrahim Quadri	"	Ibrahim Quadri
21	Qasim Quadri	"	Qasim Quadri
22	Sagarah Quadri	"	Sagarah Quadri
23	Yasir Quadri	6531 Lowell	
24	Fatima Z Quadri	6531 Lowell	Fatima Quadri
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	MOHAMMAD SULEMAN	7034 N KILPATRICK AVE LINCOLNWOOD IL 60712	
2			
3	KHADIJA SULEMAN	7034 N KILPATRICK AVE LINCOLNWOOD IL 60712	
4			
5	Mazher M. Shah Khan	6731 N. Knox, Lincolnwood	
6	Farheen M. Shah-Khan	"	
7	Mehreen M. Shah-Khan	"	
8	Madeeha M. Shah-Khan	"	
9	Mujtaba M. Shah-Khan	"	
10	Tania Rahman	6718 Kimball Ave	
11	Rafiqur Rahman	6718 Kimball Ave	R. R
12	Raisa Rahman	"	R. R
13	Huzaifa Ahmed	6751 Kimball Ave	H. A
14	Syed Obaid	"	S. O
15	Siddiq Siddiqi	"	S. S
16	Sajida S	"	S. S
17	Muhammad Farrukh	6522 N. Kimball	
18	Aliya Farrukh	6522 N. Kimball	
19	Ayman F. Ali	"	
20	Haleema F. Ali	"	
21	Fatima Chaudhry	6525 N. Kimball	
22	Saeed Chaudhry	"	
23	Abdollah C	"	A. C
24	Raabiah C	"	R. C
25	ARIF [illegible]	6434 N. Kimball	

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	TALHA RIZVI	6900 N KENTON AVE LINCOLNWOOD IL 60712	
2	Safiyah Rizvi	6900 N. Kenton Ave Lincolnwood IL 60712	
3	Zakariya Rizvi	6900 N. Kenton Ave Lincolnwood IL 60712	
4	Miriam Elkhatib	6939 N. Kenton Ave 60712	
5	MOHAMMED ELKHATIB	6939 N KENTON 60712	
6	ALEXANDER ELKHATIB	6939 N KENTON 60712	
7	JOSEPH ELKHATIB	6939 N KENTON 60712	
8	Hana Mohamed	3/2 399-7894	7037 N KENTON
9	Halima Mohamed	773-574-6354	7037 N KENTON
10	Layla Mohamed,	773-384-7704	7037 N KENTON
11	Adil Mohamed	773-865-6124	7037 N KENTON
12	Mohamed Mohamed	217-390-4919	7037 N KENTON
13	Farheen Khan.	7125N Kilbourn ave Lincolnwood IL 60712	
14	JUNAID RIZVI	6900N KENTON AVE LINCOLNWOOD IL 60712	
15	YUSUF RIZVI	6900 N KENTON AVE LINCOLNWOOD IL 60712	
16	MOHAMMED HUSSAIN	6434 N. KIMBALL AVE.	
17	SHOAIB AZIZ	4650 W. FITCH	
18	MONA AZIZ	↓	
19	AYAAN AZIZ		
20	NOAH AZIZ		
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Shaban Khan	6643 N Kenton Ave Lincolnwood	
2	Mahmood Khan	6643	
3	Rahila Khan	6643 N. Kenton Ave	
4	Faheem Khan	6643 N Kenton Ave	
5	Muhammad Azeem	6846 N Lincoln Ave	
6	Salman Azeem	6846 N. Lincoln Ave	
7	Fatima Azeem	6846 N. Lincoln Ave	
8	Ali Shariff	7110 N. Keystone	
9	Ruhi Shariff	7110 N. Keystone	
10	Mohammad Z. Shariff	7110 N Keystone	
11	Iqbal Shariff	7110 N Keystone	
12	Sana Shariff	7110 N. Keystone	
13	Yaseen Ansari	7024 N. Kilbourn Ave.	
14	Shaista Ansari	7024 N. Kilbourn Ave	
15	Raahat Ansari	7024 N. Kilbourn Ave	
16	Alia Siddiqui	7017 N. Kilbourn Ave.	
17	Javed Siddiqui	7017 N Kilbourn Ave	Javed Siddiqui
18	Bakhtawar Moeen	7017 N. Kilbourn Ave	
19	A. N. Siddiqui	7017 N Kilbourn Ave	
20	Anushey Siddiqui	7017 N Kilbourn Ave	
21	Shayan Siddiqui	7017 N Kilbourn Ave	Shayan Siddiqui
22	Arshad Gulam	7023 N Kilbourn Ave	
23	Farzana Jazeh	7023 N. Kilbourn Ave	
24	Abir Jazeh	7023 N. Kilbourn Ave	
25	Nadeen Jazeh	7023 N Kilbourn Ave	

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Ibrahim Siddiqui	6627 N. Lawndale Ave	
2	Arshia Sultana	3700 W. Wallen	
3	Nizam Khaja	3700 W. Wallen	
4	Shams Khaja	3700 W. Wallen	
5	Zaineb Khaja	3700 W. Wallen	
6	Nusayba Khaja	3700 W. Wallen	Nusayba K.
7	Humna Khaja	3700 W. Wallen	Humna K
8	Aliya Begum	3700 W. Wallen	Aliya B
9	Rabia Khaja	3700 W. Wallen	Rabia B.
10	Haris Khatri	3704 W Wallen	
11	Abdul H Khatri	3704 W Wallen	
12	Abdul H Khatri Jr.	3704 W Wallen	
13	Hirrah Khatri	3704 W Wallen	
14	Mahrun Khatri	3704 W Wallen	
15	Taiyab Ahmed	3673 W. Northshore ave	
16	Nisar Ahmed	3673 W. Northshore ave	
17	Sadat Nisar	3673 W Northshore ave	
18	Ibrahim Ahmed	3673 W. Northshore ave	
19	Muhammad Ahmed	3673 W. Northshore ave	
20	Mubarak Ahmed	3673 W. Northshore ave	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Mohammad S Sukhera	4323 W JARVIS Ave Lincolnwood	Mohammad Sukhera
2	AMBER SUKHERA	4323 W JARVIS AVE	Amber Sukhera
3	BAZLA SUKHERA	4323 W JARVIS AVE	Bazla
4	GHANIA SUKHERA	4323 W JARVIS AVE	Ghania
5	Mohammad Zeeshan SUKHERA	4323 W JARVIS AVE	Sukhera
6	MAHNOOR SUKHERA	4323 W JARVIS AVE	Mn Sukhera
7	FERHAD BASHIR	3800 W DEVON AVE, Lincolnwood, IL, 60712	
8	SYEDA U. Murtaza	3800 W Devon Ave	
9	Zaid Bashir	3800 W Devon Ave	Zaid Bashir
10	UBAY BASHIR	3800 W Devon Ave	Ubay Bashir
11	REINHARDI HAQI	3814 W. DEVON AVE, LINCOLNWOOD	
12	INDRIANI DERMAWAN	3814 W. DEVON AVE	Indriani Dermawan
13	IRSAN HAQI	3814 W DEVON AVE	Irsan Haqi
14	GUMILAR DERMAWAN	3814 W DEVON AVE	Gumilar Dermawan
15	DEWI DERMAWAN	3814 W DEVON AVE	Dewi Dermawan
16	NADEEN HAQI	3814 W DEVON AVE	Nadeen Haqi
17	Faheem Ansari	6525 Lawndale Ave	Faheem
18	Uzma Ansari	6525 Lawndale Ave	Uzma
19	Iqra Ansari	6525 Lawndale Ave	Iqra
20	Umar Hussain	6439 N. LEROY	
21	Anwar Hussain	6439 N. LEROY	
22	Maryam Abdl-Haleem	6439 N LEROY	
23	Hamza Hussain	6439 N LEROY	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Abdul Maniya	7001 N. Kilpatrick	
2	Yasmeen Maniya	7001 N. Kilpatrick	
3	Bushra Maniya	7001 N Kilpatrick	
4	Sumaiya Maniya	7001 N Kilpatrick	
5	Taha Maniya	7001 N Kilpatrick	
6	Bilal Maniya	7001 N Kilpatrick	
7	Hajra Maniya	7001 N Kilpatrick	
8	Ahmed Amin	7001 N Kilpatrick	
9	Mulaikah Maniya	7001 N Kilpatrick	
10	Rayaan Ahmed	7001 N Kilpatrick	
11	Syed Ahmad	6411 N Kimball	Syed Ahmad
12	Humza Ahmad	6414 N Kimball	
13	Farooq Ahmad	6414 N Kimball	
14	Riaz Ahmad	6414 N Kimball	
15	Rabia Ahmad	6414 N Kimball	
16	Syed Hussain	7033 N Kenton	Syed Hussain
17	Rubina Hussain	7033 N Kenton	Rubina Hussain
18	Mohammed Hussain	7033 N Kenton	Mohammed Hussain
19	Mutaem Hussain	7033 N Kenton	Mutaem Hussain
20	Zaki Siddiqi	6627 N. LAWNDALE	
21	JUWARIA SIDDIQUI	6627 N LAWNDALE	
22	JASON SIDDIQUI	6627 N LAWNDALE	
23	RAFIUDDIN SIDDIQUI	6627 N LAWNDALE	
24	ZAINAB SIDDIQUI	6627 N LAWNDALE	
25	MUBASHIR SIDDIQUI	6627 N. LAWNDALE	

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	MUZAFFAR SUKHERA	7350 N Keystone Ave Lincolnwood	
2	ARooj SUKHERA	7350 N. Keystone Ave	ARooj Sukhera
3	Mohammad Z Sukhera	7350 N. Keystone Ave	Z Sukhera
4	Muhammad B Sukhera	7350 N. Keystone Ave	Buzay Sukhera
5	LAIBA BANO SUKHERA	7350 N. Keystone Ave	Laiba Sukhera
6	ARSHEEN NOOR SUKHERA	7350 N. Keystone Ave	Arsheen Sukhera
7	Umair Amin	7215 N. Kildare	
8	Ali Amin	7215 N. Kildare	Ali Amin
9	Amaar Amin	7215 N. Kildare	Amaar Amin
10	Soha Amin	7215 N. Kildare	Soha Amin
11	Muhammad Amin	7215 N. Kildare	Muhammad Amin
12	Noreen Amin	7215 N. Kildare	Noreen Amin
13	Adnan U. Khan	6755 N. Kilpatric Ave	
14	Nabeel F. Khan	6755 N Kilpatric Ave	
15	Hama Khan	6755 N Kilpatrick Ave	
16	Aham Khan	6755 N Kilpatrick Ave	
17			
18	RIFFAT Pervaiz	7000 North Kilpatrick	
19	Soha Pervaiz	7000 North Kilpatrick	
20	Hoaris Pervaiz	7000 North Kilpatrick	
21	Ramsha Pervaiz	7000 North Kilpatrick	
22	Waleed Syed	7000 North Kilpatrick	
23	PERVAIZ USMAN	7000 North Kilpatrick	
24			
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Yasir Badia	7341 N Kolmar Avenue	Yasir Badia
2	Aisha Badia	7341 N Kolmar Ave.	Aisha Badia
3	SYED - A - Ali	7336 N Kilbourn Ave	
4	Dawood Ali	736 N Kilbourn Ave	
5	Mohammad A. Khan.	4475 W Estes Ave.	
6	Shabana B. Khan.	4475 W Estes Ave	Shabana
7	Ghanim A Khan.	4475 W Estes Ave	Ghanim.
8	Mohsin A. Khan	4475 W Estes Ave.	Mohsin.
9	Abeer A. Khan.	4475 W Estes Ave.	Abeer.
10	Fahed A. Khan.	4475 W Estes Ave	Fahed.
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PETITION TO THE VILLAGE OF LINCOLNWOOD TO APPROVE SPECIAL USE PERMIT AND VARIANCES REQUESTED BY THE SACRED LEARNING CENTER

