

**MINUTES OF THE  
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
VILLAGE OF NORTHFIELD  
Tuesday, June 20, 2017 - 7:00 p.m.**

As provided for by public notice, the Board of Trustees of the Village of Northfield met in the Council Chambers of the Village Hall at 7:00 p.m. on Tuesday, June 20, 2017 for the Regular Board meeting. The meeting was called to order by President Joan Frazier. The Village Clerk took the roll call.

PRESENT: Trustees  
Allan Kaplan  
Greg Lungmus  
Thomas Terrill  
John Gregorio  
John Goodwin

ABSENT: Tom Roszak

ALSO PRESENT: Attorney Everette M. Hill, Jr.

**APPROVAL OF CONSENT AGENDA ITEMS:**

1. Approve the meeting minutes from the May 16, 2017 Village Board meeting.

2. Approve the Bills and Disbursements from 5/1/17 to 5/26/17:

General Fund	\$219,320.10
Motor Fuel Tax Fund	24,446.00
Longmeadow SSA Bond & Interest	6,712.25
Foreign Fire Insurance Tax Fund	1,619.51
Water and Sanitary Sewer Fund	300,172.54
Capital & Equipment Fund	195,993.65
2016 Got Bond Project Fund	<u>\$ 40,172.42</u>
<b>TOTAL</b>	<b><u>\$ 788,436.47</u></b>

3. Approve the Prevailing Wage Ordinance as required by the State of Illinois.

Trustee Terrill made a motion, seconded by Trustee Gregorio, to approve Consent Agenda items 1 through 3.

Upon the following roll call vote, a motion to approve Consent Agenda items 1 through 3 was approved.

AYES: Kaplan      NAYS: 0      ABSTAIN: 0      ABSENT: Roszak  
Lungmus  
Terrill  
Gregorio  
Goodwin

**PRESENTATION OF THE NORTHFIELD MONTAGE TO MARILYN WADE, THERESE ANNE SELZER AND IRENE HOMBERGER (JOHN HAPP'S GRANDDAUGHTERS)**

President Frazier welcomed the granddaughters of John Happ, along with their families. John Happ was one of the founders of Northfield. She said the Chamber of Commerce created a montage of the Village and it documents the Village's legacy and includes the Happs' contributions and present day images. John Happ was the first President of Northfield when it was incorporated in 1926. His nephew opened the first filling station at Sunset Ridge Road and Willow Road. Seul's Tavern, now Stormy's was another founder. She then presented each of them with a montage.

**CONSIDERATION OF AN ORDINANCE APPROVING A FINAL PLAT OF SUBDIVISION FOR THE EDENS LANE SUBDIVISION AT 569 EDENS LANE**

Trustee Kaplan made a motion, seconded by Trustee Lungmus, to approve a Final Plat of Subdivision for the Edens Lane Subdivision at 569 Edens Lane.

Community Development Director Steve Gutierrez said the petitioner, Peter Soukoulis, is seeking a Final Plat of Subdivision for the property at 569 Edens Lane. He is proposing to split the property into two buildable lots. The Preliminary Plat of Subdivision was approved by the Village Board in January, 2017 and the Final Plat was reviewed by the Plan & Zoning Commission and voted 5-0 to recommend its approval. This is basically the same information but with a few additional details added to the Final Plat. The petitioner is present.

President Frazier then requested a roll call vote to approve a Final Plat of Subdivision for the Edens Lane Subdivision at 569 Edens Lane.

AYES: Kaplan                      NAYS: 0                      ABSTAIN: 0                      ABSENT: Roszak  
Lungmus  
Terrill  
Gregorio  
Goodwin

**CONSIDERATION OF APPROVAL FOR THE LONGMEADOW MUSIC FESTIVAL AT 100 LONGMEADOW**

Trustee Gregorio made a motion, seconded by Trustee Lungmus, to approve the Longmeadow Music Festival at 100 Longmeadow.

