



**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
6:30 PM, OCTOBER 19, 2021**

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Approval of Minutes**
 - 1. Minutes of the Committee of the Whole Meeting of October 5, 2021
- V. Regular Business**
 - 1. Discussion Concerning Village Code Update (Chuck Meyer)
 - 2. Update on Parks and Recreation Space Allocation (Nadim Badran)
- VI. Adjournment**

DATE POSTED: October 14, 2021

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
MEETING OF THE COMMITTEE OF THE WHOLE
VILLAGE HALL COUNCIL CHAMBERS
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OCTOBER 5, 2021**

DRAFT

Call to Order

President Patel called the Committee of the Whole Meeting of the Lincolnwood Board of Trustees to order at 6:01 P.M. Tuesday, October 5, 2021, in the Council Chambers of the Municipal Complex at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

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

Present: President Patel, Trustees Herrera, Klatzco, Sargon, Saleem, Martel and Halevi.

Absent: None

A quorum was present.

Also present: Village Manager, Anne Marie Gaura; Chuck Meyer, Assistant Village Manager; Jake Litz, Management Analyst; Jon Bogue, Assistant to the Village Manager; Nadim Badran, Public Works Director; Scott Mangum, Community Development Director; Doug Hammel, Development Manager.

Public Comment

Resident Dale Wickum spoke in favor of a bike lane on Pratt Avenue and spoke favorably of options that eliminate parking on the street.

Resident Annette Vranas spoke in opposition to allowing videogame gambling in Lincolnwood. She shared anecdotes of her experiences visiting videogame gambling establishments in neighboring communities. She expressed concern regarding who would be attracted to these facilities.

Resident Erin Oleniczak spoke in opposition to allowing videogame gambling in Lincolnwood. She shared her reactions to statements made at the September 9 meeting. She also shared a positive experience of engaging in public feedback processes for Flowers Park, and questioned why this process didn't extend to other decisions made within the Village. She stated that we do not want to mar our image as a family friendly community

Non- resident Marty McAlpin spoke in favor of videogame gambling in Lincolnwood. He shared that he's there on behalf of Prairie State Gaming, a videogame terminal operator. He shared his experiences working with surrounding communities and said they experienced

increased revenue with little to no social repercussions. He further shared a revenue analysis that positively impacts the Village's ability to fund the Police Pension.

Resident Angelo Apostolou spoke in favor of videogame gambling in Lincolnwood. He shared that he believes there are positive social benefits for older residents and spoke favorably of the prospect of keeping tax bills down.

Resident John Vranas spoke in opposition to videogame gambling in Lincolnwood. He encouraged the board to follow the Plan Commission's recommendation. He shared that he believes this proposal takes advantage of vulnerable populations and that there are better paths to pursue additional tax revenue and economic growth.

Resident Mary Butler spoke in favor of a bike lane on Pratt Avenue. She expressed her belief that any option that results in a bike lane is desirable and hopes the Village can work with residents who live on Pratt Avenue to ensure a bike lane becomes a reality.

Approval of Minutes

The minutes of September 23, 2021 Committee of the Whole Meetings were presented for approval.

Trustee Sargon moved to approve the minutes of September 23, 2021 Committee of the Whole Meetings, seconded by Trustee Saleem.

Upon Roll Call the results were:

Ayes: Trustees Herrera, Klatzco, Sargon, Saleem, Martel and Halevi.

Nays: None

Minutes Approved

Regular Business

1. Discussion Concerning Pratt Avenue Bike Lane

This item was presented by Public Works Director, Nadim Badran using Power Point.

Mr. Badran gave a presentation in which he provided background on the Village's exploration of a bike lane on Pratt Avenue. The presentation went into existing conditions, results from Phase I studies and three different options to be considered by the board. A discussion ensued regarding the need to widen Pratt Avenue east of Cicero and to improve striping west of Cicero to protect cyclists from vehicles making right hand turns. This is required by IDOT and adds to the initial cost estimates of the project. Discussion ensued about the elimination of parking on Pratt Avenue, to which the board expressed openness. Mayor Patel and the board dismissed the options that saved parking and asked Mr. Badran to present a cost analysis on difference of creating streets with bike lanes that include removable bollards and do not include removable bollards.

Direction Requested Recommendation

Staff recommends Option 1 as parking counts have identified that parking is not heavily utilized along Pratt Avenue and this option offers the lowest cost. If the Village Board seeks to maintain parking, then Option 2 would be recommended.

Staff is seeking direction on which option the Board would like to move forward with so that the Phase 1 design can be completed

- *Completion of the Phase 1 design will be necessary to pursue additional funding
- *Project is eligible for ITEP, Invest in Cook and CMAQ funding which range from 70% to 80% of total cost
- *Resident input meeting will be held following IDOT preliminary review (December/January)
- *Project can be placed in an out year of the CIP until funding is secure
- *Future coordination may cause anticipated costs to change based on external requirements

2. Discussion Concerning Village Campus Service Coordination

This item was presented by Village Manager, Anne Marie Gaura using Power Point.

Ms. Gaura gave a presentation on reorienting the Parks and Recreation Department and the Community Development Department. It focused on relocating the Community Development Department to where the Parks and Recreation Department is currently located. This would align with the operational changes currently ongoing in the Community Development Department and aims to create more administrative area space for their staff. This would also open up the training room, currently partially occupied by Community Development, to be fully utilized by both the Fire and Police departments. Ms. Gaura then presented on short term relocation options of the Parks and Recreation department while staff develops a long-term plan. The Board was supportive of creating a long-term master plan for the future of the Parks and Recreation Department and favorable of relocating them to the Community Center for the short-term.

Staffing Restructuring

Steps Taken to Improve Community Development service delivery

- *Restructuring of department
 - +Building Official added
 - +In the process of filling position near the start of District 1860 construction
 - +Instead of three key functional areas reporting to one position
 - +Four functional areas are split between two positions
- *Staffing adjustments made to reporting of four key functional areas:
 - +Development Manager will oversee Planning and Economic Development
 - +Building Official will oversee Building Review and Inspection and Code Enforcement
- *Both positions report to the Community Development Director

Office Relocations

Community Development moves into Parks and Recreation offices in the Village Hall

- *This is the office location designed for Community Development over 30 years ago.
 - *Establishes a one stop shop in Village Hall
 - *Eliminates issues of customers daily coming to the Village Hall only to be redirected to the Fire Station
- Fire Administration
- *Fire would assume the entirety of the office space designed for them over 30 years ago
- Parks and Recreation moves to another location short term and a long term capital strategy would be developed

Parks and Recreation Short Term Location

Option 1: Community Center

- *Renovation of small multi-purpose room
- *Use of office space/conference room for staff members
- *Lease of storage space to be relocated from the seconded floor

Option 2: Temporary Office Trailer

- *Purchase of a trailer of approximately 1,400 square feet located on the southeast side of Proesel Park

