

**REPORT OF PROCEEDINGS
OF THE
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF NORTHFIELD
TUESDAY, SEPTEMBER 15, 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 7:00 p.m. on Tuesday, September 15, 2020. President Frazier called the meeting to order and asked the Clerk to call the roll.

PRESENT: President Joan Frazier

 Trustees Charles Orth
 Todd Fowler
 John Goodwin
 Greg Lungmus
 Tom Whittaker

ABSENT: Thomas Terrill

ALSO PRESENT: Attorney Mallory Milluzzi

I. Consent Agenda Items: Village President

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

General Fund	\$126,811.23
Foreign Fire Insurance Tax Fund	5,924.89
Water and Sanitary Sewer Fund	24,380.13
Capital & Equipment Fund	40,159.67
2017 Bond Fund Debt Service	<u>2,371.12</u>
TOTAL	<u>\$199,647.04</u>

Trustee Whittaker made a motion, seconded by Trustee Goodwin, to approve Consent Agenda items 1 and 2.

Upon the following roll call vote, motions to approve Consent Agenda items 1 and 2 were approved.

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

CONSIDERATION OF A REQUEST FOR A SPECIAL USE ORDINANCE FOR A GARAGE TOTALING 1,382 SQUARE FEET AT 2345 CLOVER LANE

President Frazier indicated this was a special use request with variations to front and side setbacks. Variations of a setback requires a two-thirds vote of the Board.

Trustee Lungmus made a motion, seconded by Trustee Orth to approve a request for a special use and variation ordinance for a garage totaling 1,382 square feet at 2345 Clover Lane.

Director of Community Development Steve Gutierrez noted the petitioners were seeking a special use ordinance to expand their home garage at 2345 Clover Lane by an additional 655 square feet for a total of 1,382 square foot garage. The request also included a variation from the front and side yard setbacks. The Zoning Code requires a special use permit in the R-1 District for any garage that exceeds 1,200 square feet. Upon consideration and a hearing, the Plan & Zoning Commission voted unanimously to recommend approval of the requested special use and the associated variations to the front and side yard setbacks. The petitioners were at the meeting in case the Board had any questions.

President Frazier said the Plan & Zoning Commission did a thorough job of vetting this issue. Village Manager Sigman noted that no electronic comments were received.

President Frazier requested a roll call vote to approve this special use and variation ordinance for a garage totaling 1,382 square feet at 2345 Clover Lane.

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

CONSIDERATION OF A REQUEST FOR APPROVAL OF A PRELIMINARY AND FINAL PLAT OF HIVELEY SUBDIVISION FOR THE PROPERTY AT 587 BRIAR LANE.

Trustee Lungmus made a motion, seconded by Trustee Fowler to approve a preliminary and final plat of Hiveley Subdivision at 587 Briar Lane.

Director of Community Development Steve Gutierrez indicated the petitioners were seeking a preliminary and final plat of subdivision to subdivide their property at 587 Briar Lane into two buildable lots. Both proposed lots fully comply with the Zoning Code. Upon

consideration and a hearing, the Plan & Zoning Commission voted unanimously to recommend approval of the proposed plat of subdivision. The petitioner's architect was at the meeting to answer any additional questions from the Board.

President Frazier noted that a neighbor, Mr. Raymond, had issues with the subdivision due to potential drainage issues. Director Gutierrez, noted that the petitioner's architect, Mr. Raymond, and Mr. Raymond's consulting engineer have scheduled a proactive and neighborly meeting on September 17 to discuss any issues with the preliminary storm management plan. In addition, staff will ensure that any proposed development will fully comply with the Village stormwater management ordinance. Once they comply with the code, the petitioner would not be not bound to the neighbor's consulting engineer's request.

VM Sigman indicated that the Village did not receive any electronic comments.

President Frazier requested a roll call vote to approve a preliminary and final plat of Hiveley Subdivision for the property at 587 Briar Lane.

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

EXECUTION OF A 7TH STATE OF EMERGENCY DECLARATION, DUE TO COVID-19, IN THE VILLAGE OF NORTHFIELD UNTIL OCTOBER 20, 2020

President Frazier stated she planned to execute a state of emergency declaration due to COVID-19 effective September 15th through the October 20th Village Board meeting, unless repealed early. She indicated that she had not exercised any emergency authority this past month and that she does not anticipate doing so in the near future. However, this is a very fluid situation and could change when the weather gets colder and restaurants need alternative plans to survive.

President Frazier asked the Board if they were any objection to signing this order. Hearing no objections the 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 replied, "I do."

PUBLIC COMMENT

Director DeFeo indicated there was one person in the electronic audience who had raised their hand and was requesting to speak. Chya Rubinstein, indicated that she was the President of the Northfield, Kenilworth, and Winnetka League of Women Voters. She stated that residents of Northfield, Kenilworth, and Winnetka could register to vote on September 23 from 9:30 a.m. until 6:30 p.m. at the Winnetka Library's patio and that voters can also register on September 26 from 8:00 a.m. until 12:30 p.m. at the Winnetka Farmer's Market. Finally, she noted that the

local Girl Scout Troop is making sashes honoring the suffrage movement and the 19th ratification amendment.

President Frazier thanked Ms. Rubinstein for her work.