Village Manager Stacy Sigman indicated the Board received a request from the LeFebvres to hold a one day music festival. This event started a number of years ago with the wife's birthday party and in lieu of gifts, they asked for donations. It was so successful, they continued every year. It operated uneventfully for a number of years but the final year, the

Village received complaints about the noise and how late it went. Staff has been working with the LeFebvres to see how they can hold this event and move forward addressing things that would be of concern to the neighbors. The LeFebvres submitted a plan and it has been reviewed by staff; Police Department, Fire Department and Building Department. They addressed all the issues that staff felt were of concern. The Village received an email from the Taxmans stating that in the past, the music went too long and recommended a curfew of 10:30. The 10:30 time curfew is what is in the requested application. The LeFebvres are in Europe, but they indicated they would have a neighbor represent them.

Mitch Hodson said he doesn't live in Northfield but works with Adam LeFebvre and has been to the festival. He said the festival is professionally run with a professional stage and decent groups. One year they raised in excess of \$50,000 for the Chicago Guilds Club and other organizations such as Sister Hazel. When he has attended, it hasn't gone past 11:00. It is very well run and not a bunch of people drinking too much or causing problems.

Frank Freedman, 5 Longmeadow, President of the Longmeadow Farm Homeowners Association spoke on behalf of the entire Association and said they're unanimously support this event. He encouraged the Board to vote in favor of it. They believe it is a very worthwhile festival. The music is terrific and Adam runs a very, very high grade operation which is invitation only. He encouraged the Board to come on behalf of Adam.

President Frazier feels this is a great event for a charitable cause.

President Frazier then requested a roll call vote to approve the Longmeadow Music Festival at 100 Longmeadow.

AYES:	Kaplan	NAYS: 0	ABSTAIN: 0	ABSENT: Roszak
	Lungmus			
	Terrill			
	Gregorio			
	Goodwin			

**CONSIDERATION OF A TEMPORARY SIGN REQUEST FOR NORTH SHORE KITCHEN AND BATH AT 1900 WILLOW ROAD**

Trustee Goodwin made a motion, seconded by Trustee Kaplan, to approve a temporary sign request for North Shore Kitchen and Bath at 1900 Willow Road.

Director Gutierrez began with some history behind this project for temporary signage. North Shore Kitchen and Bath will occupy the last vacant space at 1900 Willow Road. That property was approved under a special use in 2012 and part of the special use are conditions that required uniform signage for the entire building. The special use described wooden signs, sign with gold letters and a dark background with a uniform color. Small projecting signs are

allowed with the same colors. The special use prohibits window signage. The Village's sign code allows for a certain amount of window signage, but the special use prohibited it. Another condition in this particular special use was that any signage change had to come directly to the Village Board, as opposed to the Architectural Commission.

Director Gutierrez indicated the original developers of the property recently sold the property. Prior to selling, they were talking with staff about submitting a brand new sign package which would provide more diversity to allow for tenants to have their own types of colors and their own logo, but still remain the same size and materials. This request was dropped when they sold the property. The new owners are contemplating whether or not they want to move that request forward with the Village.

North Shore Kitchen and Bath is opening on July 1<sup>st</sup> and wish to display three temporary window signs on each side of their space. These will be approximately 4-1/2' x 3'. They want to display these signs while the other sign package is being considered but it's unknown now, if or when that will be submitted. Director Gutierrez said that staff is suggesting that if the Board wants to accommodate these temporary signs, the Board might want to consider limiting the display of the signs for 90 days that should be an adequate amount of time for the new owners to decide what they want to do with the new signage package and to then come to the Board. If the new owners decide not to move forward, North Shore Kitchen and Bath would need to put up their permanent sign conforming to the existing regulations.

