

**REPORT OF PROCEEDINGS  
OF THE  
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF NORTHFIELD  
TUESDAY, January 17, 2023**

As provided by public notice, the Village Board of the Village of Northfield met in the Council Chambers of the Village Hall immediately following the Committee of the Whole Meeting on Tuesday, January 17, 2023, for the Regular Board meeting. The meeting was called to order by President Greg Lungmus at 7:12 PM. The Village Clerk took the roll call.

PRESENT:   President       Greg Lungmus  
  
                  Trustees       Todd Fowler  
                                  Barnaby Dinges  
                                  Tom Whittaker  
                                  Matt Galin  
                                  Tracey Mendrek  
                                  Charles Orth

ABSENT:

ALSO PRESENT:           Attorney Buzz Hill

**CONSENT AGENDA ITEMS**

Village President asked the Clerk to read the Consent Agenda items into the record. Those were reported as follows:

1.     Approve the Report of Proceedings from the December 6, 2022 Village Board meeting
2.     Bills and Disbursements from November 1, 2022 to December 31, 2022, in the amount of \$2,786,242.07
3.     Annual Appointments:
  - A.     Approval of a resolution appointing Village Manager Stacy Sigman as Village Clerk for 2023.
  - B.     Approval of a resolution appointing Executive Assistant Holly Fabbri as Deputy Village Clerk for 2023.
  - C.     Approval of a resolution appointing Finance Director Kathleen Morley as Treasurer for 2023.
4.     Approval of an Indemnification Agreement Ordinance with Cook County for 2023.

5. Acceptance of the Village Attorney’s recommendation that none of the Closed Session Report of Proceedings be moved to the Open Session Report of Proceedings book.

Trustee Orth made a motion, seconded by Trustee Mendrek to approve Consent Agenda items 1 through 5.

President Lungmus asked if there were any Board members who wanted to comment on this matter.

Trustee Dinges stated he had some issues on budget items that will be addressed next month, so he was abstaining from the vote

President Lungmus asked if any member of the public wanted to comment on this matter. There was none.

President Lungmus requested a roll call vote to approve the consent agenda.

AYES: Fowler      NAYS: 0      ABSTAIN: Dinges      ABSENT:  
Whittaker  
Galín  
Mendrek  
Orth

**CONSIDERATION OF THE LONGMEADOW LAKE MUSIC FESTIVAL, A TEMPORARY EVENT FOR 2023, 2024, AND 2025**

Trustee Whittaker made a motion, seconded by Trustee Orth, for consideration of the Longmeadow Lake Music Festival, a temporary event for 2023, 2024, and 2025.

Village Manager Sigman noted that in 2017, the Board approved the first “temporary event” for the Longmeadow Lake Music Festival (LLMF) to be held at the LeFebvre home at 100 Longmeadow Road. The event initially started as a small birthday gathering but grew quickly to about 500 people. Based on the size and activities, the Village determined that the hosts needed a temporary event approval to continue hosting this event. In 2018, instead of requesting a one-year approval, the petitioner requested an approval for three (3) years. Based on the event’s prior successes and acceptance by the neighborhood, the Board approved that request. The Board’s prior approval required the permittee to follow the same approved plan each year. This approval addressed: insurance, hold harmless agreements, music hours, parking, emergency access, permits, restrooms, and neighbor notices. The event was held successfully for a number of years but was suspended in 2020 due to COVID.

The petitioner asked to resume hosting the event and requested another three (3) year approval. Their approach would be consistent with prior approvals and event protocols The Board’s approval authority over this type of event falls under the “temporary event” section of the code. Appendix A, sets forth specific temporary uses but then also gives the Corporate

Authorities the ability to approve “any other temporary use or structure not specified in this article”. Based on the terms and conditions set forth in the attached November 29, 2022 letter, and the past success with this event, staff recommended approval of the LLMF for a three-year term (2023, 2024, and 2025).

President Lungmus asked if there were any Board members who wanted to comment on this matter.

President Lungmus asked if any member of the public wanted to comment on this matter. There was none.

President Lungmus requested a roll call vote to approve the Longmeadow Lake Music Festival temporary event for 2023, 2024, and 2025.

AYES: Fowler	NAYS: 0	ABSTAIN:	ABSENT:
Dinges			
Whittaker			
Galín			
Mendrek			
Orth			

**CONSIDERATION OF WAIVING THE FORMAL BIDDING PROCESS AND APPROVING THE AWARD OF A TWO-YEAR CONTRACT TO CONTOUR LANDSCAPING, IN THE ANNUAL AMOUNT OF \$35,568, FOR THE MAINTENANCE OF THE WILLOW ROAD AND CENTRAL AVENUE MEDIANS**

Trustee Mendrek made a motion, seconded by Trustee Fowler, to consider waiving the formal bidding process and approving the award of a two-year contract to Contour Landscaping, in the annual amount of \$35,568, for the maintenance of the Willow Road and Central Avenue medians.

