

**REPORT OF PROCEEDINGS  
OF THE  
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF NORTHFIELD  
TUESDAY, MARCH 17, 2020 - 7:00 p.m.**

President Frazier stated this will be the last in person meeting for a while. Going forward, we will only be doing things that are absolutely necessary until the current crisis is over.

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, March 17, 2020 for a Public Hearing to present the proposed FY2020/2021 Village Budget and for the Regular Board meeting. The meeting was called to order by President Joan Frazier. The Village Clerk took the roll call.

PRESENT:	President	Joan Frazier
	Trustees	Thomas Terrill (via electronic means) Charles Orth Todd Fowler John Goodwin Greg Lungmus (via electronic means) Tom Whittaker

ABSENT:

ALSO PRESENT: Attorney Everette M. Hill

**I. Consideration of Trustees Terrill's and Lungmus' request for electronic participation for the meeting.**

President Frazier indicated that as noted on the agenda, Trustee Terrill would like to participate remotely. Trustee Terrill was asked to introduce himself for the record so that he could fully participate in the meeting. Trustee Lungmus also is participating remotely and he introduced himself.

**CONVENE TO PUBLIC HEARING TO CONSIDER THE PROPOSED FY2020/2021 VILLAGE BUDGET**

Finance Director Steve Noble welcomed everyone and indicated that on March 3rd, the Board held their annual Budget Workshop on the draft FY2020/21 Budget.

Director Noble reported there were a lot of positive accomplishments in closing out FY2019/20. We expect to end the year with a surplus. \$156,000 was budgeted as a surplus and we are now projecting that to be closer to \$500,000. This is due primarily to a one time sales tax influx because of a state audit and keeping expenses below budget. The one time sales tax component is not something that we can anticipate next year or in future years. The AAA bond rating has been maintained and we have kept our municipal property tax rate lower than most of our counterparts in the region. We have also maintained a very strong business base, have fully funded all of our pension obligations, and have remained in compliance with the property tax cap.

Director Noble indicated that General Fund revenues have done well this year. Thanks to the loss and cost factor that the Board implemented a couple of years ago, we will receive our full property tax levy. Income tax is up slightly this year and, as mentioned, there was a nice one time boost in sales tax. Expenses were under budget for all the operating departments. We expect to end this fiscal year with a General Fund balance of about \$6.9 million which is the equivalent of about 7-1/2 months of operating expenses. The Board's policy is a minimum of 6 months of expenditures as a reserve. It is important to point out that given current events with the coronavirus, this is precisely why the Board has a policy of maintaining at least a 6 month reserve. This will help us withstand any economic downturn.

In the FY2020/21 budget, revenues in the General Fund are projected to be up 2% and expenses are anticipated to be up 3%. Property taxes are anticipated to increase 2.6% and that consists of a 1.9% factor based on the CPI; .4% for new growth and the 2% loss and cost factor. This is in compliance with the property tax cap. Home rule and municipal sales tax revenues are expected to be up with the home rule sales tax up almost 13% next year. The regular state sales tax is only expected to be up .7%. Expenses are up 3% and that includes a 2-1/2% cost of living adjustment; a 5-1/2% increase in benefits, which includes all of our pension obligations and health care costs; and a 4.2% increase in contractual services most of that is attributable to the outsourcing of the finance director position. Most importantly, the proposed General Fund budget maintains all existing services, continues to fully fund our pension obligations and anticipates a surplus of a little over \$50,000.00.

In the Water and Sewer Fund, revenues are projected to increase 15%. That assumes a 15-1/2% rate increase, as recommended in the Rafetelis Water and Sewer Rate Report. It also reflects a 2.6% decrease in water is sold which is based on a 3 year average of water consumption. The draft budget anticipates the water and sewer rate increase going into effect on August 1<sup>st</sup> which is when we believe we can move to monthly billing. If approved, the new

rate for water and sewer services would be \$10.50 per 100 cubic feet. Expenses are expected to be up almost 22% next year and include increase costs associated with contracting out the finance director position, transitioning to monthly billing, increase in water rates from the Village of Winnetka, and an expedited schedule to replace our older water meters.

