

**REPORT OF PROCEEDINGS  
OF THE  
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF NORTHFIELD  
TUESDAY, JUNE 16, 2020 - 7:00 p.m.**

As provided for by public notice, the meeting of the Board of Trustees of the Village of Northfield was held remotely via Zoom due to the COVID-19 crisis. The Regular Board meeting began at 7:13 p.m. on Tuesday, June 16, 2020. President Frazier called the meeting to order and asked the Clerk to call the roll.

The meeting was called to order by President Joan Frazier. The Village Clerk took the roll call.

PRESENT:	President	Joan Frazier
	Trustees	Charles Orth Todd Fowler John Goodwin Greg Lungmus Tom Whittaker Thomas Terrill

ABSENT:

ALSO PRESENT:	Attorney Everette M. Hill Architect for 436 Frontage
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President Frazier noted that due to the COVID-19 crisis, this Village Board meeting is being held remotely. To make sure everyone can hear, she asked everyone but Board members to mute their phones or computers until called upon. Any comments that were received ahead of time on a specific agenda item will be read into the public record at the time the item is under consideration. At the end, the meeting will be opened up for public comments.

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

1. Approve the Report of Proceedings from the May 19, 2020 Village Board meeting.

2. Approve the Bills and Disbursements from April 30, 2020 to June 1, 2020:

General Fund	\$415,713.38
Motor Fuel Tax Fund	12,050.00
Longmeadow SSA Bond & Interest	3,457.02
Foreign Fire Ins. Tax Fund	3,161.90

Water and Sanitary Sewer Fund	92,066.22
Storm Sewer Improvement Fund	2,848.00
Capital & Equipment Fund	53,484.26
2016 Go Bond Project Fund	170.00
Bond Fund Debt Service	16,346.35
2017 Bond Fund Debt Service	41,218.67
2019 Bond Project Fund	10,019.46
2019 Bond Fund Debt Service	<u>15,348.46</u>
<b>TOTAL</b>	<b><u>\$665,883.72</u></b>

3. Appointments:

- A. Consideration of a Resolution appointing Melisa DeFeo as the Illinois Municipal Retirement Fund authorized agent.
- B. Consideration of a Resolution appointing Stacy Sigman as the North Suburban Employee Benefits Cooperative alternate delegate.

President Frazier requested that consent agenda item number 4 be moved to the action items.

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

Upon the following roll call vote, a motion to approve Consent Agenda items 1 through 3 was approved.

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

**CONSIDERATION OF A RESOLUTION COMMITTING TO \$470,000 IN MATCHING LOCAL FUNDS ASSOCIATED WITH THE REBUILD ILLINOIS PUBLIC INFRASTRUCTURE GRANT PROGRAM.**

Trustee Fowler made a motion, seconded by Trustee Orth to approve a resolution committing to \$470,000 in matching local funds associated with the Rebuild Illinois Public Infrastructure Grant Program.

President Frazier said this began with Governor Pritzker and now he is beginning to roll out various grant opportunities. VM Sigman gave the following additional information: The resolution before the Board is associated with the public hearing that took place earlier this evening and it is a proposed application to Rebuild Illinois Public Infrastructure Grant. The funding resolution is a required component of our grant application and if we are lucky enough to be awarded the grant, the Village then is committing to provide local matching funds that

would total \$472,000 and would be paid from our Water and Sewer Fund. What we are looking to apply for has a total cost of \$1.97 million and would provide for the replacement of 1.2 miles of water main in the Village. Over the past two years, the Village has spent a significant amount of time assessing 44 miles of water main infrastructure and worked to determine what projects should be done in what order to ensure a safe and efficient system. Based purely on age, the Village initially identified 15.5 miles of water mains that were currently at or beyond their anticipated useful life. We found age was only one component of determining when a water main needed to be replaced and in 2019 we partnered with the University of New Mexico to conduct an extensive assessment of our water main infrastructure and identify what work was most critical. That study identified the key issues within our system and created a plan outlining what pipes should be replaced and when. Their recommendation was to address 5.2 miles of water main over the next 5 to 10 years with 1.2 miles being the most critical. That 1.2 miles accounted for over 50% of all of the water main breaks we have in Northfield over the past 5 years. If we are successful in getting the grant, we will be able to immediately replace all 1.2 miles of water main. The exact locations associated with this work are shown on the exhibit provided. It includes a segment on Frontage Road where there are dealerships and office buildings. There is a component on south Frontage Road that serves Stepan Chemical and New Trier High School. There are two residential segments, one on Harding Road and one on Meadowview and Winfield Circle which are the areas with the highest water main breaks over the past 10 years.