Department Updates

Administration

VM Sigman reported as follows:

IDOT anticipates approving the Happ Road Phase I design on Friday, which is about a month ahead of schedule. She is working with the Cook County Department of Highways on the Intergovernmental Agreement. Hopefully, this will be presented to the Board at the December meeting so they can commence Phase II engineering in early 2021. The next steps would be proposal requests and working with Cook County to hire an engineer.

The staff is also working with TranSystems on the pedestrian bridge which needs replacing. The Village has engaged TranSystems to attempt to get an ITEP grant for this project. To improve the chances of getting an ITEP grant, the design will also include an elevated walkway to connect the bridge to the sidewalk system in the downtown and at the new bank. If successful the funding is an 80/20 split.

Gewalt-Hamilton is studying the newly suggested option for the Skokie Valley Trail along the 800 feet where Fields has their parking lot on the Com Ed right of way. The design report should be available in early October and will include pricing. This topic will be on the Committee of the Whole agenda in October.

Trustees Lungmus and Fowler have been working with VM Sigman and Director Cratty on the COVID financial projections. Since the Skokie Valley Trail will be on the October agenda, the financial discussion has been moved to December.

Community Development Department & Building Department

Director Gutierrez reported as follows:

An application was withdrawn from the Architectural Commission requesting a sports court/hockey rink due to opposition from some neighbors.

On October 5th, the Plan & Zoning Commission will be hearing an amendment on Taco Nano's special use permit. They are planning an expansion into the tenant space next door.

The building at 1799 Willow will be occupied by a tutoring organization and they received their Certificate of Occupancy this past week.

The staff has been active in assisting our restaurants to try to maximize their outdoor seating as the weather starts to get cold. Some are hoping to fully enclose their tents and our

teams are working to navigate both the fire department's parameters and the state's guidelines concerning safe outdoor seating.

President Frazier inquired if there was adequate parking at 1799 Willow. Director Gutierrez replied that by renting several spaces from a dentist next door and due to the nature of the operation, there should be sufficient parking.

Finance Department

Finance Director Cratty reported as follows:

From the July financial report, revenues to date were down about \$425,000. Breaking this down, \$272,000 was from property taxes but this was a timing issue because of how we budget every month. In reality, revenues were down about \$150,000 through July. As anticipated, all revenue sources were down from the budget, some more than others. The largest decline was on the sales tax side where we were about \$106,000 down for the year and an additional \$143,000 down on home rule sales tax. The good news was that we modeled for a 58% collection and actually collected 92% of the budget. This will continue to be monitored.

Trustee Orth asked about the vehicle sticker purchasing issue which has always been a sticking point. Director Cratty replied we were down about \$12,000 from the budget but only down \$2,000 from this time last year. Collections were going pretty well and he believed online purchasing helped this year, especially with trying to limit contact with residents coming into the Village.

Expenditures were up about \$25,000 for July, but this again a timing issue with there being three pay periods in that month.

The actuary report from the Committee of the Whole showed there was a negative 3% return on the investment in the Police Pension Fund. Since then, the market recovered in July and the Pension Fund is now at an 8.83% return so far this year.

Fire-Rescue & Public Works Departments

Director Mike Nystrand reported as follows:

The Fire Department responded to 98 calls for service since the last meeting. On September 2nd, he and the squad responded to a significant fire in Winnetka at the Indonesia Couselet. They returned the next day to extinguish a rekindle instigated by a type of insulation in the building. They continue to monitor COVID-19 issues and PPE supplies which currently appear sufficient.

Public Works repaired seven water main breaks and tracked it down to an erratic pressure issue linked with Winnetka's system which supplies our water. They are close to getting that issue under control. The sanitary sewers on Lagoon have been taken care of by being completely slip-lined. The sidewalk concrete contractor replaced all of the trip hazards throughout the

Village for this season. The Public Works-Fire Rescue replacement roof should be completed in the next week.

Last week they assembled, charged, and chlorinated the temporary bypass main for the water main replacement from Frontage Road to Happ Road. They retrieved samples yesterday and once positive results come back, the temporary service connection will be completed. At that time, we will start the actual replacement and lining of that segment.

Police Department

Chief Lustig reported as follows:

You have probably heard the term “de-escalation” over the last several months. The department is currently going through de-escalation training. Everyone is mandated to go through a two-hour webinar and there is a test afterward.

Police have been busy in the schools. Both Sunset Ridge and New Trier conducted lockdown drills which were done via e-learning with the students. New Trier did not have the opportunity to pass out last year’s yearbooks so over the last few days approximately 3,500 cars drove through the West Campus without incident.

Trustee Fowler asked who makes the decision regarding Halloween. Chief Lustig stated that the Governor is working with the Illinois Department of Public Health to establish procedures. President Frazier said she will consult with the Chief and plans to make an announcement on October 1 or whenever the state guidelines are released.

Trustee Orth asked for everyone to reach out to residents to ensure they do the census since time is running out.

ADJOURNMENT

Since there were no other issues or business 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: Whittaker NAYS: 0 ABSTAIN: 0 ABSENT: Terrill
Orth
Fowler
Goodwin
Lungmus
Whittaker

The meeting was adjourned at 7:32 p.m.