Option 3: Commercial Space Lease

- *In proximity to Proesel Park, accessible and visible

Reallocation of \$50,000 in FY22 Budget to fund chosen option

Parks and Recreation Long Term Strategy

Master Plan for program priorities and how to structure facilities

- *Budgeted in FY23
- *Would include extensive community input
- *Parks and Recreation Board would be involved in the process

Facilities and Audit Plan

- *Evaluate issues and deficiencies with three buildings over 30 years old (Village Hall, Police/Fire Station and Public Works) and one 69 years old (Community Center)
- *To include a Space Needs Assessment
- *Would culminate in a comprehensive, long term Facilities Plan
- *Budgeted in FY23

Alternate Options were analyzed but ruled out for a variety of reasons

Next Steps

- *Village Board to identify other options or any other information needed
- *Tours of Fire Station, Community Center and Village Hall by interested Village Board members
- *Strategic Plan sessions on October 12 and 14 allow for opportunities for further discussion on long term capital plans for Parks and Recreation

October 19 Committee of the Whole Meeting

- *Detailed costs on the three options to be provided
- *Village Board direction will be sought

3. Discussion Concerning Potential Video Gaming Revenue

This item was presented by Community Development Director, Scott Mangum with Power Point

Mr. Mangum gave a brief presentation on potential videogame gambling revenue through various local fees and taxes

Regulatory Context

Video Gaming Act (July 2009)

*Up to six Video Gaming Terminals (VGTs) in licensed Retail Establishments, Truck stops and Veteran and Fraternal Establishments

*September 9, 2021 Village Board Discussion of Text Amendments centered around potential revenue

+2019 data from four suburban municipalities showed municipality share of revenue ranged from \$7,234 to \$55,275 per year with an average of \$35,732

+For the first half of 2021. The average municipal share of the NTI Tax for the establishments was \$21,215, with a range between \$9,305 and \$37,069

+Other municipalities have imposed annual fees of \$1,000 per VGT and \$3,000 per liquor license

+Two municipalities face legal challenges over penny-per-play “push tax” and legislation has been introduced that would prohibit a “push tax”.

Requested Action

Staff requests direction from the Village Board regarding the topics and policy questions presented in this report, including:

*Whether to the Village should continue to entertain code amendments related to Video Gaming; and if so:

+ Whether the established per terminal and liquor license fees described within other municipalities should be included in a future Ordinance; or

+Whether staff and the Village Attorney should pursue other local fees such as a “push tax” that are untested and could be subject to legal challenge

Trustee discussion with Mayor Patel offering clarification on numbers.

Additional comments by Trustees.

Due to insufficient revenues and a lack of positive community feedback members a consensus of the board determined that this issue can be put to rest for now

Adjournment

At 7:33 P.M. Trustee Sargon moved to adjourn the Committee of the Whole, seconded by Trustee Herrera.

Upon Roll Call the results were:

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

NAYS: None

Meeting Adjourned

Respectfully Submitted,

Beryl Herman
Village Clerk



MEMORANDUM

TO: President Patel and Members of the Village Board

FROM: Anne Marie Gaura, Village Manager

DATE: October 14, 2021

SUBJECT: **October 19, 2021 Meeting of the Committee of the Whole**

The Committee of the Whole (COTW) meeting is scheduled for **6:30 P.M.** on Tuesday evening. Please find below a summary of the items for discussion:

1. Discussion Concerning Village Code Update (6:30-7:00 P.M.)

As part of the Fiscal Year 2022 Budget the Village Board approved a review of the Village Board Code. Since the June 1, 2021 Committee of the Whole Meeting the Village Board reviewing Chapter 3: Boards and Commissions. The Village Board asked for staff to review the Village Code to draft language for the Village Board's consideration to revise the Village Code. The goal of the meeting of the October 19 Committee of the Whole is to discuss the changes recommended to the Village Board for consideration. [Attached](#) is a memo from the Assistant Village Manager seeking direction from the Village Board on the proposed changes.

2. Update on Parks and Recreation Space Allocation (7:00-7:30 P.M.)

At the October 5, 2021 Committee of the Whole meeting, the Village Manager provided a presentation to the Village Board regarding the options for relocation of the Parks and Recreation Department (Parks) to allow their space to be utilized by Community Development. The purpose of this move is to allow Community Development to increase their service delivery to residents and businesses, specifically with the District 1860 Development set to begin. [Attached](#) is a memo from the Public Works Director outlining the cost and seeking direction from the Village Board as to whether or not these projects should move forward.

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



MEMORANDUM

TO: Anne Marie Gaura, Village Manager

FROM: Charles Meyer, Assistant Village Manager

DATE: October 19, 2021

SUBJECT: Village Code Update

Background

As part of the Fiscal Year 2022 Budget the Village Board approved a review of the Village Board Code. Since the June 1, 2021 Committee of the Whole Meeting the Village Board reviewing Chapter 3: Boards and Commissions. The Village Board asked for staff to review the Village Code to draft language for the Village Board's consideration to revise the Village Code. The goal of the meeting of the October 19 Committee of the Whole is to discuss the changes recommended to the Village Board for consideration.

Discussion

The Village Board has completed its review of Chapter 3: Boards and Commissions. The schedule for continued review of the Village Code is below:

- October 19 Committee of the Whole: Presentation and discussion of changes to the Village Code drafted by staff for the Village Board's consideration. Discuss further policy direction from the Village Board for future review of the Village Code.
- October 19 Village Board Meeting: Consider changes proposed during the October 19 Committee of the Whole.
- November 2 Committee of the Whole: Discuss hardship standards with the Village Board to provide guidance to the Plan Commission and Zoning Board of Appeals.

The structure outlined above is designed to provide a time table for reviewing the Village Code in line with the policy direction to be provided by the Village Board. The attached Ordinance provides specific language for the Village Board's consideration related to the changes for the Village Code. The table below summarizes the changes that are being recommended for consideration by the Village Board with the attached Ordinance addressing the specific changes to the Village Code:

