

**REPORT OF PROCEEDINGS
OF THE
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
VILLAGE OF NORTHFIELD
Tuesday, January 15, 2019 - 7:00 p.m.**

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, January 15, 2019 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	Tom Roszak Greg Lungmus John Goodwin

ABSENT:	Allan Kaplan Thomas Terrill John Gregorio
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ALSO PRESENT:	Attorney Everette M. Hill, Jr.
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APPROVAL OF CONSENT AGENDA ITEMS:

1. Approve the Report of Proceedings from the December 4, 2018 Village Board meeting.

2. Approve the Bills and Disbursements from 11/16/18 to 12/28/18:

General Fund	\$302,103.80
Foreign Fire Ins. Tax Fund	600.12
Water and Sanitary Sewer Fund	275,953.72
Storm Sewer Improvement Fund	6,825.50
Capital & Equipment Fund	127,515.47
2017 Go Bond Project Fund	25,022.65
Rolling Ridge SSA Project Fund	<u>4,262.00</u>
TOTAL	<u>\$742,283.26</u>

3. Annual Appointments:
 - A. Approve a resolution appointing Village Manager Stacy Sigman as Village Clerk for 2019.
 - B. Approve a resolution appointing Executive Assistant Holly McDonald as Deputy Clerk for 2019.
 - C. Approve a resolution appointing Finance Director Steve Noble as Treasurer 2019.

4. Approve an ordinance implementing an Indemnification Agreement with Cook County to permit work by Village crews on County rights-of-way for 2019.

5. Accept Audit Report No. 49 from the Illinois Department of Transportation for the

disbursement of Motor Fuel Tax Funds by the Village from 1-1-11 to 12-31-17.

Trustee Goodwin made a motion, seconded by Trustee Roszak, 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:	Rozzak	NAYS: 0	ABSTAIN: 0	ABSENT:	Kaplan
	Lungmus				Terrill
	Goodwin				Gregorio

CONSIDERATION OF A SPECIAL USE ORDINANCE TO ALLOW FOR PHYSICAL AND OCCUPATIONAL THERAPY, CHIROPRACTIC MEDICINE AND ONE ON ONE PERSONAL TRAINING SERVICES AT 465 CENTRAL AVENUE

Trustee Roszak made a motion, seconded by Trustee Lungmus, to approve a special use ordinance to allow for physical and occupational therapy, chiropractic medicine and one on one personal training service at 465 Central Avenue.

Community Development Director Steve Gutierrez indicated that Core Health & Wellness, Inc. is requesting a special use in order to provide the services mentioned. On January 2, 2019, the Plan & Zoning Commission held a hearing on this special use application and voted unanimously to recommend its approval. The petitioner is present to answer any questions.

Petitioner, Charlie Pick, who is the owner of the building at 465 Central, indicated that Core Health & Wellness is the prospective tenant. Trustee Roszak questioned Nick Rubel of Core Health & Wellness as to where the business is now and why he picked Northfield as their new location. Mr. Rubel responded they are in Glenview and said that a lot of their clients are located in this area.

President Frazier then requested a roll call vote to approve a special use ordinance to allow for physical and occupational therapy, chiropractic medicine and one on one personal training service at 465 Central Avenue.

AYES:	Rozzak	NAYS: 0	ABSTAIN: 0	ABSENT:	Kaplan
	Lungmus				Terrill
	Goodwin				Gregorio

CONSIDERATION OF AN ORDINANCE TO AMEND ARTICLES III, IV AND XIX OF THE ZONING CODE

Trustee Goodwin made a motion, seconded by Trustee Lungmus, to approve an ordinance amending Articles III, IV and XIX of the Zoning Code.

Director Gutierrez reported that there are property owners offering their homes for short term rentals on websites such as Airbnb or Home Away. The Northfield Code is known as an exclusive code which means land use that is not explicitly listed in the code is presumed to be prohibited. Short term rentals and bed and breakfast accommodations are not contemplated in our Zoning Code. Therefore, they are prohibited. Staff has been administering the Code in this manner for some time. Staff received some of the homeowners advertising on Airbnb and argue since the Code doesn't say anything about it, it should be considered a typical residential use. The Code doesn't currently define short term rental and it's not listed as a prohibited use. The Village Attorney and staff discussed it and thought it would be a good idea to clarify the code so that it was more explicit for the typical reader that short term rentals are prohibited.