Carl A. Todd said he is the owner of North Shore Kitchen and Bath. He said they are looking forward to moving in and hopes to be open July 1<sup>st</sup>. He said they got caught between the rock and the hard spot from the standpoint that the initial lease agreement defined signage, however there is a new owner. He said he already submitted design concepts that went along with the former owner's total design which met most of the guidelines. The other two tenants didn't come to the table because they already have signs up. Going east on Willow there is a placket that hangs three signs. You can only see the top sign and one of the provisions of the new signage was to raise that pole so you can actually see the signs. Since he has the largest space, he feels he has a right to express his concern relative to the signage. He doesn't have a problem with the basic sign, but he spent \$10,000 on the signs he had before and they are the typical signs in strip malls. He said he understands how these signs would fit the Village but he would like his logo and a little color associated with the logo. He would like new signage. Mr. Todd added that with the limited access to the building, signs become very important.

Trustee Gregorio indicated that Mr. Todd was aware of these issues when he signed the lease. Mr. Todd responded that he tried to get his former landlord in Wilmette to give him a

lease. His old lease expired at the end of June and they increased his base rent 30%. He was at Westgate Plaza at the corner of Lake and Skokie in Wilmette. He said it is a terrible site for parking and he had hoped that the landlord would have made changes. So, Mr. Todd had to make a decision and made that decision hoping for the future.

Trustee Gregorio then asked Director Gutierrez if another tenant asked for window signs. Director Gutierrez said those signs were displayed without permission. No one has officially come before the Board to ask for temporary signs. VM Sigman said initially this condition was placed because Dunkin Donuts in other locations loved to have giant window stickers and the Board was concerned that they would put them on this building. Although the code allows some window signs, as a corporate entity, Dunkin Donut's window displays were larger and more colorful than what Northfield felt was acceptable so it was expressly written to not allow any window signs.

Trustee Gregorio then asked Mr. Todd if the pole is raised and his name is on it and he has his regular sign if that would be enough or is he looking for more. Mr. Todd said he would like more, but when he signed the lease, he was willing to accept that, but he would prefer to have some color to the sign. He feels his design is very simple. He said the bridge cuts off the sign completely. He said he needs to get customers to come in. Trustee Lungmus wished him success here in Northfield and as a newcomer and said he should be entitled to have temporary signage and in his opinion, it should be approved. Mr. Todd said he went through the signage in Wilmette and they put banners up and were distracting. So, he felt rather than putting a banner up, he would rather have a plain, simple sign in three spots in the windows that customers would see. Trustee Terrill also welcomed Mr. Todd and said he is happy to have them in Northfield and hopes he will be very successful. He asked if the 90 day period would be enough. Mr. Todd said it is out of his control, but will work with the landlord to make a decision. The sooner he can make his decision, the sooner Mr. Todd can make his decision. If he has to abide by the original requirements, he will do so but thinks they are unfavorable from a business standpoint. He said he has never seen anything happen fast in this business. He still would have to have it manufactured and installed. President Frazier responded that this could always be revisited later. Trustee Terrill explained that the Board has to be consistent with all the businesses in town. He suggested that in the event it takes longer than 90 days that the Board is given notice as soon as he knows.

President Frazier then requested a roll call vote to approve a temporary sign request for North Shore Kitchen and Bath at 1900 Willow Road.

AYES: Kaplan NAYS: 0 ABSTAIN: 0 ABSENT: Roszak

Lungmus  
Terrill  
Gregorio  
Goodwin

**CONSIDERATION OF AN AGREEMENT WITH GEWALT HAMILTON TO PROVIDE CONSTRUCTION ENGINEERING SERVICES FOR THE 2017 ROADWAY RESURFACING PROGRAM IN AN AMOUNT NOT TO EXCEED \$125,000**

Trustee Lungmus made a motion, seconded by Trustee Terrill, to approve an agreement with Gewalt Hamilton to provide construction engineering services for the 2017 roadway resurfacing program in an amount not to exceed \$125,000.