Village Code Location	Section Title	Summary of Change
1-3-6	Depository for Village Records.	Repeal section of Code.
1-3-7	Custody of Combination and Access to Vault.	Repeal section of Code.
2-3-3	Special Meetings.	Repeal section of Code.
3-1-2-F	Village Board Liaison.	New language to provide guidance on role of Village Board Liaison.
4-1-10	Participation in State Employees' Retirement System of Illinois (Social Security Unit).	Clarifies members covered by Social Security.
4-2-11	Annual Report of Village Treasurer.	Modifies submittal date to line up with Budget dates.
4-5-5	Authority of Officers to Arrest.	Confirms that spectators need to obey orders from Fire Department, but leaves the authority to arrest with the Police Department.
6-1-8-A	Obstruction Generally.	Codifies that it is unlawful to place leaves or other debris in the street, alley, or sidewalk.
6-3-2-A	Hours.	Removes ice skating as being an allowed use outside of normal operations of parks.
6-3-4	Park Permit Required.	Updated to reflect Village Board authority to approve permits.
6-3-6-F	Issuance of Park Permit.	Updated to reflect Village Board authority to approve permits.
6-3-7	Park Permit Denial/Appeal.	Updated to reflect Village Board authority in regards to permit appeals.
6-3-9-U	Fires.	Creates new language regarding fires on public property.
6-5-4	Parkway Maintenance Required by Adjoining Property Owners.	Adds guidance for the maintenance of sidewalks for the removal of snow and ice.
7-2-14-A	Temporary No Parking Signs.	Add Village Manager as authorized staff to issue no parking restrictions.
8-7-10	License Stickers.	Cleans up language regarding the issuing number for a sticker.
8-7-16	Use of Funds.	Modifies sentence for how vehicle sticker revenues are intended to support improvement / repair of roads, alleys, and other public roadways.
9-12-11-A	Time Limit on Soliciting.	Modify allowable time for solicitation to end at 8:00 pm instead of 9:00 pm.

9-12-11-B	Time Limit on Soliciting.	Modify allowable time for solicitation to end at 8:00 pm instead of 9:00 pm.
10-2-36-D	Service of Alcoholic Beverages at the Lincolnwood Community Center.	Provides Village Board with authority to establish rules for alcoholic beverages at Community Center.
12-3-4	Location of Meters and Meter Transmission Units.	Protects the Village's access to buffalo boxes.
17-3	Resisting or Interfering with Police.	Added language related to resisting or interfering with Police.

The items summarized above have been presented for the Village Board's consideration and direction. Per the Village Board's direction, the Village Code facilitating these changes is attached for consideration by the Village Board.

The proposed Ordinance that will be considered during the Village Board Meeting is attached to this memorandum.

Financial Impact

The cost to have the Village Code reviewed was included in the Fiscal Year 2022 Budget.

Recommendation

It is the recommendation of this memorandum that this is discussed at the October 19, 2021 Committee of the Whole.

Documents Attached

- 1) Proposed Ordinance
- 2) Proposed PowerPoint

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2021-____

**AN ORDINANCE AMENDING
VARIOUS PROVISIONS OF
THE MUNICIPAL CODE OF LINCOLNWOOD**

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF OCTOBER, 2021.

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 _____, 2021

ORDINANCE NO. 2021-__

AN ORDINANCE AMENDING
VARIOUS PROVISIONS OF
THE MUNICIPAL CODE OF LINCOLNWOOD

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, the President and the Board of Trustees have determined that it will serve and be in the best interests of the Village to amend various provisions of the “Municipal Code of Lincolnwood,” as amended (“*Village Code*”), 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. BOARD MEETINGS. Section 2-3-2 of the Village Code, previously titled “Regular Board Meetings,” is hereby re-titled “Board Meetings.”

SECTION 3. BOARDS AND COMMISSIONS. Section 3-1-2 of the Village Code is hereby amended further to read as follows:

“3-1-2. Appointment of members.

* * *

(F) Village Board Liaison. The Village President may appoint, with the advice and consent of the Board of Trustees, one Village Trustee to each Board or Commission as a non-voting Trustee Liaison. Trustee Liaisons do not count toward a quorum of the Board or Commission. The role of the Trustee Liaison is to communicate the Village Board's needs, policies and interests to the members of the Board or Commission, and to communicate back to the Village Board the recommendations made and discussions held by the Board or Commission.”

SECTION 4. PARTICIPATION IN STATE EMPLOYEES’ RETIREMENT SYSTEM OF ILLINOIS (SOCIAL SECURITY UNIT). Section 4-1-10 of the Village Code is hereby amended further to read as follows:

“4-1-10. Participation in State Employees’ Retirement System of Illinois (Social Security Unit).

All Village employees, excluding those members of the Fire Department, Police Department, legislative, executive and judicial departments of the Village that have been specifically designated by the Village Manager, are included in the federal Old Age and Survivors Insurance System as authorized by the federal Social Security Act and amendments thereto. Withholdings from wages or salaries of employees will be made by the municipality in the amounts and at such times as may be required by applicable state or federal laws or regulations.”

SECTION 5. ANNUAL REPORT OF VILLAGE TREASURER. Section 4-2-11 of the Village Code is hereby amended further to read as follows:

“4-2-11. Annual Report of the Village Treasurer.

Prior to ~~September 1~~ **November 1** of each year, the Village Treasurer shall prepare and file with the Village Clerk an account of all monies received and expenditures incurred during the preceding fiscal year, as prescribed by state law. The annual report shall specify, without limitation, the particular warrant, special assessment, or account on which the monies were collected, the balance of money uncollected on all warrants in the possession of the Village Treasurer, and the balance remaining uncollected at the time of the return on all warrants which the Village Treasurer returned to the Village Clerk during the preceding fiscal year. A copy of the annual account of the Village Treasurer shall also be filed with the Cook County Collector of Taxes who collects taxes levied by the Village, together with an affidavit of the Village Clerk certifying its publication as required by law and its correctness.”

SECTION 6. FIRE DEPARTMENT ORDERS. Section 4-5-5 of the Village Code is hereby re-titled and amended further to read as follows:

“4-5-5. Authority of officers to arrest. Spectators to Obey Orders of Members of Fire Department.

~~The Fire Chief and members of the Fire Department shall have the power and authority to arrest any person at or near the scene of a fire for any interference with the Fire Department in the performance of its duties or for the commission of any crime or violation of any ordinance in connection with the fire.~~ It shall be the duty of all persons at or near the scene of a fire to obey all the orders of the members of the Fire Department on duty there with respect to keeping away from the scene of the fire or the handling of or interference with the apparatus of the Department or of any property in the temporary custody of the Department.”

SECTION 7. OBSTRUCTIONS GENERALLY. Section 6-1-8 of the Village Code is hereby amended further to read as follows:

“6-1-8. Obstructions generally.

- (A) It shall be unlawful for any person to cause, create or maintain any obstruction of any street, alley or sidewalk or other public way, except as may be specifically authorized by the corporate authorities, or otherwise in accordance with this Section 6-1-8 and the other provisions of this Code. **Specifically, and without limitation, it shall be unlawful to place leaves or other debris in any street, alley, or sidewalk.**

* * *

SECTION 8. HOURS. Section 6-3-2 of the Village Code is hereby amended further to read as follows:

“6-3-2. Hours.

- (A) No person shall be or remain in G.G. Rowell Park, Goebelt Park, Flowers Park, Kenneth Park, Kildare Park, Drake Park, Central Park, O'Brien Park, Springfield Park, Rossi Park, Columbia Park, or Lincolnwood Centennial Park between the hours of 9:00 p.m. and 6:00 a.m. on the following day, except as to ~~ice skating~~ or activities for which permits are issued.”

