

**MINUTES  
of the  
REGULAR BOARD MEETING  
OF THE BOARD OF TRUSTEES  
VILLAGE OF NORTHFIELD  
Tuesday, August 21, 2007 - 7:00 p.m.**

The Board of Trustees of the Village of Northfield met in the Council Chambers of the Village Hall for the Regular Board Meeting on Tuesday, August 21, 2007. The meeting was called to order at 7:00 p.m. by President John Birkinbine. The Village Clerk called the roll which was as follows:

PRESENT:	President Trustees	John Birkinbine, Jr. Ted Greene John Chapin Terry Gottlieb Frank Charhut Joan Frazier Fred Teichert
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**APPROVAL OF CONSENT AGENDA ITEMS:**

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

1. Approve the Minutes of the July 17, 2007 Village Board meeting.
2. Approve the Bills and Disbursements from 7/12/07 to 8/10/07 in the amount of \$397,325.73.
3. Approve the Board/Commission appointments and re-appointments of the following:

Plan & Zoning Commission – Term: 4 years

Dan deLoys, re-appointment	9/1/07 to 9/1/11
William Hielscher, re-appointment	9/1/07 to 9/1/11
Robert Caldwell, re-appointment	9/1/07 to 9/1/11

Zoning Board of Appeals – Term: 5 years

J. Patrick Doherty, re-appointment	9/1/07 to 9/1/12
Bert A. Getz, Jr., re-appointment	9/1/07 to 9/1/12
James D. Henderson, Chair appointment	9/1/07 to 9/1/09
Richard Crotty, new appointment	9/1/07 to 9/1/11
Brian Kozminski, new appointment	9/1/07 to 9/1/12

Architectural Commission – Term: 4 years

Tom Jennings, re-appointment	9/1/07 to 9/1/11
Patricia M. Leonard, new appointment	9/1/07 to 9/1/11

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

AYES:	Greene Chapin Gottlieb Charhut Frazier Teichert	NAYS: 0	ABSTAIN: 0	ABSENT: 0
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**CONSIDERATION TO AUTHORIZE STAFF TO SIGN AN EXTENSION TO THE WASTE MANAGEMENT CONTRACT FOR THE OPTIONAL 5<sup>th</sup> YEAR FROM MAY 1, 2008 TO APRIL 30, 2009**

Trustee Chapin made a motion, seconded by Trustee Teichert to authorize staff to sign the optional 5<sup>th</sup> year extension to the contract with Waste Management for waste and recycling service from May 1, 2008 to April 30, 2009.

Village Manager Sigman noted that she and Attorney Hill met with the Waste Management representative to discuss the possibility of a new contract. She also talked to surrounding communities about their contracts and rates and found that the market is not favorable due to high fuel prices, labor costs and the emerald ash borer quarantine which have contributed to higher costs to waste hauling companies. The fifth optional year with Waste Management gives the Village some extra time to plan for the next contract and to explore other companies as well as waste hauling services provided by neighboring communities. The increase for the fifth year would be 3% or the C.P.I., whichever is lower.

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

AYES:	Greene	NAYS: 0	ABSTAIN: 0	ABSENT: 0
	Chapin			
	Gottlieb			
	Charhut			
	Frazier			
	Teichert			

**CONSIDERATION TO APPROVE A LETTER OF AGREEMENT WITH MYEFSKI COOK ARCHITECTS TO PREPARE A VILLAGE CENTER DESIGN STUDY**

Trustee Charhut made a motion, seconded by Trustee Gottlieb to approve a Letter of Agreement with Myefski Cook Architects to prepare a Village Center Design Study for \$122,270 plus reimbursable expenses with modifications as discussed by the Committee of the Whole prior to the Board meeting and reviewed by the Village Attorney.

Trustee Chapin expressed concern that this expense was not budgeted and that he was seriously considering voting against it for that reason.

Trustee Charhut noted that \$75,000 has been budgeted and noted that at the Committee of the Whole meeting he recommended that Phase V of the study be eliminated from the agreement with Myefski Cook which would cut \$23,000. He felt Phase V has little to do with the study and more to do with the design plans from the study. He also noted that the Village is on target with its budget for the first quarter and the remaining amount should then be affordable.