VM Sigman recalled at the May meeting the contract was awarded for a very aggressive roadway resurfacing program this year. Additional roads were added to take advantage of favorable pricing. Gewalt Hamilton as the Village's engineer that handles the CIP projects works under a set fee basis and time and material for projects like this. They would oversee the construction, field coordination and all the material testing while documenting all the cubic yards that go in. We have estimates based on what staff thinks is underground and sometimes a little more or a little less is needed. They also do the payouts and make sure that everything is done in conformance with the contract. She said she did a memo to explain to the new trustees the different types of engineering services and who the Village utilizes for those. Trustee Goodwin felt the memo was very informative. Trustee Terrill agreed. Trustee Gregorio indicated that a great rate was negotiated last year with Peter Baker and asked if they honored prices this year. VM Sigman said no, they tried but Baker wouldn't extend it for one more year. The prices went up from last year, but not substantially. It still is a very favorable market. The rate negotiated last year was the lowest contract of anywhere in the state.

President Frazier said this is a great program and the streets are looking better and better.

President Frazier then requested a roll call vote to approve an agreement with Gewalt Hamilton to provide construction engineering services for the 2017 roadway resurfacing program in an amount not to exceed \$125,000.

AYES: Kaplan                      NAYS: 0                      ABSTAIN: 0                      ABSENT: Roszak  
Lungmus  
Terrill  
Gregorio  
Goodwin

President Frazier said this concludes the Action items for this meeting and asked for the monthly departmental updates.

## **Department Updates**

### **Northfield Now!**

President Frazier indicated Trustee Goodwin is the newly appointed liaison to that committee. Trustee Goodwin said they have not met yet but had a preliminary meeting with Jane who gave him the background and the big notebook! He said he is excited to participate in that group. President Frazier reported that Alan Kossof is co-chairing the committee and has started Facebook for Northfield Now! and is starting to get the media going.

### **Administration**

VM Sigman noted that it is construction season and staff is working with Cook County and the Happ Road bridge started a week ago. The Cook County Highway Department came in and repaved Frontage Road from Lake Street up into our downtown area to be used as a detour route. Staff and the Police Department have been working with Cook County over the last week or so to tweak that route to make it safer. It is anticipated that the bridge will be out potentially through the end of the year. They are optimistic that will be completed by mid-December. The major concern heard from people is that Frontage Road and Winnetka is not have a signal, so it makes it difficult to get across because the east west traffic doesn't have to stop. President Frazier has outreached to Commissioner Suffredin and they have indicated a four way stop sign will be put in place.

VM Sigman added that next week it is hoped that our roadway construction will start. Assistant to the Village Manager Melissa DeFeo has been doing a great job of making sure the community is up to date on the proposed construction plans and to monitor what is happening with the state, county and our local roadways.

AVM DeFeo indicated that the Village is part of IRMA and tomorrow the Village is being awarded the Annual Risk Management Performance Award which is based on the low number of insurance claims and compliance with our best practices. VM Sigman said our rate uses a five year average of the Village's performance and it is very important that we keep those claims down.

### **Community Development Department & Building Department**

Director Gutierrez informed the Board that the Plan & Zoning Commission on July 17<sup>th</sup> will be reviewing the Willow Road planned unit development. This is a 7 acre site that is bounded by Willow Road and Bracken and tails off at Wagner. The developer has submitted their final application which will consist of 21 single family homes. The Commission will also be hearing the expansion plan for the Shell Station since the Board has decided the use of the right

of way. It is the same floor plan but they have adjusted the elevation slightly and reduced the red and yellow colors in response to comments received at the last hearing. Landscaping will be enhanced also. Director Gutierrez indicated the Architectural Commission will also be looking at those projects on July 10<sup>th</sup>. The Architectural Commission will review the elevations, architecture, landscaping, lighting and signage.

Director Gutierrez went on to say that there have been a lot of applications coming in, particularly development and special use applications. Therefore, the P&Z Commission and Architectural Commission are going to hold special meetings in August to accommodate these applications. The largest one being the old AT&T site at 1725 Winnetka Road and the owner is proposing to develop it as 34 rental townhomes. Staff has been going through the storm water, architecture, landscaping, traffic and other small issues which will be given to the P&Z Commission as well as the Architectural Commission.