Director Noble indicated that over the past year, we have spent a great deal of time assessing our water infrastructure and our water and sewer rate. Our current rate and how the proposed increase compares regionally was shown to the Board. Skokie's rate is artificially low because they are currently in a court battle over rate increases with the City of Evanston. If they lose that challenge, their rates will probably increase dramatically. Other towns are also facing similar infrastructure needs and have begun implementing massive water and sewer rate increases. In 2018, Winnetka implemented a new rate system that will increase their overall rate by as much as 108% over the next 9 years and in 2019 Glencoe implemented a new rate system that will increase their overall rate for the average customer by 135% by 2025. Regionally, Glencoe, Winnetka and Northfield are ahead of the curve and in addressing infrastructure needs and other communities will be doing similar things in the future.

Northfield's operating budget has diverse sources of revenue. Property tax is the single largest source of revenue followed by water and sewer revenues and followed by sales tax revenues. Director Noble then showed the Board the typical property tax bill and stated most of the taxes people pay do not go to the Village. \$.88 of every \$1.00 goes to other governmental entities, such as schools, park districts, libraries, township and the county. The Village receives \$.12 out of every \$1.00 paid and so a resident with a \$10,000 tax bill pays \$1,200 of that to the Village. Sales tax is another important revenue source for the Village and accounts for about 15% of our total operating revenues. He indicated we now have Medline and they are accounted for in the "Other" category. Medline's sales have also given Northfield a very large boost in the Village's home rule sales tax. 52% of the operating budget is for public safety while another 33% is for public works, water and sewer. These are the departments that operate on a 24/7 basis.

At the end of the 2020/21 fiscal year, Director Noble noted we are projecting positive fund balances in compliance with the Board's six month fund balance policy.

President Frazier thanked Director Noble for preparing the budget for the Village. She appreciates all his work as well as VM Sigman and all the department heads. She appreciates expenses being kept down. Our General Fund surplus of \$50,000 for the proposed budget is very minimal and we don't know what this year will bring. Hopefully, COVID-19 won't affect us

too much. She asked if anyone from the public wished to comment. Hearing none, the public comment portion of the hearing was closed

**CONSIDERATION TO ADJOURN THE PUBLIC HEARING AT 7:11 P.M.**

Trustee Orth made a motion, seconded by Trustee Goodwin to adjourn the Public Hearing and to convene the Regular Board meeting.

Upon unanimous voice vote of “Aye,” the motion was approved and the Public meeting was adjourned.

**CONVENE REGULAR BOARD MEETING AT 7:12 P.M.**

The Board of Trustees of the Village of Northfield reconvened in the Council Chambers of the Village Hall for the Regular Board meeting on Tuesday, March 17, 2020. The meeting was called to order at 7:12 p.m. by Village President Joan Frazier. The Village Clerk took the roll call.

PRESENT:	President	Joan Frazier
	Trustees	Thomas Terrill (via electronic means) Charles Orth Todd Fowler Greg Lungmus (via electronic means) John Goodwin Tom Whittaker

ABSENT:

Attorney Everette Hill is also attending remotely.

**II. Consent Agenda Items: Village President**

1. Approve the Report of Proceedings from the February 18, 2020 Village Board meeting.
2. Approve the Bills and Disbursements from January 31, 2020 to February 28, 2020:

General Fund	\$195,586.44
Foreign Fire Ins. Tax Fund	408.22
Water and Sanitary Sewer Fund	97,205.05
Capital & Equipment Fund	69,676.74
2017 Go Bond Project Fund	124,293.50
2019 Bond Project Fund	<u>6,635.50</u>
<b>TOTAL</b>	<b><u>\$493,805.45</u></b>
3. Approve an amendment to the License Agreement with Stormy Chadwicks, LLC extending the term until March 31, 2021.
4. Consideration of a motion to approve a resolution authorizing participation in the ComEd Green Region Program for the Pollinator Habitat Project.