President Frazier indicated that if we are lucky enough to get this grant, it would be a huge boon to repair our critical infrastructure. She believes the total amount of grant money available is \$25 million and the state will not accept applications for less than \$250,000.

Trustee Fowler asked if they are repaving the roads on Meadowview this year and how that will impact the roads that were just paved. VM Sigman said that Meadowview is a private roadway. Public Works Director Mike Nystrand indicated that Meadowview was repaved within the last three months.

President Frazier requested a roll call vote to approve a resolution committing to \$470,000 in matching local funds associated with the Rebuild Illinois Public Infrastructure Grant Program.

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

**CONSIDERATION OF APPROVAL OF AN ORDINANCE FOR A VARIATION TO THE VILLAGE'S OFF-STREET PARKING REQUIREMENTS FOR THE PROPERTY AT 436 W. FRONTAGE ROAD**

Trustee Orth made a motion, seconded by Trustee Goodwin, to approve an ordinance for a variation to the Village's off-street parking requirements for the property at 436 W. Frontage Road.

Community Development Director Steve Gutierrez explained as follows: The petitioner is Dr. Jeremy Warner who is the contract purchaser of the property at 436 W. Frontage Road. The Petitioner is seeking a parking variance for his use and the potential future tenants' use of the first floor of the building. He is relocating his medical/surgical practice to the second floor and is proposing 12 off-street parking spaces on the property. The Zoning Code requires anywhere from 30 to 35 depending upon the first floor tenants. If it were to be general office it would be 30 and a medical use would be 35 spaces.

On June 1, 2020, the Plan & Zoning Commission voted unanimously to recommend approval of the proposed parking variation with certain conditions that are set forth in the draft ordinance before the Board. Two of the most substantive conditions are that the occupancy of the building be limited to 18 adults and that prior to occupancy of the first floor, the petitioner submit a detailed description of that proposed tenant enable the Village to understand the nature of the tenancy as well as justification that the existing on-street and off-street parking together are adequate to serve the building. Village staff would review that submittal and if staff felt the existing parking was not adequate, then the petitioner would have to secure the use of two additional off-street parking spaces within a reasonable walking distance.

Director Gutierrez said the petitioner is present, as well as the architect, to answer any questions the Board may have. President Frazier said she is grateful to the Plan & Zoning Commission for doing such a thorough job and she thanked Director Gutierrez for doing a great job preparing this matter. She then told petitioner she was happy to have him in Northfield and wished him the best of luck.

President Frazier requested a roll call vote to approve an ordinance for a variation to the Village's off-street parking requirements for the property at 436 W. Frontage Road.

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

**CONSIDERATION OF APPROVAL OF AN ORDINANCE EXTENDING THE ANNEXATION AGREEMENT WITH SUNSET RIDGE COUNTRY CLUB**

Trustee Whittaker made a motion, seconded by Trustee Fowler, to approve an ordinance extending the Annexation Agreement with Sunset Ridge Country Club.

VM Sigman said this action is associated with the Public Hearing held earlier. If approved, it would extend the existing Annexation Agreement until 2043. All aspects of the existing Annexation Agreement will stay the same except for the time extension and that all construction would have to follow the Life Safety Codes in place at the time of the permit application. Sunset Ridge Country Club has been an exceptional corporate citizen of the Village. There have been no issues with anything related to their operation, compliance with code or the terms of the agreement over the last 18 years. She indicated that Attorney Hill and she can answer questions along with Jim Petersen and Jack Bodman from the Club.

President Frazier asked Attorney Hill about the condition to adhere to future building codes. She didn't see that in the original Annexation Agreement and asked how that is memorialized. Attorney Hill indicated the way it is written now, it entitled the club to use the model codes that were in effect at the time of the annexation and we could not adopt more stringent model codes for any construction or any improvements that they wanted to make. This now releases the Village from that and binds them to whatever codes we have in effect now and in the future. VM Sigman said that the specific language is in the new ordinance before the Board. President Frazier asked how that memorialized and made a part of the Annexation Agreement. Attorney Hill said the ordinance will be recorded.