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Ahmed H. Ishan	3933 W. Fifth Ave	
2	Mustafa A. Ishan	3933 W. Fifth Ave	Mustafa
3	Hakim A. Ishan	3933 W. Fifth Ave	Hakim
4	Gazala Yasmeen	3933 W. Fifth	G. Yasmeen
5	Jawaid Riaz	7331 N. Kolmar Ave	
6	Aijaz Jawaid	" "	
7	Arshad Jawaid	" "	
8	Moaaz Jawaid	" "	
9	Fajar Yusuf	3026 Fargo Ave	
10	Hammad Mohammad Ishan	6340 N. Maplewood	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Nakib Mansuri	4426 W. Lunt Ave	
2	ALI MOHAMMED	4415 W FITCH AVE	
3	S. ALI	4415 W FITCH AVE	
4	HANNAN QURASHI	773 616 5303	
5	RASHEED YOUSUF	3820 W. Sherwin Lincoln	
6	IRFAN QURASHI	3820 W. SHERWIN AVE	
7	Hafiz Yaqoob	7327 N. Kilbourn Ave	
8	Sawa	" "	
9	Simra		
10	Zayna		
11	Ibrahim		
12	Fazil	6950 knox	
13	Madiha	—	
14	Aamal	—	
15	Aamar	—	
16	Inayatullah Y. SINGDI	4063 W TOUHY AVE	
17	YAKOUB ALI PATEL	"	MS YP
18	FARIDA SINGDI	"	FS
19	MUHAMMAD SINGDI	"	MS
20	MUZZAMMAD SINGDI	"	MS
21	MOONISAH SINGDI	"	MS
22	Awais Ahmed	7045 N. Hedvale Ave.	
23	Sheikh Ahmed	↓	
24	Farah Ahmed		
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Walid Suleiman	7125 N. KEATING	
2	SYED MOHIUDDIN	7143 N. KEATING	
3	SYED WAHEEDUDDIN	7143 N KEATING	Waheed.
4	HASANAT SYED	7143 N. KEATING	
5	Hana Masad	7126 N. Keating	
6	Amer Ali	7120 N. Keating	
7	Fannia Hadi	7120 N. Keating	
8	Naseem Saleh	7120 N. Keating	
9	Waseem Saleh	7120 N. Keating	
10	Waseem Saleh	7120 N. Keating	
11	Saleh Mohamed	7120 N. Keating	
12	Raniya Saeed	7120 N Keating	
13	Sheikh ahmed	7045 N Kedvale	
14	Arifa Ahmed	6741 N. Keeler	
15	Owais Ahmed	"	
16	Yasee Ahmed.	"	
17	Humza Ahmed.	"	
18	Munair Ahmed	"	
19	Yousuf Ahmed.	"	
20	Akkashish Ahmed	7043 N. Kedvale Ave.	
21	Iftekhar Shareef	7227 N. Kennedy	
22	Azfar Shareef	"	
23	Mohammed Shareef	"	
24	Azhar Shareef	"	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Senada Vulic	4462 W. Devon, Lincolnwood	
2	Sabrija Vulic	4462 W. Devon, Lincolnwood	
3	Delila Dibra	4462 W. Devon, Lincolnwood	
4	Sabrina Vulic	4462 W. Devon, Lincolnwood	Sabrina Vulic
5	[illegible]		
6	[illegible]		
7	[illegible]		
8	RAJNI SONI	6608 N. DRAKE AV	
9	Zaib Mussabbir	6630 N PRAIRIE	
10	Muhammad Irfan	6729 N Drake	
11	Tahira Irfan	6729 N Drake	
12	Mohammed Aleem	7163 N. East Prairie Rd.	
13	Aisha Aleem	7163 N. East Prairie Rd.	
14	Usman Qadeer	7163 N. East Prairie Rd.	
15	Shahla Aleem	7163 N. East Prairie rd.	
16	Ahmed Aleem	7163 N. East Prairie Rd.	
17	KHAJA MOINUDDIN	7324 N E Prairee Rd	
18	KHAJA ZAKIUDDIN	7324 N E Prairie Rd	
19	KHAJA YOUSUFUDDIN	7324 N E PRAIRIE RD	
20	SYEDA R BEGUM	7324 N E PRAIRIE RD	
21	KHAJA NAYEEMUDDIN	7324 N E PRAIRIE RD	
22	HAMEED UNNISA BEGUM	7324 N E PRAIRIE RD	
23	HAJRA BEGUM	7324 N E PRAIRIE RD	
24	HUMAIRA MOINUDDIN	7324 N E A PRAIRIE RD	
25	HISAM MOINUDDIN	7324 N EAST PRAIRIE RD	

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	MUSTAFA KHAN	3933 w Fitch AVE	
2	WASEY KHAN	3933 W Fitch AVE	
3	AHMED KHAN	3933 W Fitch AVE	
4	Shabbir Ahmad	4446 w Estes Ave	
5		7180 N HAMLIN	
6	Nur Alam	7180 N Hamlin	
7	AZHIDA Siddique	7165 N Hamlin	AZHIDA
8	Ghulam H. Kazmi	7157 N. Hamlin	Ghulam Kazmi
9	Mohammad Haque	4403 W Greenleaf	
10	ANWARI HAQUE	" " "	
11	TAHIR HAQUE	" " "	
12	FOUZIA KAMAL	4444W. DEVON AVE, LINCOLNWOOD	Fouzia Kamal
13	M KAMAL	4444W. DEVON AVE	Fouzia Kamal
14	Idrees KAMAL	4444 W DEVON AVE	Fouzia Kamal
15	Zareen KAMAL	4444 W DEVON AVE	Fouzia Kamal
16	Ibrahim KAMAL	4444 W DEVON AVE	Fouzia Kamal
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	SHOUKAT KHAN	7351 N. TRIPP AVE LINCOLNWOOD IL. 60712	
2	NAZIMA KHAN		
3	SHAZAD KHAN		
4	FAROZA KHATOON		
5	ZAIBA KHAN		
6	FAIZ KHAN		
7	IMAD KHAN		
8	Suraiya Javed	6512 Spaulding Ave	Suraiya
9	Sofia Javed		
10	Imran Javed		
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Mohammad Sanbar	4778 W. Lunt	
2	Shakeel Sanbar	4778 W. Lunt	
3	Aya Sanbar	4778 W. Lunt	
4	Junaid Sanbar	4778 W. Lunt	
5	RIFFAT MUMTAZ	7009 N Keating	
6	HAMAD ALONAZi	7009 N Keating	
7	Maryam ALONAZi	7009 N. Keating	
8	Mokdad Nasser	7105 N. Keating Ave	
9	Hana Nasser	7105 N. Keating	
10	Hanan Nasser	7105 N. Keating	
11	Mohamed Nasser	7105 N. Keating	
12	Aya Nasser	7105 N. Keating	
13	Khadra Nasser	7105 N. Keating	
14	Syed Akhtar	3951 West Sherwin	
15	Shiraz Syed	3951 West Sherwin	
16	Shahbaz Syed	3951 West Sherwin	
17	Fariha Syed	3951 West Sherwin	
18	Tamkeen Syed	3951 West Sherwin	
19	Mir Ali	4825 W Sherwin Ave	
20	Arshiya Ali	4825 W Sherwin Ave	
21	Abdul Ali	4825 W. Sherwin Ave	
22	Arif Ali	4825 W. Sherwin	
23	Irbaaz Patel	4817 W. Sherwin Ave	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Rawiya Saeed	7120 N Keating Ave	Rawiya H Saeed
2	Saleh Murad	7120 N Keating Ave	
3	Fannia Hadi	7120 N Keating Ave	
4	Amal Saleh	7120 N Keating Ave	
5	Waseem Saleh	7120 N Keating Ave	
6	Murad Saleh	7120 N Keating Ave	
7	SOMEERAH KHAN	7118 N. Karlov	
8	RANA KHAN	7118 N. Karlov	
9	FARAN KHAN	7118 N Karlov	
10	Farhaj Hayder	7201 N Karlov ave	
11	Sara Hayder	7201 N. Karlov	
12	Arif Hayder	7201 N. Karlov	
13	Shagufta Hayder	7201 N. Karlov	
14	Shamim Hayder	7201 N. Karlov	
15	Syed Zaidi	4066 W. Touhy ave	
16	Maria Zaidi	4066 W. Touhy	
17	Abeer Zaidi	4066 W Touhy	
18	Kayrat Zaidi	4066 W Touhy	
19	Hamna Zaidi	4066 W Touhy	
20	Amreen Qadir	6939 N. Keating	
21	Faheem Qadir	6939 N. Keating	
22	Ghulam Qadir	6939 N. Keating	
23	Mufti Qadir	6939 N. Keating	
24	Yasmin Javed	6939 N. Keating	
25	Muneeb	6939 N. Keating	

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	SHAHAN MOHIUDDIN	4258 W. TOUHY AVE	
2	NAWAL NASSER	4258 W. TOUHY AVE	
3	LAILA SALEH	4258 W. TOUHY AVE	
4	DEEN MOHIUDDIN	4258 W. TOUHY AVE	
5	Amaar Amin	7215 N. Kildare Ave	
6	Noreen Amin	7215 N. kildare Ave	
7	Muhammad Amin	7215 N. kildare Ave	
8	Ali Amin	7215 N. Kildare Ave.	
9	Saud R. Kazi	4375 W Jarvis Ave	
10	Mysha Kazi	4375 W Jarvis Ave	
11	Amara Kazi	4375 W Jarvis Ave	
12	Farva Kazi	4375 W Jarvis Ave	
13	Mahnaz Mian	4375 W. Jarvis Ave.	
14	Muhammad Ziad	3830 W. JARLATH	
15	Sheila Noorain	3830 W. Jarvis	
16	Myra Ziad	3830 W Jarvis	
17	Aisha Ziad	3830 W. Jarvis	
18	Shabana Saleem	3831 W Jarvis Ave.	
19	Mohammed Saleem	3831 W. Jarvis	
20	Himan Saleem	3831 W. Jarvis	
21	Romisa Saleem	3831 W. Jarvis	
22	Hiba Saleem	3831 W. Jarvis	
23	ELAine Bebla	4833 W. Jarvis	
24	SABAH KHAN	7118 N. KARLOV	
25	HUSSAIN KHAN	7118 N Karlov	

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	IQBAL AHMED	6450 N. Leroy Ave	
2	SALMA AHMED	Same	Salma Ahmed
3	QAMARUNISA BEGUM	4833 W SHERWIN AVE.	
4	Md. ANWARULLAH KHAN.	4833 W Sherwin Ave	
5	ANWAR BEGUM	4833 W Sherwin	
6	DEEBA SAIRA	4833 W Sherwin	
7	Bella [illegible]	7231 N. Keating	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	SHAZAD A. KHAN	4600 W. NORTH SHORE	
2	MOHAMMAD Z. KHAN		
3	MANI AYAZ		
4	ISHRAT S. SIDDIQUI		
5	YUSUF KHAN		
6	MARYAM KHAN		
7	AHMED R. KHAN	4558 W. NORTH SHORE.	
8	WAJIHA R. KHAN		
9	TASNEEM Y. KHAN		
10	FAKIRUN N. KHAN		
11	ZAHI. A. KHAN		
12	Dirrana T. Khan	4828 W. Sherwin	
13	Talat Khan		
14	Salman Khan		
15	Taimoor Khan		
16	Ayesha Khan		
17	KATHRYN KHOSHABA	7334 N. KOLMAR	
18	Laura Khoshaba	7334 " "	
19	Mohammed Naveed	7323 N. Karlov.	
20	Hayat Begum	"	
21	Talida Khan	"	
22	Jawaniya Khan	"	
23	Manaha Khan	"	
24	Ayesha Begum	"	
25	Mariam Khan		

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Razia Akhtar	7308 N. Karlov	Razia Akhtar
2	Nadeem Akhtar	Lincolnwood	Nadeem Akhtar
3	Waseem Akhtar	"	Waseem Akhtar
4	Shazia Akhtar	"	Shazia Akhtar
5	Ayaaz Khan	7319 N. Karlov	
6	Saniya Khan	Lincolnwood, IL.	
7	Akif Khan		
8	Faisal Amin Khan		
9	Munira Sylla		
10	AZAM KHAN	3832 W. CHASE AVE.	
11	TAHMINA KHAN		TKhan
12	HUZAIFAH KHAN		
13	Azim Fazili	7016 N Keeler Ave	
14	Zaib Fazili		
15	Aariz Fazili		Aariz Fazali
16	Zaara Fazili		Zaara Fazali
17	Afia Ahmad.	4433 WEST ESTES AVE	Afia Ahmad.
18	SHAMSUDDIN KHAJA	3700 W. WALLEN AVE	
19	NIZAMUDDIN KHAJA	" "	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	SHARAF ASHRAF KHAN	4070 WEST MORSE	
2	SHAMS KHATOON	4070 WEST MORSE	
3	MUQEET KHAN	4070 WEST MORSE	
4	ASIYA MEHDI	4070 WEST MORSE	ASIYA MEHDI
5	MALIK KHAN	4070 WEST MORSE	
6	MUSA KHAN	4070 WEST MORSE	
7	KHADIJA KHATOON	4070 WEST MORSE	
8	YOUSUF KHAN	4070 WEST MORSE	
9	IFTEKAR KHAN	4456 WEST LUNT	
10	AMREENA KHAN	4456 WEST LUNT	Amreena Khatoon
11	UMAYR KHAN	4456 WEST LUNT	Umayr Khan
12	HAFSA Khatoon	4456 WEST LUNT	Hafsa KHAN
13	MUJAHID KHAN	4111 W. TOUHY AVE	MUJAHID KHAN
14	Shahid Khan	4111 W. Touhy Ave	
15	Saif Khan	4111 W. Touhy Ave	
16	Sadiya Khatoon	4111 W. TOUHY AVE	
17	Sameer Khan	4111 W. Touhy Ave	
18	Saoud Khan	4111 W. Touhy Ave	
19	Shoukat Khan	7351 N. TRIPP AVE	S. KHAN
20	NAZima Khan	7351 N. TRIPP AVE	Nazim KHAN
21	Shahzad Khan	7351 N. TRIPP AVE	Shazia KHAN
22	IMAD Khan	7351 N. TRIPP AVE	Imad KHAN
23	faiz Khan	7351 N. TRIPP AVE	Faiz Khan
24	Zaiba Khan	7351 N. TRIPP AVE	Zaiba Khan
25	farooza Khan	7351 N. TRIPP AVE	