Trustee Fowler made a motion, seconded by Trustee Orth, to approve Consent Agenda items 1 through 4.

Upon the following roll call vote, a motion to approve Consent Agenda items 1 through 4 was approved.

AYES:	Terrill	NAYS: 0	ABSTAIN: 0	ABSENT: 0
	Orth			
	Fowler			
	Lungmus			
	Goodwin			
	Whittaker			

**CONSIDERATION OF AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE ZONING CODE TO DESIGNATE ANTIQUE VENDOR AS A SPECIAL USE IN B-2 SERVICE COMMERCIAL DISTRICT**

Trustee Orth made a motion, seconded by Trustee Fowler, to approve an ordinance amending various sections of the Zoning Code to designate antique vendor as a special use in B-2 Service Commercial District.

Community Development Director Steve Gutierrez said the petitioner Heritage Trail Mall, Inc. is seeking to relocate their business to 190-B Northfield Road which is zoned B-2 Service Commercial. The business includes a number of vendors who sell antique and vintage art, furniture and home décor and accessories. The B-2 Service Commercial District currently does not permit this type of retail use either as a permitted or special use. The petitioner is seeking zoning text amendments to allow antique vendors as a special use in the B-2 District. They are also seeking a special use approval to locate their antique vendor establishment at 190-B Northfield Road. As part of that special use request, there is zoning relief from the off street parking requirements. The code requires 27 parking spaces and there are only 13.

On March 2, 2020, the Plan & Zoning Commission considered the application and staff's recommendations with regard to the parking requirements. Staff was comfortable with what was being proposed and the Commission voted unanimously to recommend approval of both the zoning text amendments and the special use requests. The petitioner is present.

President Frazier requested a roll call vote to approve an ordinance amending various sections of the Zoning Code to designate antique vendor as a special use in B-2 Service Commercial District.

AYES:	Terrill	NAYS: 0	ABSTAIN: 0	ABSENT: 0
	Orth			
	Fowler			
	Goodwin			
	Lungmus			

Whittaker

**CONSIDERATION OF A MOTION TO APPROVE A SPECIAL USE ORDINANCE FOR AN ANTIQUE VENDOR OPERATION AT 190-B NORTHFIELD ROAD**

Trustee Whittaker made a motion, seconded by Trustee Orth, to approve a special use ordinance for an antique vendor operation at 190-B Northfield Road.

Attorney Dan Shapiro was present for the petitioners and stated he appreciated the Board moving this matter ahead. He clarified it will not be 42 vendors, but 42 vendor spaces. Director Gutierrez confirmed that was staff's understand as well. Ms. Chrisopoulos thanked the Board.

President Frazier added that she thought this is the type of business we want in Northfield and that it would be a great asset to the Village. She hoped they could iron out the parking issue.

President Frazier requested a roll call vote to approve a special use ordinance for an antique vendor operation at 190-B Northfield Road.

AYES:	Terrill	NAYS: 0	ABSTAIN: 0	ABSENT: 0
	Orth			
	Fowler			
	Goodwin			
	Lungmus			
	Whittaker			

**CONSIDERATION OF A MOTION TO APPROVE A BID AWARD TO SHERMAN MECHANICAL, INC. IN THE AMOUNT OF \$24,134.00 PLUS A 5% CONTINGENCY FOR THE HVAC CONTROL SYSTEM AND ZONING SYSTEM EQUIPMENT REPLACEMENT PROGRAM**

Trustee Fowler made a motion, seconded by Trustee Whittaker, to approve a bid award to Sherman Mechanical, Inc. in the amount of \$24,134.00 plus a 5% contingency for the HVAC Control System and Zoning System Equipment Replacement Program.

