

RESOLUTION 2022 - R -

**A RESOLUTION DESIGNATING AN
IMRF AGENT**

WHEREAS, the Village is required to be, and has long been, a participating member in the Illinois Municipal Retirement Fund, and

WHEREAS, the IMRF laws and regulations require that the Village designate an IMRF Agent who will serve as the point of contact between the Village, it's eligible employees and the IMRF staff, and

WHEREAS, former Village Administrator, Greg Jackson was the Village's IMRF Agent prior to his resignation, leaving a void in that office, and

WHEREAS, the Village Board has been advised that Village Administrator, David Alarcon has been properly trained and made familiar with IMRF and its governing rules, regulations and laws and is therefore qualified to serve as the next IMRF Agent,

NOW THEREFORE, BE IT RESOLVED by the Village of Winthrop Harbor, Lake County, Illinois, as follows:

SECTION ONE: Village Administrator, David Alarcon is hereby designated as the Illinois Municipal Retirement Fund Agent for the Village of Winthrop Harbor.

SECTION TWO: The designated IMRF Agent, including Mr. Alarcon with this appointment, is granted the power, authority and responsibility to perform all tasks required or beneficial to this appointment, including, but not limited to the nomination of persons to serve as Executive Trustees of the IMRF and to vote on such nominations.

SECTION THREE: The Clerk is further directed to update the Village's website with this information as soon as reasonably practicable.

SECTION FOUR: This resolution shall take effect immediately upon passage.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WINTHROP HARBOR,
ILLINOIS, ON THIS DAY OF , 2022.

ATTEST:

DR. MICHAEL BRUNO, MAYOR

JULIE RITTENHOUSE
VILLAGE CLERK



Village of Winthrop Harbor MEMORANDUM

To: Mayor Dr. Michael Bruno and Members of the Village Board

From: Village Administrator David Alarcon

Subject: Economic Development Advisory Services Proposal

Date: 02/24/2022

This memorandum is requesting consideration of a proposal for as-needed economic development advisory services through Kane, McKenna, and Associates. This service agreement is attached to this memorandum for your review.

Background

Kane, McKenna and Associates, Inc. is a specialized consulting firm that is focused on delivering economic development solutions and executing municipal financing strategies for local governments.

Website: <https://kanemckenna.com/>

This firm has performed work for the Village of Winthrop Harbor, most recently being the Village's consultant in the development and implementation of the Sheridan Road Tax Increment Financing (TIF) Redevelopment Project Area Plan in 2019.

Identified Need

As the Village continues its economic development efforts, Village staff has identified the need for these Tax Increment Financing (TIF) specialized services. These services will support the efforts of staff when engaging with prospective new development or exciting businesses, interested in utilizing the benefits of the Tax Increment Financing (TIF) District. These specialized services are listed below.

Summary of Services

1. Prepare Fiscal Analysis as requested by Village including the following information for certain areas:
 - Sales tax revenues expected to be generated;
 - Property tax revenues expected to be generated;
 - Other revenues expected to be generated (e.g., permit fees, tap-on fees);
 - Construction and full-time job estimates;
 - Impact analysis for other taxing districts as, and if, needed; and
 - Costs of infrastructure for which incentive (if any) is being sought.

2. Review estimates of property and/or sales tax increment revenues and supportable debt for certain areas.
3. Advise the Village regarding the most economical public financing strategy for certain redevelopment proposals.
4. Review anticipated additional Village expenses.
5. Meet with Village representatives as and when necessary.
6. Work with the Village regarding the most feasible economic public financing structure for improvements or other needs of certain redevelopments.
7. Provide assistance and information necessary for the resolution of any redevelopment agreement-related issues between the Village and a potential developer.

Funding

The proposed specialized services, if approved, would be paid from the Tax Increment Financing (TIF) revenues.

Closing

Your consideration of this request is greatly appreciated.