* * *

SECTION 9. PARK PERMIT REQUIRED. Section 6-3-4 of the Village Code is hereby amended further to read as follows:

“6-3-4. Park permit required.

A permit shall be obtained from the Village Department of Parks and Recreation ~~by any group wishing~~ to reserve all or any portion of Proesel Park or Lincolnwood Centennial Park for an activity or picnic. The maximum number of persons allowed on park permits issued by the Department of Parks and Recreation on any given day shall not exceed 150. Groups exceeding 150 persons, other than those sponsored by the Department of Parks and Recreation, must obtain a permit to use Proesel Park from the Village ~~Park and Recreation~~ Board. Permits are available for other parks in the community and will be evaluated on a per-request basis. Not more than 50 persons shall be permitted at any event in any other park for which a permit is granted pursuant to this Section 6-3-4. Picnic hours for events in other parks are 10:00 a.m. to 6:00 p.m., unless special permission is granted by the Department of Parks and Recreation.”

SECTION 10. ISSUANCE OF PARK PERMIT. Section 6-3-6 of the Village Code is hereby amended further to read as follows:

“6-3-6. Issuance of Park Permit.

The Village Department of Parks and Recreation shall investigate the facts set out in the park permit application and shall approve and issue the permit when the Department finds that:

* * *

(F) The anticipated attendance does not exceed the established maximums of persons allowed pursuant to Section 6-3-4 of this Code, in which case permission from the Village ~~Park and Recreation~~ Board must have been granted.”

SECTION 11. PARK PERMIT DENIAL/APPEAL. Section 6-3-7 of the Village Code is hereby amended further to read as follows:

“6-3-7. Park permit denial/appeal.

Within seven days after receipt of a park permit application, the Department of Parks and Recreation shall either approve or inform an applicant, in writing, of the reasons for denial of the park permit. Any person aggrieved by the decision of the Department of Parks and Recreation shall have the right to appeal, in writing, to the ~~Park and Recreation~~ Village Board. The ~~Park and Recreation~~ Village Board shall consider the park permit application under the standards set forth in Section 6-3-6 of this Code and shall make its decision within seven 30 days. The decision of the ~~Parks and Recreation~~ Village Board shall be final.”

SECTION 12. RULES AND REGULATIONS. Section 6-3-9 of the Village Code is hereby amended further to read as follows:

“6-3-9. Rules and regulations.

The following rules and regulations shall apply to every person in and upon the public parks of the village:

* * *

(U) Fires.

- (1) No person shall light, maintain, or make use of any fire within any park, except at such places and at such times as the Village may designate for such purpose and under such rule as may be prescribed by the Village.
- (2) No fire in a park shall ever be left unattended. Every fire shall be under the continuous care and direction of a competent person 18 years of age or older from the time it is kindled until

the time it is completely extinguished. All fires must be properly and completely extinguished prior to leaving the site of the fire.

(3) No person shall throw or otherwise discard lighted or smoldering material in any manner that threatens or causes damage to, or results in the burning of, Village property or park resources, or creates a safety hazard. Charcoal from a grill may be deposited if and where designated ash pits are available.

SECTION 13. PARKWAY MAINTENANCE REQUIRED BY ADJOINING PROPERTY OWNERS. Section 6-5-4 of the Village Code is hereby amended further to read as follows:

“6-5-4. Parkway maintenance required by adjoining property owners.

All property owners or persons in control of private property adjoining, adjacent and contiguous to a section of Village parkway shall be responsible for:

* * *

(C) Removal of snow and ice from the sidewalk within the parkway.

SECTION 14. TEMPORARY NO PARKING SIGNS. Section 7-2-14 of the Village Code is hereby amended further to read as follows:

“7-2-14. Temporary no parking signs.

(A) For the purpose of facilitating the removal of snow, cleaning of streets, road construction, emergencies, special events, and/or special conditions, **the Village Manager**, the Director of Public Works, and/or Chief of Police is authorized to post no parking signs, designating the day of the week and hours of the day and part of the street in which the parking of vehicles is temporarily prohibited.”

* * *

SECTION 15. LICENSE STICKERS. Section 8-7-10 of the Village Code is hereby further amended to read as follows:

“8-7-10. License stickers.

Upon the issuance of a license under the terms of this Article 7, the Village Manager shall deliver to the applicant a license sticker which shall bear the word "Lincolnwood," and a **an identification** number ~~identical with the number of such license~~ and the year for which such license was issued.”

SECTION 16. USE OF FUNDS. Section 8-7-16 of the Village Code is hereby further amended to read as follows:

“8-7-16. Use of funds.

All revenues derived from such license and transfer fees ~~shall be used~~ **are intended** for the purpose of improving, paving, repairing or maintaining the streets, alleys and other public roadways within the Village; ~~provided, however, that the actual cost of the collection of such fees and the disbursement thereof may be deducted from the total amount collected.~~ Fees ~~not exceeding 35% of such total amount collected~~ may be used for the payment of salaries and wages of policemen engaged in the duty of regulating traffic.”

SECTION 17. TIME LIMIT ON SOLICITING. Section 9-12-11 of the Village Code is hereby amended further to read as follows:

“9-12-11. Time limit on soliciting.

- (A) It shall be unlawful and shall constitute a nuisance for any person to go about any residence and ring the doorbell, or rap and knock upon any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in commercial or noncommercial solicitation before the hour of 10:00 a.m., or after the hour of 8:00 p.m. ~~9:00 p.m.~~
- (B) It shall be unlawful to engage in solicitation on sidewalks, streets, highways (only as permitted by state law and Village ordinance) or other public places within the Village before the hour of 7:00 a.m. or after the hour of 8:00 p.m. ~~9:00 p.m.~~”

SECTION 18. SERVICE OF ALCOHOLIC BEVERAGES AT THE LINCOLNWOOD COMMUNITY CENTER. Section 10-2-36 of the Village Code is hereby amended further to read as follows:

“10-2-36. Service of alcoholic beverages at the Lincolnwood Community Center.

* * *

- (D) The Local Liquor Control Commissioner and the ~~Park and Recreation~~ **Village** Board may from time to time establish additional rules, regulations and restrictions relating to the serving, dispensing and use of alcoholic beverages at the Community Center including, but not limited to, disposal and cleanup procedures.”

SECTION 19. LOCATION OF METERS AND METER TRANSMISSION UNITS.
Section 12-3-4 of the Village Code is hereby amended further to read as follows:

“12-3-4. Location of meters and meter transmission units.

(A) All new construction or water meter upgrades shall be located inside the building at the front wall of the building as approved by the Village. The water meter must be installed in an area that is freely accessible for maintenance and protected from freezing. Valves must be installed on each side of the water meter and must be kept in good working order. Additionally, if required by the Village, wiring for the water meter remote device must be encased in electrical conduit from the meter to the exterior of the front wall of the building.