Director Gutierrez noted this is to replace the master control and zoning system that serves the Village Hall. The original system was installed in 1967, modified in 1996 and it is starting to require extensive service calls. On February 13, a bid proposal was opened up for the project. Sherman Mechanical, Inc. of Cary, Illinois was the only bidder. Their bid was for \$24,134.00 and we had budgeted \$27,000.00. Although staff likes to see more than one bid many contractors don't do this type of work and Sherman is our existing maintenance provider. Staff is recommending that the bid be awarded to Sherman in the amount of \$24,134.00 with a 5% contingency.

President Frazier requested a roll call vote to approve a bid award to Sherman Mechanical, Inc. in the amount of \$24,134.00 plus a 5% contingency for the HVAC Control System and Zoning System Equipment Replacement Program.

AYES: Terrill            NAYS: 0            ABSTAIN: 0            ABSENT: 0  
Orth  
Fowler  
Goodwin  
Lungmus  
Whittaker

**CONSIDERATION OF A MOTION TO APPROVE A BID AWARD TO SMG SECURITY HOLDINGS, LLC. IN THE AMOUNT OF \$25,141.25 PLUS A 5% CONTINGENCY FOR THE FIRE ALARM REPLACEMENT PROJECT**

Trustee Orth made a motion, seconded by Trustee Fowler, to approve a bid award to SMG Security Holdings, LLC in the amount of \$25,141.25 plus a 5% contingency for the Fire Alarm Replacement Project.

Director Gutierrez indicated that the existing system was installed in 1967. It was modified in 1996 and is showing its age. It is a critical system and needs to be replaced. This project was put out to bid and the Village received two bids. The low bid was from SMG Security Holdings, LLC with a bid of \$25,141.25 and \$30,000.00 was budgeted. The other bid received was from Fox Valley Fire and Safety for \$28,750.00. Staff is recommending the bid be awarded to the lowest qualified bidder which is SMG Security Holdings, LLC in the amount of \$25,141.25 with a 5% contingency.

President Frazier requested a roll call vote to approve a bid award to SMG Security Holdings, LLC in the amount of \$25,141.25 plus a 5% contingency for the Fire Alarm Replacement Project.

AYES: Terrill            NAYS: 0            ABSTAIN: 0            ABSENT: 0  
Orth  
Fowler  
Goodwin  
Lungmus  
Whittaker

**CONSIDERATION OF A MOTION TO APPROVE THE PURCHASE OF ONE ZOLL X SERIES MONITOR-DEFIBRILLATOR, WITH ACCESSORIES, IN THE AMOUNT OF \$32,590.21 FROM ZOLL MEDICAL CORPORATION**

Trustee Whittaker made a motion, seconded by Trustee Orth, to approve the purchase of one Zoll X Series Monitor-Defibrillator, with accessories, in the amount of \$32,590.21 from Zoll Medical Corporation.

Fire-Rescue Chief Mike Nystrand said it has been a long time goal of his department to get approval from IDPH and our resource hospital St. Francis to be able to provide ALS level of care when our ambulance is on a call and another ALS call comes in. The Village has approval from IDPH and St. Francis and we can get the supplies and equipment to be able to call IDPH in to do an inspection. Once that is in place, we can provide ALS services. They have been working with Medline who has agreed to supply almost everything on the list except the monitor defibrillator. Staff researched and found that the model we need was available in a group bid. We didn't qualify for that rate because you had to buy 10 at a time, but they were willing to give us that price. It is almost 27% less than the list price is. The monitor comes with all the accessories and is capable of meeting all of our ALS needs. The department can provide that higher level of ALS care for patients while waiting for another mutual aid ambulance to come and transport the patient.

President Frazier requested a roll call vote to approve the purchase of one Zoll X Series Monitor-Defibrillator, with accessories, in the amount of \$32,590.21 from Zoll Medical Corporation.