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Raghad Hashlamoun	6655 N Avers, Lincoln	Raghad
2	Khaled Hashlamoun	↓	Khaled H.
3	Eid Hashlamoun	↓	Eid Hash
4	Abdallah Hashlamoun	↓	Abdallah H.
5	Shirin El Joabah	↓	
6	Husain Sattar	6424 N. Tower Ct.	H.S.
7	Amina Sayeed	↓	Amina Sayeed
8	Fatima Sattar	↓	Fatima Sattar
9	Zakariya Sattar	↓	Zakariya S.
10	Souraiya Sattar	↓	Souraiya Sattar
11	Maryam Sattar	↓	Maryam Sattar
12	Dr. Khaja Aliuddin	6440 N. Longmeadow Ave.	Khaja Aliuddin
13	Noorunnisa Aliuddin	↓	Noorunnisa A
14	Mohammed Fareed Aliuddin	↓	Fareed Aliuddi
15	Asna Aliuddin	↓	Asna Aliuddin
16	Mona Aliuddin	↓	Mona Aliuddin
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Marietou LY	3900W Loyola Ave	
2	Ismail K. Faye	3900 W Loyola Ave.	I.K.F
3	Zainab I Faye	3900 W Loyola Ave	Z.I.F
4	Ibrahim W. Faye	3900 W Loyola Ave	IWF
5	Muhammad T. Faye	3900 W Loyola Ave	MTF
6	Papa Faye	3900 W Loyola Ave	
7	Maryam Haleem	6439 N Leroy Ave	
8	Mohammed Umar Hussain	6439 N Leroy Ave	
9	Dr. Mohammed Anwer Hussain	6439 N Leroy Ave	
10	Mohammed Saleem	6609 N. Leroy	
11	Meray Saleem	6609 N. Leroy	MS
12	Amina Saleem	6609 N. Leroy	MS.
13	Wajid Saleem	6609 N. Leroy	MS
14	Aisha Saleem	6609 N. Leroy	
15	Fatima Azeem	6846 N Lincoln	
16	Fehmina Sheikh	3916 W Lunt	
17	Rida Sheikh	3916 W Lunt	
18	NAZIR HAFEZI	650 N. N. SPRINGFIELD	
19	ZULEKHA HAFEZI	— —	
20	FARHANA HAFEZI	— —	
21	MOHMED HAFEZI	— —	
22	ZUNERA. HAFEZI.	— —	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Mohammed Khan	4420 W. Lunt Ave	M.K.
2	FArees Khan	4420 W. Lunt Ave	
3	Khinayath Khan	4420 W. Lunt Ave	K.K.
4	Fayhan Khan	4420 W. Lunt Ave	F.K.
5	Fardeen Khan	4420 W. Lunt Ave	F.K.
6	ASIM MANSURI	4426 W. LUNT AVE	
7	JAWED MANSURI	4426 W LUNT AVE	
8	NAEEM MANSURI	4426 W LUNT AVE	Naeem
9	NAEEM MANSURI	4426 W LUNT AVE	
10	Noreen Khan	6700 N. Monticello	N.K.
11	Aamir Khan	6700 N. Monticello	
12	Achil Khan	6700 N. Monticello	
13	Imaad Khan	6700 N. Monticello	
14	Kenan Ivanovic	4557 North Shore Ave.	
15	Fatima Ivanovic	4557 North Shore Ave	
16	Ali Ivanovic	4557 North Shore Ave	
17	Alen Omerabovic	6815 N Kilpatrick Ave	
18	Fatima Omerabovic	6815 N Kilpatrick Ave	
19	Cazim Omerabovic	6815 N Kilpatrick Ave	
20	RASHED ALI KHAN	6758 N. LEROY	
21	MEHTAB KHAN	" "	
22	FARAH KHAN	" "	
23	MEHBOOB ALI KHAN	" "	
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Return to VB Agenda

PETITION TO THE VILLAGE OF LINCOLNWOOD TO APPROVE SPECIAL USE PERMIT AND VARIANCES REQUESTED BY THE SACRED LEARNING CENTER

We, the undersigned, request the Village of Lincolnwood to approve the Special Use Permit and variations requested by the Sacred Learning Center. We support the plans of Sacred Learning in constructing a new center of learning and religious worship as well as an accompanying parking lot. As residents of Lincolnwood, we believe that this new center will add to the diversity and fabric of our Village.

#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	ABDUL MAJID KHAN	7240 N. TRIPP AVE.	
2	SABIHA SULTANA	LINCOLNWOOD	Sabiha Sultana
3	ASIMA NIKHAT		
4	SUMAIYA NIKHAT		
5	ABDUL FAHAD KHAN		
6	Khwaja Alam	3983, Fitch Ave, Ld	
7	Ahmed Mujtaba Khan		
8	Mustafa Khan		
9	Wasay Khan		
10	SYED MAHIUDDIN	7243 N. KEATING	
11	NASIR YAQOOB	6941 N. Keating	
12	SAIMA UMAR		
13	M. SAJID ALI KHAN	4420 W. LUNT	
14	M. FAREENA ALI KHAN	"	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Imran Hussain	4060 W Lunt ave.	
2	Madiha Ghouri		Madiha Ghouri
3	Sara Hussain		Sara Hussain
4	Aisha Hussain		Aisha Hussain
5	Amina Hussain		Amina Hussain
6	SAYEED SHARIFF	6718 N. AVERS AVE.	Sayeed Sh
7	YASMEEN SHARIFF		Yasmeen Sh
8	YUSUF SHARIFF		YUSUF
9	ABDULLAH SHARIFF		Abdullah
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Abbad Ashraf	3305 W Arthur Ave	Abbad A.
2	Syeda Farid	3305 W Arthur Ave	S Farid
3	FARID AHMAD	3305 W Arthur Ave	F. Ahmed.
4	SYED NAQVI	3305 W Arthur Ave	
5	Shayan Ishaq	3305 W Arthur Ave	Shayan Ishaq
6	Fahad Balagar	6542 N. Lenai Ave	
7	Mehr Balagar	6542 N Lenai Ave	
8	Arif Balagar	6542 N. Lenai Ave	
9	Mehera Balagar	6542 N. Lenai Ave	
10	Faisal Balagar	6542 N. Lenai	
11	Sarah Balagar	6542 N. Lenai	
12	Anisa Khan	6738 N. Trumbull	Anisa Khan.
13	Dr. G. Khan	6738 N. Trumbull	
14	Ameen Khan	6738 N. Trumbull	
15	Sidra Khan	6738 N. Trumbull	
16	Shan Khan	6738 N. Trumbull	
17	KAMRAN MOTEN	6546 N. SAUGANASH	
18	NIDA MOTEN	"	
19	ZUBDA MOTEN	" "	
20	IMRAN MOTEN	6448 N. TOWER CIRCLE	
21	NAUMAN MOTEN	"	
22	SUHA MOTEN	6715 N. LUNKMEADOW	
23	IMRAN MOTEN	"	
24	SAHAK MOTEN	"	
25	DANYAL MUKHI	6710 N KARLOV Lincolnwood IL	

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Altaf S. Mukhi	6710 N. Karlov	
2	FARZANA MUKHI	6710 N. Karlov	
3	DANISH MUKHI	6710 N. Karlov	
4	Hussain Zaidi	3314 W Albion Ave	
5	Kawsar Hussain	6740 N. Central Park	
6	Syed Hussain	" " "	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	ARIF RIZVI	6942 N. KOSTNER AVE (1)	
2	KAUSAR RIZVI	6942 N. KOSTNER AVE	Kausar Rizvi
3	Ayesha Rizvi	6942 N. Kostner Ave Lincolnwood IL	Ayesha Rizvi
4	Zaid Muhammad	7320 N. Kostner Avenue Lincolnwood IL (2)	
5	Zara Mahmood	7320 N Kostner Avenue Lincolnwood IL	Zara
6	Zohaib Muhammad		Zohaib
7	Afshan Mahmood		
8	Nuha Mahmood		Nuha Mehdi
9	Mahmood Ishaque		Mahmood
10	Parveen Muhammad		
11	Arifa Ahmed	6741 N. [redacted] (3)	
12	Owais Ahmed	Kenneth Ave	
13	Munaiz Ahmed		Munaiz
14	Humza Ahmed		Humza
15	Vasee Ahmed		Vasee
16	Yousuf Ahmed		Yousuf Ahmed
17	Iftekar Khan	4450 W. [illegible] (4)	
18	Amreena Siri		Amreena
19	MUEET KHAN	4070 MORSE AVE (5)	
20	ASIYA MEHDI	4070 MORSE AVE	
21	Saadiya Khan	4111 W. Touhy Ave (6)	
22	Shahida Khan	4111 W. Touhy Ave	
23	Mujahid Khan	"	
24	Sameer Khan	"	
25		"	

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PETITION TO THE VILLAGE OF LINCOLNWOOD
TO APPROVE SPECIAL USE PERMIT AND VARIANCES REQUEST
THE SACRED LEARNING CENTER

We, the undersigned, request the Village of Lincolnwood to approve the Speci
and variations requested by the Sacred Learning Center. We support the plar
Learning in constructing a new center of learning and religious worship as
accompanying parking lot. As residents of Lincolnwood, we believe that this ne
add to the diversity and fabric of our Village.

#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	S
1	MOHAMMAD SIDDIQUI.	6615 NOKOMIS	
2	Maryam Siddiqui		
3	Sahar Siddiqui		
4	Atia Siddiqui		
5	Omar Siddiqui		
6	Rugia Siddiqui		
7	Muncaf Patel	6561 N. Crawford ave	
8	Ruxana Patel		
9	Adam Patel		
10	Mohammed Patel		
11	Ismail Patel		
12	AZhar Siddiqui	6438 N. Spaulding	
13	Aqeela Siddiqui		
14	Faraz Siddiqui		
15	Sheraz Siddiqui		
16	Nosheen Siddiqui		
17	Umer Kidwai	6442 N. Spaulding Ave	
18	Maria Qamar		
19	Qamar Shah.		
20	Mubeen Kidwai		
21	RAFIQUE SHAIKH	6426 N. SPAULDING	
22	DURE-SHAHWAR SHAIKH		
23	MOHSEEN SHAIKH		
24	NADEEM SHAIKH		
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PETITION TO THE VILLAGE OF LINCOLNWOOD TO APPROVE SPECIAL USE PERMIT AND VARIANCES REQUEST THE SACRED LEARNING CENTER

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	S
1	Syed Rahman	7314 N lowell Ave Lincolnwood	
2	Syed Rafey		
3	Syed Quyoum		
4	Ayesha Yasmeen		A. YASMEEN
5	BASHIR CHAUDRY	6655 N. Maplell	
6	AMBREEN QADIR	Lincolnwood IL 6071	
7	CHAUDRY IQBAL		
8	SUGHRA BIBI		
9	MATIN CHAUDRY		
10	NAZEER CH.	3673 W- NORTH	
11	BUSHRA NASEER	SHORE LINCOLN	
12	WAZEER Abbas	3401 W. North Shore	
13	Syeda B. Abbas	" " "	
14	Syed F. Hussaini	6900 Lincolnwood Dr.	
15	Siddiqua Hussaini		
16	Moiz Hussaini		
17	Zia Hussaini		
18	Buthul Hussaini		
19	Mudassir Hussaini	7343 N. Kostner	
20	Mariam Hussaini	" "	
21	Syed Ajaz Hussain	7350 N. Kildare Ave	
22	Syed Adnan Hussain	" "	
23	Syed Irfan Hussain	" "	
24	Mohammed Abdul Hai	6603 N. Central PK. Ave Lincoln IL	
25	Fatima Hai	" " " "	

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PETITION TO THE VILLAGE OF LINCOLNWOOD TO APPROVE SPECIAL USE PERMIT AND VARIANCES REQUESTED BY THE SACRED LEARNING CENTER