President Frazier asked for comments and there were none. There were no written comments submitted either. Mr. Bodman then said it has been a pleasure to be a part of the Village from a club perspective. For almost 100 years and they have tried to be good citizens and he believes they have good communication with everyone at the Village with the things they want to do and their intention is to continue that for the duration of the Agreement. He also said that Chief Lustig is one of the best police chiefs that has ever been and they are glad to have him. He also thinks Chief Nystrand is a great fire chief as well.

President Frazier requested a roll call vote to approve an ordinance extending the Annexation Agreement with Sunset Ridge Country Club.

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

**CONSIDERATION OF THE EXECUTION OF A FOURTH STATE OF EMERGENCY  
DECLARATION DUE TO COVID-19 IN THE VILLAGE OF NORTHFIELD UNTIL JULY 21,  
2020**

President Frazer indicated that since the Board last met, she under took three exercises of her emergency authority. One was a proclamation on behalf of the Board, at the request of Trustee Whittaker, congratulating all the 2020 graduates. Second, Governor Pritzker signed into law a change allowing restaurants to sell carry out mixed drinks, called Carry-out Cocktail Law. She executed an executive order allowing our restaurants to do that. Lastly, she signed an order prohibiting the Middlefork pool from opening. There was a lot that happened because of this but in brief, VM Sigman called the Middlefork president and advised her that under the Illinois Department of Health Guidelines that their pool could not open. It had already been opened but it shouldn't have been. They were not happy with this news and called President Frazier. She confirmed that their pool could not open as the Village is abiding by the Illinois Department of Public Health rules and that had not yet issued any re-opening guidelines. The pool remained open and VM Sigman received an email from a woman on the club's board who is also an attorney and wrote that she was interpreting the guidelines differently and it was her belief that based on the CDC guidelines and published laws that they did intend to continue operating their pool. President Frazier advised the club that she would issue an executive order closing the pool and that they would risk financial sanctions if they didn't follow it. Sunset Ridge was closed and all the other local pools in the region were closed. VM Sigman checked with Attorney Hill and the Department of Public Health and there was express language stating pools were not allowed to be open. President Frazier received many emails from unhappy people. The Illinois Department of Public Health, four days later, put out guidelines for opening pools. One man wrote her and the Board members who was opposed President Frazier's exercise of her emergency authority. He also asked to Board to recall her authority. She stands by her decision 100%.

She said her only interest in continuing on with the emergency authority is to have the authority in case something else comes up that our businesses might need the Village to act right away, as opposed to waiting 6 weeks. She asked for the Board members to give their opinion and if anyone is opposed to it, she won't do it.

Trustee Whittaker said that he feels the power is important for our businesses to thrive in the community. Having the ability for them to do the carry-out cocktails and set up the outdoor patios was very important. Some decisions made may not make everyone happy, but our businesses are what make our downtown. If something comes up in the next month, he

believes she should have the authority to be able to accelerate the process and keep our businesses thriving.

Trustee Goodwin said he completely agrees and as a member of the Middlefork Club and a former president we send a lot of negative feedback toward those individuals. That type of behavior will not stand. He thanked President Frazier for her patience with that.

Trustee Lungmus thinks the rolling one month renewal makes a lot of sense. President Frazier has been active with the Village businesses and has tried to do her best. He thinks it is appropriate and can be re-examined next month.

Trustee Terrill agreed with the renewal. He commented on the negative attitudes towards the police all over the United States. He will never vote to defund the police in Northfield as long as he is alive and he is thankful for our police and fire departments.

Trustee Fowler said President Frazier has shown great judgment throughout this process and she has great backing with Stacy, Melissa and Buzz to help her. He trusts her judgment and would rather proceed with this for another month.

Trustee Orth thinks that President Frazier has done an excellent job and agrees 100% with what she has done. She doesn't make any rash decisions and she has a great staff with Melissa, Chief Nystrand, Chief Lustig, Stacy. He said she hasn't gone out and made any willy nilly decisions. He thinks it is important to continue this month to month. The decision with the pool was the right decision. He continues to support what she has been doing.