Village Manager Sigman noted that since Willow Road was completed, the Village has used a contractor to maintain the landscape medians. The work includes the seasonal tasks needed to care for the median plantings along Willow Road and Central Avenue. The Village has bid out this work twice, with each contract being for a three-year term. The first contract expired in 2018, and the second expired in 2022. The first contract was awarded to the low bidder, and the second had to be negotiated, as only one firm submitted a bid and that bid was much higher than our budget. Unfortunately, the Village has not been completely happy with either contractor and we believe their lack of day-to-day attention has resulted in a higher number of plants being lost. To try to improve care and minimize plant loss/costs, staff recommended taking a different approach this time. Instead of bidding out the services, staff researched pre-qualified firms in the region that do this work. Staff then walked the corridor with them and asked them to submit proposals based on what they, as professionals, felt was necessary to provide complete care services for the medians. Seven (7) firms were contacted; four indicated they were too busy to submit, and three submitted proposals. All the firms who submitted proposals have excellent references and are known for their exceptional work.

Because firms were asked to submit proposals based on what they believed was necessary to care for the medians, their proposals were not identical. The following is a summary of the significant components:

Contour Landscaping, Inc. Submitted a price of \$35,568 for a two-year term with no escalator. The price included \$6,250 for mulch, covering 12 months of care vs. 9 months. If selected, they will provide winter maintenance to keep the medians free of trash and debris.

Sebert Landscape. Submitted a base price of \$31,640 without mulch or about \$37,890 with mulch for a 1-year term with no set escalator. Their proposal is for a 9-month period from April to November.

Moore Landscapes. Submitted a price of \$52,440 for a 3-year term, with 5% annual increases. The price includes mulch and covers 9 months of care from April to November.

Based on a detailed analysis of the proposals, staff recommended that the Board waive the bidding process and award the contract to Contour Landscaping, Inc., of Skokie, Illinois.

President Lungmus asked if there were any Board members who wanted to comment on this matter.

Trustee Whittaker asked if Contour Landscaping had done previous work in the Village. Village Manager Sigman replied that they had done work at the Sunset Ridge Country Club.

Trustee Galin inquired about the timing of the contract. Village Manager Sigman replied that it would be from May to May.

Trustee Mendrek encouraged the contract to be started sooner.

Village Manager Sigman noted that she would request leaving the contract as is and adding an additional three month extension to it.

President Lungmus asked if any member of the public wanted to comment on this matter. There was none.

President Lungmus requested a roll call vote to waive the formal bidding process and approve the award of a two-year contract to Contour Landscaping, in the annual amount of \$35,568, for the maintenance of the Willow Road and Central Avenue medians.

AYES: Fowler	NAYS: 0	ABSTAIN:	ABSENT:
Dinges			
Whittaker			
Galín			
Mendrek			
Orth			

**CONSIDERATION OF THE AWARD OF A CONTRACT TO ALLIED UNIVERSAL TECHNOLOGY SERVICE, IN THE AMOUNT OF \$104,190.00, PLUS A 10% (\$10,400) CONTINGENCY, FOR THE KEY FOB SECURITY ACCESS SYSTEMS AT THE POLICE/VILLAGE HALL AND PUBLIC WORKS/FIRE-RESCUE BUILDINGS**

Trustee Mendrek made a motion, seconded by Trustee Dinges to approve the award of a contract to Allied Universal Technology Service, in the amount of \$104,190.00, plus a 10% (\$10,400) contingency, for the key fob security access systems at the Police/Village Hall and Public Works/Fire-Rescue buildings.

Deputy Police Chief Hutensky noted that in FY 2022/23, \$200,000 was budgeted for key fob door security system upgrades. The original scope of the project was the complete replacement of the existing key fob access system at the Police /Village Hall building (installed in 2000) and a new key fob system at Public Works/Fire-Rescue, which does not have one. After consulting with the current system vendor, Allied Universal Technology Services (ATS), staff learned that the existing system at Police/Village Hall could be upgraded, rather than replaced and that a compatible system was available for Public Works/Fire-Rescue. The ATS quote to complete this work is \$104,190.