Manager Sigman added that the reason staff did not ask the Board for a Budget Amendment is that this expenditure is a line item in the larger Capital Improvement Plan (CIP) and staff feels it will be able to absorb this additional cost in the Plan depending on how bids come in on various other projects and when they are able to start. Staff expects that in the end, they will be able to cover most of the remaining \$55,000 difference in the budget. If the Board mandates that staff hold to the

budgeted figure, Manager Sigman noted that she could eliminate another project if that is the only reason Trust Chapin is not in favor of signing the Letter of Agreement. She further noted that it is rare that all the money established for capital improvement projects is used in a given year.

Trustee Greene felt he would be in favor of going ahead with approving payment for the Village Center plan but staff should identify which projects would be rescheduled in the next meeting.

Trustee Gottlieb focused on the real issue for Trustee Chapin which is that if the budget is \$893,000 for all CIP projects, that Staff would commit to staying within that figure. However, he felt it was not necessary to get a commitment from staff about exactly what project(s) would be delayed only that they not overextend the budget.

Trustee Charhut then commented that he felt the Village Center project had more importance than other projects such as the Village Center Sign; however, Trustee Frasier greatly disagreed.

President Birkinbine reiterated Trustee Gottlieb's comments that it is not necessary to get specific about which project(s) would be cut but rather that as long as staff is committed to come in under budget, that is what is important.

Trustee Gottlieb added that it is of great importance is that there be no delays in the schedule by MCA or staff in order to be able to stay on budget.

Trustee Teichert clarified that the Board would be voting to approve the Letter of Agreement with Myefski Cook Architects as amended by the Village Attorney and including the financial details that were covered in the Committee of the Whole prior to the Board meeting.

President Birkinbine confirmed that his understanding was correct.

Jeff Tideman who served on the Village's Vision 20 /20 Plan some years ago wanted to know if other studies were done since that time.

Manager Sigman noted that no design studies have been done on the Village Center - just a financial study.

Resident Erv Hopson asked whether the scope of the design project could be limited to bring down the cost. He suggested only looking at the shuttered gas station properties instead of the entire Village Center. President Birkinbine noted that the bulk of the sales revenue comes from the retail stores rather than gas stations. Community Development Director Kane added that the project would be too limited in scope to design for only two properties rather than doing the complete plan.

Manager Sigman added that Individual parcels on their own would be difficult to develop and that in a downtown area where shared areas for parking, etc. must be considered, all properties would need to be looked at as part of a larger picture to determine how it all fits together.

Director Kane also noted that is it likely the study will specifically create design solutions for those two gas station properties which are gateway locations and they would set the tone for

the Village Center but that they are still just a small aspect of the larger design plan.

There being no further discussion, upon the following roll call vote, the motion was approved.

AYES:	Greene	NAYS: 0	ABSTAIN: 0	ABSENT: 0
	Chapin			
	Gottlieb			
	Charhut			
	Frazier			
	Teichert			

**CONSIDERATION TO APPROVE AN ORDINANCE EXTENDING THE EXISTING VILLAGE CENTER DEVELOPMENT MORATORIUM EIGHT MONTHS**

Trustee Gottlieb made a motion, seconded by Trustee Greene to approve an ordinance extending the existing Village Center development moratorium eight months to May 6, 2008.

Trustee Frazier asked how the end of the moratorium would be communicated to businesses.

Village Manager Sigman noted that it is typically through meeting minutes and agendas posted on line as well as a series of meetings that residents would be invited to attend.

Trustee Teichert asked what the effect would be if the Village did not have a moratorium in place prior to the design study being completed.

Attorney Hill responded that property owners would not have to comply with the design specifics of the Village Center Plan if there was no moratorium in place.

Resident Jeff Tideman noted that in addition to his own interests, he is also representing a business along Frontage Road that is interested in selling their property with the use changing from retail to office use. With the moratorium, they are being penalized in not being able to make changes to the building.

Director Kane noted that since the prior use was retail, the change to office use, which is lower in intensity and may have lower parking requirements, could be done within the existing building but they would not be allowed to put new windows in since the moratorium does not permit exterior modifications.

Attorney Hill stated that he did not feel this change would undermine the moratorium.

After discussion, the Board discussed whether the language of the moratorium ordinance should be changed to permit façade changes that impact less than 25% of the exterior surface and subject to the approval of the Architectural Commission.