In August, P&Z Commission will be reviewing the change of ownership for 1900 Willow. The special use for that building triggers the need for a new special use. They are not planning to make any changes to the existing property, only the signage. The property at 225 Old Farm Road was approved as a subdivision earlier this year and the new owners of the property are seeking to consolidate the two lots that were created. This will require a new plat to be reviewed and approved and ultimately recorded. VM Sigman indicated the timing of some of these projects will be off. Normally, if something goes to P&Z in July it would then go to the Board in July, but because of the 4<sup>th</sup> of July holiday and the need to create additional meetings, the July projects will come to the Board in August and the August projects will come before the Board in September. Director Gutierrez said that it is likely that it may take two hearings before they come to the Board.

The Children's Toy Shop at 310 Happ Road is expanding into the space vacated by the cleaners. They are doubling their floor space next door to them.

Finally, Director Gutierrez indicated that someone came in and expressed interest in leasing the space at 300 Happ Road where Viccino's Pizza used to operate. They are currently negotiating a lease with the landlord and if they get the lease, they will come in for a special use application. It is another pizza business. Trustee Goodwin asked if the July 17<sup>th</sup> P&Z meeting is the type of meeting where the local residents get a letter within 250'. He was told yes.

President Frazier said the Willow Road PUD went to the preliminary plan review process, but asked if the AT&T site go through that process. Director Gutierrez indicated yes, almost two years ago. They came in with a multi-story apartment building concept and it wasn't received as well as the developer hoped, so now he is bringing the townhome concept in.

Trustee Gregorio recalled that there were water issues. Director Gutierrez said the multi-story building, because of the need for underground parking, was an impediment due to the costs. He said it still needs to be addressed but it will be a lot better.

Trustee Lungmus asked within the right of way which Buzz worked so hard with Shell on, there was a landscaping agreement which he thought there was a timeframe for. Director Gutierrez said they have until July 31<sup>st</sup> to install the landscaping. They have installed the fence as required already.

Trustee Lungmus questioned whether the signage approval would come to the Board. Director Gutierrez said the Board had decided it go back to them for approval. Trustees Lungmus and Kaplan felt it was a good idea for it to go back to the Architectural Commission. Trustee Lungmus felt that the two signs currently at 1900 Willow are distracting because the colors don't match. President Frazier indicated that a couple years ago, there were lengthy discussions on the signage for that building. Trustee Gregorio pointed out that no one anticipated the bridge blocking the sign.

#### Finance Department

Finance Director Noble directed the Board to their packets containing the April 30<sup>th</sup> financial report which is the end of the fiscal year. He said in the General Fund the revenues are exceeding the budget by \$350,000 (3-1/2%) which was primarily driven by building permit fees. Expenditures for the year came in about \$61,000 over budget (half of 1%). This will require a budget amendment. Director Noble said he would like to hold off on that until the audit is done. The reason for being over budget in the General Fund was because there were changes in the actuarial assumptions and tables used to fund the Police Pension Fund. \$50,000 more was put into the fund than had been budgeted. Also, we were ahead of schedule on the consolidation for dispatch, so it was moved over in June instead of July which was budgeted last year. There was an extra \$20,000 payment to the Village of Glenview for dispatch services. The General Fund will end with a surplus of \$215,000. \$2,800 was anticipated last year.

Director Noble noted that the audit starts next week. Drafts should be ready for the Board's consideration for review and comments for the September meeting.

Trustee Gregorio asked Director Noble is the revenue from building fees came primarily from Medline. Director Noble indicated yes. Trustee Gregorio then said this can't count on that every year. Director Noble responded that AT&T is hanging out there and there always seems to be something.