The Police and Public Works/Fire-Rescue staff recommended the Board award a contract to ATS, as the sole source vendor for this project. Staff believed that this approach will result in significant cost savings, while still providing a high-quality, modern system, which will serve the Village well for the foreseeable future and enhance security at both locations. To cover any unforeseen issues with the new system at Public Works/Fire-Rescue, staff also recommended a 10% contingency (\$10,400.) This contingency would only be used for formal change orders and would not be used for additional expenses of the contractor in carrying out the contract specifications. Use of change orders and the payment of the 10% contingency would be subject to the Village Manager’s written approval.

President Lungmus asked if there were any Board members who wanted to comment on this matter.

President Lungmus asked if any member of the public wanted to comment on this matter. There was none.

President Lungmus requested a roll call vote to approve the award of a contract to Allied Universal Technology Service, in the amount of \$104,190.00, plus a 10% (\$10,400) contingency, for the key fob security access systems at the Police/Village Hall and Public Works/Fire-Rescue buildings.

AYES: Fowler      NAYS: 0      ABSTAIN:      ABSENT:  
Dinges  
Whittaker  
Galín

Mendrek  
Orth

**CONSIDERATION OF THE APPROVAL OF A FIVE-YEAR CONTRACT WITH  
OPENGOV TO PROVIDE IMPLEMENTATION SERVICES FOR \$35,905 AND THE  
FIRST-YEAR BUDGET SOFTWARE FOR \$25,919**

Trustee Orth made a motion, seconded by Trustee Fowler, to consider the approval of a five-year contract with OpenGov to provide implementation services for \$35,905 and the first-year budget software for \$25,919.

Finance Director Morley stated that at the December 6th Committee of the Whole meeting, the Board reviewed the OpenGov budget software system. The Village's existing system was antiquated and relied on drafting it through a combination of Excel and Word. Once that work was completed, it then had to be manually entered into MSI, which is the Village's accounts payable system. Rather than continue with the old system, staff recommended that the Village switch to a new software system for FY 2023/24. The Board unanimously concurred with that recommendation.

Staff assessed various options to find a system that was compatible with MSI and recommended OpenGov. Their software is used by over 1,600 governmental agencies including the Illinois communities of Lake Forest, Lisle, Cary, and Mundelein. After the initial transition, the software is anticipated to reduce the time needed for the budgeting process from several months and hundreds of staff time hours to a matter of weeks. In addition, it is anticipated the software will improve accuracy, allow departments to track their budgets in live time (actual to budget), produce monthly reports for the Board, provide a publishable and searchable budget for the public, and allow the Village to examine and consider different budget scenarios, such as was done during COVID.

The software is a subscription-based service with a first-year annual cost of \$25,919, plus a one-time setup/development fee of \$35,905. The Village has sufficient funding in its FY22/23 CIP to cover those costs. In subsequent years, the annual software fee will be budgeted in Finance/Administration.

President Lungmus asked if there were any Board members who wanted to comment on this matter.

Trustee Galin asked what staff's initial assessment was of OpenGov. Village Manager Sigman replied that staff was trained the previous Friday and it went well as it is a very intuitive software product. In the upcoming week, staff will be inputting their budget numbers.

Trustee Whittaker asked if it was easy to incorporate the existing budget information into the software. Village Manager Sigman replied that as part of the implementation, OpenGov already imported this information into the system for this fiscal year and will do it for the previous three years as well.

Village Manager Sigman commended Finance Director Morley and Assistant Finance Director LoPiccolo for their hard work getting all the data to set up the OpenGov system.

President Lungmus asked if any member of the public wanted to comment on this matter. There was none.

President Lungmus requested a roll call vote to approve a contract award with OpenGov for budget software.

AYES: Fowler            NAYS: 0            ABSTAIN:            ABSENT:  
Dinges  
Whittaker  
Galín  
Mendrek  
Orth

**PUBLIC COMMENT**

There were none.

**DEPARTMENT UPDATES**

*Administration*

Village Manager Sigman noted that staff was attending a meeting later that week to work further on the website’s design refresh. There was a meeting the next day with the design engineers and the ideas will be brought back for review at a future Committee of the Whole meeting. There were no new updates on the cannabis facility. There are approximately 330 water meters that need to be updated. A secondary letter was sent out to those residents and follow-up phone calls will be made by the Finance department.

Resident Kathy Estabrook noted that she had not a seamless water meter replacement at her residence. Village Manager Sigman apologized and recommended that she call United Meters Inc. to schedule her appointment.