(B) In conjunction with the interior installation of the water meter, a buffalo box will be installed in the Village parkway in front of the property to be served. **It is prohibited to construct or install any structure in Village rights-of-way in a manner that impedes access to the buffalo boxes and meter pits located in the right-of-way, and the Village retains the right to remove any structure constructed or installed in violation of this Section 12-3-4(B).**”

SECTION 20. RESISTING OR INTERFERING WITH POLICE. Article 3 of Chapter 17 of the Village Code is hereby amended further to add a new Section 17-3-22, which new Section hereafter reads as follows:

“17-3-22. Resisting or interfering with police.

It shall be unlawful for any person to: (a) resist any sworn member of the police department in the discharge of their duties; (b) in any way interfere with or prevent them in the discharge of their duty; (c) offer or in any manner assist any person in the custody of any member of the police force to escape or attempt to escape from such custody; or (d) attempt to rescue any person in such custody.”

SECTION 21. REPEALER. Sections 1-3-6, 1-3-7, and 2-3-3 of the Village Code are hereby repealed in their entireties and are of no further force or effect.

SECTION 22. 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 shall remain in full force and effect, and shall 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 23. 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 October, 2021.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this _____ day of October, 2021.

Jesal Patel, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this _____
day of October, 2021.

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

Discussion Concerning Village Code

COMMITTEE OF THE WHOLE

OCTOBER 19, 2021



Village Code Review

Village Board directed a review of the Village Code starting with Chapter 3: Boards and Commissions

At Village Board's directive, staff began review of Village Code and sent suggested revisions to the Village Attorney to draft an Ordinance with recommended changes

Purpose of discussion is to present the changes for the Village Board's consideration

Proposed Changes

Section	Current Language	Proposed Language
1-3-6	<p>Depository for Village records. The depository for all Village records is hereby designated as the vault presently located in the Village Clerk's office in the Village Hall in the Village.</p>	Section repealed.
1-3-7	<p>Custody of combination and access to vault. The custody of the vault combination and access to the vault shall be to the following designated officers exclusively: Village President, Village Clerk and Village Treasurer and their duly authorized representatives. No other persons shall have custody of the vault combination or be allowed access to said vault under any circumstances. Any person violating the provisions of this section shall be fined in the amount set forth in the Annual Fee Resolution.</p>	Section repealed.



Proposed Changes

Section	Current Language	Proposed Language
2-3-3	<p>Special meetings.</p> <p>Special meetings may be called by the Village President or by any three Trustees by written request or notice being filed with the Village Clerk at least 48 hours prior to the time specified for such meeting. At least 48 hours' written notice of such special meeting shall be given by the Clerk, which notice shall specify the time and purpose of such meeting and shall be delivered to each member of the Board personally if he or she can be found, and if he or she cannot be found, then by leaving a copy of such notice at the home of such Board member in the presence of an adult member of the family of the member of the Board.</p> <p>The Village Clerk shall cause an affidavit showing service of such notice provided to be filed in his or her office prior to the time fixed for such special meeting, together with a statement of compliance with the notices to members of the media as provided by statute. The failure to cause such an affidavit and statement of compliance to be prepared shall not invalidate any action taken at such special meeting which is otherwise accomplished in accordance with law. Any Board member who appears and participates in such special meeting with regard to a matter contained within the call of such meeting shall waive any irregularity in service.</p>	Section repealed.

Proposed Changes

Section	Current Language	Proposed Language
3-1-2		<p><u>Village Board Liaison.</u> <u>The Village President may appoint, with the advice and consent of the Board of Trustees, one Village Trustee to each Board or Commission as a non-voting Trustee Liaison. Trustee Liaisons do not count toward a quorum of the Board or Commission. The role of the Trustee Liaison is to communicate the Village Board's needs, policies and interests to the members of the Board or Commission, and to communicate back to the Village Board the recommendations made and discussions held by the Board or Commission.</u></p>

Proposed Changes

Section	Current Language	Proposed Language
4-1-10	<p>Participation in State Employees' Retirement System of Illinois (Social Security Unit).</p> <p>All Village employees, excluding members of the Fire Department, Police Department, legislative, executive and judicial departments of the Village, are included in the federal Old Age and Survivors Insurance System as authorized by the federal Social Security Act and amendments thereto. Withholdings from wages or salaries of employees will be made by the municipality in the amounts and at such times as may be required by applicable state or federal laws or regulations.</p>	<p>Participation in State Employees' Retirement System of Illinois (Social Security Unit).</p> <p>All Village employees, excluding <u>those</u> members of the Fire Department, Police Department, legislative, executive and judicial departments of the Village <u>that have been specifically designated by the Village Manager</u>, are included in the federal Old Age and Survivors Insurance System as authorized by the federal Social Security Act and amendments thereto. Withholdings from wages or salaries of employees will be made by the municipality in the amounts and at such times as may be required by applicable state or federal laws or regulations.</p>

Proposed Changes

Section	Current Language	Proposed Language
4-2-11	<p>Annual report of Village Treasurer.</p> <p>Prior to September 1 of each year, the Village Treasurer shall prepare and file with the Village Clerk an account of all monies received and expenditures incurred during the preceding fiscal year, as prescribed by state law. The annual report shall specify, without limitation, the particular warrant, special assessment, or account on which the monies were collected, the balance of money uncollected on all warrants in the possession of the Village Treasurer, and the balance remaining uncollected at the time of the return on all warrants which the Village Treasurer returned to the Village Clerk during the preceding fiscal year. A copy of the annual account of the Village Treasurer shall also be filed with the Cook County Collector of Taxes who collects taxes levied by the Village, together with an affidavit of the Village Clerk certifying its publication as required by law and its correctness.</p>	<p>Annual report of Village Treasurer.</p> <p>Prior to September 1 November 1 of each year, the Village Treasurer shall prepare and file with the Village Clerk an account of all monies received and expenditures incurred during the preceding fiscal year, as prescribed by state law. The annual report shall specify, without limitation, the particular warrant, special assessment, or account on which the monies were collected, the balance of money uncollected on all warrants in the possession of the Village Treasurer, and the balance remaining uncollected at the time of the return on all warrants which the Village Treasurer returned to the Village Clerk during the preceding fiscal year. A copy of the annual account of the Village Treasurer shall also be filed with the Cook County Collector of Taxes who collects taxes levied by the Village, together with an affidavit of the Village Clerk certifying its publication as required by law and its correctness.</p>