#### Fire-Rescue & Public Works Departments

Chief Mike Nystrand reported that they responded to 120 calls for service since the last meeting. On June 4<sup>th</sup>, they participated with the New Trier graduation dance which was uneventful. On June 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>, they participated in wild fire training exercises. The medic student has completed his course work and clinical hours in obtaining certified runs in the field as a paramedic.

Director Nystrand then reported in Public Works they have been working on landscaping, tree trimming, weeding and some storm sewer work. The sidewalk replacement program is completed and replaced 7,500 square feet of sidewalk throughout the community. The Willow Hill and Colonial water main projects almost 100% complete. The sanitary sewer replacement on Southridge Terrace is completed. On July 8<sup>th</sup> at the Farmer's Market, they will have the Touch the Truck event. There will also be a fire pole prop and if the weather cooperates, they will spray the kids with the hose.

#### Police Department

Chief Lustig informed the Board that for the past three weeks, they have been doing excess enforcement on Willow Road. They have been using drone squads and have been pulling speeders over. The speed monitor on Old Willow Road was moved and is now in front of the 2100 block of Willow. He has noticed in stopping people and issuing citations, they will won't slow down with the drone squads and won't slow down for the speed monitor, so by the time they get to him, they are out of excuses. There are other sensitive areas where speeding is an issue and other cut through traffic issues. Lagoon has a lot of cut through traffic from Glencoe and Winnetka residents. They have been speeding down east Frontage and ignoring stop signs. Police presence will be increased and will be moving another portable speed monitor to Frontage Road during the construction phase.

Chief Lustig then said that about 2:00 a.m. Monday morning, another group of car thieves came to the east side of town and found a car with the keys in it and stole it. One of the residents took a video of it. The thieves pull up in their car, several subject exit their vehicle and they run down the street checking cars if they are open. There was a Northfield squad nearby and made a few passes but didn't see anything but noticed two cars coming off Sunset and one of the drivers matched the description which was given to the police. The officer and Watch Commander attempted to stop those cars as they exited onto the expressway. They failed to stop for the police and weren't able to pursue the vehicles. The descriptions were put on the radio and Chicago police found the cars. Chief Lustig said he is frustrated because residents are warned on the website and e-blasts to lock their cars. If the Northfield police see a garage door open, they will leave the resident a note. There were 18 notes left for residents on the east

side of town. He said the next step is to go door-to-door telling residents to please lock your doors and cars.

Trustee Gregorio asked if cars are being broken into and stolen. Chief Lustig replied they don't have to because the cars are unlocked with the keys in them. The thieves are juveniles from Chicago with gang affiliations and they carry weapons.

Trustee Terrill informed Chief Lustig that while driving down Willow Road, his car shows him the speed limit on Willow is 35 mph, but the speed sign says 30 mph. He said for some reason, it's not coordinating. After Wagner Road, it then shows 30 mph. VM Sigman said the speed limit is 35 from Waukegan past Fox Meadow. It drops to 30 just west of Sunset Ridge.

Trustee Gregorio then asked if there is an increase in residential burglaries. Chief Lustig reported one residential burglary last month in the middle of town and the house was unlocked. This is the time of year when all the construction scams start and the burglaries happen. Residents are sent e-blasts and its goes on the website the minute it starts percolating in the area.

Trustee Terrill asked if Northfield requires registration for soliciting. Chief Lustig indicated yes, but for certain religious organizations they can't register. Attorney Hill added that the only solicitation that requires registration is when they take orders for something. Chief Lustig said that if you put a "No Trespassing" or "No Soliciting" sign up and they come on your property, they are trespassing.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

There being no further discussion or issues to come before the Board, Trustee Goodwin made a motion, seconded by Trustee Gregorio to adjourn the meeting.

Upon the following roll call vote, the motion was approved.

AYES:	Kaplan	NAYS: 0	ABSTAIN: 0	ABSENT: Roszak
	Lungmus			
	Terrill			
	Gregorio			
	Goodwin			

The meeting was adjourned at 8:03 p.m.