

**REPORT OF PROCEEDINGS
OF THE
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF NORTHFIELD
TUESDAY, May 18, 2021 - 7:00 p.m.**

As provided 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, May 18, 2021, for the Regular Board meeting. The meeting was called to order by President Greg Lungmus. 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 Mallory Milluzzi
 Mike Warner from Gewalt Hamilton Associates, Inc.

President Lungmus sincerely thanked Joan Frazier for her 13 years of service as a Trustee and President. He noted that she worked very hard in the last year, maintaining essential services and helping Northfield's businesses and residents through the COVID-19 pandemic. Under Joan's guidance, the Village continued to thrive and completed many key initiatives. These included streetscape and aesthetic enhancements, the Skokie Valley Trail, and the adoption of the 2040 Vision Plan. This Vision Plan will be used to guide the Village's future and ensure that every new project enhances the aesthetics and character of Northfield.

President Lungmus stated that tremendous gratitude was owed to outgoing Trustees John Goodwin and Thomas Terrill, who served on the Village Board for the past four years. John used his passion for health and wellbeing to advocate for the Skokie Valley Trail and numerous green initiatives. Tom used his financial acumen and his experience in other communities to help guide many of our financial decisions and worked to ensure we maintained our AAA bond rating and strengthened our Police Pension fund.

President Lungmus sadly noted that resident, Jim Mabie, had recently passed away. Jim sat on numerous boards and was actively involved in the philanthropic community. The picnic shelter at Clarkson Park will be named in honor of the Mabie family.

I. 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 April 20, 2021 and April 27, 2021 Village Board meetings.
2. Bills and Disbursements from April 1, 2021 to April 30, 2021 in the amount of \$726,762.37.
3. Approval of the following Commission appointments:

Plan and Zoning Commission – Term: 4 years	<u>Term</u>
Jennifer Sucher, appointment – unexpired term	05-21 to 09-21

Architectural Commission – Term: 4 years	<u>Term</u>
Jeffrey Eigel, appointment – unexpired term	05-21 to 09-23

Police Pension Board – Term: 2 years	<u>Term</u>
Gordon Scott, re-appointment	05-21 to 5-23

Board of Police Commissioners – Term: 3 years	<u>Term</u>
Nancy Whiteman, re-appointment	05-21 to 05-24

Zoning Board of Appeals – Term: 5 years	<u>Term</u>
John Goodwin, appointment – unexpired term	05-21 to 09-21

4. Consideration of an Addendum to Letter of Understanding regarding terms and conditions of employment of the Village Manager.
5. A motion to approve resolutions honoring Joan Frazier for her service as Village President and John Goodwin, Tom Terrill, and Greg Lungmus for their service as Trustees of the Village Board

Trustee Orth noted that in the April 20, 2021 Report of Proceeding, the roll call “Nays” for FY2021/2022 Village Budget should be corrected and be all “Ayes.”

President Lungmus indicated that VM Sigman said there were no written comments on this matter.

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

Upon the following roll call vote, a motion to approve Consent Agenda items 1 through 5 was approved.

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

Mendrek
Orth

CONSIDERATION OF A CONTRACT EXTENSION WITH LAUTERBACH & AMEN FOR FINANCE DEPARTMENT SERVICES.

Trustee Whittaker made a motion, seconded by Trustee Fowler to approve a contract extension with Lauterbach & Amen for Finance Department Services.

Village Manager Sigman noted that on December 11, 2019, the Village Board approved an agreement with Lauterbach & Amen (L&A) to outsource the finance director position. On May 19, 2020, this was amended to include water billing and accounts payable services. The initial contract was only for a one-year term and Board approval was needed to continue these services. If approved, the contract would extend indefinitely, subject to annual 2.5% increases and either party would have the right to cancel at any time with 60 days written notice. For FY 2021/22 the monthly fee would be \$17,940, reflecting a 2.5% increase over the \$17,500 paid last fiscal year.

President Lungmus indicated that VM Sigman said there were no written comments on this matter. He then asked and there was no public comment.

President Lungmus requested a roll call vote to consider a contract extension with Lauterbach & Amen for Finance Department Services.

AYES: Fowler
Dinges
Whittaker
Galín
Mendrek
Orth

NAYS:

ABSTAIN: 0

ABSENT:

CONSIDERATION OF A CONTRACT WITH GEWALT HAMILTON TO UNDERTAKE THE CONSTRUCTION ENGINEERING NECESSARY FOR THE NEXT PHASE OF WATER MAIN PROJECTS FOR \$134,500

Trustee Whittaker made a motion, seconded by Trustee Mendrek, to consider a contract with Gewalt Hamilton to undertake the construction engineering necessary for the next phase of water main projects for \$134,500.

Public Works Director Nystrand noted that there was a proposal from Gewalt Hamilton Associates (GHA) for the 2022-23 Fiscal Year Water Main Replacement/Lining Program. The proposed water main improvements consisted of replacing/lining the following priority water main segments as identified in the Village's Capital Improvement Plan:

- * Harding Road, East Frontage Road to Lagoon Drive
- * Meadowview Road, Hibbard Road to 45 Meadowview

- * West Frontage Road, Plaza Drive to Oak Street
- * Winfield Drive, Meadowview Road to Hibbard Road
- * Rear yards between Old Willow Road and Oak Tree Lane

The total length to be replaced would be approximately 7,100 linear feet. This project would be designed and put out to bid this fiscal year but the actual construction would occur in FY2022/ 2023. Approval for the design engineering was being requested at this time so that these projects could be ready to bid in the spring and then be prepared for construction to commence right after May 1, 2022. Payment for these services would occur in FY 2021/22, and \$152,900 was in the budget for this purpose in the Water and Sewer Fund. GHA proposed to provide the design engineering and bidding services for \$134,500. Part of their work would include assessing which water mains could be slip-lined, instead of replaced, to reduce costs and minimize surface disruptions and tree loss.