At their January meeting, the Plan & Zoning Commission voted 4-2 to recommend approval of the text amendment as drafted. One of the two P&Z members who voted against the text amendments indicated that, while they didn't disagree with the amendments, they wanted to allow the public more time to recognize that the issue was being discussed. The other member voting against the text amendment thought that we should set up rules for operating this type of land use, but not outright prohibit it. It was then brought back to the Village Board for their final decision.

President Frazier said we have gone back and forth on this several times and believes it has been discussed thoroughly. The bottom line is that the text amendment doesn't really change anything, it just clarifies that rentals, for less than 60 days, are prohibited.

Trustee Roszak asked about whether surrounding neighbor municipalities allow Airbnb's. None, except Glenview, allows short term rentals. Winnetka, Kenilworth, Wilmette, and Glencoe do not allow for short term rental per their codes. Glenview allows lodging houses and bed and breakfast as a special use in their commercial district only, but it is prohibited in the residential districts. Winnetka prohibits them, but only enforce their Code on a complaint basis. They are not actively looking at the sites to see whose listed and not. Last year, Lake Bluff was contemplating this issue and they approved short term rentals for a defined period of time. So they will regulate them, but only for a two year period. That period will end in April of 2020. Lake Bluff put regulations on terms of annual registration, capped the registration at 6 total throughout the Village, require certain distances between them. The property owner must live in the home for at least 275 days per year and short term rental is defined as less than 30 consecutive days. The proposed definition for Northfield is for less than 60 days; anything over 60 days would not be considered a short term rental.

Trustee Roszak asked Attorney Hill what the possibility is with this being challenged as it is a fairly new concept. A person might say this is my house and I can do whatever I want with my house. He asked if this has been challenged anywhere in the country. Attorney Hill indicated it has been challenged, but what we are doing here has withstood challenge in other states. He thinks it's a reasonable regulation.

President Frazier said the Lake Bluff regulatory approach gives her pause because it opens the possibility of regulating landlords in our single family neighborhoods. If we allow them, we have to worry about certification, how close is the house where someone else wants to put one and policing Airbnb's where they advertised falsely be on the website. Then the Village has to get involved or neighbors complain about strangers coming and going. You move into a community and think it will be a quiet residential area and suddenly there are a lot of strangers and traffic. The world is changing and one day this may be a standard, but for now, she doesn't see the benefit. The residents she has talked to, don't want it next to their house. President Frazier believes that 60 days is a reasonable limitation. If someone wants a long term rental, it's not prohibited under our Code.

President Frazier then requested a roll call vote to approve an ordinance amending Articles III, IV and XIX of the Zoning Code.

AYES:	Rozzak	NAYS: 0	ABSTAIN: 0	ABSENT:	Kaplan
	Lungmus				Terrill
	Goodwin				Gregorio
	President Frazier				

CONSIDERATION AND APPROVAL OF THE LOCAL AGENCY AGREEMENT FOR NORTHFIELD ROAD FOR A TOTAL PROJECT COST UP TO \$1,747,000

Trustee Goodwin made a motion, seconded by Trustee Lungmus, to approve the Local Agency Agreement for Northfield Road for a total project cost up to \$1,747,000.

VM Sigman indicated that about 7 years ago, Northfield received an STP fund through the Northwest Council of Mayors to pay a 70% grant towards the reconstruction of Northfield Road. As part of that grant, the Council paid for the Phase II engineering and Phase III which is the engineering and actual construction of the roadway. Northfield is scheduled to complete this project in 2019. In 2018, we completed Phase II work and are proposing to go out for bid this spring through IDOT's bid process with construction this summer. All three of the next items on the Agenda are required by IDOT to move the project forward, put it on the IDOT bid list and get the 70% reimbursement necessary to do the work. The first item is the local agency agreement of \$1,747,000. After that, the federal portion is \$1,220,900. The Village would be responsible

for \$524,000 which was planned as part of our referendum for roadway work and will be budgeted for next fiscal year.