AYES: Terrill                      NAYS: 0                      ABSTAIN: 0                      ABSENT: 0  
Orth  
Fowler  
Goodwin  
Lungmus  
Whittaker

**CONSIDERATION OF A MOTION TO APPROVE A PROPOSAL FROM GEWALT HAMILTON ASSOCIATES FOR DESIGN ENGINEERING AND BIDDING SERVICES WITH THE 2020 W. FRONTAGE ROAD WATER MAIN RELACEMENT/LINING PROJECT IN THE AMOUNT OF \$32,500**

Trustee Whittaker made a motion, seconded by Trustee Goodwin, to approve a proposal from Gewalt Hamilton Associates for design engineering and bidding services with the 2020 W. Frontage Road water main replacement/lining project in the amount of \$32,500.

Director of Public Works Mike Nystrand indicated that in FY2020/21 this project is slated to be completed. They would like to begin doing the engineering and design work so they can bid this replacement/lining project early. Access is problematic for traditional standard backhoe and dump trucks so the project will be a relining. There have been numerous breaks on this line and the pipe is falling apart. He has never seen this form of deterioration on a main since he has been with the Village. Staff would like the design approval from Gewalt-Hamilton in the amount of \$32,500.00. The amount budgeted for the replacement and the engineering is \$332,500.00. This wouldn't be paid to Gewalt until the next fiscal year.

President Frazier asked if Gewalt was willing to do the work ahead of payment. Director Nystrand indicated yes. She then asked how much destruction to the site is anticipated. Director Nystrand indicated it will be minimal. The project will be bid both ways so we can see the cost difference between a traditional open cut versus lining. They will still have access to their parking. He believes that main was put in in the late 1950's.

Trustee Whittaker asked if this is the Village's first water main lining project. Director Nystrand yes. Trustee Whittaker knows that many discussions were done with Mike, Trustee Lungmus, President Frazier and VM Sigman and he feels this is an innovative way of repairing water mains now.

President Frazier requested a roll call vote to approve a proposal from Gewalt Hamilton Associates for design engineering and bidding services with the 2020 W. Frontage Road water main replacement/lining project in the amount of \$32,500.

AYES:	Terrill	NAYS: 0	ABSTAIN: 0	ABSENT: 0
	Orth			
	Fowler			
	Goodwin			
	Lungmus			
	Whittaker			

**CONSIDERATION OF A MOTION TO APPROVE AN ORDINANCE AUTHORIZING THE DECLARATION OF A STATE OF EMERGENCY BY THE VILLAGE PRESIDENT**

Trustee Fowler made a motion, seconded by Trustee Orth, to approve an ordinance authorizing the Declaration of a State of Emergency by the Village President.

Attorney Everette Hill explained that the ordinance would go into the Village Code. It would be applicable now and in the future. It allows the Village President to declare a state of emergency so that the Village can carry out functions, that normally require full Village Board approval in emergency circumstances. As the COVID-19 escalated, President Frazier questioned how the Village Board can function if they can't meet in public session. The current Code does not allow for that. If we are going to get Village business done, we need a mechanism to do so. The way the Open Meetings Act is currently structured, it is not possible to have a fully electronic meeting of the Board of Trustees. He initially drafted up some legislation and President Frazier worked to get the state to amend the Open Meetings Act for emergency situations. Unfortunately the legislature went out of session before it could be called. Klein, Thorpe and Jenkins, then attempted to get the Governor's attention but it was stalled. Yesterday, it was finally addressed by the Governor. However, there is also a section of the Illinois Municipal Code (11-1-6) which, if the Village Board grants to the Village President

authority, then she can have the emergency authority to deal with matters such as a fully electronic board meeting locally. We can act very decisively in the case of a natural disaster such as a tornado or a flood. He recommended this ordinance and many of his clients have had this on the books for a long time. Northfield never has, but he thinks we should even though the Governor has now dealt with the issue of fully electronic meetings by executive order. It is still a good idea to have this on the books for natural disasters or this kind of contagious disease. We all know the legislative system for local government is deliberative and we move slowly on issues. Even when we think we're moving expeditiously there are still notice requirements and public hearing requirements that make it impossible to deal decisively when decisive action has to be taken. The power that this gives cannot be exercised unless a lot of conditions are met. The exercise of that power can only be used if it's supported in writing by the Village President and cited to declarations of emergency from the Federal and State level or the County level and making reference to agencies that deal with whatever disaster we're facing. Any declaration of a state of emergency has to specify what kind of matters may be dealt with by the President. It is closely circumscribed. The emergency power can only be exercised from the date when the declaration has been made until the following Village Board meeting. It could be extended, but it has a very short natural life. Those municipalities that Klein, Thorpe and Jenkins represents that already had this on the books were able to smoothly transition into the emergency declaration. He thinks it is a good idea.