February 16, 2022

Mr. David Alarcon
Village Administrator
Village of Winthrop Harbor
830 Sheridan Road
Winthrop Harbor, Illinois 60096

RE: Proposal for Economic Development Advisory Services for The Village of Winthrop Harbor, Illinois

Dear Mr. Alarcon:

Based upon discussions with your office, Kane, McKenna and Associates, Inc. (“KMA”) is prepared to assist the Village of Winthrop Harbor (the “Village”) in evaluating certain potential incentive proposals for businesses located along the Sheridan Road Business Corridor in reference to economic development programs pertaining to the redevelopment and/or improvement of certain properties through Tax Increment Financing (“TIF”).

Kane, McKenna and Associates, Inc. will provide the following services to the Village as necessary, and only for the areas identified by the Client.

- 1) Prepare Fiscal Analysis as requested by Village including the following information for certain areas:
 - Sales tax revenues expected to be generated;
 - Property tax revenues expected to be generated;
 - Other revenues expected to be generated (e.g., permit fees, tap-on fees);
 - Construction and full-time job estimates;
 - Impact analysis for other taxing districts as, and if, needed; and
 - Costs of infrastructure for which incentive (if any) is being sought.
- 2) Review estimates of property and/or sales tax increment revenues and supportable debt for certain areas.
- 3) Advise the Village regarding the most economical public financing strategy for certain redevelopment proposals.

Mr. David Alarcon
Page Two
February 16, 2022



- 4) Review anticipated additional Village expenses.
- 5) Meet with Village representatives as and when necessary.
- 6) Work with the Village regarding the most feasible economic public financing structure for improvements or other needs of certain redevelopments.
- 7) Provide assistance and information necessary for resolution of any redevelopment agreement related issues between the Village and a potential developer.

Compensation for Services

All services shall be billed at the hourly rates set forth below:

<u>Personnel</u>	<u>Hourly Rates</u>
President	\$225.00/Hour
Executive Vice President	\$200.00/Hour
Officers	\$175.00/Hour
Associates	\$125.00/Hour
Research	\$ 70.00/Hour
Administrative	\$ 30.00/Hour

The effective date of this Agreement shall be February 16, 2022, regardless of its actual date of execution.

Expected fees for these services will be approximately \$7,500 to \$10,000 and will be heavily dependent upon information supplied by the Village and/or a developer, if any.

Mr. David Alarcon
Page Three
February 16, 2022



Please indicate Village's acceptance to this Agreement by executing the original and copy and returning the original to us. We look forward to working with you on this project.

Sincerely,

Philip R. McKenna
President

AGREED TO:

Philip R. McKenna, President
Kane, McKenna and Associates, Inc.

2-23-2022

Date

Village of Winthrop Harbor, Illinois

Date

RESOLUTION 2022 – R - _____

**RESOLUTION ADOPTING A COMMUNITY DEVELOPMENT DIRECTOR
JOB DESCRIPTION**

WHEREAS, Village Board wishes to adopt a job description for the position of a Community Development Director; and,

WHEREAS, the Village Administrator has recommended that the Village Board adopt the attached Exhibit A job description for use in the recruitment of a new Community Development Director; and,

NOW, THEREFORE, BE IT RESOLVED: That the Village Board hereby adopts the job description for the Community Development Director position, attached hereto as Exhibit A

ATTEST:

DR. MICHAEL BRUNO, MAYOR

JULIE RITTENHOUSE, VILLAGE CLERK

EXHIBIT A

Community Development Director Job Description

Job Summary

This position is a highly visible and hands-on position providing leadership, direction, and general administrative oversight. This position is responsible for the community's growth management planning process, including citizen and business involvement, the updating of the Village's comprehensive plan, zoning and land use ordinances, compliance with environmental protection regulations, management of all Village TIF Districts, and incentive programs. Also responsible for the Village's integrated development review processes, grant management, building department, and code enforcement oversight.

Work involves significant community engagement and public involvement with elected officials, citizens, neighborhood groups, and other governmental entities. As a member of the Village's management team, collaborates with elected officials, and other Village departments on strategy and policy to ensure that the Village's mission and core values are incorporated into operational activities and services.

Supervisory Relationships

Reports to the Village Administrator. Works independently with direction from the Village Administrator to ensure coordination of objectives and priorities of the Mayor and Village Board. Coordinates with staff, the Village Attorney and contractors.