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Mohammad Popal	6653 N Crawford	Mohmd Popal
2	Nargis Popal	↓	Nargis Popal
3	Javed Ahmed		Javed Ahmed
4	Sqeda Popal		Sqeda
5	Nisar Popal		
6	Jamil Popal		Jamil
7	Yasmin Patel		Yasmin Patel
8	Zaheer Patel	4817 W. Sherwin Av	Zaheer Patel
9	Robert Kanson	6757 N TRUMBULL AVE	Robert C
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	S
1	~~Sayed Ahmed Rahman~~	~~7314 N. Lowell Ave~~	~~Sayed~~
2	~~Yasmeen Mistry~~	~~7314 N. Lowell Ave~~	~~Yasmeen~~
3	Meheen Bukhari	7025 N. Tripp	Meheen Bukhari
4	Syed A. Rahman	7025 N. Tripp	Syed
5	Suhair JALIL	6758 N. Minnehaha	Suhair
6	DANA DARWISH	6758 N. Minnehaha	DANA
7	Leonathanda	4065 W. Morse Ave.	
8	Spas Damaliev	4065 W. Morse Ave	
9	RASHID KHAN	4848 Morse Ave	
10	SHAH KHAN	" "	
11	Hamagar KHAN	" "	
12	Tanvir Sayed	6555 NOKOMIS	Tanvir
13	M.A. SAWDYE	" " " "	
14	Saddaf Akhan	" " " " "	
15	Hammad SAWDYE	" " " " "	
16	Omar Ahmed	6711 N. Kanora Ave	
17	Shifa Ahmed	↓	
18	Kanza Ahmed	↓	
19	Hannan Owaiki	2820 W-STEARNS AVE	
20	Bneena Khoja	"	
21	Irfan Owaiki	"	
22	Ruki Owaiki	"	
23	Rasheed Owaiki	"	Rasheed Owaiki
24	JABBAR Owaiki	"	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	ESAD BIHORAC	3936 Greenleaf Ave	FAHAD
2	OSMAN BIHORAC	3936 Greenleaf AVE	
3	ADNAN BIHORAC	3936 Greenleaf AVE	
4	BISERA BIHORAC	3936 GREENLEAF AVE	BISERA BIHORAC
5	KAMAL CHOUBKHA	6401 N. Longmeadow Ave	Kamal Choubkha
6	NORA CHOUBKHA	6401 N. Longmeadow Ave	
7	773-544-6162	kchoubkha@hotmail.com	
8	Khalid Mahmood	6422 N. Christiana Ave	
9	Shabbir Ahmed	3417 N. Estes	
10	Yousaf Ahmed	" Estes	
11	Aqueel Ahmed	" Estes	
12	Shahnaz Khawaja	6422 N. Christiana	
13	Maryam Khawaja	6422 N. Christiana	
14	NASIR AHMED	3361 - North Shore	
15	Dr. Safia Ahm	3361 - North	
16	ISMAIL DAWOOD	6759 N. LONG MEADOW	
17	JUNAID DAWOOD	6759 N. LONG MEADOW	
18	FAHAD DAWOOD	6759 N. LONG MEADOW	
19	SYED ARSHAD	6625 N. KOSTNER	
20	MONA MAHMOOD	6625 N. KOSTNER	
21	HUMERA MAHMOOD	6616 N. KOSTNER	
22	SAIFUDDIN MAHMOOD	6616 N. KOSTNER	
23	SYED HUSSAIN	6615 N. KOSTNER	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Ummara Azeem	6621 Harding	Ummara Azeem
2	Imran Rasool	6621 Harding	Imran Rasool
3	Papa Faye	3900 LOYOLA	Papa Faye
4	SENAD JAKUPOVIC	3851 NORTHSHORE	Senad Jakupovic
5	DAMIRA JAKUPOVIC	3851 W. NORTHSHORE	Damira Jakupovic
6	Faisal A. Khan	7319 N. KARLOV	Faisal Khan
7	MUNIRA U. Syeda	7319 N. KARLOV	Munira
8	Waqar Khan	6430 N. LONGMEADOWS	Waqar Khan
9	MUZAMMIL KUKASWADIA	7248 N. KILDARE	Muzzamil Kukaswadia
10	Jawed Khandawala	7248 N. KILDARE	Jawed Khandawala
11	Umer Mukhi	3818 W. Chase	Umer Mukhi
12	Zunera Mukhi	3818 W. chase	Zunera M
13	Akil Mansuri	6738 N. Saint Louis	Akil Mansuri
14	Ayesha P. Masuri	6738 N. Saint Louis	Ayesha Masuri
15	Sabraben Mansuri	6738 N. Saint Louis	Sabraben Mansuri
16	Farzana Rais	6517 N. LONGMEADOWS	Farzana Rais
17	Rais Usmani	6517 N. LONGMEADOWS	Rais Usmani
18	ARIF RIZVI	7320 N. KOSTNER	Arif Rizvi
19	Kauser Rizvi	7320 N. KOSTNER	Kauser Rizvi
20	Imran Tarar	7316 N. TRIPP	Imran Tarar
21	SUAD PARATUSIC	3851 W. NORTHSHORE	Suad Paratusic
22	Anis Elahi	6843 N. KILBOURN	Anis
23	Seema Elahi	6843 N. KILBOURN	Seema Elahi
24	Umair Elahi	6843 N. KILBOURNE	Umair Elahi
25	Salma Khandawala	7248 N. KILDARE	Salma Khandawala

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	ASIF AHMED	6510 N. LINCOLN AVE. LINCOLNWOOD	
2	NAVEED AHMED	6510 N. LINCOLN AVE LINCOLNWOOD	
3	SAKINA AHMED	6510 N. LINCOLN AVE LINCOLNWOOD	
4	SALIM KHAN	6608 N. Springfield Ave. Lincolnwood.	
5	Altamash Khan	6609 N. Springfield Lincolnwood	
6	Nitasha Hassam	3333 W. Columbia	
7	Shazal Afraaz	6609 N. Crawford Ave	
8	Usama Ahmed	6609 N. Crawford Ave	
9	Anees Sulthana	6609 N. Crawford	
10	Shehla Riba	6818 N. Crawford Ave	
11	Faisal Sultana	6818 N. Crawford Ave	
12	Mumtaz Rizvi	6818 N. Crawford	
13	Kanval Rizvi	6818 N. Crawford	
14	Hina Rizvi	6818 N. Crawford	
15	Arifa Rizvi	6818 N. Crawford	Arifa Rizvi
16	Shaista Azaaue	7269 N Crawford Ave	Shaista Azaaue
17	Syed Ahmed	7269 N. Crawford Ave	Shaista Azaaue
18	MUTAAL Azaaue	7269 N. Crawford Ave	Shaista Azaaue
19	Maham Syed	7269 N. Crawford Ave	Shaista Azaaue
20	Saba Azaaue	7269 N. Crawford Ave	Shaista Azaaue
21	Saleed Khamal	7269 N. Crawford Ave	Shaista Azaaue
22	Sohail Juma	4645 W. Fitch	
23	Sabin Juma	4645 W. Fitch	
24	Saif Juma	4645 W. Fitch	
25	Sami Juma	4645 W. Fitch	

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Sultana Vergis	7201 N Lincoln Ave Apt 305	Sultana Vergis
2	Nazneen Syed	7000 Lincoln Wood	Nazneen Syed
3	Mustafa Muhammad	7000 Lincolnwood Dr	
4	Omar Muhammad	7000 Lincolnwood Dr	
5	Nasha Muhammad	7000 Lincolnwood Dr	
6	Rashid Muhammad	7000 Lincolnwood Dr	
7	Nazanin Muhammad	7000 Lincolnwood Dr	
8	Muhammad Tanveer	7734 N Lowell Ave	
9	Yasir BACCAN	7240 N Lawler Ave	
10	Aziz Khan	6756 N Navajo Ave	
11	Nusreen Khan	6756 N Navajo Ave	
12	Naser Khan	6756 N Navajo Ave	
13	MUSTAFA BEKIC	3437 W Pratt	
14	JASMINKA BEKIC	3437 W Pratt	
15	DAMIR BEKIC	3437 W Pratt	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	SARFARAZ PATEL	4842 W. SHERWIN AVE.	
2	SAMIM PATEL	4842 W. SHERWIN AVE.	
3	SUBHAN PATEL	4842 W. SHERWIN AVE.	
4	AHMED PATEL	4842 W. SHERWIN AVE.	
5	HAMZA PATEL	4842 W. SHERWIN AVE.	
6	YUSUF PATEL	4849 W. SHERWIN AVE.	
7	JAMILA PATEL	4849 W. SHERWIN AVE.	
8	ZAHEER PATEL	4817 W. SHERWIN AVE.	
9	YASMIN PATEL	4817 W. SHERWIN AVE.	
10	IRBAAZ PATEL	4817 W. SHERWIN AVE.	
11	ZEJNEPA PEREZIC	6815 N TRIPP	Zejnepa Perezic
12	Fatima IVONOVIC	6815 N TRIPP	Fatima Ivonovic
13	Selida Kolaupic	3947 W Arthur AVE	Selida Kolaupic
14	Kamran Abbasi	3875 W. Pratt Lincolnwood	
15	Khezar Abbasi	"	Khezar Abbasi
16	Arsha Abbasi	"	Arsha Abbasi
17	Yusaf Abbasi	"	Yusaf Abbasi
18	Laiba Abbasi	"	Laiba Abbasi
19	Sabaa Gorsi	"	Sabaa Gorsi
20	Mariam Abbasi	"	Mariam M
21	Naseem Abbasi	"	Naseem A
22	Mohammad Abbasi	"	Mohammad A
23		"	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Mary Hadzalic	7136 N. Keystone Ave Lincoln	
2	Amjad Sheikh	7230 N. Keystone	
3	Nisar Sheikh	7230 - N Keystone	
4	Shahab Khan	7227 N. Keystone ave	
5	Omar Khan	"	
6	Aliya Khan	"	
7	Ayesh Khan	"	
8	Basharat Khan	"	
9	Esma Seferovic	7309 N. Kilbourn ave	
10	Nehada Smanovic	7309 N. Kilbourn ave	
11	Kareem Khan	7125 N Kilbourn ave Lincolnwood	
12	Salman Khan	7125 N Kilbourn ave, Lincolnwood	
13	Faiz Khan	6918 N. Kilbourn ave	
14	Mayeeda Khan	"	
15	Abdullah Amanat	6845 W. Keeler ave	
16	Hadia Amanat	"	
17	Amanat Hussain	"	
18	Shaista Amanat	"	
19	Maria Ashraf	7034 N. Kilbourn ave	
20	Haris Ashraf	"	
21	Yasmeen	"	
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	ABBAS KANJI	6726 N. KEATING AVE.	
2	ABDULHAMID KANJI	6726 N. KEATING AVE	
3	FATIMA KANJI	6726 N. KEATING AVE	
4	HASSAN KANJI	6726 N. KEATING AVE	
5	FATEMA KANJI	6726 N. KEATING AVE	
6	Aneesa Kanji	6726 N. KEATING AVE.	
7	WAJIHA KANJI	6726 N. KEATING AVE.	
8	Rula Bousheh	7140 N. Keeler Ave.	
9	Jahan Ara Hussain	6936 Kenneth Ave.	
10	Almas Hussain	6936 Kenneth Ave.	
11	Rummana Hussain	6936 Kenneth Ave.	
12	Khadar Ahmed	6750 Karlov Ave.	
13	Layla Mohamed	6750 Karlov Ave.	
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PETITION TO THE VILLAGE OF LINCOLNWOOD TO APPROVE SPECIAL USE PERMIT AND VARIANCES REQUESTED BY THE SACRED LEARNING CENTER

We, the undersigned, request the Village of Lincolnwood to approve the Special Use Permit and variations requested by the Sacred Learning Center. We support the plans of Sacred Learning in constructing a new center of learning and religious worship as well as an accompanying parking lot. As residents of Lincolnwood, we believe that this new center will add to the diversity and fabric of our Village.

#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	MAKBUL HAJI	7128 N. CRAWFORD	
2	Rahima HAJI	"	Rahima M. HAJI
3	SHAYMA HAJI	"	S.H.
4	MINHAJ HAJI	"	M.H
5	MIQDAD HAJI	"	M.H
6	MOHAMMED RAFI	3801 W FOSTER Ave Lincolnwood	M Rafi
7	A RAFI	"	AR
8	T. RAFI	"	TR
9	S RAFI	"	SR
10	YAKUB MUSA LAKADA	7017 N. KEDVALE	
11	NASIMA YAKUB LAKADA	"	Nasima
12	IMRAN LAKADA	"	Imran
13	SABIHA LAKADA	"	Sabiha
14	YUSRA LAKADA	"	Imran for Yusra
15	MOHAMMAD R. BADLA	7341 N Kolmar Ave.	Mohammad
16	Anila R. Badla	" " "	
17	Mohammad Y. Badla	" " "	
18	Ailha Badla	" " "	
19	Kiran Shahzad	6755 N. Central Park	
20	Muhammad AZAM	" "	
21	Zehra Ali	" "	
22	Mohammad A Ali	" "	
23	Muhammad Umer	" "	M.U
24	Muhammad Ahmed	" "	M.A
25	AZRA BIBI	" "	A.B

Return to VB Agenda

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Muhammad Ali	6758 N. Central Ave	M. A
2	Atifa Bilal	" " "	A. B.
3	Muhammed Bilal	" " "	M. B
4	Humaira Fazal Sayed	" " "	H. T
5	Mahira Usman	" " "	M. U
6	Muhamed A. Ali	" " "	M. H. A
7	Asfia Rather	6842 N. Cherry Lane	ASFIA RATHER
8	Nasir Ahmed	" " " "	NASIR AHMED
9	Tanveer Rather	" " " "	TANVEER RATHER
10	ZARBAB AHMED	" " " "	Zarbab Ahmed
11	ALIYA AHMED	" " " "	Aliya Ahmed
12	MOMENA AHMED	" " " "	Momena Ahmed
13	SAMEER AHMED	" " " "	Sameer Ahmed
14	Carol Hamid	6848 N. Christiana	C. H
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Return to VB Agenda

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Abul Habeebuddin	7337 Kildare Ave.	
2	Shamaila Habeebuddin	" "	
3	Hafsa Habeebuddin	" "	
4	Aqsa Habeebuddin	" "	
5	Akbar Syed	6529 Kilpatrick Ave	
6			
7	Farzana Tabassum	6636 N. Kilpatrick	Farzana
8	Imran Chaudhry	" "	I C
9	Faizan Chaudhry	" "	F C
10	Akram Chaudhry	" "	A C
11	Naila Chaudhry	" "	N C
12	Khalida Chaudhry	" "	K C
13		"	
14		~~7050 Kilpatrick Ave.~~	
15	Mustafa Ali	6411 N. Kolmar	
16	Adriana Pashazadeh	6418 N. Kolmar	Adriana Pashazadeh
17	Faseeha Ahmed	3802 W. Devon Ave	Faseeha Ahmed
18	Salman Khaleeluddin	3802 W. Devon Ave,	
19	Ameena Khaleeluddin	" "	Ameena Khaleeluddin
20	Muhammad Khaleeluddin	" "	Muhammad Khaleeluddin
21	Ali Hyder	6411 Kolmar	
22	Rubina Ali	6411 N. Kolmar	
23	Juveriya Ali	6411 N. Kolmar	Juveriya Ali
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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Muhammed Mohiddin	3652 W. Albion Ave, Lincolnwood IL	
2	SHAHEENA AHMED	"	
3	SUHA MOHIUDDIN	"	
4	SAFA MOHIUDDIN	"	Safa Mohiuddin
5	SALWA MOHIUDDIN	"	Salwa Mohiuddin
6	SIMRA MOHIUDDIN	"	
7	KASIM AHMED	6733 N. HARDING, Lincolnwood, IL.	
8	RUQAYYA AHMED	"	
9	AKIF AHMED	"	
10	KASHIF AHMED	"	Kashif Ahmed
11	Mohammed Ihsan	7363 N Crawford Lincolnwood	
12	Yasha Ahsan	7363 N. Crawford Lincolnwood	
13	Ahsan Muntaha	7363 N Crawford Lincolnwood	
14	[illegible]	7363 N Crawford Lincolnwood	
15	Nabiha Ahsan	7363 N Crawford Lincolnwood	Nabiha Ahsan
16	Abid Rahman	6859 E Prairie Rd Lincolnwood	Abid Rahman
17	Jawad Rahman	6851 E Prairie Rd Lincolnwood	Abid Rahman
18	HAMZA CANTIC	7025 N CARLTON AVE	
19	HANA CANTIC	"	
20	AIDA CANTIC	"	
21	SEJAD CANTIC	"	
22	MUHAREM CANTIC	"	
23	HUSNIJA CANTIC	"	
24	Ghulam Sunny	7069 Kilpatrick	
25	Rubina Sunny	"	