Proposed Changes

Section	Current Language	Proposed Language
4-5-5	<p>Authority of officers to arrest.</p> <p>The Fire Chief and members of the Fire Department shall have the power and authority to arrest any person at or near the scene of a fire for any interference with the Fire Department in the performance of its duties or for the commission of any crime or violation of any ordinance in connection with the fire.</p>	<p>Authority of officers to arrest. <u>Spectators to Obey Orders of Members of Fire Department.</u></p> <p>The Fire Chief and members of the Fire Department shall have the power and authority to arrest any person at or near the scene of a fire for any interference with the Fire Department in the performance of its duties or for the commission of any crime or violation of any ordinance in connection with the fire. <u>It shall be the duty of all persons at or near the scene of a fire to obey all the orders of the members of the Fire Department on duty there with respect to keeping away from the scene of the fire or the handling of or interference with the apparatus of the Department or of any property in the temporary custody of the Department.</u></p>

Proposed Changes

Section	Current Language	Proposed Language
6-1-8-A	It shall be unlawful for any person to cause, create or maintain any obstruction of any street, alley or sidewalk or other public way, except as may be specifically authorized by the corporate authorities, or otherwise in accordance with this Section 6-1-8 and the other provisions of this Code.	It shall be unlawful for any person to cause, create or maintain any obstruction of any street, alley or sidewalk or other public way, except as may be specifically authorized by the corporate authorities, or otherwise in accordance with this Section 6-1-8 and the other provisions of this Code. <u>Specifically, and without limitation, it shall be unlawful to place leaves or other debris in any street, alley, or sidewalk.</u>
6-3-2-A	No person shall be or remain in G.G. Rowell Park, Goebelt Park, Flowers Park, Kenneth Park, Kildare Park, Drake Park, Central Park, O'Brien Park, Springfield Park, Rossi Park, Columbia Park, or Lincolnwood Centennial Park between the hours of 9:00 p.m. and 6:00 a.m. on the following day, except as to ice skating or activities for which permits are issued.	No person shall be or remain in G.G. Rowell Park, Goebelt Park, Flowers Park, Kenneth Park, Kildare Park, Drake Park, Central Park, O'Brien Park, Springfield Park, Rossi Park, Columbia Park, or Lincolnwood Centennial Park between the hours of 9:00 p.m. and 6:00 a.m. on the following day, except as to ice skating or activities for which permits are issued.

Proposed Changes

Section	Current Language	Proposed Language
6-3-4	<p>Park permit required.</p> <p>A permit shall be obtained from the Village Department of Parks and Recreation by any group wishing to reserve all or any portion of Proesel Park or Lincolnwood Centennial Park for an activity or picnic. The maximum number of persons allowed on park permits issued by the Department of Parks and Recreation on any given day shall not exceed 150. Groups exceeding 150 persons, other than those sponsored by the Department of Parks and Recreation, must obtain a permit to use Proesel Park from the Village Park and Recreation Board. Permits are available for other parks in the community and will be evaluated on a per-request basis. Not more than 50 persons shall be permitted at any event in any other park for which a permit is granted pursuant to this Section 6-3-4. Picnic hours for events in other parks are 10:00 a.m. to 6:00 p.m., unless special permission is granted by the Department of Parks and Recreation.</p>	<p>Park permit required.</p> <p>A permit shall be obtained from the Village Department of Parks and Recreation by any group wishing to reserve all or any portion of Proesel Park or Lincolnwood Centennial Park for an activity or picnic. The maximum number of persons allowed on park permits issued by the Department of Parks and Recreation on any given day shall not exceed 150. Groups exceeding 150 persons, other than those sponsored by the Department of Parks and Recreation, must obtain a permit to use Proesel Park from the Village Park and Recreation Board. Permits are available for other parks in the community and will be evaluated on a per-request basis. Not more than 50 persons shall be permitted at any event in any other park for which a permit is granted pursuant to this Section 6-3-4. Picnic hours for events in other parks are 10:00 a.m. to 6:00 p.m., unless special permission is granted by the Department of Parks and Recreation.</p>

Proposed Changes

Section	Current Language	Proposed Language
6-3-6-F	The anticipated attendance does not exceed the established maximums of persons allowed pursuant to Section 6-3-4 of this Code, in which case permission from the Village Park and Recreation Board must have been granted.	The anticipated attendance does not exceed the established maximums of persons allowed pursuant to Section 6-3-4 of this Code, in which case permission from the Village Park and Recreation Board must have been granted.
6-3-7	<p>Park permit denial/appeal.</p> <p>Within seven days after receipt of a park permit application, the Department of Parks and Recreation shall either approve or inform an applicant, in writing, of the reasons for denial of the park permit. Any person aggrieved by the decision of the Department of Parks and Recreation shall have the right to appeal, in writing, to the Park and Recreation Board. The Park and Recreation Board shall consider the park permit application under the standards set forth in Section 6-3-6 of this Code and shall make its decision within seven days. The decision of the Parks and Recreation Board shall be final.</p>	<p>Park permit denial/appeal.</p> <p>Within seven days after receipt of a park permit application, the Department of Parks and Recreation shall either approve or inform an applicant, in writing, of the reasons for denial of the park permit. Any person aggrieved by the decision of the Department of Parks and Recreation shall have the right to appeal, in writing, to the Park and Recreation <u>Village</u> Board. The Park and Recreation <u>Village</u> Board shall consider the park permit application under the standards set forth in Section 6-3-6 of this Code and shall make its decision within seven 30 days. The decision of the Parks and Recreation <u>Village</u> Board shall be final.</p>

Proposed Changes

Section	Current Language	Proposed Language
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6-3-9-U

Fires

(1) No person shall light, maintain, or make use of any fire within any park, except at such places and at such times as the Village may designate for such purpose and under such rule as may be prescribed by the Village.

(2) No fire in a park shall ever be left unattended. Every fire shall be under the continuous care and direction of a competent person 18 years of age or older from the time it is kindled until the time it is completely extinguished. All fires must be properly and completely extinguished prior to leaving the site of the fire.

(3) No person shall throw or otherwise discard lighted or smoldering material in any manner that threatens or causes damage to, or results in the burning of, Village property or park resources, or creates a safety hazard. Charcoal from a grill may be deposited if and where designated ash pits are available.

Proposed Changes

Section	Current Language	Proposed Language
6-5-4-C	For the purpose of facilitating the removal of snow, cleaning of streets, road construction, emergencies, special events, and/or special conditions, the Director of Public Works and/or Chief of Police is authorized to post no parking signs, designating the day of the week and hours of the day and part of the street in which the parking of vehicles is temporarily prohibited.	<u>Removal of snow and ice from the sidewalk within the parkway.</u> For the purpose of facilitating the removal of snow, cleaning of streets, road construction, emergencies, special events, and/or special conditions, <u>the Village Manager,</u> the Director of Public Works, and/or Chief of Police is authorized to post no parking signs, designating the day of the week and hours of the day and part of the street in which the parking of vehicles is temporarily prohibited.