Essential Job Functions

1. **Strategic Planning:** Considers existing plans in light of new approaches and trends and recommends implementation of programs to assist elected officials and the community plan for the future, consistent with changes in land use law and business trends.
2. **Land Use Planning, Zoning, and Development Regulations:** Oversees any necessary updating and regular maintenance of the Village's recently adopted Comprehensive Plan, along with the zoning and development codes and all economic development incentive programs. Ensures these are consistent with the Village's growth management goals and objectives and comply with law.
3. **Integrated Development and Building Plan Review:** Coordinates the work of the Village's permitting services for planning and zoning, building, public works, and fire permit applications with involved Village departments and contractors. Reviews current practices and establishes a Permit Center implementing new technology. Recommends improvements in processes and enforcement to ensure increased customer satisfaction and community compliance with codes.
4. **Fiscal and Business Management:** Establishes cost control measures and monitors all fiscal operations of the Department. Prepares annual budget and justifies budget requests and amendments. Projects and procures revenues and funding for the work of the Department, including management of permitting fees and funds and accessing federal and State funding

sources. Ensures the efficient and economical use of Departmental funds, manpower, materials, facilities and time.

5. **Village Management Team:** Provides information and advice to the Mayor, Village Board and Village Administrator on strategic planning and accomplishment of Village goals and objectives. Participates in organization-wide strategic planning. Coordinates the Department's activities with those of other Village departments to ensure a consistent approach towards common projects, interests, and the cost-effective delivery of services.

Performance Requirements (Knowledge, Skills, and Abilities)

Knowledge of:

- Urban and community planning and development principles, practices, and processes, including planning, land use and zoning regulations, design and development codes, community and neighborhood geography, demographics, institutions, oversight agencies, and key stakeholders.
- Principles, practices, and techniques for establishing, maintaining and modifying a project management program, including regulatory responsibilities and functions.
- Municipal legislative processes, fiscal and budget management processes, and applicable administrative policies and procedures.
- Applicable federal, State, and local laws and regulations affecting the work of the Department.

Skill in:

- Excellent interpersonal skills for establishing and maintaining effective working relationships with staff, other departments, elected officials, the media, and the public.
- Highly effective team-building and leadership skills including competent conflict resolution and the ability to negotiate agreements and gain cooperation among competing interest groups.
- Excellent project management skills, including skills in planning, organizing, evaluating, analyzing problems, making decisions, time management and implementing plans.
- Strong business and fiscal management skills.
- Problem analysis and decision-making, adaptability/flexibility, and stress tolerance in a highly visible public environment.
- Excellent strategic planning, organizing, and time management skills.
- Excellent written and verbal communications skills including public presentation skills.

Ability to:

- Conduct self at all times in an ethical, professional, and respectful manner.
- Establish and maintain friendly, cooperative and effective working relationships with citizens and stakeholders, both internal and external.
- Lead the Village in strategic planning efforts by bringing various interests together and addressing problems in a proactive manner.

- Quickly grasp and manage highly complex and technical issues in a fast-paced environment and in a context of inter-related and sometimes conflicting stakeholder and governmental requirements.
- Interpret, explain, and apply complex guidelines, codes, regulations, policies and procedures.
- Articulate the Department's goals and work in an understandable and appropriate manner for the particular audience or individual;
- Develop and maintain effective organizational structure, financial control, and management information systems for the Department.
- Identify the Department's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps.
- Work independently but under the general policy and strategic guidance.
- Ability and willingness to demonstrate a high-level customer service experience with all interactions of the Department.
- Ability and willingness to work and thrive in a team-oriented environment where communication and collaboration is vital.

Working Environment

Work is performed primarily in an office setting subject to frequent interruptions and site visits to various Village and community facilities and active construction project sites often in inclement weather, with muddy or icy conditions. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at Village Board and Committee meetings and other responsibilities required at this management level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required.

Requirements

Ideal candidates will have a Bachelor's degree or higher with a minimum of 2 years of private or public sector planning experience or a combination of education and experience in the area of urban planning, public policy, or administration.