Return to VB Agenda

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Anmol Sunny	7069 Kilpatrick	
2	Alisha Sunny	"	
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Return to VB Agenda

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Noor Mohammed	7151 N. Hamlin Ave Lincolnwood 60712	
2	Shazia Noor		
3	Tofam Noor		
4	Nabeel Noor		
5	Humayun Farooq	3959 West Arthur Ave Lincolnwood IL 60712	
6	Abdur-Rahman Farooq		
7	Fouzia Farooq		
8	~~Mohammad Bux~~	~~7519 Keystone Ave~~	
9	~~Zubaida Sultana~~	~~Skokie IL 60076~~	
10	~~Fahad Mohammad~~		
11	~~Shazeen Mohammad~~		
12	~~Arslan Mohammad~~		
13	~~Hayan Mohammad~~		
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Return to VB Agenda

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#	NAME	ADDRESS (HOUSE NUMBER, ADDRESS)	SIGNATURE
1	Waqar Ali Khan	6340 N Longmeadow Ave Lincolnwood, IL 60712	
2	Azeem Ali Khan		
3	Nadir Ali Khan		
4	Nadia Ahmed		Ahmed
5	Maria Ahmed		
6	Mehwish Ali		
7	Sabir Uddin	6600 N. Lincoln Ave Lincolnwood	
8	SAIRA DAWOOD	7144 N. KEELER AVE	
9	HAFSA DAWOOD	7144 N. KEELER AVE	Hafsa Dawood
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Attachment #10. Relevant Code Sections

(Note: Code sections and regulations not specifically related to this case are not included.)

Subdivision Review Standards

16-2-2 Review of subdivisions.

All applications for approvals of plats of subdivision shall be reviewed by the Plan Commission and the Board of Trustees in accordance with the standards and procedures set forth in Sections 16-4-1, 16-4-2, 16-4-3, 16-4-4, and 16-4-5 of this Code, as applicable, and the following additional general standards:

(A) The subdivision shall comply with all applicable provisions of this Chapter 16, including, without limitation, the provisions of Articles 5 and 6 of this Chapter 16;

(B) The subdivision shall be consistent with the Zoning Ordinance;

(C) The subdivision shall not create a nonconforming building, nonconforming use, or nonconforming lot, nor shall the subdivision create, increase, or extend any existing nonconformity;

(D) The subdivision shall accommodate development on a lot that will comply with required setbacks and shall not result in the substantial loss of existing trees or the significant alteration of the existing topography on the lot;

(E) The subdivision shall not substantially modify or threaten the integrity of natural resources, including, without limitation, floodplains, wetlands, mature trees, or the use of public open spaces;

(F) The proposed development of the subdivision shall not result in an increase in the stormwater release rate from the subdivision;

(G) The subdivision shall be served by adequate sewer or water service, electric service, natural gas, and other public or private utilities available within the Village;

(H) The subdivision shall dedicate easements or rights-of-way necessary to provide for current and future extension of public utilities and services;

(I) The existing public street system, and any proposed extension of that system, shall be sufficient to meet the projected traffic demand that will be created by the subdivision;

(J) The design of the proposed street improvements shall meet minimum Village standards and shall not exceed Village standards in a manner that threatens the health, safety, or welfare, such as by inducing excessive speed of travel or modifying traffic patterns in a manner inconsistent with street design capabilities, or by unnecessarily displacing pervious open spaces;

(K) The subdivision shall extend, or shall not inhibit the extension of, the existing Village street system, and shall recognize the interconnection of adjacent neighborhoods;

(L) The subdivision shall provide appropriate access and turning movements for vehicles, and the proposed access shall not be so large so as to be inconsistent with the character of the neighborhood surrounding the subdivision; and

(M) The development of the subdivision shall be accomplished in a manner that does not unduly disrupt or damage public services or facilities.

Special Use for parking in the Front and Corner Side Yards

7.06 General standards for off-street parking facilities.
Off-street parking facilities shall be provided in accordance with regulations hereinafter set forth.

(5) In yards. Subject to the provisions set forth in this Section 7.06, open-air, off-street parking spaces may be located in: (a) any rear yard, in any zoning district; and (b) in a front yard or a side yard abutting a street, but only within the B-1, B-2, B-3, O-1, M-B, and P Districts, and only upon the issuance of a special use permit therefor pursuant to the procedures set forth in Section 5.17 of this Zoning Ordinance.

Special Use Standards of Review

5.17 Special uses.
(4) Decisions. The Board of Trustees, upon report and recommendation of the Plan Commission and without further hearing, may approve or deny an application for a special use, or may refer it back to the Plan Commission for further consideration. In determining whether to approve or deny an application for a special use, there shall be taken into consideration the extent to which the following facts are established:

a. The special use is necessary for the public convenience at that location, and the subject property is deemed suitable for the use;

b. The special use is so designed, located and proposed to be operated that the public health, safety and welfare will be protected;

c. The special use would not cause substantial injury to the value of other property in the neighborhood in which it is located;

d. The special use is consistent with the goals and policies of the Comprehensive Plan;

e. The special use would not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the underlying zoning district;

f. The special use is so designed to provide adequate utilities, access roads, drainage, or necessary facilities; and

g. The special use is so designed to provide ingress and egress to minimize traffic congestion on public streets.

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Variations for Monument Sign Number, Landscaping, and Setback

11.04 Permitted on premises signs.

Upon issuance of a permit therefor pursuant to Section 11.09 of this article, the following signs shall be permitted in the business and manufacturing districts of the Village as accessory structures, subject to all applicable standards and the following additional regulations:

(1) Monument signs.

i. Number.

1. No more than one monument sign per lot or unified business center each of which has a minimum front footage of 100 feet along a single street shall be permitted with the following exception: Monument identification signs (directory signs) in lieu of wall signs shall be permitted in a multi-tenant office or industrial building provided that each tenant has a separate at grade entrance.

v. Setback. No monument sign shall be located closer than 10 feet to an exterior property line, nor closer than 50 feet to an interior property line. For a monument sign constructed at a unified business center, under multiple ownerships, interior lot lines shall only pertain to the outermost lot line.

x. Landscaping. A monument sign must be located in a landscaped area separated and protected from vehicular circulation and parking areas. A minimum of two square feet of landscaping shall be required for every one square foot of sign face. When located in a parking area, continuous reinforced perimeter Portland cement concrete curbing is required. Monument signs must also be landscaped in accordance with Subsection 11.08(14) of this article.

Variation for Parking Lot Landscape Screening

6.14 Minimum landscape requirements for off-street parking lots.

(1) Perimeter screening required. Every off-street parking lot or parking area containing, five or more parking spaces shall be set back, buffered and screened from public view and adjacent property by a perimeter landscaped area having a minimum width of eight feet, or, where screening shall consist of a masonry wall, a minimum width of five feet.

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Variation Standards of Review

5.15 Major variations.

(7) Standards. In determining whether in a specific case there are practical difficulties or particular hardships in the way of carrying out the strict letter of this Zoning Ordinance, there shall be taken into consideration the extent to which the following facts are established:

a. The requested major variation is consistent with the stated intent and purposes of this Zoning Ordinance and the Comprehensive Plan;

b. The particular physical surroundings, shape or topographical conditions of the subject property would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of this Zoning Ordinance is enforced;

c. The conditions upon which the petition for the variation is based would not be applicable generally to other property within the same zoning district;

d. The variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property;

e. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;

f. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;

g. The variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property;

h. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood; and

i. For variations from Article XI of this Zoning Ordinance:

(1) The proposed variation is consistent with the statement of purpose set forth in Section 11.01 of this Zoning Ordinance;

(2) The proposed sign complies with any additional standards or conditions set forth in Article XI of this ordinance;

(3) The proposed sign will substantially enhance the architectural integrity of the building or other structure to which it will be attached, if any; and

(4) The proposed sign conforms with the design and appearance of nearby structures and signs.

Case # PC-03-18

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3900-3910 West Devon Avenue

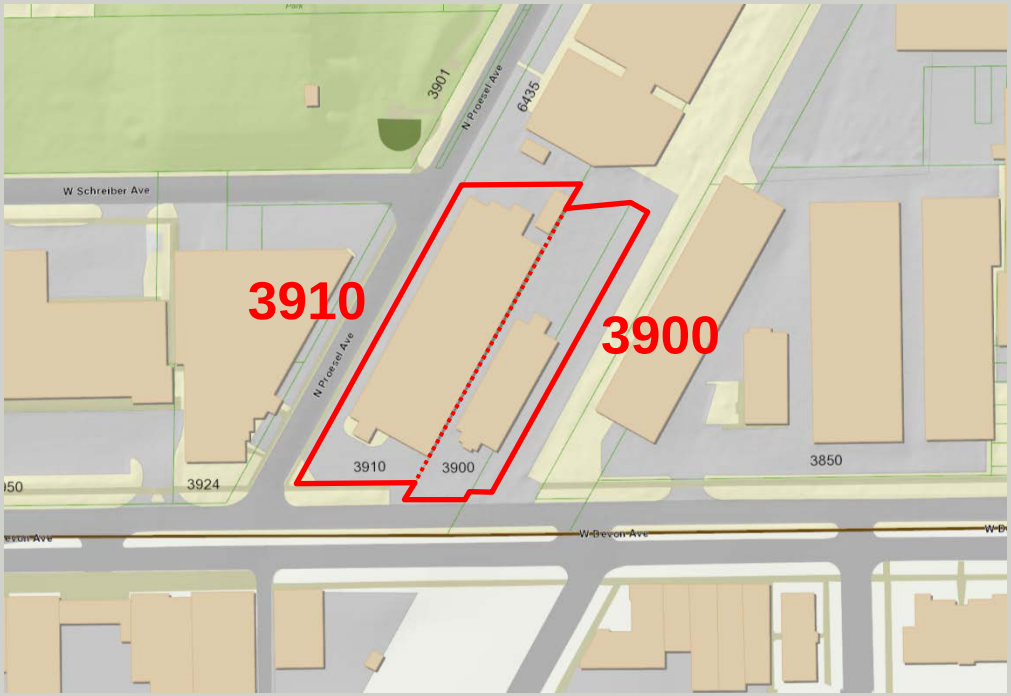
Consideration of:

- ***Resolution approving a Preliminary Plat of Consolidation***
- ***Special Use for Parking Location***
- ***Variations Recommended for Approval by the Plan Commission***
- ***Parkway Parking Configuration Recommended for Approval by the Traffic Commission***