Trustee Greene then noted that he did not see how permitting this change could be allowed when other businesses are also being impacted by the moratorium. For example, it was noted that if no office uses was permitted on the main level as determined by the new design plan and this business was allowed to put in façade changes and had offices located on the first floor, they would not be complying with the new design plan and would have spent money on major building improvements.

Trustee Gottlieb was not in favor of changing the moratorium ordinance but asked that staff study

the ramifications of making such a change

Trustee Charhut clarified his thoughts by asking the Board to amend the language on the moratorium so that for businesses that are down-zoned, they be allowed to make minor modifications to 25% of the exterior of their building with the approval of the Architectural Commission during the 8-month moratorium period only.

Trustee Gottlieb stated he understands what is being asked but does not want to undermine the overall process of the Task Force working with the Architects on the design plan for the Village Center.

Trustee Charhut clarified Trustee Gottlieb's intent is not against making such a change but that it should be studied for a month or so before any decision is made.

Trustee Chapin was concerned that if there were changes in the moratorium ordinance whether business could then be grandfathered in allowing them to avoid conforming to a new Village Center design plan.

Upon the following roll call vote, the motion was approved 5 Ayes to 1 Nay.

AYES:	Greene	NAYS:	Teichert	ABSTAIN:	0	ABSENT:	0
	Chapin						
	Gottlieb						
	Charhut						
	Frazier						

**CONSIDERATION TO APPROVE AN ORDINANCE REPLACING ORD. 07-132 PROVIDING FOR AUTOMATED TRAFFIC LAW ENFORCEMENT SYSTEMS, FOR ADMINISTRATIVE ADJUDICATION OF AUTOMATED TRAFFIC LAW VIOLATIONS IN THE VILLAGE AND AUTHORIZING THE VILLAGE TO ENTER INTO AGREEMENTS CONCERNING THE ENFORCEMENT SYSTEMS AND SERVICES**

Trustee Frazier made a motion, seconded by Trustee Gottlieb to approve an ordinance, with amendments to Section 12 as discussed with Attorney Hill, providing for Automated Traffic Law Enforcement systems, for administrative adjudication of automated traffic law violations in the Village of Northfield and, authorizing the Village to enter into agreements concerning the enforcement systems and services related thereto.

Manager Sigman noted that this is the same ordinance that was passed in January but includes some fine tuning in wording for implementation of the plan. It includes changes that include the ability to call a determination notice a "past due" notice, allows for someone to assign a vehicle to someone else and tell them to assign the ticket to that person who was in possession of vehicle at the time, allows 25 days to pay before a penalty is assigned instead of 14 days.

Trustee Teichert asked way the onus should not be on the owner of the vehicle since the ticket could be passed on again and again.

Manager Sigman noted that the owner is only allowed to make an assignment to one other person.

Trustee Chapin asked why we should allow it at all.

Manager Sigman commented that the other communities adopting RedFlex have allowed assignment including the City of Chicago.

Attorney Hill noted that the assignment is fine as long as wording is added that states that the assignee be identified by name and address and add that the owner shall remain responsible.

Trustee Frazier asked who the Village President would appoint to be the administrator per wording in the ordinance – a Village employee or whom?

President Birkinbine responded that had not been determined.

Trustee Frazier also asked that since the Village would have to provide for a hearing, who would conduct that?

Manager Sigman responded that it would be an adjudicative process at the Village Hall. Attorney Hill noted that many Villages are doing this and there are trained administrative adjudicative people who do this work.

There was also discussion about whether it would be more beneficial to have a Police Officer stop a person running a red light through an intersection with RedFlex or letting the new system take care of the ticketing since the Village receives the entire amount of the ticket with the RedFlex system. There was additional discussion about the impact of committing a moving violation and it being recorded as such with drivers receiving a ticket from an Officer versus no record of a moving violation for those ticketed through the RedFlex system. Trustee Gottlieb noted that the purpose of the RedFlex system is to improve safety and that drivers receiving a ticket by an Officer are more likely to deter future violations versus the RedFlex system.

Installation of the RedFlex system was estimated to be up and running by the end of the year but is dependent on IDOT's approving all permits.

Following discussion and upon the following roll call vote, the motion was approved.