Proposed Changes

Section	Current Language	Proposed Language
8-7-10	<p>License stickers.</p> <p>Upon the issuance of a license under the terms of this Article 7, the Village Manager shall deliver to the applicant a license sticker which shall bear the word "Lincolnwood," and a number identical with the number of such license and the year for which such license was issued.</p>	<p>License stickers.</p> <p>Upon the issuance of a license under the terms of this Article 7, the Village Manager shall deliver to the applicant a license sticker which shall bear the word "Lincolnwood," and a <u>an identification</u> number identical with the number of such license and the year for which such license was issued.</p>
8-7-16	<p>Use of funds.</p> <p>All revenues derived from such license and transfer fees shall be used for the purpose of improving, paving, repairing or maintaining the streets, alleys and other public roadways within the Village; provided, however, that the actual cost of the collection of such fees and the disbursement thereof may be deducted from the total amount collected. Fees not exceeding 35% of such total amount collected may be used for the payment of salaries and wages of policemen engaged in the duty of regulating traffic.</p>	<p>Use of funds.</p> <p>All revenues derived from such license and transfer fees shall be used <u>are intended</u> for the purpose of improving, paving, repairing or maintaining the streets, alleys and other public roadways within the Village; provided, however, that the actual cost of the collection of such fees and the disbursement thereof may be deducted from the total amount collected. Fees not exceeding 35% of such total amount collected may be used for the payment of salaries and wages of policemen engaged in the duty of regulating traffic.</p>

Proposed Changes

Section	Current Language	Proposed Language
9-12-11-A	It shall be unlawful and shall constitute a nuisance for any person to go about any residence and ring the doorbell, or rap or knock upon any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in commercial or noncommercial solicitation before the hour of 10:00 a.m., or after the hour of 9:00 p.m.	It shall be unlawful and shall constitute a nuisance for any person to go about any residence and ring the doorbell, or rap and knock upon any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in commercial or noncommercial solicitation before the hour of 10:00 a.m., or after the hour of <u>8:00 p.m.</u> 9:00 p.m.
9-12-11-B	It shall be unlawful to engage in solicitation on sidewalks, streets, highways (only as permitted by state law and Village ordinance) or other public places within the Village before the hour of 7:00 a.m. or after the hour of 9:00 p.m.	It shall be unlawful to engage in solicitation on sidewalks, streets, highways (only as permitted by state law and Village ordinance) or other public places within the Village before the hour of 7:00 a.m. or after the hour of <u>8:00 p.m.</u> 9:00 p.m.



Proposed Changes

Section	Current Language	Proposed Language
10-2-36-D	The Local Liquor Control Commissioner and the Park and Recreation Board may from time to time establish additional rules, regulations and restrictions relating to the serving, dispensing and use of alcoholic beverages at the Community Center including, but not limited to, disposal and cleanup procedures.	The Local Liquor Control Commissioner and the Park and Recreation Village Board may from time to time establish additional rules, regulations and restrictions relating to the serving, dispensing and use of alcoholic beverages at the Community Center including, but not limited to, disposal and cleanup procedures.

Proposed Changes

Section	Current Language	Proposed Language
12-3-4	<p>All new construction or water meter upgrades shall be located inside the building at the front wall of the building as approved by the Village. The water meter must be installed in an area that is freely accessible for maintenance and protected from freezing. Valves must be installed on each side of the water meter and must be kept in good working order. Additionally, if required by the Village, wiring for the water meter remote device must be encased in electrical conduit from the meter to the exterior of the front wall of the building. In conjunction with the interior installation of the water meter, a buffalo box will be installed in the Village parkway in front of the property to be served.</p>	<p><u>(A)</u> All new construction or water meter upgrades shall be located inside the building at the front wall of the building as approved by the Village. The water meter must be installed in an area that is freely accessible for maintenance and protected from freezing. Valves must be installed on each side of the water meter and must be kept in good working order. Additionally, if required by the Village, wiring for the water meter remote device must be encased in electrical conduit from the meter to the exterior of the front wall of the building.</p> <p><u>(B)</u> In conjunction with the interior installation of the water meter, a buffalo box will be installed in the Village parkway in front of the property to be served. <u>It is prohibited to construct or install any structure in Village rights-of-way in a manner that impedes access to the buffalo boxes and meter pits located in the right-of-way, and the Village retains the right to remove any structure constructed or installed in violation of this Section 12-3-4(B).</u></p>

Proposed Changes

Section **Current Language**

Proposed Language

17-3-22

Resisting or interfering with police.
It shall be unlawful for any person to: (a) resist any sworn member of the police department in the discharge of their duties; (b) in any way interfere with or prevent them in the discharge of their duty; (c) offer or in any manner assist any person in the custody of any member of the police force to escape or attempt to escape from such custody; or (d) attempt to rescue any person in such custody.

Policy Questions

Does the Village Board desire to make any changes to the Village Code?

In advance of the October 19 Meeting, does the Village Board have any aspects of the Village Code they would like further researched?





MEMORANDUM

TO: Anne Marie Gaura, Village Manager

FROM: Nadim Badran, Director of Public Works

DATE: October 19, 2021

SUBJECT: Office Relocation Anticipated Costs

Background

At the October 5, 2021 Committee of the Whole meeting, the Village Manager provided a presentation to the Village Board regarding the options for relocation of the Parks and Recreation Department (Parks) to allow their space to be utilized by Community Development. The purpose of this move is to allow Community Development to increase their service delivery to residents and businesses, specifically with the District 1860 Development set to begin.

Three options were presented to the Village Board for consideration of a temporary workspace for Parks until a permanent solution could be found. These options included:

- Moving to the Small Room in the Community Center and repurposing the small conference room in Village Hall as additional Parks offices,
- Purchasing or leasing mobile office trailers
- Leasing commercial space.

The direction provided by the Village Board was to investigate the cost of moving Parks to the Community Center Small Room. The Village Manager also indicated that the alcove area where Parks is currently located would be built out to increase the interior workspace and align more similarly in design to the Finance Department counter across the hall. The transition of Parks to the small room and the subsequent space improvements to the Village Hall would be funded by the \$50,000 that was previously budgeted for improvements to the Council Chambers.

