

**MINUTES
of the
REGULAR BOARD MEETING
OF THE BOARD OF TRUSTEES
VILLAGE OF NORTHFIELD
Tuesday, September 18, 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, September 18, 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 Teichert, to approve Consent Agenda items 1 through 6.

1. Approve the Minutes of the August 21, 2007 Village Board meeting.
2. Approve the Bills and Disbursements from 8/11/07 to 9/12/07 in the amount of \$249,053.79.
3. Approve resolutions for retiring Board/Commission members:
 - A. Approve a resolution honoring Josh Buchman for 15 years of service on the Zoning Board of Appeals.
 - B. Approve a resolution honoring James Hayes for 4 years of service on the Architectural Commission.
 - C. Approve a resolution honoring Adair Waldenberg for 3 years of service on the Zoning Board of Appeals.
4. Approve a Housekeeping Ordinance amending various Chapters of the Village Code and amending Ordinance 99-972 establishing the E911 Board.
5. Approve an Ordinance amending the Village Code, Chapter 16, Alcoholic Liquor, Sec. 16-6 to increase Class K from 0 to 1.
6. Consideration of a resolution to appropriate Motor Fuel Tax (MFT) funds for the 2008 Roadway Maintenance project.

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 APPROVE A BOND ORDINANCE PROVIDING FOR THE ISSUANCE OF GENERAL OBLIGATION BONDS UP TO \$3,500,000 FOR WATER SYSTEM IMPROVEMENTS

Trustee Greene made a motion, seconded by Trustee Chapin to approve a Bond Ordinance providing for the issuance of General Obligation Bonds up to \$3,500,000 for water system improvements.

Finance Director Steve Noble summarized the bond sale of today noting that the Village received seven competitive bids and received the highest price at the lowest interest rate it could get and showed there was national interest. The lowest rate bid came in at 4.03% from Steeple Nicholas of Minneapolis and he recommended the Board accept their bid. The particulars of their bid are included in the Bond Ordinance distributed at the Committee of the Whole meeting prior to the Board meeting, Director Noble further recommended that the Board adopt the Bond Ordinance.

Trustee Charhut asked how the project would be done. He stated it was his understanding that the new water main would be installed by digging a shaft on the east side of Edens Highway and another shaft on the west side of the highway and the pipe would be tunneled under the highway using a machine so no men would work under the highway or river. The new main would be one 24" diameter water main. When the pipe comes up on the west side of the Edens, the main would be able to connect to the main distribution but would also have a valve whereby the Village could switch to the Glencoe Interconnect if there would ever be a disruption in water service from Winnetka.

Public Works Director Mike Nystrand confirmed that is how the project would be done and also noted that the pipe would be augured under the highway and the river. The pipe would be put in a casing so that if something happened to the water main, it could be shoved through the casing and a new water main slid through the casing for future water main replacements.

Trustee Greene asked whether this work would be going on at the same time as the Edens Highway construction which would be from October and into November and whether there was any danger of the pipe being damaging.

Director Nystrand noted that work on the water main would be going on at the same time but that there was clearance from the top of the casing and the bottom of the expressway. He noted they were more concerned with auguring under the river because they don't want to get too close to the bottom of the river so as not to get water draining into the augured area. Director Nystrand noted that the depth under the expressway would be about 4-1/2 feet below the expressway and that work on the Edens should not affect the new watermain.

Trustee Teichert asked Director Nystrand if the valve for the Glencoe Interconnect ever came in.

Director Nystrand noted that it had not and that the new date was the end of this week. Director Nystrand also noted that he did not want to start the new water main replacement project until the valve was received and hooked up so if there was a problem during the project, the Village could switch to water from Glencoe.

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

7:17 p.m.

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

CONSIDERATION TO APPROVE A BID AWARD TO LENNY HOFFMAN EXCAVATING, INC. OF WILMETTE FOR REPLACEMENT OF THE WILLOW ROAD WATER MAIN

Trustee Gottlieb made a motion, seconded by Trustee Greene to approve award of a bid to Lenny Hoffman Excavating, Inc. of Wilmette, Illinois for the Willow Road watermain replacement in the amount of \$2,293,716, with a contingency of \$345,000 due to the location and complexities of the project.

Trustee Gottlieb asked about whether staff was comfortable with the low bidder being reputable and able to deliver on their bid.

Director Nystrand responded that Hoffman is the contractor that did the work on the Glencoe Interconnect for the Village and that the Village has done a number of projects with them over the years. He also noted that because of the complexity of the project, the Village had a mandatory pre-bid meeting with the all the contractors. The Village also reviewed all the bids with its Engineer Pat Glenn of Gewalt Hamilton.

Trustee Gottlieb also inquired if all the contractors asked for a contingency amount.