AYES:	Greene	NAYS: 0	ABSTAIN: 0	ABSENT: 0
	Chapin			
	Gottlieb			
	Charhut			
	Frazier			
	Teichert			

**CONSIDERATION TO APPROVE A RESOLUTION INDEMNIFYING THE STATE OF ILLINOIS DEPARTMENT OF TRANSPORTATION FOR PHOTO ENFORCEMENT EQUIPMENT IN THEIR RIGHT OF WAY**

Trustee Charhut made a motion, seconded by Trustee Greene to approve a resolution indemnifying the State of Illinois Department of Transportation for Photo Enforcement Equipment in their right of way.

Village Attorney Hill summarized that the resolution is for IDOT's protection, indemnifying them from any claim that might be made against them with regard to the attachment and operation of the RedFlex equipment that is mounted to their poles.

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

AYES: Greene      NAYS: 0      ABSTAIN: 0      ABSENT: 0  
 Chapin  
 Gottlieb  
 Charhut  
 Frazier  
 Teichert

**CONSIDERATION TO APPROVE AN ORDINANCE AMENDING THE VILLAGE CODE, CHAPTER 12, SIGN REGULATIONS, TO CLARIFY THE WRITTEN AGREEMENT NECESSARY IN ORDER TO DISPLAY BANNERS ON STREETLIGHT POLES**

Trustee Gottlieb made a motion, seconded by Trustee Teichert to approve an ordinance amending the Village Code, Ch. 12, Sign Regulations, Sec. 12-5, to clarify that only governmental or quasi-governmental agencies can enter into a written agreement with the Village in order to display banners on streetlight poles.

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

AYES: Greene      NAYS: 0      ABSTAIN: 0      ABSENT: 0  
 Chapin  
 Gottlieb  
 Charhut  
 Frazier  
 Teichert

**CONSIDERATION TO APPROVE A LICENSE AGREEMENT WITH THE NORTHFIELD CHAMBER OF COMMERCE FOR THE DISPLAY OF BANNERS ON VILLAGE-OWNED STREETLIGHT POLES**

Trustee Gottlieb made a motion, seconded by Trustee Chapin to approve a License Agreement with the Northfield Chamber of Commerce for the display of banners on Village-owned streetlight poles.

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

AYES: Greene      NAYS: 0      ABSTAIN: 0      ABSENT: 0  
 Chapin  
 Gottlieb  
 Charhut  
 Frazier  
 Teichert

**Discussion of Informational Items**

*Willow Road*

President Birkinbine noted that his only comment regarding Willow Road is that there is a Lakota meeting on August 30.

Village Manager Stacy Sigman noted that all the interviews with the Willow Road stakeholders have been completed and the results or a summation will be provided at the meeting on the 30<sup>th</sup>. She noted that the first Community meeting on Willow Road has been scheduled and the event published - will be held on September 19 at 7:00 p.m. at the North Shore Senior Center.

Trustee Charhut commented that he was one of the people interviewed by the Lakota Group and

reported on areas The Lakota Group will not be studying including: defining any type of volume of traffic that is expected to be carried by Willow Road; the value of moving traffic through Northfield faster when the Edens Expressway is saturated during peak hours and whether that will only allow more cars to stack up east of Waukegan Road. He noted the Lakota Group has determined that these types of questions are not for them to decide but are a political matter to be decided by IDOT. Trustee Charhut then asked whether there was any indication what IDOT or the Senator think will be required as part of the Willow Road plan and how this meshes with the Lakota Group's plan.

President Birkinbine commented that he was not aware of any thinking regarding Willow Road other than Senator Schoenberg's commitment to taking into consideration the Context Sensitive design aspects promoted by IDOT. He feels the Senator will accept what is recommended by Lakota and unless there is a new head of IDOT appointed with different ideas, IDOT will do what the Senator recommends.

Trustee Greene noted that it would be naïve on Northfield's part to believe that Northbrook and Glenview are just waiting for the study and would accept whatever comes from the Lakota Group. He stated that our opponents have not weighed in on this matter and are probably working on other actions.

President Birkinbine reminded the Board that in the 20 year history of Willow Road, Northfield has been lied to, agreements abrogated and other things and that residents are suspicious about what may come out of this study. He noted that if Northfield has to disagree and fight about what comes out of the study, we will. He noted that it is not only the Village Board but the School and Park Boards that are involved and have a stake as well. He noted that the School Board made it clear at a public meeting in Wilmette, that if they had to, they would hire their own engineers to determine whether any new plan for Willow Road is less safe than what was last agreed to.