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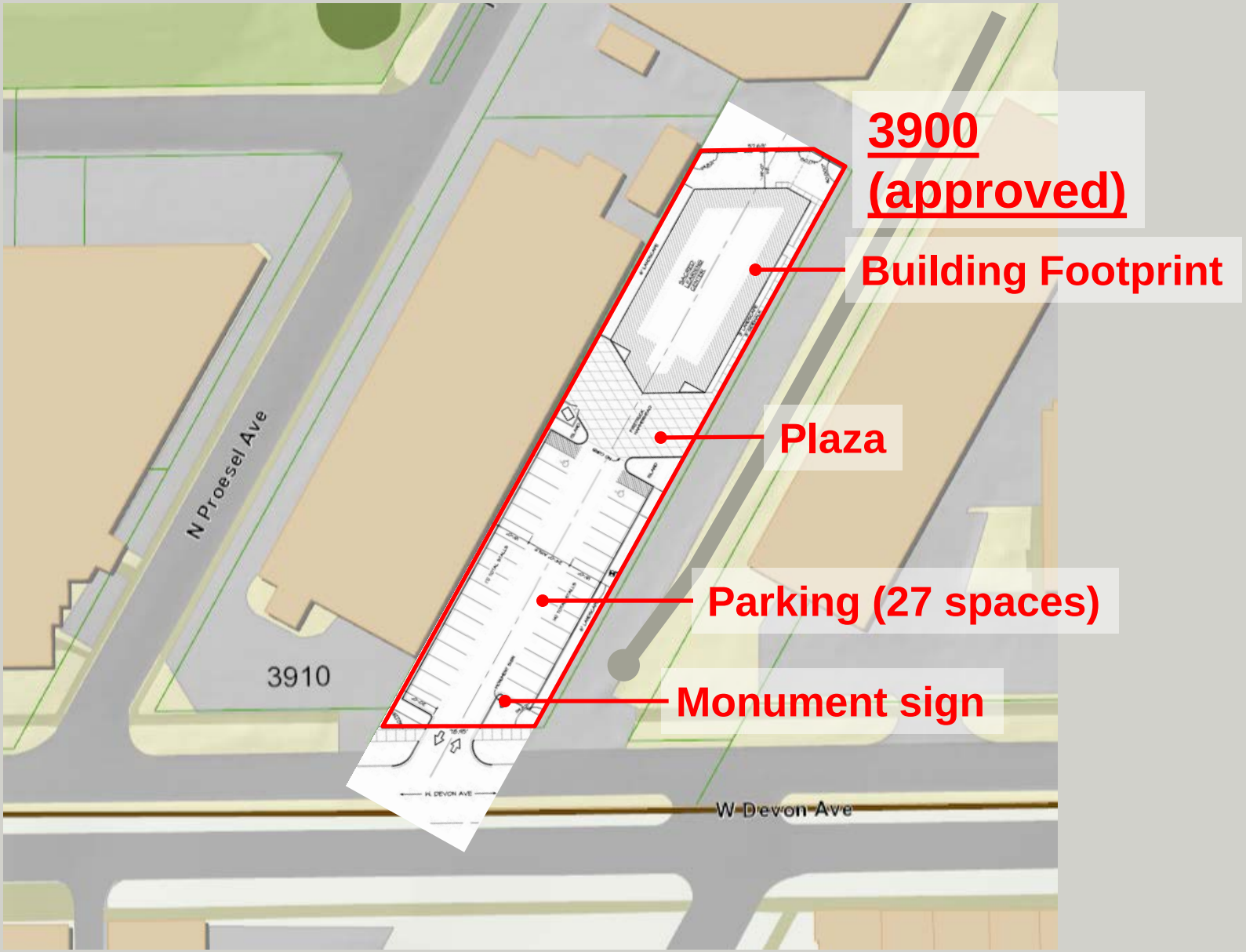
Subject Property

- 3900 W Devon
  - Sacred Learning Center (under construction)
- 3910 W Devon
  - Vacant industrial building
- B-2 Zoning
  - Vacant industrial building
- Approx. 1.28 acres



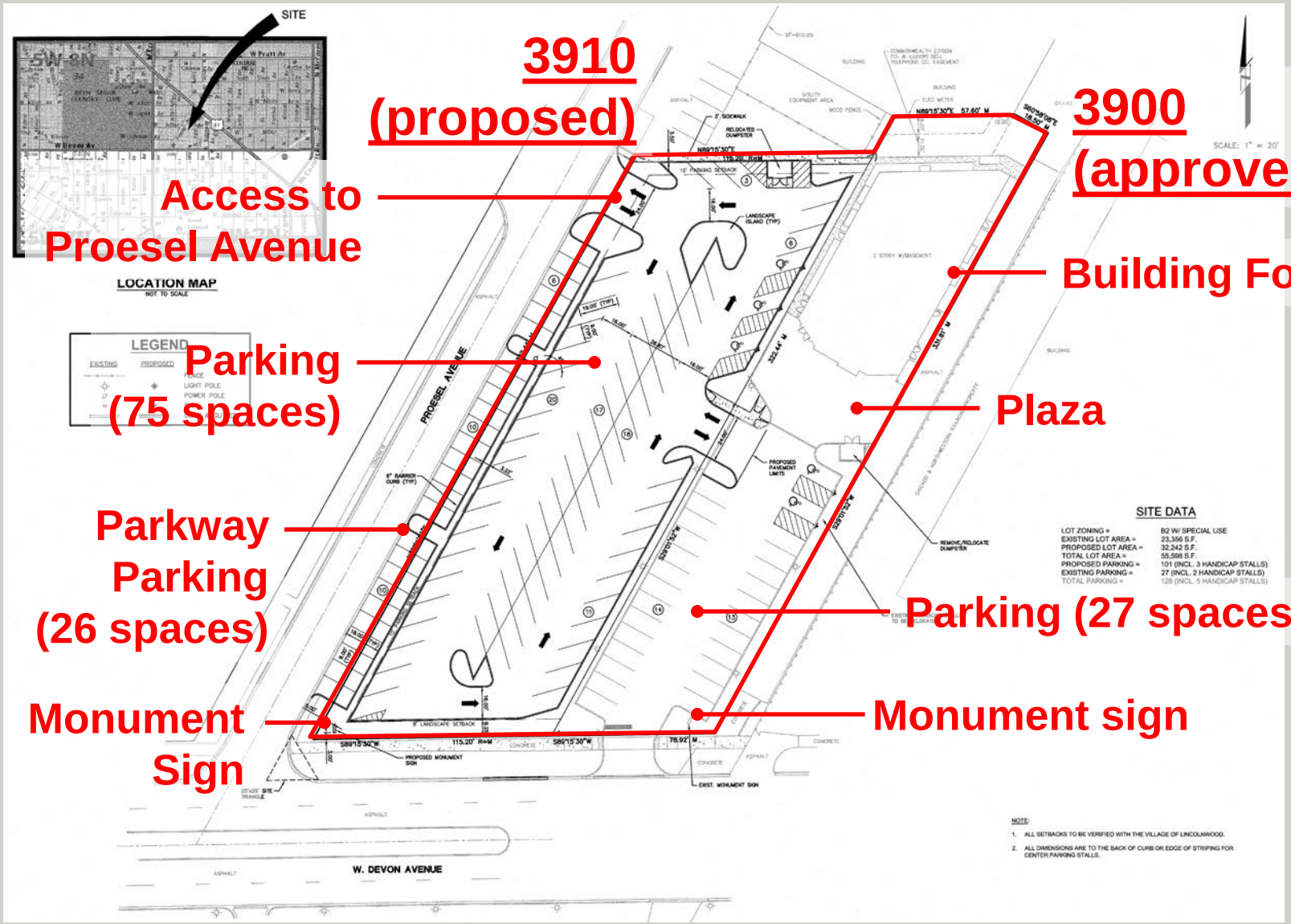
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On-going Development



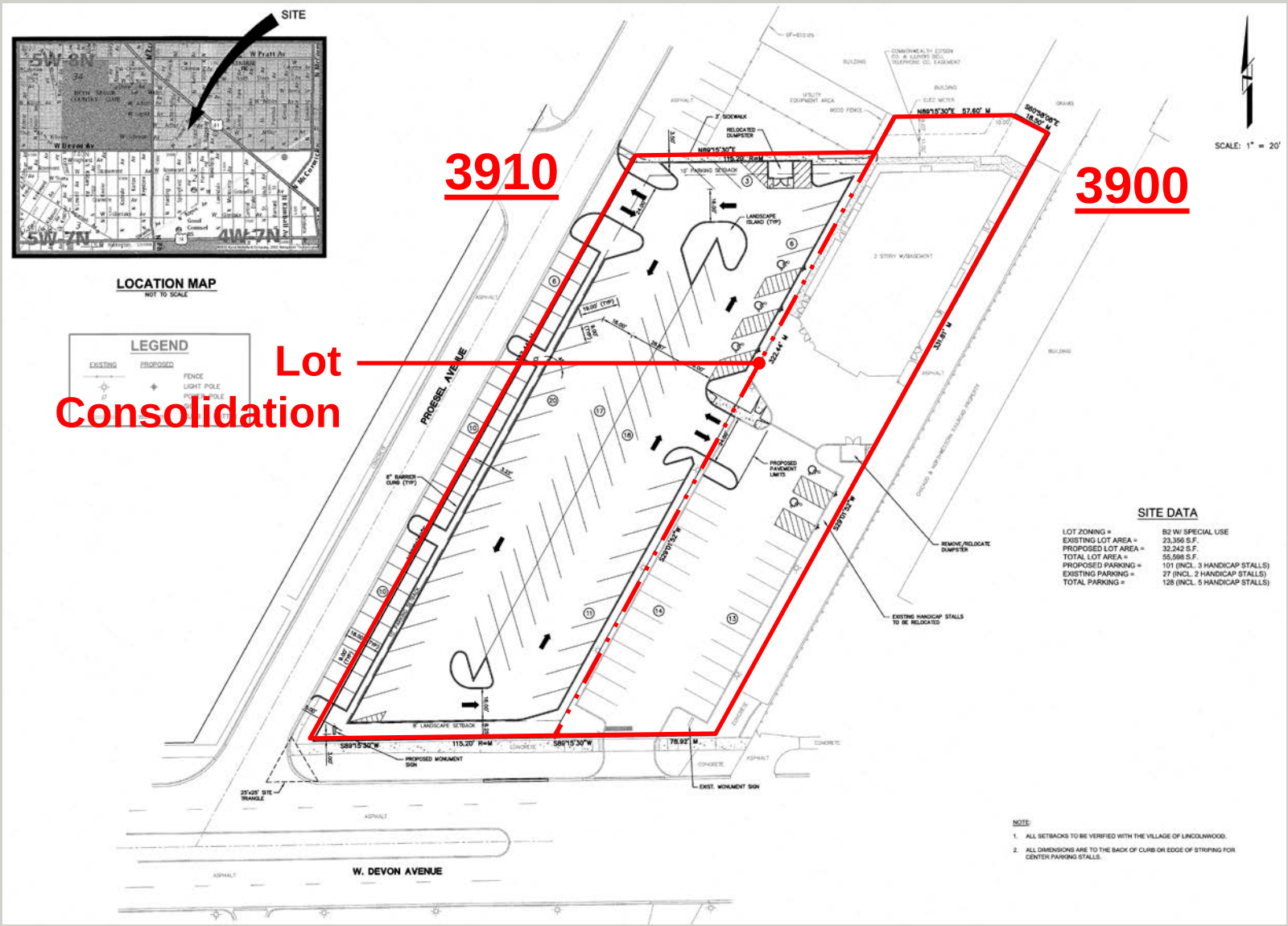
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Proposed Development



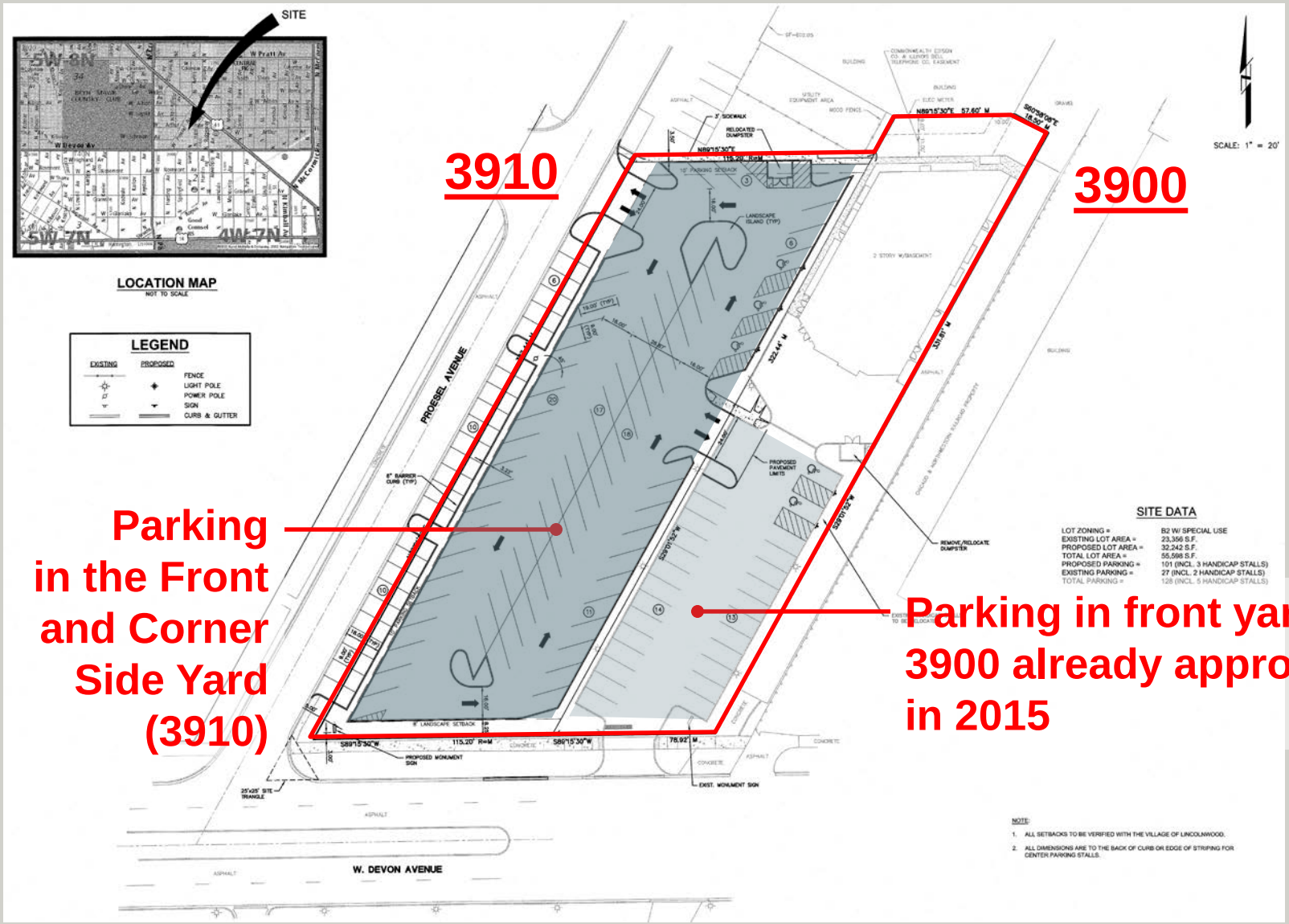
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Recommended Approvals