Village Clerk Sigman read the oath: "President Frazier, do you solemnly swear 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 said "I do."

## **PUBLIC COMMENT**

None.

## **Department Updates**

### **Administration**

VM Sigman reported as follows:

On our annual ComEd review, Northfield continues to do really, really well with reliability. Ten years ago, we didn't have that. ComEd has a number of improvements planned for Northfield that will address the little areas that we had problems with this year.

Steve Gutierrez has done a great job of getting our businesses back open. We didn't get the regulations from the State on what they need to do to comply until Tuesday at 5:00 p.m. and he managed to get our places open on Friday. It took a lot of scrambling for outdoor dining, inspections, and the health, fire and police review and also to President Frazer's authority to do all of that. It was quite a feat in 48 hours. The Village has received great feedback from the businesses on how much they appreciated it.

A big thank you and congratulations to Mike Nystrand, Tom Burke and his team for getting our advanced life support engine out and operating. It is a huge public safety asset for Northfield.

#### Community Development Department & Building Department

Director Gutierrez reported as follows:

On June 8<sup>th</sup>, the Architectural Commission was busy reviewing two petitions. One was a fence variation at 510 Briar. The homeowner was seeking to install an 8 foot high fence around the pool area versus the 6 feet that the Code allows. The Commission continued the matter until their meeting in July. They asked the petitioner to bring back more information regarding some details on how the fence would meet the existing house column, the landscaping around the fence and information about the fence material.

The Architectural Commission also reviewed exterior façade improvements proposed at 423 Central, at the corner of Central and Ash. They are remodeling and renovating their entrance and are proposing new replacement windows. The Commission approved the proposed improvements. They will be meeting again on July 13<sup>th</sup> with the continuation of the Briar variation. They will also be reviewing the extensive exterior renovations a 436 Frontage. That is the same office building that the Board just approved the parking variation. Dr. Warner will be investing quite a bit in improving the exterior of that building.

On July 6<sup>th</sup>, the Plan & Zoning Commission will be reviewing a request for approval of a plat of consolidation of two existing lots at 2260 and 2284 Bracken Lane. The current owner of both of those properties wants to consolidate them. He will be demolishing the existing home at 2284 Bracken.

Staff continues to work hard for businesses to have outdoor dining operations. This week they are reviewing an application from Northfield Restaurant to put up a tent in four parking spaces. He hopes to have that this week. They hope to open for Father's Day.

Trustee Orth asked the status of Heritage Mall. Director Gutierrez indicated it is still going forward and their permits have been approved. He thinks they have started work.

Trustee Fowler said that his friend just moved in on Happ Road and could not be more complimentary and how staff worked so hard in spite of COVID to allow him to move forward in record time. He was thrilled he moved to Northfield and the process went better than he could have imagined. Director Gutierrez said the staff is working really hard and adapting very well working at home.

Trustee Goodwin thinks it is significant that there are two businesses coming in - Dr. Warner and a new financial services headquarters. These are great trends.

President Frazier questioned how the bank is coming along. Director Gutierrez said he was at the site today and they are working feverishly to catch up. They are still hoping to complete construction by the end of the year. The contractor thinks that is a little optimistic but the bank is pushing to get it done.

### Finance Department

Finance Director Cratty reported as follows:

The financial report in the packet was the last for the fiscal year. We are in the process of reviewing and preparing for the audit which will be at the end of the month so some of these numbers are not set in stone. We are looking at having a surplus at the end of the year of about \$156,000. That is primarily driven by strong property tax collections which are 2.2% higher than in the budget. We also have a 13-1/2% increase in sales tax collections for the fiscal year. It is a good year. We got the sales tax receipts for the end of March, the numbers are slightly down slightly, 7.7% from last year. It is 55% better than anticipated in the model. The number came in around \$185,000 which is not substantially different than what it was this time last year. However, we still have the months of April and May and will continue to monitor going forward. This is about \$60,000 more than they anticipated in their modeling. He will be reviewing where these sales taxes came from to see which sectors are stronger than anticipated.

Jared Arbus started last week with the Village and he is also an L&A employee. He took over for Daryl Kaiser who retired last Friday. So they are getting Jared up to speed on the water billing as well as the accounts payable portion of what we do.

Trustee Orth welcomed Director Cratty to Northfield and it is a pleasure having him work for Northfield. He has big shoes to fill but he thinks Director Cratty will do a great job.