President Frazier thanked Attorney Hill for his hard work on this matter. She believes that this authority is important to insure that we are able to deal with issues as quickly as possible. If the Board approves this tonight, she will declare of a statement of emergency in the Village. We have to be ready to do everything we can to address circumstance as they arise. As she said earlier, the Boards and Commissions will not be meeting in person next month. The Governor has waived some of the Open Meeting Act requirements, and these things are changing and changing fast. She also believes this ordinance should be on the books so that when a disaster occurs, the Village is as prepared as it can be.

Trustee Whittaker commented on how fast things are moving and what we are dealing with now. He thinks it is a good idea to include this in the Code. Once the dust settles, he asked that we come back and look at the ordinance again so everyone has a better understanding of the true scope. He is fully supportive of approving it tonight.

Trustee Terrill said he thought the idea was very well thought out and liked the duration of 30 days until the next Board meeting.

President Frazier requested a roll call vote to approve an ordinance authorizing the Declaration of a State of Emergency by the Village President.

AYES: Terrill            NAYS: 0            ABSTAIN: 0            ABSENT: 0  
Orth  
Fowler  
Goodwin  
Lungmus  
Whittaker

**PUBLIC COMMENT**

None

**Department Updates**

Administration

VM Sigman reported as follows:

The last several weeks, Village staff has been working diligently on the crisis and doing everything we can to protect the health, safety and welfare of residents and team members. She is constantly in contact with the Governor's office, the Illinois Department of Public Health, the Cook County Department of Public Health and all of our mutual aid agencies. Many efforts are being led by our fire and police departments. The Village is doing a great job in keeping up with everything. Things change hour by hour and we are providing regular updates to the Board and the community. We are also doing what we can to support the business community. We have been trying to work with the businesses and to let the public know who's open and what their hours of service are, and what services they are providing. President Frazier just authorized carry out packaged liquor with a meal pick up from local restaurants. We will continue to publish information on our website. In compliance with the Governor's recommended standards, all non-essential employees are now working remotely. We are trying to keep all operations functioning, and we are still reviewing building permits, taking in water permits, and handling the day-to-day stuff, just doing it remotely. She will staff Village Hall. Emergency teams are keeping operations moving but have modified some of the procedures to reduce the risk to personnel.

Community Development Department & Building Department

Director Gutierrez reported as follows:

Our primary focus has been on transitioning our services to allow people to access our services online or by telephone. It has been an opportunity to improve our systems and make it

more automated and more convenient. When this is over, we are going to have some improved systems in place. It has been a great team effort by all the departments and the IT staff. Everyone is working very hard to keep up the service levels that the residents enjoy. VM Sigman added that we are trying to make sure our businesses can continue to build out their spaces and get occupancy permits, and residents can finish home projects. To the extent possible, we don't want to reduce service levels. We just want to find innovative remote ways to approach it. Director Gutierrez said we are trying to keep everyone safe, including employees.

#### Finance Department

Finance Director Noble reported as follows:

He echoed what VM Sigman and Director Gutierrez said and mentioned today was our first day working remotely. It went very well. We had someone handling the phones during business hours. Most calls were on voter questions. Mail has been very light as well. He agrees that this will present opportunities for us to improve our operations and come up with new efficiencies on how we conduct business.

In the packet is the monthly report through January. The investment returns as of January 31<sup>st</sup> can be set aside given the crisis. At the end of February, the pension funds, from May 1<sup>st</sup> of last year, we are only up 1.72%. Our assumed rate of return on that says 6-3/4%.