President Frazier asked about the changes to Northfield Road. Northfield Road is severely deteriorated, but the Phase I work calls for keeping the roadway configuration with sections of curbing being replaced. The only other major improvement will be some storm water improvements as we currently have some flooding and other issues with that roadway. Those will be addressed with additional inlets and storm water infrastructure.

Trustee Roszak asked if this included any street lights. VM Sigman said no. None of that is eligible under STP funding. We can do streetscape enhancements, but that would come under a transportation enhancement program grant. They tend to use that for larger more regional roadways.

President Frazier then requested a roll call vote to approve the Local Agency Agreement for Northfield road for a total project cost up to \$1,747,000.

AYES:	Rozsak	NAYS: 0	ABSTAIN: 0	ABSENT:	Kaplan
	Lungmus				Terrill
	Goodwin				Gregorio

CONSIDERATION AND APPROVAL OF A CONSTRUCTION ENGINEERING SERVICES AGREEMENT FOR NORTHFIELD ROAD WITH TRANSYSTEMS CORPORATION IN THE AMOUNT OF \$186,939.54

Trustee Roszak made a motion, seconded by Trustee Goodwin, to approve a Construction Services Agreement for Northfield Road with TranSystems Corporation in the amount of \$186,939.54.

VM Sigman explained that any time we get federal funding, a competitive request for qualifications are required. TranSystems was selected as the design engineer pursuant to that request. They are in the process of completing Phase I work. Per that request for qualifications and selection process, they are also eligible for the Phase III work which is overseeing the actual construction. The amount is controlled through the federal highway administration in a ratio that is to be approved by IDOT. Their contract fee for this work of \$186,939.54 is in compliance with the IDOT and federal standard. They have done an excellent job with the project. TranSystems was the design engineer for IDOT on Willow Road, but this is the first time the Village has used them on a local project. We have been very happy with their level of service.

President Frazier then requested a roll call vote to approve a Construction Services Agreement for Northfield Road with TranSystems Corporation in the amount of \$186,939.54.

AYES:	Rozsak	NAYS: 0	ABSTAIN: 0	ABSENT:	Kaplan
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Lungmus
Goodwin

Terrill
Gregorio

CONSIDERATION AND APPROVAL OF A RESOLUTION COMMITTING TO THE 30% MATCHING FUNDS ASSOCIATED WITH THE NORTHFIELD ROAD PROJECT UP TO \$524,100

Trustee Goodwin made a motion, seconded by Trustee Lungmus, to approve a resolution committing to the 30% matching funds associated with the Northfield Road project up to \$524,100.

VM Sigman explained that IDOT requires some commitment from Northfield in order to put this project on the bid list. This resolution pledges that we will provide the matching funds to complete the project. If all approved tonight, the paperwork has to be filed with IDOT by tomorrow in order to make the March letting date.

President Frazier then requested a roll call vote to approve a resolution committing to the 30% matching funds associated with the Northfield Road project up to \$524,100.

AYES:	Roszak	NAYS: 0	ABSTAIN: 0	ABSENT:	Kaplan
	Lungmus				Terrill
	Goodwin				Gregorio

CONSIDERATION AND APPROVAL OF THE PURCHASE OF ONE MSV3 MULTI-SERVICE VEHICLE, WITH ATTACHMENTS, IN FY 2019/20 IN THE AMOUNT OF \$134,851.00, FROM R.N.O.W., INCORPORATED OF WEST ALLIS, WISCONSIN WITH AN IMMEDIATE DEPOSIT OF \$5,000 TO RESERVE THE EQUIPMENT

Trustee Goodwin made a motion, seconded by Trustee Roszak, to approve the purchase of one MSV3 Multi-Service Vehicle, with attachments, in FY 2019/20 in the amount of \$134,851.00, from R.N.O.W., Inc. of West Allis, Wisconsin with an immediate deposit of \$5,000 to reserve the equipment.