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Recommended Approvals

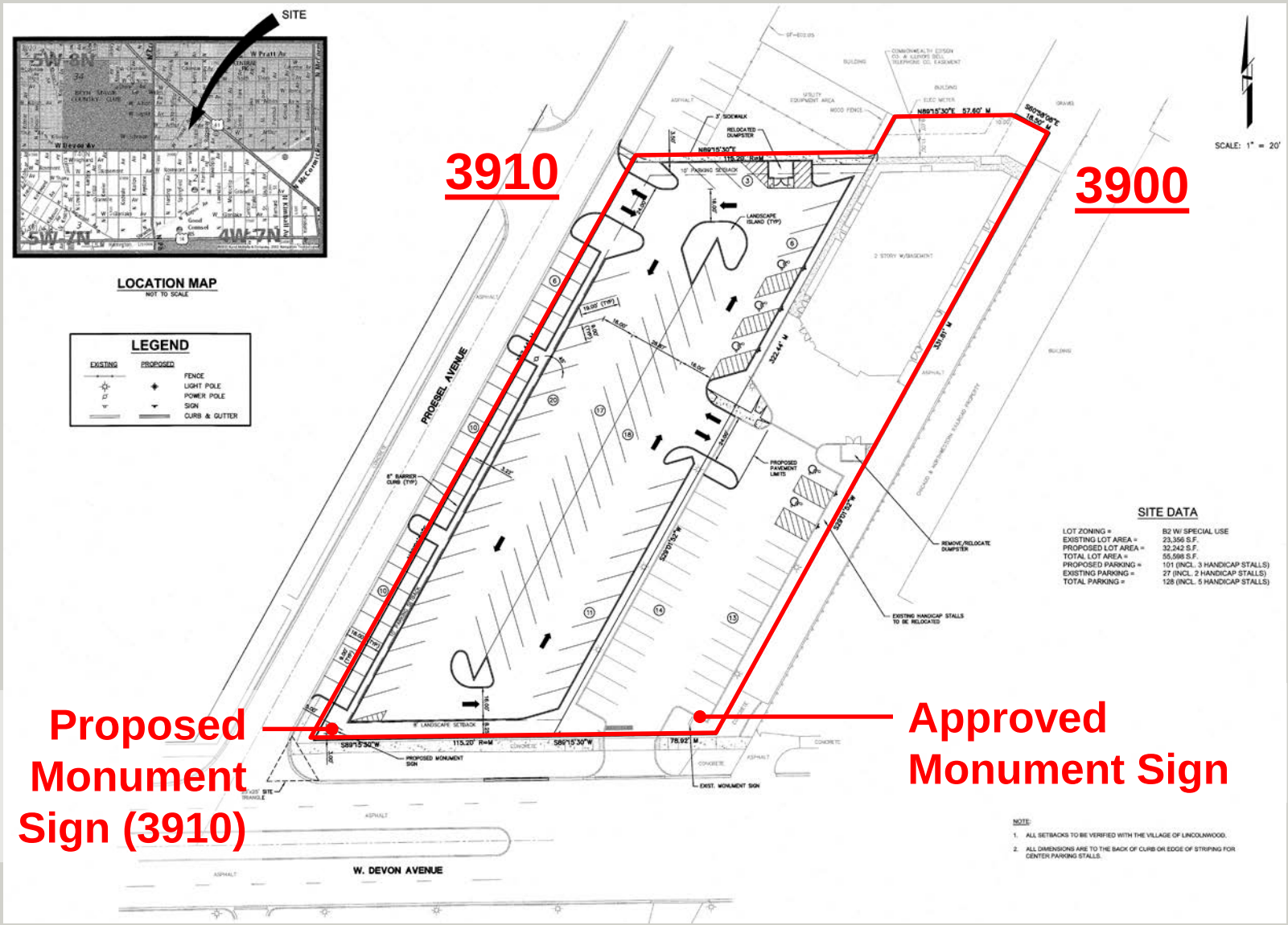


Parking in the Front and Corner Side Yard (3910)

Parking in front yard at 3900 already approved in 2015

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Recommended Approvals



Proposed Monument Sign (3910)

Approved Monument Sign

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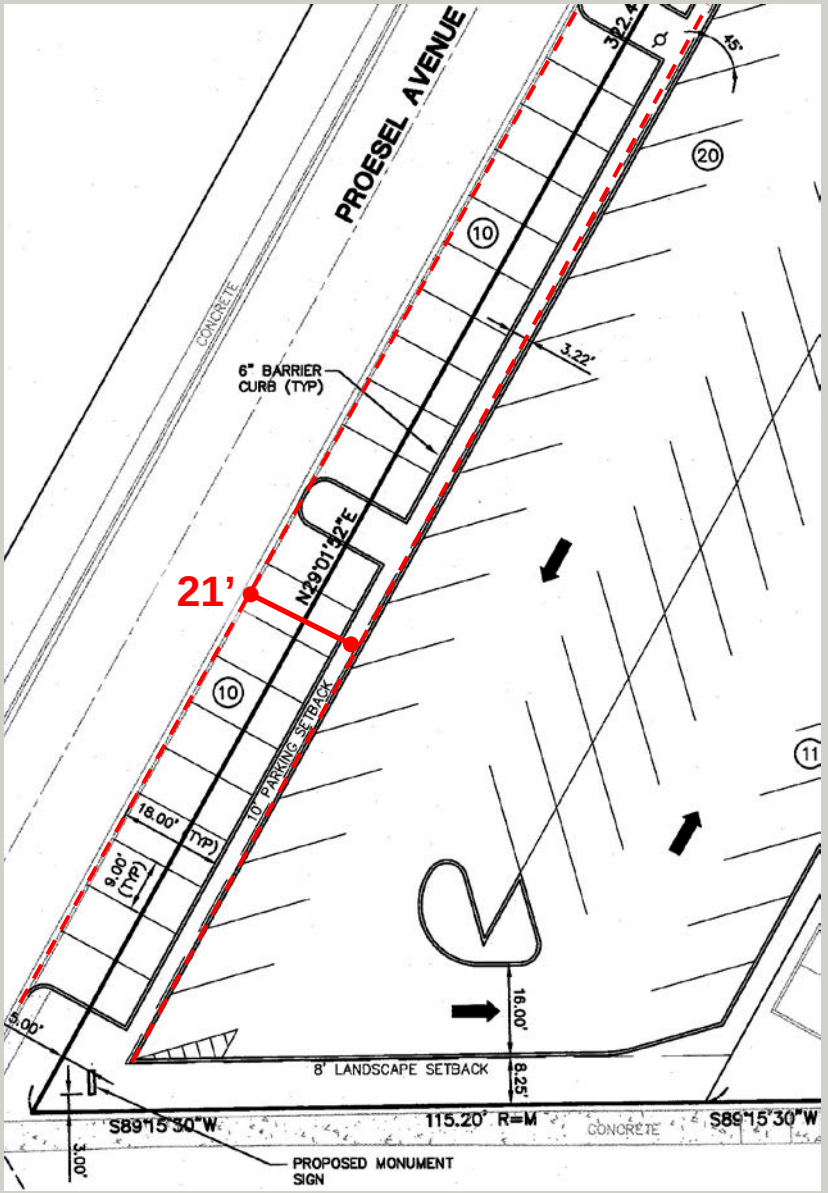
Recommended Approvals

- Unanimous Plan Commission Recommendation for Approval:
  - Preliminary Plat of Consolidation with condition of demolition of existing structure at 3910 Devon
  - Special Use for parking in the front and corner side yards
  - Variation for a monument sign setback of 4.5’ (front) and 5’ (corner side) with condition of one permitted on the lot

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Inter-related Considerations

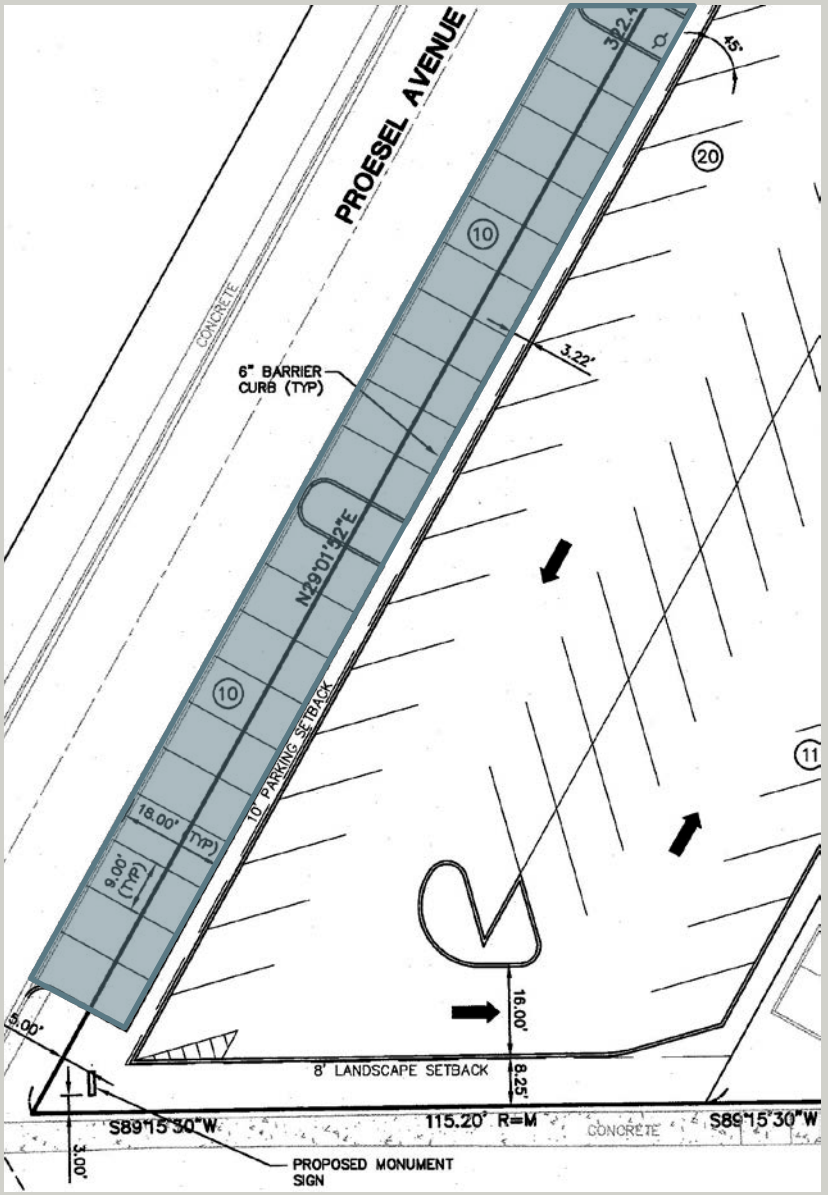
- 21’ of available space to accommodate:
  - Parkway parking (18’);
  - Required sidewalk (5’); and/or
  - Required parking lot screening (5’ or 8’)



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Inter-related Considerations

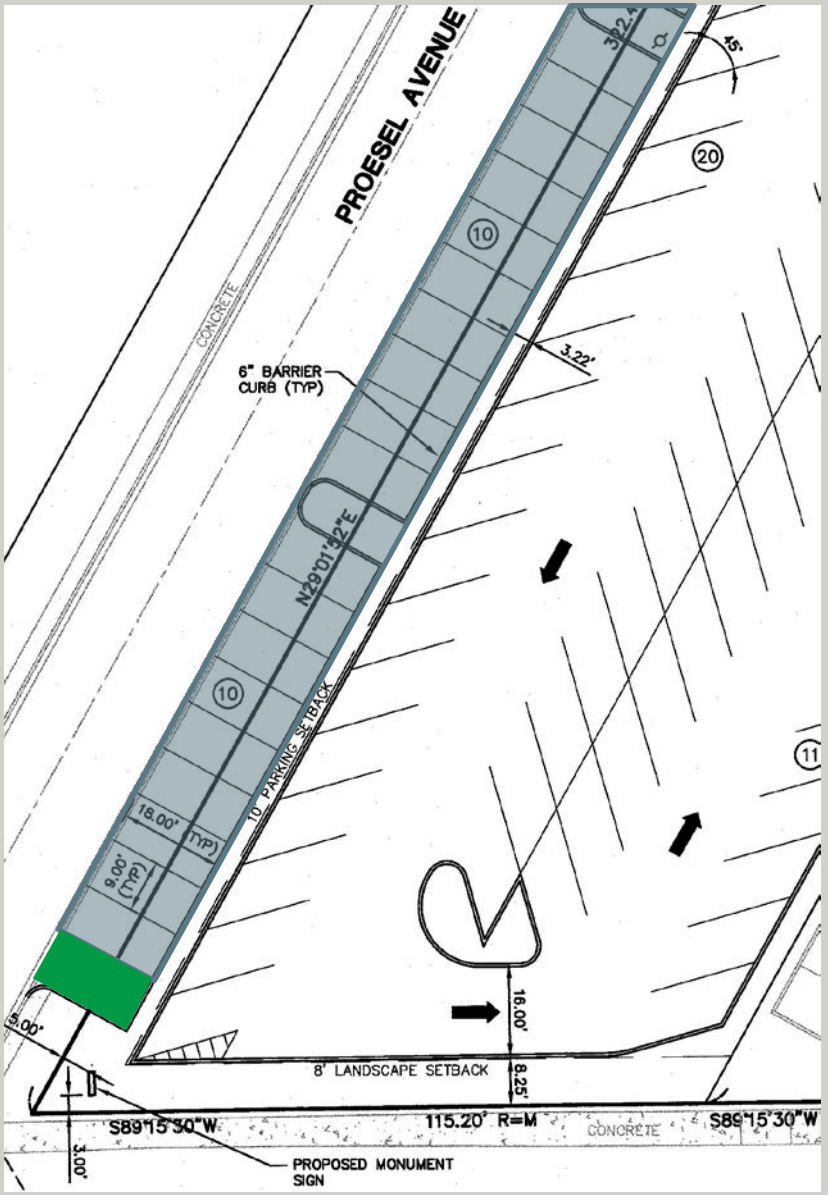
- Parkway parking:
  - Installed with industrial building at 3910 Devon
  - Requested to remain as part of redevelopment
  - Would support peak demand parking for religious use