#### Fire-Rescue & Public Works Departments

Chief Mike Nystrand reported as follows:

He again echoed what others said. From his perspective, COVID-19 is all consuming. There are constant conference calls and updates from our hospital operating systems, IDPH, and Cook County Health Department. He again got an update while he was coming to the meeting saying what they should be wearing and how we should be approaching patients. They have worked with Winnetka, Wilmette and Glencoe to take a look at that whole area and did a staff reduction analysis. Based on a 10%, 20% and 30% level of loss. If these losses occur, we will function as one department for the geographic area. We can service the whole area better as a group, instead of stand alone departments. He said they are having a hard time getting PPE. There is a shortage of the N95 masks as those are manufactured in China. The CDC and IDPH told them to use the expired ones which is not reassuring.

Staff has been reduced on site and we have provided for a minimum level of staffing for the safety of the employees and the people that they serve. Typically, 2 paramedics go in to see what's going on and now one paramedic goes in, to reduce potential exposures for the whole crew. They have worked with MABAS Division 3 and have secured rooms in nearby hotels that can be used to quarantine paramedics/firefighters should that be necessary. If one

has been exposed and goes home, then everyone in that home needs to be quarantined. The testing time seems to be getting better. The hospitals have promised to tell us if one of the patients that we transported tests positive. With test results coming more quickly, it will help alleviate some of the stress that first responders are experiencing.

Public Works Director Mike Nystrand reported as follows:

They are not doing what they would normally be doing this time of year to get ready for spring and restorations. Some staff is working remotely and there are different schedules to handle the things they need to do. They can't stop doing JULIE locates because it is state law to locate utilities within a certain amount of time. The fleet maintenance staff can come in and fix breakdowns of equipment. This is new for us. He is happy with all the cooperation he is getting from other agencies. All the chiefs have gone to remote phone conference meetings. Polling went well and people weren't rushed. It has been a challenge.

VM Sigman said that as was mentioned by President Frazier, a declaration was prepared declaring a state of emergency for the Village of Northfield. This is being done in conjunction with the state and Cook County declarations. This declaration gives us authority to maintain our systems and makes us eligible for federal funds for FEMA reimbursement. In order for President Frazier to sign the declaration she needs to do so under oath. So "President Frazier, do you solemnly swear and affirm that this is your Declaration of Emergency in your capacity as the Village President of the Village of Northfield and that the matters upon which you base this declaration are to the best of your knowledge, true and correct." President Frazier responded, "I so swear." This declaration goes into effect immediately and runs until the next Board meeting in April.

Trustee Goodwin asked if the trustees should be ready to be mobilized. President Frazier said if there was an emergency that called for trustee input in between our meetings, it would be done by phone. If she has to exercise emergency authority, the trustees will be the first to know. VM Sigman has been giving the trustees daily updates on what's going on in the state. We also hear from the Governor who gives mayors and village managers updates several times a week. VM Sigman is also following the CDC and the Illinois Department of Public Health for updated information which is being passed on to the trustees.

Trustee Whittaker thanked staff, fellow Board members and department heads for keeping him informed.

Trustee Orth commented on the census. He has been working heavily on it the last couple of days. The census sent out the information, "Northfield" was "Winnetka" on the address. According to the 4 – 5 people from the Census Bureau people can go ahead without

mentioning the address issue. The zip code plus a “4” indicates the exact location and will count for Northfield. We are putting out another email and updating the website to remind everyone to fill it out as is. If anyone feels uncomfortable, they can use the hotline number and actually do it over the phone with a representative from the Census Bureau. They are open from 6-7:00 a.m. to 11:00 p.m.

Police Department

Chief Lustig was not present.

**ADJOURNMENT**

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

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

AYES:	Terrill	NAYS: 0	ABSTAIN: 0	ABSENT: 0
	Orth			
	Fowler			
	Goodwin			
	Lungmus			
	Whittaker			

The meeting was adjourned at 8:05 p.m.