Public Works Director Mike Nystrand reported that their vehicles and equipment are scheduled for replacement through the Village's equipment replacement plan. As part of our annual budget preparation, any equipment due for replacement is thoroughly evaluated. If the replacement is deemed necessary, then updated pricing information is obtained so it can be incorporated into the draft budget. For FY 2019/20, the ERP contemplates replacement of an existing 2007 MT Series 5 multi-purchase tractor. This piece of equipment is used by the Public Works Department to clear snow and sweep debris from our sidewalks and bridges to ensure pedestrian safety and to provide clear routes to the schools. In 2015, the Village added a second sidewalk tractor to the fleet so we would be able to clear all the new sidewalks around the schools that came about with the Willow Road widening project. Our 2007 machine has

experienced repeated breakdowns and maintenance issues during critical snow events. The tractor continues to have mechanical issues and staff and our fleet maintenance division has evaluated it once again and feels it is time to be replaced. In doing research for replacement vehicles, they found that there are only two options currently available. One is out of Ontario, Canada with an estimated price of \$160,000 and the other out of Wisconsin with a discounted price of \$134,851. The tractor is identical to the one that the Village purchased in 2015. They will be able to stock the same parts. Maintenance is the same and the attachments on this machine would be able to be used with the new machine. This model has been discontinued for production due to Tier 4 EPA emissions for replacement engines in these types of units. So this is a brand new unit that is in stock at the distributor in Wisconsin. Based on the quotation provided, they are willing to give us a combined discount of \$32,125 which is a combination of the Sourcewell contract pricing that is out there for anyone and an additional dealer discount. Although this purchase is planned for the next fiscal year, the vendor has indicated on the attached copy of the email that they would hold the tractor for us if the Board authorizes the purchase of this vehicle in the next fiscal year and we would make a \$5,000 deposit now to hold the vehicle. They have looked at financing on a four year leased purchase. Director Noble has currently received information and pricing on the lease for the step van approved this fiscal year so we could roll the financing for this vehicle into that as well. Staff is recommending that the Village take advantage of this opportunity and asks the Board to consider authorizing its purchase.

President Frazier asked if we are budgeted for this. VM Sigman said it is planned for in our capital budget. The draft budget has not yet gone to hearing or approved by the Board. That will take place over the next couple of months. If we wait for that budget to be completed and approved, by the time we get to May, there won't be any other options to buy this machine. The only other machine available is out of Canada. It is \$30,000 more, and long term, there are higher maintenance costs. Everything would have to come out of Canada. It's a completely different machine than what we have so we would be servicing two different machines and the attachments wouldn't match. Staff is looking for an authorization to put a deposit down and then subject to that budget going through, we would purchase the machine after May 1st.

Trustee Lungmus said it is astonishing how expensive this equipment can be. He wondered whether this equipment is used in the summer. Director Nystrand said they sweep the sidewalks in the summer with the equipment.

President Frazier then requested a roll call vote to approve the purchase of one MSV3 Multi-Service Vehicle, with attachments, in FY 2019/20 in the amount of \$134,851.00, from

R.N.O.W., Inc. of West Allis, Wisconsin with an immediate deposit of \$5,000 to reserve the equipment.

AYES:	Roszak	NAYS: 0	ABSTAIN: 0	ABSENT:	Kaplan
	Lungmus				Terrill
	Goodwin				Gregorio
	Frazier				

PUBLIC COMMENT

Bridget O’Keefe, an attorney at Daspin & Aument, representing 1622 Willow Road JB LLC spoke to ask the Board to reconsider the decision of last month denying a special use permit for 44 units of senior housing at 1622 Willow Road. She was accompanied by Rudy Trebles, a member of the development team. She said she wants an opportunity to present a revised plan to the Board. She spent a lot of time reviewing the extensive record that was prepared on this case such as the hearing transcripts, the minutes, all the expert reports that were presented by the Village and the applicant. She felt there was a disconnection between what the experts were saying and what the neighbors believed. She believes her client made a strong written record demonstrating compliance with the special use standards that were laid out for this use. This was recognized by the Village staff who raised no concerns and by the Plan & Zoning and Architectural Commissions, both of whom recommended approval. There were a number of statements made at the December 4th hearing that indicated that her client didn’t adequately communicate with the neighbors about the scope of the project and the benefits it will provide to Northfield and the project’s true impact. It was too late by the time her client began to understand the issues that were raised. They weren’t represented by counsel and they didn’t understand that they wouldn’t be able to provide a direct rebuttal or get a continuance to circle back to the neighbors and continue the conversation and address the concerns. She believes, after talking with her client and reviewing the record, that there is an opportunity for improvement to the plan and that there would be room for further discussions with the neighbors and the community if the Board allowed.