Village Manager Sigman noted that the contingency amount is the Village's addition because of the size and complexity of the project and wanting to move ahead and avoid a delay if something unforeseen occurred on the project.

Trustee Gottlieb also asked why there was such a disparity in the bid amounts.

President Birkinbine noted that during his time on the Board he has seen the same type of disparities on other projects. He stated that sometimes the contractors feel they need to respond but don't want the project.

Director Nystrand also noted that because it involved complex auguring and some of the work is in the Forest Preserve and they are protective of their trees it makes the project a difficult one with the chance of unforeseen problems.

Manager Sigman also noted that except for the two highest bids, the other four bids are fairly close.

Trustee Chapin asked if the Village has any authority or right of refusal over the choice of the auguring company and who has control over that.

Director Nystrand responded that the Village does and it is controlled by the Village Engineer.

Trustee Frazier wanted to know who Gewalt Hamilton is and whether they recommended Lenny Hoffman for the job.

Director Nystrand explained they are an engineering consulting firm hired by the Village for this project and they did recommend Lenny Hoffman for the work. He also noted Gewalt Hamilton

worked on various watermain projects that they successfully bid on in Northfield in the past.

Manager Sigman noted that Lenny Hoffman was actually coming in under bid on the Glencoe Interconnect project.

Trustee Chapin asked about the Village's obligation on cost overruns.

Village Attorney Mike Duggan responded that if the contractor finds problems he would not have anticipated in the bid, he will review them with the Engineer and/or Architect and if the Engineer is understanding, he will recommend a change order to the Village. The Village is free to accept or reject the change order.

Manager Sigman also noted that the bid from Hoffman is very close to the Engineer's estimate for the project which is ideal. The Village's Engineer has been reviewing all the bids statewide of various projects and comparing them to give him a good perspective on the bids received for this project.

Director Noble also noted that if there are any funds left over after the project is paid, provisions of the bond ordinance are such that the money is put back into the bond and interest fund to pay off the bonds. The money cannot be used for other projects or purposes.

Resident Erv Hobson asked about the discrepancy in the amount of the bonds originally suggested which was \$3,950,000 and the actual bond sale of \$3,500,000.

Director Noble responded that it was about a year ago the Board began discussing the sale of bonds and requesting the sale of bonds and at that time no one knew exactly what would be needed plus the water main project was not even designed so a higher amount was requested knowing the Village did not have to issue bonds for more than what was needed.

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			

Following the vote, Manager Stacy Sigman thanked Finance Director Steve Noble and Public Works Director Mike Nystrand for all their work on this project to date.

CONSIDERATION TO APPROVE A BID AWARD TO SCHROEDER AND SCHROEDER, INC. OF SKOKIE FOR THE 2007 SIDEWALK REHABILITATION PROJECT

Trustee Greene made a motion, seconded by Trustee Teichert to approve award of a bid to Schroeder and Schroeder, Inc. of Skokie, Illinois for the 2007 Sidewalk Rehabilitation project in an amount not to exceed \$15,000.

Director Nystrand explained that for the last five or six years, the Village of Northfield has been going out for bid jointly with Kenilworth for economy on sidewalk projects. The cost is not for new sidewalks but replacement of existing sidewalks that need repair for trip hazards. Public Works has

\$15,000 in the capital budget for repair of sidewalks and that is the amount that they are seeking approval for. Schroeder and Schroeder has been the low bidder on sidewalk repair for a number of years.

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

Storm De-Briefing

President Birkinbine commended the Emergency Management team, Manager Sigman, Chief Nystrand and Chief Lustig and Directors Noble and Kane for all their efforts during the severe storm experienced in Northfield.

Manager Sigman presented a summary of the storm aftermath. She reported that 90-95% of the tree debris has been removed and as far as staff is aware, Waste Management has completed removing debris put out from flooded basements. There is still the need to go back and do stump removal where trees had fallen or were cut down. The Village does not have the equipment and has to contract out for this service. She noted that staff expects this will be done in the next couple of weeks.

Manager Sigman noted that she attended a regional meeting with ComEd where Northfield and various communities discussed the response by ComEd to the storm and the various emergencies. Many of the problems with ComEd were due to lack of communication between them and the Villages. They have promised a plan in 90 days that will cover various ways to correct communication deficiencies in emergencies. Manager Sigman explained that ComEd has a program called E-Outage which is a mapping program that should be able to tell the Village exactly where outages are occurring in the community. She noted that during the storm, however, while attempting to use the program, she found, as did other communities, that areas that had outages were not showing up while other areas that were reported as out of power actually had power. ComEd has promised to give the municipalities a reliable source of data to use.