*Community Development Department & Building Department*

No report

*Finance Department*

Finance Director Morley stated as of November 30, 2022, in the General Fund, the Village was running a deficit of \$1.8 million vs. a planned surplus of \$44K. This was due to the State’s delay in sending out property taxes. The first half of the property taxes were due at the end of December and as of January 17, 2023, the Village received 50% of the budgeted property taxes from the State. Fortunately, other revenue items, such as income tax, sales tax, home rule tax, and natural gas tax continue to do well and the various taxes in total are over a half million

over budget. Building-related permits are more than \$200K over budget. Interest income is more than double what was budgeted. Ambulance services also exceeded expectations, coming in at 35K over budget and a 200% increase over last year's revenues for the same period.

Year-to-date departmental expenses were under budget by \$328K. Public Works had additional costs attributable to engineering and maintenance, which put the department about 4% over budget. Year-to-date wages and benefits are under budget. For the water fund, there was a surplus of \$922K vs the budget of \$391K and revenues continue to come in above budget. Licenses and permits are exceeding budget as well and expenses are below budget.

The water meter replacement project is coming to a close. The Village started calling and sending emails to the water customers who have not yet changed out their meters.

As of November 30, 2022, the Village had \$12.8 million in investments. At the end of December, we had a treasury note come due. Last week, staff reissued \$750,000 into three CDs at \$250,000 each with its new laddered investment protocol with interest rates at 4.50, 4.30, and 4.25%. The next Police Pension meeting will be held on January 18.

Trustee Orth inquired about vehicle sticker sales. Finance Director Morley replied that they were just under 5% of what was budgeted for the year, so doing very well.

#### *Fire-Rescue & Public Works Departments*

No report

#### *Police Department*

Chief Lustig noted that he was happy to report that Officer Ricky Cho was back. The Deputy Chief noticed that Northfield's schedule of working 6 days in a row was hard on the current staff and made it difficult to attract new hires. Working with Finance and Legal, the department was able to revise it to a 5-day schedule. This is also the time of the year when officers are rotated to different roles within the department. Chief Lustig thanked President Lungmus and Village Manager Sigman for their help working with the school board to get Andy Frain Services to take over the crossing guard duties which frees up three or more hours of staff time on school days.

Chief Lustig demonstrated to the Board how the new ballistic shields work noting they are supposed to stop an AR-15. These shields are in each squad car and school.

Trustee Whittaker noted there was confusion from residents on whether the Village was working in partnership with the schools to hire Andy Frain Services for the crossing guards. Village Manager Sigman noted that the Village was definitely working with the schools and not walking away from its crossing guard responsibilities. Director of Administrative Services Jewett noted that this topic would be covered in the next Village newsletter.

Trustee Dinges noted that while driving by Willow and Wagner, there was a sign soliciting for a crossing guard. He felt this was sending the wrong message - meaning anyone

could become a crossing guard without proper training. Village Manager Sigman stressed that these types of signs are not allowed in the Village.

Trustee Orth inquired about a school bus passing another school bus. Chief Lustig replied that there was a special watch in place to monitor the situation.

President Lungmus inquired about the license plate reader. Deputy Chief Hutensky replied that Flock submitted information to IDOT but there was a delay.

Resident Kathy Estabrooke asked if the new ballistic shields covered the heads of the officers. Chief Lustig replied that the shields covered officers' faces and they had helmets to protect their heads.

Resident Kathy Estabrooke commended Fire-Rescue Chief Nystrand and his department for their extraordinary efforts when her husband fell and broke his hip.

Trustee Whittaker noted that he had a family tragedy and thanked Chief Lustig and three members of the Fire Department who volunteered their free time to set up the truck with a flag to show support and honor his nephew.

**ADJOURNMENT**

There being no further discussion or issues to come before the Board, Trustee Orth made a motion, seconded by Trustee Fowler to adjourn the meeting and go into Closed Session to approve Closed Session meeting minutes from September 20, 2022, pursuant to 5 ILCS 120/2(c)(21) and to discuss the employment, compensation, and performance of specific employees pursuant to 5 ILCS 120/2(c)(1).

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

AYES: Fowler                      NAYS: 0                      ABSTAIN: 0                      ABSENT:  
Dinges  
Whittaker  
Galín  
Mendrek  
Orth

Upon completion of the Closed Session, Trustee Whittaker made a motion, seconded by Trustee Orth to re-open to the regular meeting session.

**ADJOURNMENT**

There being no further business or issues to come before the Board, Trustee Orth made a motion, seconded by Trustee Whittaker to adjourn the meeting.

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

AYES: Fowler                      NAYS: 0                      ABSTAIN: 0                      ABSENT:  
Dinges  
Whittaker  
Galín  
Mendrek  
Orth

The meeting was adjourned at 9:40 PM.