Ms. O’Keefe continued that the building presents an opportunity to Northfield. It is vastly under-utilized, its use provides no benefit in terms of use or services. There are uses that are permitted in that zoning district that would be far more intense and intrusive than senior housing. These uses could operate into the evening and weekends. They would generate far more of a parking demand than senior housing. The building is in danger of being vacant for a very long time because there isn’t sufficient parking to serve its current office layout. She said that the trustees all seemed to agree that there was a need for senior housing in Northfield. Her client surveyed Northfield and looked at a lot of different areas and was trying to identify a site and

wasn't able to identify another location that would work for senior housing. They felt this would be a unique proposal to meet that need. What wasn't adequately conveyed at the December 4th hearing were the benefits of what this senior housing would bring to Northfield. It would bring high quality senior housing to the Village where there isn't any. Seniors want to live where they were born or raised, where their friends and churches are. Residents would like to bring their family members closer to them. She doesn't believe this was adequately discussed at the last meeting. Her clients commissioned a market study that showed there was significant demand in Northfield and the north shore that wasn't being met. It was also a use that was extensively studied by the Village and her client's experts and was signed off on by all the Village departments. The plan was reviewed by police and fire. The Village engineer looked at it for flooding, storm water detention, access to utilities and that was signed off. Both the Village and her client's traffic and parking experts determined that senior housing is the least intense use. Seniors in an assisted living facility don't drive and there is more than enough parking as attested to by the experts for the staff and visitors.

Ms. O'Keefe then discussed the safety issues such as parking at the forest preserve or on the neighboring streets. She said what wasn't discussed is that the experts don't feel that will be needed because there will be more than enough parking on site to meet the demand even at peak times. What would have been helpful was if her client had brought their parking and traffic expert to testify and to present their findings directly to the Board and to the neighbors. They could have heard the neighbors' concerns and see if modifications to the plan could be made to make it work for everyone. There were also issues raised by Mr. and Mrs. Wipperfurth about the alley. She believes insufficient communication occurred with them and that further communications should have been held with the entire community to address the misconceptions that exist. The residents who will be living in this facility are seniors with health issues and need assistance with daily living. They are not people who are mentally ill or have behavioral problems. These people suffer from old age or have Alzheimer's or dementia. Ms. O'Keefe felt this was a misconception that wasn't addressed.

Ms. O'Keefe continued by saying that Charter Senior Living is an experienced operator and is operating nationally across the country. They have experience of operating next to residential communities and single family homes without adverse impacts. The program could be structured in such a way to provide conditions or covenants in its special use permit to offset any possible impacts. She doesn't feel that was adequately brought out. She is asking the Board for their consideration to reopen this matter for further discussion with the neighbors, community and the Board. This would require a motion to reconsider which has been discussed

with the Village Attorney. Asking for additional time would be two-fold. One would be to immediately go out and set up meetings with the community to continue the discussion. It would allow a thorough examination of the issues to see if there are additional accommodations that can be made. It would allow additional time to meet with the Wipperfurths to discuss possibly selling their home to Charter. She said she was asked by the Village Attorney what changes could be made to address these concerns. She was hesitant to suggest anything without sitting down, going back to the neighborhood, talking to them, hearing their concerns and seeing if we can go back to the drawing board. The end result might be bringing senior housing to Northfield which is needed in a way that would be welcomed by the community. If they were to miss this opportunity to reconsider, then it would be more difficult to do so. They are not asking for a vote, just additional time for discussion for maybe a 60 or 90 day period to allow them to go back and have a discussion with the neighbors and try to make progress and then come back to the Board and present it again.