From a financial perspective, the Village filed as a Disaster Area which allows it to apply for aid from Cook County. In turn, Cook County was also declared a Disaster Area by the State of Illinois. Last week, representatives of FEMA visited Northfield and reviewed the audit of our losses to determine whether the damage in the area qualifies for federal declaration. They did determine that we met the federal threshold level for declaration as a national disaster area and made that recommendation to President Bush. While the declaration is on the President's desk, it has not yet been signed. What that means in terms of dollars is unknown but it will come to the municipalities not individual homeowners. For residents, there is a program of low interest loans they can apply for get reimbursed from their personal property insurance company.

Northfield's costs have been estimated at approximately \$200,000 additional expense which covers personnel overtime, equipment rental and work by vendors for tree removal and grinding. Other communities such as Winnetka experienced costs of over \$500,000 while Wilmette had \$1.5 million and Glenview approximately \$1.2 million. The Village is hoping we can recoup some of the costs and specifically out of pocket costs.

Village Manager Sigman thanked all Village staff for their efforts during this dangerous storm. The EEOC Center was operating and 100% of the staff mobilized and pitched in giving their best effort. At the worst time of the storm, 80% of Northfield was without power and 50% of all roadways were closed or blocked. When the Edens Expressway was shut down, thousands of people poured off the highway and into the Village on roads that, in some cases, were shut down due to fallen trees or branches. However we were able to work through it. Manager Sigman noted that thankfully there were no major injuries either to residents or staff but there was a lot of property damage.

Manager Sigman noted that staff would be revisiting what was learned in this emergency situation as a team to see what can be done better and what other plans could be implemented or measures put in place for the future.

Trustee Frazier also commended the efforts of the Village staff. She asked if the Village has any way to help specific areas that have had repeated ComEd problems. She mentioned one area that seems to get frequent outages and during the storm was out for 4-5 days. She asked if the Village has any way to communicate about individual areas that have problems.

Manager Sigman responded that the Village does have a ComEd community relations representative but no power to make ComEd do anything specific. She noted that she would be happy to pass on any information to the ComEd rep about the problems experienced in the area if Trustee Frazier could provide specifics about the location of the area so they can do a study.

Trustee Charhut asked Chief Lustig and Chief Nystrand if the Village's emergency equipment work as planned.

Chief Lustig responded that the storm was the first test of the remodeled Communications Center during a storm of that magnitude. The Communications Center knew that a storm would be arriving around 3:30 p.m. – it arrived at 3:33 p.m. There was no malfunction of equipment in the Center. The second major issue was the generator which kept the Village operating and was the sole source of power for the Village Hall for 3-4 days. Chief Lustig noted that he did not believe that such a storm as the one experienced in August had ever hit Northfield before.

Chief Nystrand also noted that the generator was crucial for the Fire-Rescue Dept so they could get garage doors open and vehicles and equipment out. He noted he was on duty on the fire truck during the storm and helped a women hit by a tree, and was part of the team assisting a person from their car in the flooded Winnetka Road underpass. He reported that because of the Department being on the shift program, he was able to call all personnel in and had all of the Department equipment manned by 6:30 p.m. Some of the other issues the Department dealt with involved fighting a fire in Winnetka on Willow Road during the storm and educating residents who bought generators but did not realize the importance

of proper ventilation or choosing a proper location for their generator and then experienced carbon monoxide effects. Chief Nystrand commented that in his 30 some years he had never seen a storm of that magnitude or the debris that came out of resident's homes because of not having power for such a long time.

Chief Nystrand reported that the Public Works Department worked about 13 days straight following the storm just picking up branches, limbs and trees off homes. They also had a water main break on Camden Lane during the first night of the storm that they fixed. The Public Works crews used snow plows to provided strength to move some of the heavier trees and branches.

Manager Sigman added that during the storm, the Village employed new technology called Code Red which is the reverse 911 allowing the Village to get emergency information out to all homeowners by calling them. However, the Village also learned that with so many people having bundled services as with Comcast for cable, internet and phone service, Code Red did not reach a lot of people who had lost Comcast or AT&T phone service during the storm. She recommended that the Village do some publicity to remind residents to add other phone numbers to the Code Red call list like cell numbers, office numbers, so they can be recorded for emergency messages.

Trustee Charhut asked how the storm costs would be identified. Manager Sigman responded that she had worked with Director Noble to keep all storm-related costs separate from other costs. He also asked about any costs that are not recovered - whether they are just a loss to the Village's reserves. Manager Sigman said that would be the case.

Trustee Teichert asked whether the Village will still pick it up branches and limbs.

Chief Nystrand reported they will continue to pick up material through the week and then probably end the pickups since they have been doing it for over a month.

Manager Sigman reported that the pick up of tree branches from residents curbs had been extended to those on private roads after all Village streets were picked up.