President Lungmus indicated that VM Sigman said there were no written comments on this matter. He then asked and there was no public comment.

President Lungmus requested a roll call vote to approve a contract with Gewalt Hamilton to undertake the construction engineering necessary for the next phase of water main projects for \$134,500.

AYES: Fowler Dinges Whittaker Galín Mendrek Orth	NAYS: 0	ABSTAIN: 0	ABSENT:
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PRESENTATION ON THE VILLAGE’S MS4: MUNICIPAL SEPARATOR STORM SYSTEM

Village Manager Sigman noted that one requirement of the Village’s National Pollutant Discharge Elimination System (NPDES) stormwater permit was a public meeting to allow the public to provide input as to the adequacy of our Municipal Separate Storm Sewer System (MS4) program for reducing the discharge of pollutants to local waterways. This requirement was met in conjunction with the regular Board meeting. Gewalt Hamilton Associates, Inc. (GHA) assisted the Public Works Department with compliance with the NPDS permit program. Mike Warner from GHA provided a brief overview of the MS4 program and was available to answer any questions from the Board and the public.

PUBLIC COMMENT

There were no comments from the public.

Department Updates

Administration

VM Sigman reported as follows:

Chief Nystrand, the Cook County team, and VM Sigman will be reviewing the RFQ responses for the Happ Road Phase II work. The next step will be to negotiate a contract and bring that to the Board for consideration in June or July. After that, it will be filed with IDOT for approval and the Village will work with Cook County on the final Intergovernmental Agreement (IGA) for the project. IDOT can take 6-18 months just to review the Phase II agreements. Melissa Jewett, Director of Administrative Services, will be updating the COVID policy and procedures on masks and occupancy per the Center for Disease Control and the Illinois Department of Public Health guidelines. There will be varying protocols for the Village Hall employees that may differ from Police, Fire, and Public Works employees.

Community Development Department & Building Department

Director Gutierrez reported as follows:

The Architectural Commission will hold a public hearing on Monday, June 14, 2021. They will consider signage for Imperial Nails & Spa located at 1900 Willow Road, a fence variation at 516 Somerset Lane, and the site plan and landscaping for a sport court located at 2240 Birchwood Lane. The department was busy with an increasing number of permits.

Finance Department

Finance Director Noble reported as follows:

For the period through March 31, 2021, on the revenue side, sales tax started to rebound. In March 2021, sales tax receipts exceeded both those from March 2020, as well as March 2019. This was anticipated to continue for both April and May 2021. The sales tax from numerous food delivery services, such as Uber and Grub Hub, was growing and starting to filter back into the Village. This would be closely monitored since it was new that municipalities could collect sales tax from internet sales and starting to add up to significant dollars. Property taxes were lagging because the County gave residents an extra 60 days to pay them without penalty. Eventually, these funds will be received and on a positive note, there were fewer tax refunds than in past years. On the expense side, the departments were all under budget. The fiscal year was anticipated to turn out better than expected. New auditors were coming the following week.

Trustee Orth welcomed back Finance Director Noble.

Fire-Rescue & Public Works Departments

Chief Nystrand reported as follows:

In the prior month, the fire department responded to 70 calls for service including 2 fires in Wilmette and another fire in Evanston. For the last 3 weekends, training took place at the fire training tower in Winnetka that went very well. The potentially last MAVIS vaccination session would be held on May 19, 2021, at the New Trier campus since the demand was declining. The department was still responding to calls to patients with COVID so PPE was being worn and necessary precautions were still in place.

Public Works was busy doing landscaping and restoration of snowplow damage to the streets. There were 3 water main breaks which were repaired. There were concerns with water meter readings and COVID, so appointments were being made. Employees wore protective gear and kept their distance from residents.

Trustee Orth inquired if there was a decent number of high school students opting to get the COVID vaccine and Chief Nystrand replied there was a good turn-out but noted the vaccines were available at many places.

Trustee Galin asked if vaccines were opened up to children under 12, would the vaccination site at New Trier be reinstated. Chief Nystrand responded that there would be negotiations with the County. Village Manager Sigman noted that if the need was there, the site could easily be set up in the future.

President Lungmus thanked everyone involved in the set-up and volunteer work at the vaccination site.

Police Department

Chief Lustig reported as follows:

A few months ago, the Village Manager sent out a copy of the Police Department's Annual Report which gave a thorough description of how the police department functions. The Deputy Chief will be retiring after 23 years which will result in a lot of changes within the police department including a new police officer needing to be hired. A meeting will be held on May 19 at the Fox Meadow Homeowners Association meeting where Village Manager Sigman and Chief Lustig will bring them up to speed on all of the Northfield news. Our officers helped train Wilmette's officers on overweight truck enforcement. We have an agreement with them that allows Wilmette to use our scale at Public Works for their enforcement. There was a house burglary where the suspects targeted a senior citizen. An alert was sent out that worked well in promoting awareness.

Trustee Orth thanked staff for their work on the Shop. Eat. Explore. Find it in Northfield initiative and its continued success.

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

The meeting was adjourned at 7:43 p.m.