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Inter-related Considerations

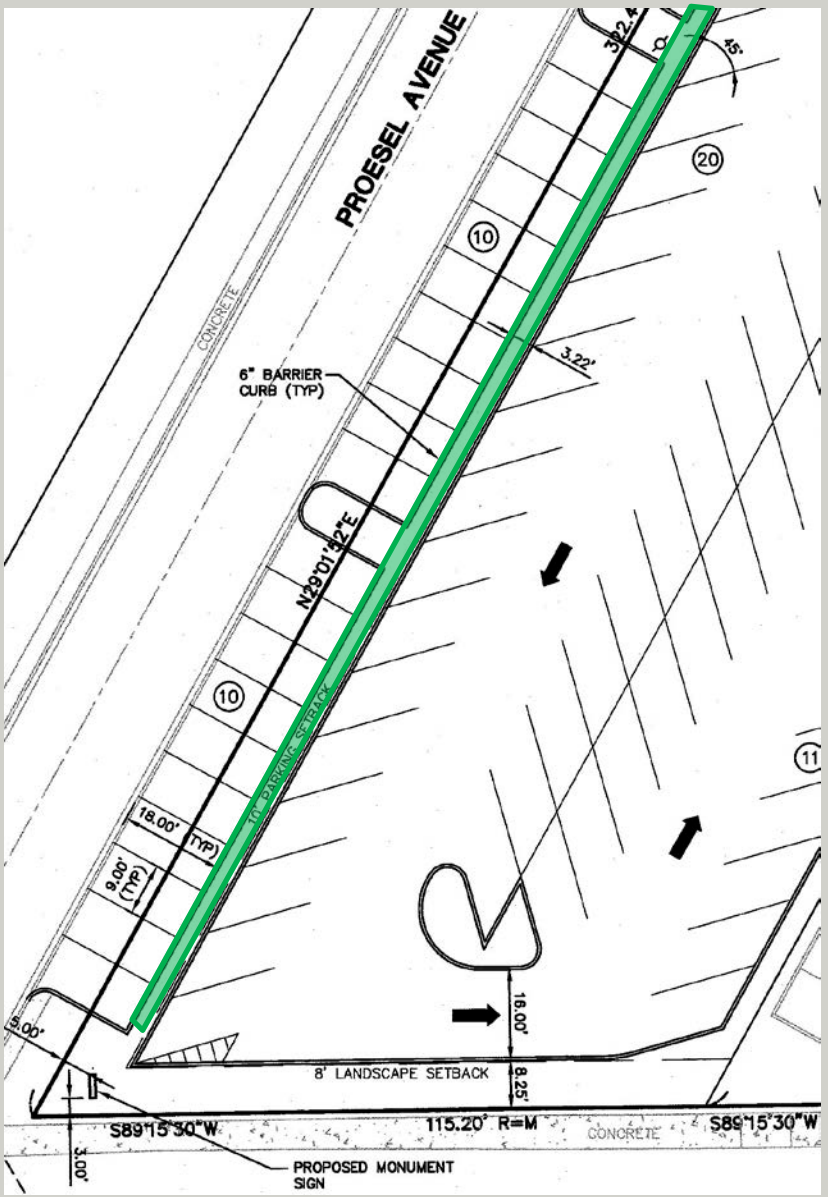
- Parkway parking:
  - Traffic Commission unanimously recommended approval
  - Plan Commission recommended approval (5-1)
    - Condition of landscaping
    - “Nay” vote preferred parallel parking



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Inter-related Considerations

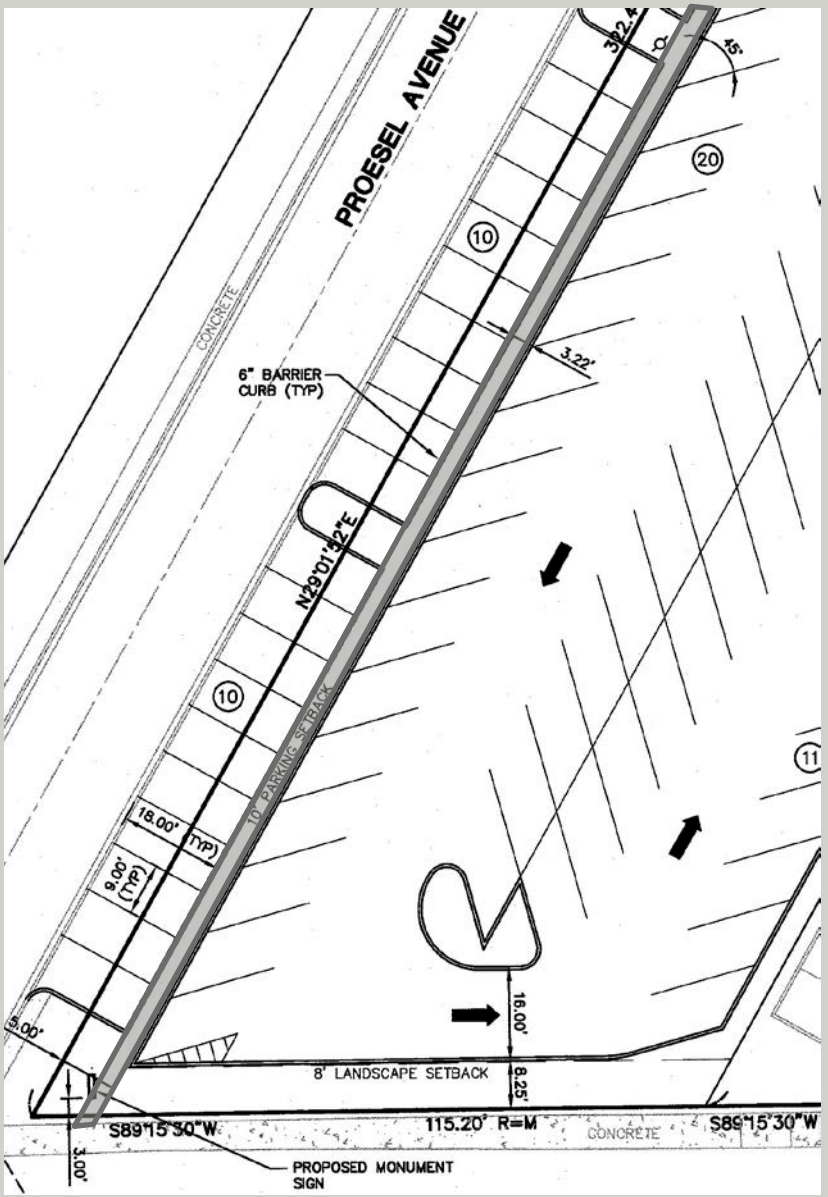
- Parking lot landscaping:
  - 8’ width required (alternative 5’ width with masonry wall)
  - 3.22’ width proposed
  - Plan Commission unanimously recommended approval of variation to 3.22’



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Inter-related Considerations

- Required sidewalk:
  - 5’ wide sidewalk required
  - None proposed
  - Plan Commission supports sidewalk in lieu of landscaping
    - Would have to be 4’ wide to meet ADA requirements
    - Requires a Village Board Waiver of Enforcement due to width

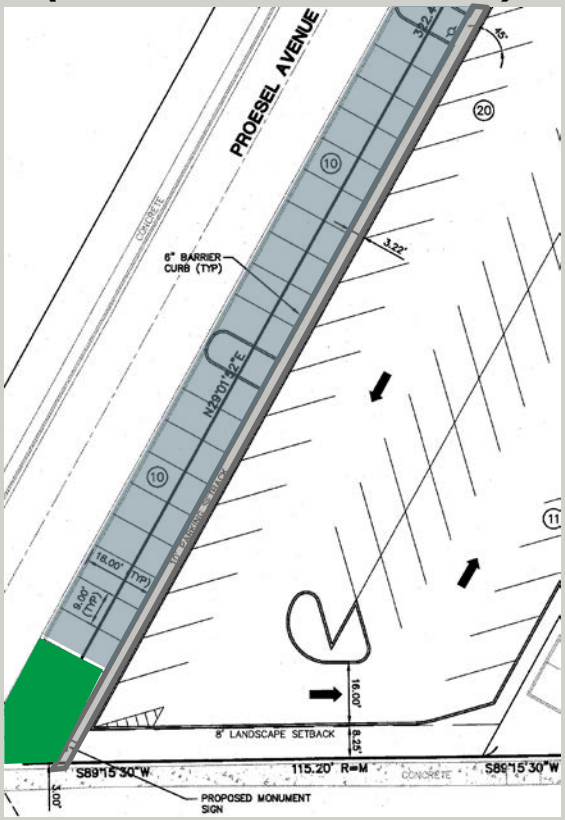


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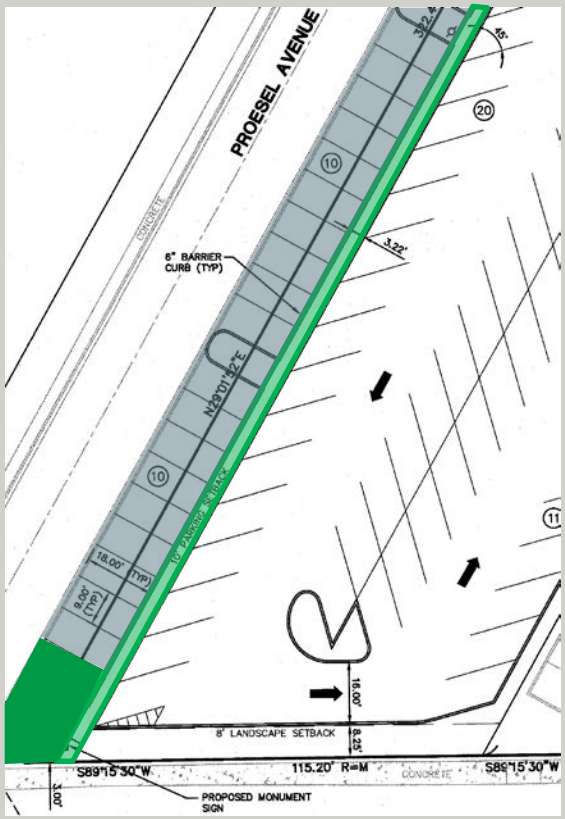
Inter-related Considerations

Potential Alternatives

4’ sidewalk (recommended motion)

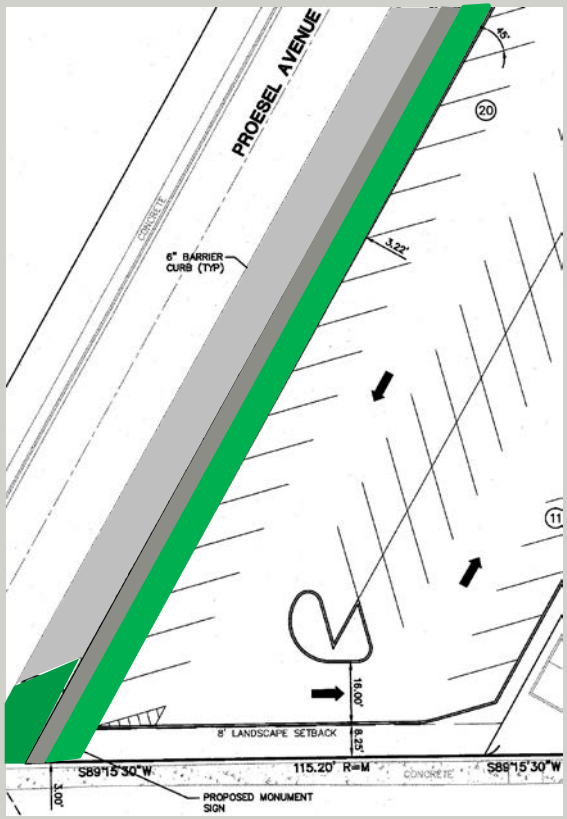


3.22’ landscaping



Perpendicular parking as proposed

Alternative parking configuration



- *Parallel parking (reduction of 15 spaces)*
- *7’ wide landscaping*
- *5’ wide sidewalk*

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Requested Actions

- Approval of a Resolution approving the Preliminary Plat of Consolidation
- Direction to the Village Attorney to draft an ordinance related to:
  - Approval of a Special Use for parking in the front and corner side yards
  - Approval of a Variation related to the monument sign setback
  - Determination of preferred parking/sidewalk/landscaping configuration, and approval of required Variation and/or Waiver of Enforcement

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Proesel Avenue Parkway Parking





Looking south on Proesel Avenue



Looking north on Proesel Avenue