In addition, the following knowledge, skills, and abilities are required:

- Knowledge and understanding of the principles, practices, and techniques of urban planning, economic development, and land use regulation
- Clear and professional writing skills
- Attention to detail
- Excellent verbal communication and customer service skills
- Ability to make accurate mathematic calculations
- Ability to exercise initiative and independent judgment
- Experience with the GIS Mapping, Adobe Creative Suite and Microsoft Office 365 desired

Salary Range

\$65,000 - \$75,000 depending on qualifications and experience. This is an at-will salaried position.

RESOLUTION 2022 - R - _____

**A RESOLUTION THANKING FIRST RESPONDERS
AND ISSUING PREMIUM PAY FOR THEIR WORK
DURING THE COVID-19 PANDEMIC**

WHEREAS, the American Rescue Plan Act and its accompanying guidance from the US Department of the Treasury provides that recipients of ARPA funds may use some of the funds provided by the federal government to allocate premium pay to first responders, and

WHEREAS, the Mayor, in consultation with the Board, the Administrator and the Village Attorney has determined that it is entirely appropriate to award premium pay to first responders serving the public during the Covid-19 pandemic, during the period from March 1, 2020 through December 31, 2021, and

WHEREAS, the funds so provided to the first responders listed on the attached schedule are comparatively small recognitions of the selfless efforts of these individuals and tokens of the great gratitude of the citizens and elected officials for their efforts during times including many dark days when no one knew whether there was risk of death or grave illness from the performance of even routine duties, and

NOW THEREFORE, BE IT RESOLVED by the Village of Winthrop Harbor, Lake County, Illinois, as follows:

SECTION ONE: The memorandum of understanding attached hereto with the Illinois Council of Police is approved in the form presented.

SECTION TWO: The payments to the Fire Department personnel listed on the attached schedule are approved.

SECTION THREE: The payments to the Public Works personnel listed on the attached schedule are approved.

SECTION FOUR: The Administrator is directed to arrange for prompt payment of the sums described therein, subject to all applicable taxes and withholding laws, from the funds received previously by the Village from the Federal Government under the American Rescue Plan Act.

SECTION FIVE: The citizens of this Village recognize and thank their first responders for everything done by those dedicated men and women for the betterment of this community during the Covid-19 pandemic.

SECTION SIX: This resolution shall take effect immediately upon passage.

**PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WINTHROP HARBOR,
ILLINOIS, ON THIS ____ DAY OF _____, 2022.**

ATTEST:

DR. MICHAEL BRUNO, MAYOR

JULIE RITTENHOUSE,
VILLAGE CLERK

MEMORANDUM OF UNDERSTANDING

Village of Winthrop Harbor and Illinois Council of Police

Full-Time Police Officers and Sergeants and Part-Time Police Officers

The Village of Winthrop Harbor (hereinafter the “Village”) and Illinois Council of Police (hereinafter the “Union”) have met and bargained in good faith concerning the terms and conditions of this Memorandum of Understanding (hereinafter “MOU”) and its implementation and now therefore agree to the following:

American Rescue Plan Act of 2021 (ARPA) Funds Recitals

ARPA provides federal relief funds to bodies of local government for certain uses. On January 6, 2022, the U.S. Treasury Department (Treasury) released the Final Rule for the State and Local Coronavirus Fiscal Recovery Fund (Recovery Fund), which was authorized under the American Rescue Plan Act. Although the Final Rule will go into effect on April 1, 2022, the Interim Final Rule provides that an eligible use of the ARPA funds is Premium Pay. (31 CFR Part 25, Section 9901 of the Interim Rule). Subject to certain restrictions, the Interim Rule states that Premium Pay can be provided to employees who performed or are performing essential work during the COVID-19 pandemic from March 1, 2020 through December 31, 2021, such as protecting the health and wellbeing of the residents. The Final Rule also provides for such Premium Pay and is an eligible use of ARPA funds.

One-Time Payment of American Rescue Plan Act (ARPA) Funds-Premium Pay

The Village recognizes that as essential workers and public safety employees, all Police Officers and Sergeants continued to work diligently through the COVID-19 pandemic. Pursuant to eligible use of the ARPA funds for Premium Pay, the Village agrees to provide a Premium Pay benefit with ARPA funding pursuant to this MOU.