Willow Road

Manager Sigman noted that there will be a Lakota/Willow Road Workshop tomorrow, September 19, at the North Shore Senior Center beginning at 7:00 p.m. It is a the first big public meeting at which participants will see a video presentation, then break out into teams to talk about roadway concepts. No specific roadway plans will be introduced. The meeting is intended to get people's thoughts and preferences on Willow Road.

Village Center Task Force Update

Manager Sigman reported that with regard to the downtown master plan, Myefski and Cook has completed all Phase I tasks that were due Sept. 4 which is gathering of information and putting together the as built plans. They are also into Phase II which is makes up the bulk of the plan and are expected to have 50% of this completed for the October meeting.

Miscellaneous Items

A. AT&T Boxes. Manager Sigman reported that the Village had received drawings from AT&T for screening their large equipment boxes. Staff found these unacceptable. Plants were chosen that do not grow well are too small and not designed to grow over time. The Village asked AT&T whether they would allow the Village's landscape architect to select the planting material and then AT&T contractor would plant it. They agreed provided the cost per cabinet does not exceed \$1,700. The landscape architect will visit every site, take pictures of the boxes and maximize plantings at each site. She noted that staff hopes AT&T is able to complete the planting yet this fall. It is estimated there are 12 boxes in town and 9 that need to be screened. It was noted that some boxes may get more plantings and other less to achieve optimum screening at the most needed locations. AT&T is ok with that concept as long as the maximum amount spent is no more than the total amount of \$1,700 x the number of boxes to be screened for each community. Manager Sigman noted that she was not sure the Garden Clubs would be able to assist in the project to get the planting done this fall but staff will talk with them.

B. ComEd Boxes – Can the Village require they be screened. The Village Attorney did a review of the ComEd Franchise Agreement and our existing code and determined he believes the Village could require screening. However, it is not required under our current Code. It would require a text amendment to the Village's current code. If the Board would like staff to make that change language will have to be drafted and the Village will need to give ComEd an appropriate amount of time to follow through.

Trustee Chapin asked how many boxes are involved. Manger Sigman responded that a field audit of ComEd boxes has not been done as yet. The village would also have to determine if it would require screening of all boxes, or only those in the public right of way, etc. Trustee Chapin asked what would be needed to move ahead on this. Manager Sigman noted that consensus of the Board that it is something they would like to consider so staff could have an amendment to the code drafted for an upcoming meeting.

The Board members discussed where some boxes are located and whether they would be referring to traffic signal boxes as well as other ComEd and other utility boxes. It would have to be determined which equipment boxes would be covered. They also asked whether ComEd would pay for the screening. Manager Sigman responded that if the code is written that way and made retroactive, then they would be required to. Manager Sigman noted that staff will begin to draft the amendment to the Code for approval by the Board.

C. Willow Road/Sunset Ridge Road Light. The Fox Meadow Association has requested that the Board request IDOT to include a left-hand turn signal at Sunset Ridge/Willow as part of their resurfacing of Willow Road. President Birkinbine wrote to IDOT a couple of months ago, it was followed up and last week the Village received a letter from Diane O'Keefe of IDOT that they would include the east/west left turn signal as part of the Willow Road resurfacing project to be let in 2008. The downside is that they moved the letting of the project from January to March.

Trustee Chapin asked why the new signal was limited to east and west traffic only. It was determined it was mostly like due to the volume of traffic. It was noted that each time a left turn signal is added it changes the timing along the Willow Road corridor.

D. New Ambulance. Trustee Chapin asked Chief Nystrand if the new ambulance had arrived. He noted that there are some inspections on it before it can be put on the road.

E. Community Sign. Trustee Frazier asked what is happening on the Community Sign. Manager Sigman responded that the re-do of the plan has not gone out to bid yet.

President Birkinbine read a letter from the Friends of Northfield Foundation donating \$27,500 toward the cost of the sign with the stipulation that they be given credit for the donation.

Manager Sigman also noted that they asked the consultant doing the Community Sign to give the Village a proposal on the Village's other entry signs.

F. Appreciation. Trustee Gottlieb expressed appreciation to the Village staff in terms of what went into keeping the Village running through the storm.

G. Other. Trustee Chapin noted the major effort for the Park District reconstruction project at Willow Park is going on and there are brochures from the Parks Foundation. He remarked that he felt the pamphlet being distributed to some should be sent to all residents. Trustee Chapin also asked how the issue was resolved on the contract for the consultant Myeski Cooke doing the Village Center plan – whether there was a penalty clause added and/or an incentive clause for early completion. Manager Sigman noted that neither clause was put into the contract.

ADJOURNMENT

There being no further business to come before the Board, Trustee Gottlieb made a motion, seconded by a voice vote of the Board to adjourn the meeting at 8:20 p.m.

Upon the following voice vote, the motion was approved.

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