Discussion

Staff has been working with FGM Architects to evaluate the space in the Small Room to create an effective layout that would allow Parks the space it needs to continue providing a high level of customer service. This option would include the following components:

- Constructing two enclosed offices for the Director and Superintendent to allow for private workspaces
- Creating an open floor plan to allow for one to three additional workstations for other members of the Department
- Ensuring IT infrastructure is available to support the Department's operations
- Soundproofing the room to ensure programming in the Large Room does not impact Parks' operations
- Purchasing new office supplies and furniture for staff (desks, chairs, meeting table, cubical partitions, shelving, etc...)
- Securing offsite storage for Parks' seasonal program supplies
- Repurposing the small conference room in Village Hall (next to the copy room) as offices for Parks' staff

The bulk of this labor can be completed with in-house Public Works staff. The Village's IT Consultant would assist with ensuring the space has all the equipment needed to continue functioning as an office space. The anticipated costs are below for the work that would be necessary in the small room:

Item	Cost
Office Space Construction Materials (includes carpeting, drywall, lumber, conduit, and soundproofing)	\$8,000
Furniture	\$10,500
Offsite Storage (ongoing annual cost)	\$1,380
IT Improvements (includes a new switch, cabling, and the Village's IT consultant's labor)	\$20,000
Updated Campus Signage	\$8,000
Anticipated Total	\$47,880

The second portion of this project includes the renovation of the current Parks' space. The improvement would include closing off the alcove area where the Park's service window is currently located with a wall to expand the interior workspace for Community Development. Two customer service windows would be installed to match the windows across the hall at the Finance Counter. The office door would be relocated and one of the interior walls in the office space would be removed further open the space to make room for the increased number of staff.

Due to the complexity of the work involved, including carpentry, electricity, and window installation, this work would need to be completed with contractual assistance. Staff obtained an estimate from J.A. Watts, which completed the installation of the customer service windows during the pandemic and the renovation of the Public Works offices in 2020. J.A. Watts provided a quote in the amount of \$42,648 to complete this work. Of that total, \$17,600 is directly due to the windows and millwork for the countertops. In addition to this amount, staff would need to purchase new furniture for the additional workstations that will be created in the approximate amount of \$5,000, for a total anticipated cost of \$47,648.

The busy season for both Parks and Community Development occur in spring and early summer. Due to the timing concerns, there are two options for the Village Board's consideration:

1. Complete all work this fiscal year – the \$50,000 in the current budget can be utilized to complete the work at the Community Center. There are significant savings from the Shooting Range and Roof Replacement projects in the amount of \$309,000 to cover the additional costs related to the build out of the existing Parks offices in Village Hall. This is the preferred option as it would allow for a quick transitions of offices in advance of the busy season for each department.
2. Phased over two fiscal years – the second option for consideration would be to utilize the \$50,000 currently budgeted to build out the Community Center space this fiscal year, and budget for the improvements to the existing Parks space next fiscal year. The least impactful way to complete this work would be to construct the improvements to the Community Center in March/April while simultaneously bidding the Village Hall portion of the work so that it can promptly begin at the start of next fiscal year. This option is not preferred as it would require each Department to move during the busiest time of year which will impact operations and service delivery.

Recommendation

Staff recommends proceeding with Option One as it would allow for a quick transition of Departments without impacting their operations during the peak of Parks programming and development reviews and management of the District 1860 project. There are significant savings from the aforementioned projects that can be utilized in addition to the \$50,000 to complete this work in a timely manner. With construction of District 1860 set to begin, staff recommends moving expeditiously on this project, and is therefore recommending a waiver of the competitive bidding process and utilizing J.A. Watts to complete the Village Hall portion of the work while in-house staff completed the Community Center build out. In addition to being the low bidder on the Public Works Renovation Project in 2020, J.A. Watts also submitted the lowest quotes for construction of the Salt Dome Door Replacement Project, and completed the installation of the customer service windows at Village Hall and Community Development.

Requested Direction

Staff is seeking direction from the Village Board on which option is preferred. Should the Village Board direct staff to pursue Option one, a waiver of the competitive bidding process would be brought forward to the next Village Board meeting so that work may promptly begin. If the Village Board selects Option Two, staff will plan for build out of the Community Center in March and include funds for the Village Hall portion of the work as part of the FY23 budget process for consideration.

Attachments

1. PowerPoint Presentation



Parks & Recreation Office Relocation Discussion

OCTOBER 19, 2021

Background

- At the October 5, 2021 Committee of the Whole Meeting, Staff presented information on the operational challenges for the Community Development Department due to lack of space
 - Solution would be to move Community Development to the Village Hall
 - Requires the Parks and Recreation Department to be relocated
- Staff presented three options for consideration:
 - Relocate Parks and Recreation to the Community Center
 - Lease commercial office space
 - Purchase or lease mobile office trailers
- The Village Board expressed a desire to utilize the Community Center

Discussion

- Staff has been working with FGM Architects to evaluate the Small Room in the Community Center which would include the following;
 - Two enclosed offices for the Director and Superintendent
 - An open floor plan for additional staff (one to three workstations)
 - Soundproofing the room to prevent disruption from programming in the Large Room
 - Securing offsite storage
 - Purchasing office equipment and furniture
 - Installing the necessary IT infrastructure to continue operations
 - Repurposing the small conference room at Village Hall as additional Parks offices
- The build out can be completed with in-house Public Works staff
 - IT infrastructure will be installed via the Village's IT consultant

Anticipated Costs

Item	Cost
Office Space Construction Materials (includes carpeting, drywall, lumber, conduit, and soundproofing)	\$8,000
Furniture	\$10,500
Offsite Storage (ongoing annual cost)	\$1,380
IT Improvements (includes a new switch, cabling, and the Village's IT consultant's labor)	\$20,000
Updated Campus Signage	\$8,000
Anticipated Total	\$47,880

Discussion Continued

- The second portion of this project includes renovation of the current space utilized by Parks and Recreation. The improvements include:
 - Closing off the alcove area with a wall to expand interior office space
 - Installation of two customer service windows to match the windows across the hall in the Finance Department
 - Relocation of the main office door
 - Removal of an interior wall
- Due to the complexity of the work involved including carpentry, electrical, and window work, this work is recommended to be completed with contractual assistance
- Staff obtained a quote in the amount of \$42,648 from J.A. Watts, who completed the customer services window installations, salt dome door construction, and renovation of the Public Works Offices in 2020
 - \$17,600 of this cost is related to the windows and millwork
 - Additional \$5,000 of anticipated furniture costs for new workstations
 - Total of \$47,648

Options for Consideration

- The busy season for both Parks and Community Development are Spring and Summer
- Due to timing, budgetary, and operational concerns, there are two options for the Village Board's consideration:
 - Option One – complete all work this fiscal year
 - Additional savings from the Police Roof and Range Projects (\$309,000) can be utilized to fund the contractual portion of the work
 - Preferred options as it allows for a fast and seamless transition of departments prior to the busy season
 - Total anticipated cost for all work is \$95,528
 - Option Two – phase over two years
 - Completed the Community Center build out in March/April
 - Budget for and complete the renovation of the Village Hall space in FY23 (May)
 - This option poses concerns with operational interruptions as it would occur during the peak busy season for each Department

Requested Direction

- Staff is seeking direction from the Village Board on which option to pursue
 - If the Village Board Village Board would like to proceed with Option One, staff recommends a waiver of the competitive bidding process and award of a contract to J.A. Watts based on past experience and competitive pricing
 - If the Village Board selects Option Two, staff will plan on constructing the improvements to the Community Center in March/April and include the remainder of the work at Village Hall in the draft FY23 Budget