Full-Time Police Officers and Sergeants shall receive a one-time payment of \$1,200.00

Part-Time Police Officers shall receive a one-time payment of \$750.00 if worked over 1,000 hours and a one-time payment of \$250.00 if worked less than 1,000 hours.

Payment of this Premium Pay will be distributed as soon as approved by the Village Board and shall be in addition to any wage increases agreed to by the parties during their ongoing Collective Bargaining.

For the Village:

For Illinois Council of Police:

Signature

Date

Signature

Date

One-Time Hazard / Bonus Pay for Covid-19 Pandemic

Public Works - Tier 1- Full Time (Non-Direct Contact) \$1000.00

This tier is for Full-Time Public Works Staff that that continued to work throughout the COVID-19 pandemic.

Police Department - Tier 1- Full-Time Police Officers/Command Staff (direct contact) \$1250.00

This tier is for Full-Time Police Staff that had direct contact with the public during the COVID-19 pandemic between March 2020 and December 31, 2021

Police Department - Tier 2 - Part-Time Police Officers

Police Department - Tier 3 - Part-Time Police Officers (Direct Contact) \$750.00

This tier is for Part-Time Police Officers who worked during the COVID-19 pandemic. Police Officers that worked over 1000 hours during the period between March 2020 and December 31, 2021

Police Department - Tier 4 - Part-Time Police Officers (Direct Contact) \$250.00

This tier is for Part-Time Police Officers who worked during the COVID-19 pandemic. Police Officers that worked over 100 hours but under 1000 hours during the period between March 2020 and December 31, 2021

Fire Department - Tier 1- Part-Time Firefighter/Paramedic/EMT (Direct Contact) \$750.00

This tier is for Part-Time Firefighter/Paramedic/EMT who worked during the COVID-19 pandemic. Firefighter/Paramedic/EMT that worked over 1000 hours during the period between March 2020 and December 31, 2021

Fire Department - Tier 2 - Part-Time Firefighter/Paramedic/EMT (Direct Contact) \$500.00

This tier is for Part-Time Firefighter/Paramedic/EMT who worked during the COVID-19 pandemic. Firefighter/Paramedic/EMT that worked over 700 hours but under 1000 during the period between March 2020 and December 31, 2021

Fire Department - Tier 3 - Part-Time Firefighter/Paramedic/EMT (Direct Contact) \$250.00

This tier is for Part-Time Firefighter/Paramedic/EMT who worked during the COVID-19 pandemic. Firefighter/Paramedic/EMT that worked over 100 + hours but under 700 during the period between March 2020 and December 31, 2021

Fire Department - Tier 4 - Part-Time Firefighter/Paramedic/EMT (No Payment)

This tier is for Part-Time Firefighter/Paramedic/EMT who worked during the COVID-19 pandemic. Firefighter/Paramedic/EMT that worked below 99 hours during the period between March 2020 and December 31, 2021

Public Works Department

Employee Name	Full/Part Time	Tier1	Tier2	Tier3	Hours
Tim Neargarder	FT	\$1,000.00			
Rex Nelson	FT	\$1,000.00			
Bill Duncan	FT	\$1,000.00			
Brad Battisfore	FT	\$1,000.00			
Dan Derouin	FT	\$1,000.00			
Department Totals		\$5,000.00			\$5,000.00

Police Department

Employee Name	Full/Part Time	Tier1	Tier2	Tier3	Tier4	Hours
Bogdala, William	FT	\$1,250.00				4085
Bausch, John	PT				\$250.00	695
Colon, Tony	FT	\$1,250.00				4179.5
Gallaher, Brian	FT	\$1,250.00				4043
Hamilton, Raymond	PT				\$250.00	194

Hyde, Adam	PT			\$250.00	101.5
Jones, Robert	FT	\$1,250.00			1559.55
Kusch, John	FT	\$1,250.00			4117.5
Luevanos, Ricardo	FT - Records/CSO		\$750.00		3867
Mohn, Ed	FT	\$1,250.00			3928.5
Page, Ron	PT		\$750.00		21.64
Sheedy, Michael	FT	\$1,250.00			3658
Szafranski, Christopher	FT	\$1,250.00			245
Triplett, Jonathan	FT	\$1,250.00			4265.5
Vines, Roger	PT		\$750.00		1235.9
Yarc, Brian	PT		\$750.00		1989
Zeis, Adam	FT	\$1,250.00			4206
Department Totals		\$12,500.00	\$3,000.00	\$750.00	\$16,250.00