### Fire-Rescue & Public Works Departments

Chief Mike Nystrand reported as follows:

Since the last Board meeting, they have responded to 101 calls for service in the fire department. On May 22<sup>nd</sup> he and Squad 29 responded to a house fire in Winnetka. On May 29<sup>th</sup>, they responded to a fatal car accident in the 400 block of Frontage Road. They received assistance from Northbrook and Winnetka Fire Departments. On June 6<sup>th</sup>, our department responded to Glencoe for a water rescue on Lake Michigan for kayakers in distress. On June 12, Squad 29 responded to Wheeling for a change of orders because they had a technical rescue call on the water tower in Wheeling where a worker up there became ill and had to be brought down via technical rescue equipment. MABAS Division 3, consisting of 17 departments and 39 stations and 900 firefighters, continues to work and be on standby for the unrest that we've seen. Chief Nystrand and his staff continue to find COVID-19 supplies. Overall, things are good in the fire department, everyone is healthy and there isn't anyone infected at this time.

Public Works Director Mike Nystrand further reported as follows:

Public Works staff has assisted the garden club with the planting throughout town. They removed 8 dump truck loads of dirt from the ditch in Willow Park behind Middlefork School which a lot of the storm sewer, the water that goes through the neighborhood at Bosworth west of Wagner flows across Willow Road and comes out behind the school. There is always a buildup there and they try to help the park district out so we can maximize the capacity of that ditch to hold storm water during rain events.

There was a bid opening on the 10<sup>th</sup> of this month for the Frontage Road water main replacement/lining project. That will be brought to the Board in July. They have worked with MWRDGC on the water issues with the rains we have had in the last few months. They have located a number of blockages that were caused by equipment that washed out of people's yards, like soccer nets and all kinds of stuff. They work along with MWRDGC as they go in the river with boats and brings the debris to the bridges and they lift it out. Public Works helps them dispose of the stuff coming out of the river.

Staff has also been doing the usual landscaping and maintaining Village property and responding to requests for service.

### Police Department

Chief Lustig reported as follows:

It has been busy the last couple of months in the police department. Last week was the Sunset Ridge graduation and police and fire led the graduates from Sunset Ridge School to UDawgU. One of the students said “Mom I can’t believe that they did this for us. They closed Willow Road and led us down Willow to UDawgU where we all had dinner.” That was a powerful statement to Chief Lustig that leading them down to a restaurant had such an impact.

The principal at Sunset Ridge School, Dr. Green, retired and they moved 200 cars through North Happ down Wagner and through the school without any traffic issues. That was very positive. Public Works dropped off the barricades for them which was very helpful. People really enjoyed it.

Last week all officers assisted Winnetka, Wilmette, Skokie Police Departments due to the protests. All went peacefully. The mobile field force were also bouncing all over the Midwest, including our sergeant who is on that. When they responded to Waukegan, that was more difficult where the officers had bricks and glass thrown at them. A Molotov cocktail was thrown but did not explode. Their ballistic shields protected the officers. He said it was an experience, but he was glad when it was over.

Chief Lustig received a call from a resident who was the first African American family that moved to Northfield. The grandfather came here 40 years ago and brought his daughters, son-in-law and their children – three generations to Northfield. About three years ago they moved to California and were making a movie that was aired last year. She called him today to say she was worried about the police department and she wanted us to know we had her complete support. That meant a lot of him.

Trustee Whittaker wanted to share with Chief Lustig something he received from a police chief who is a friend of his. He said from Day 1 that it is imperative that we build trust in times of calm as we will need that trust in times of turmoil. This statement really touched him because as a community, we have trusted Chief Lustig and his department from Day 1 and that’s why at times like this, residents of Northfield feel so safe in trusting our police department.

Trustee Terrill added to the feeling of safety and respect and a general liking for the people that run our town – the police and fire departments and staff. He has lived in other towns, namely Kenilworth, and Northfield is well above anything he has previously experienced. He is grateful for the community, the feeling of trust we have for one another. It is a great feeling with all the turmoil going on in our country.

## **ADJOURNMENT**

There being no other business or issues to come before the Board, Trustee Terrill made a motion, seconded by Trustee Whittaker 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 8:08 p.m.