#### *Village Center Task Force Update*

Community Development Director Anne Kane noted that the next Task Force meeting has not been scheduled yet but offered that it looks like it would be in mid-December. At that meeting the architects would present a draft plan. A walking tour of the Village Center is planned at the end of this month.

#### *Quarterly Financial Report*

Trustee Charhut noted that the report represents the first quarter of the Village's fiscal year (May, June and July) of 2007. He pointed out that there is a deficit of \$7,000 in the general fund which is what was approved in March when the budget was put together. He noted that the report shows total revenues were greater last year than this year and that revenues so far this year are a little behind projections. Expenses are greater than last year but are under what was budgeted by \$41,000. The

general fund has a positive of \$14,892 at this point in time. In the water fund, expenses are \$72,000 lower than budget and revenues are \$12,000 lower than budget for a total of \$60,000 above the budget. The Sanitary Sewer account is the same – \$63,000 ahead of budget. The total difference at this time is that the Village is \$138,000 under budget. He also noted that in terms of revenue, the first installment of property taxes due the Village have not been received as yet except for \$21,000.

Trustee Chapin questioned Financial Director Steve Noble about whether the water and sewer bills that had not been collected over the past two years show up in the Water Fund?

Director Noble said they do not have any impact on the numbers shown because the amounts are recognized as billed and revenue is recognized when billed not when received. He further stated that the accounting document recognizes revenues when they are earned not received not when received while the budget is a cash document.

Trustee Gottlieb asked why expenses are so low in the water/sewer fund and whether it is due to a timing issue. Director Noble responded that he believes he made an error in the report and thinks he backed depreciation out on the expense side but not from the annual budget. He added that it is not a cash transaction but does effect the representation. He offered to restate the numbers to clear up any confusion.

Trustee Gottlieb summarized the financial report stating that while revenues are down because of less building activity, expenses are under control.

Director Noble added that \$111,900 from Fields Dealerships came in today from permits for new construction. He also noted that two other permits have been issued with an additional \$22,000 expected.

Trustee Chapin asked how closing of the two gas stations in Northfield impacted sales tax revenues?

Manager Sigman noted that she has a breakdown which she will share with the Board. It shows two categories where the Village was down – food and beverage due to A Milano and Red Limo closing. The Village was up in the category of gas stations because they are lumped in with auto dealers.

### *Planning Session*

Trustee Greene noted that it has been two years since the Board had a planning session to set goals and objectives. With the change in the Board last year, he suggested the Board meet annually to set goals and priorities which also serve as a guide for Village staff.

Trustee Chapin strongly supported the suggestion.

Manager Sigman will pole the Board for dates and asked if the Board wanted to use a facilitator.

Trustee Charhut recommended not using a facilitator.

### *Miscellaneous Issues*

Trustee Chapin asked about the status of plantings around the new AT&T boxes.

Manager Sigman responded that landscape architects hired by ComEd are doing a design but

have given the Village any install date.

Trustee Chapin asked about the status of plantings around ComEd boxes (in particular Willow Road near Kraft).

Village Attorney Hill noted that the Village’s ROW agreement with ComEd does not require plantings around ComEd’s utility boxes.

Trustee Chapin also asked if the Village has had any response from IDOT on the left turn signal at Willow and Sunset Ridge Road?

Manager Sigman noted not yet, but will follow up with IDOT.

Trustee Frazier inquired about forming a Landscape Committee in the community. She noted she drove around other communities and took photos and felt Northfield is far behind in this area. She added that there are two garden clubs in town as well as other groups that could help. She felt the Village needs to start thinking about a phased-in program to improve landscaping. It was determined that the issue of whether to have a Landscaping Committee would be raised as part of the strategic planning meeting.

Trustee Teichert congratulated staff on their handling of the failure of the water pump station due to power surges that caused the failure of several pumps.

Manager Sigman reported that ComEd is still working on a study and a report on the cause of the problem. She noted that in addition to thanks being due the Public Works Department, the mutual aid from Glenview and Wilmette with the interconnects that provided Northfield with a steady flow of water should also be recognized.

**ADJOURNMENT**

There being no further business to come before the Board, Trustee Charhut made a motion, seconded by a voice vote of the Board to adjourn the meeting at 9:30 p.m.

Upon the following voice vote, the motion was approved.

AYES:	Chapin	NAYS: 0	ABSTAIN: 0	ABSENT: 0
	Gottlieb			
	Greene			
	Charhut			
	Frazier			
	Teichert			