Fire Department

Employee Name	Full/Part Time	Tier1	Tier2	Tier3	Hours
Shauna Haske	P	\$750.00			2994
Eric lack	P	\$750.00			3564
Keenan Stone	P	\$750.00			1357
Brandon Martin	P	\$750.00			1711
Doug Winston	P	\$750.00			1561
Brock Sorenson	P	\$750.00			1460
Travis Ring	P	\$750.00			3727
Kelly Stone	P		\$500.00		704
Brett Burrow	P	\$750.00			1494
Adam Chiapetta	P	\$750.00			1615
Joel Randall	P	\$750.00			2619
Jayden Ransom	P	\$750.00			1024
Austin Romero	P	\$750.00			1200
Elizabeth Garza	P	\$750.00			1469
Coda Fernhout	P			\$250.00	164
Allison Hancock	P			\$250.00	638
William Gore	P		\$500.00		792
Andrei Cano	P			\$250.00	343
Martha Reyes	P			\$250.00	221
Justin Schorn	P	\$750.00			2752
Bryan Vantress	P			\$250.00	624
Sergio Kips	P			\$250.00	113
Jen Sorenson	P			\$250.00	437
Aymann Reffat	P		\$500.00		800
Russ Wollert	P		\$500.00		943
Department Totals		\$10,500.00	\$2,000.00	\$1,750.00	\$14,250.00

Total Program Amount

\$35,500.00

ORDINANCE 2022-O-

WHEREAS, an Ordinance regulating the construction and use of the water main extension in and upon 12th and 13th Street more specifically described as follows: 510 lineal feet extending eastward upon the northern boundaries of lots 1 and 11 and upon 12th Street from Monroe Avenue and 660 lineal feet extending eastward from Monroe Avenue on the south side of 13th Street, which was passed February 5, 2002 (Ordinance 2002-O-4), and

WHEREAS, pursuant to Section One of the said Ordinance a License was granted unto Pauline Williams, the Developer, for a period of five years from the date of passage of said Ordinance, and

WHEREAS, it is the desire of the Village of Winthrop Harbor to extend the time an additional five years (February 5, 2027),

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WINTHROP HARBOR, ILLINOIS, that;

SECTION ONE: The License granted to the Licensee be and is hereby extended for a period of five years.

SECTION TWO: All Ordinances or parts of Ordinances in conflict herewith are expressly repealed.

SECTION THREE: This Ordinance shall be in full force and effect from its passage, approval and publication in pamphlet form.

PASSED: This 1st. day of **MARCH, 2022.**

APPROVED:

DR. MICHAEL BRUNO, MAYOR

ATTEST:

JULIE RITTENHOUSE, VILLAGE CLERK

AYES:

NAYS:

ABSENT:

FIRST READING:

SECOND READING:

ORDINANCE PASSED:

Pauline E. Williams
P.O. Box 122
Winthrop Harbor, IL
60096-0122
ph. # (847) 872-3593

February 18, 2022

Honorable Mayor and Council
Village of Winthrop Harbor
830 Sheridan Road
Winthrop Harbor, IL 60096

Re: Ordinance 2012-O-3

(An Ordinance requiring the payment of fees upon collection to enable developer licensee to recapture the cost of water improvements benefiting other than his own property)

Dear Honorable Mayor:

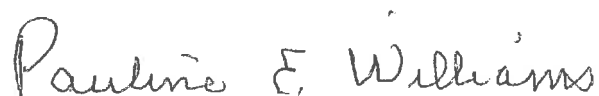
I am writing in regard to the above mentioned recapture agreement that was signed by the Village of Winthrop Harbor on the date of January 17, 2017.

I would request that this letter serve as my formal request to have this recapture agreement extended by the usual five year period of time that is allowed.

Your prompt attention to this matter is greatly appreciated. Please contact me if you should have any comments or questions.

Thank you for your time.

Sincerely,

A handwritten signature in cursive script that reads "Pauline E. Williams".

Pauline E. Williams