President Frazier asked the Village Attorney to address this for the Board. Village Attorney Hill said that as Ms. O'Keefe stated, she did call him about this matter. Any matter that the Board voted on may be reconsidered provided that the Board adopt a motion to reconsider at the very next meeting. This is something that can occur based upon a request by a petitioner. It will take one of the Board members to make a motion to reconsider. This is only a procedural matter that would be addressed tonight. No substantive issues whatsoever, purely the procedural matter as to whether the Board is willing to add another date in the future to reconsider some changes that they might wish to make or to reconsider the Board's prior actions. All it would do tonight is to keep the matter alive and open for further debate. The first step in the process would be for a Board member to have a motion to reconsider and require a second. It is a debatable motion, but all four elected officials would have to vote in favor of having the Board's decision reconsidered at a later date. He said if he understood Ms. O'Keefe correctly, they would like to hold it open for 60 or 90 days.

President Frazier asked Attorney Hill to explain a debatable motion. Attorney Hill said it means that if somebody moves it and seconds it, the Board can discuss the merits among themselves. VM Sigman added that if there is no motion, second and approval, the Board's action from last month is final.

Trustee Roszak asked if the Board can discuss the matter before the motion. Attorney Hill said no, there has to be a motion to reconsider it first. He said it would not be appropriate to discuss potential changes or what they might want to do. Since this matter is not on the

Agenda, it has to be treated as a procedural matter. That's why the substantive aspects of any ideas they might have are not appropriate subjects for the Board's debate tonight.

President Frazier indicated that the question is if anybody wants to move to reconsider and if so whether there is a second.

Charles Orth, 1655 Orchard Lane then spoke. He said he was part of the coalition that adamantly opposed this project and felt blindsided by this because there has been contact with the Village Attorney and the Village and was not on the Agenda for tonight. He said that had people known about this, the room would have been filled again. He feels that it is highly unlikely what they would bring to talk about with this project that would make any change or impact which would convince the residents or the Board or Village staff would make any difference unless they knocked the building down and rebuilt. The Wipperfurths were contacted and did not respond and said that the community adamantly opposed this project. There were so many reasons why it was opposed and it was a 7-0 vote by the Board at the time opposing the project for numerous reasons. It would be very unfair and he doesn't think there is anything they could bring to the table at this point except knocking the building down or have a different use. It wasn't about seniors; it is about the location and what they are going to do there which is the problem. He spent a lot of time going door to door and to get petitions signed, did a lot of leg work, following up and did a lot of research online that this is not an appropriate use and not even an appropriate topic to be reopened by the Board at this time for any kind of discussion.

President Frazier asked the Board if there is a motion. No one responded and so there is no motion to reconsider. The matter will stand with the Board's last vote.

President Frazier said this concludes the Action items for this meeting and asked for the monthly departmental updates.

Department Updates

Administration

VM Sigman thanked Melissa DeFeo from her staff for organizing the Village's first gallery opening. It has been a goal of the Board to bring public art to Northfield and to celebrate our local artists. She was thrilled with the attendance at the opening and that the first artist featured Julia Hagen, who is a young woman who grew up in Northfield and has spent her whole life here. It was nice to see so many residents come out and she appreciated all the effort Melissa put into the event.

VM Sigman reported that staff continues to work on the Happ Road Phase I project which is set to wrap up in the next couple of months and expects to hold a public hearing on the

final recommended plan. It is expected to meet in the late spring and a final public meeting on that for input on the proposed design. The current design is under the review of Cook County who has jurisdiction over that roadway along with IDOT to make sure they agree with the technical data. Some of that was a noise study and environmental work. We expect that to come out of the review at the end of February.

VM Sigman also reported that staff has started working on the annual budget process for the May 1st fiscal year. Staff will be working on preparing a draft budget and then we will have a budget workshop in the next couple of months and then the budget hearing at the March Board meeting and the final adoption at the April Board meeting.

Community Development Department & Building Department

Director Gutierrez indicated that on January 2nd, the Plan & Zoning Commission continued their hearing on some proposed noise regulations to their February 4th meeting. They wanted to give staff some time to research what other communities are doing with regards to regulating noise from Park and School District events and the surrounding communities. They also wanted to ensure that the public had every opportunity to comment on the issues being discussed with regard to noise regulations and asked staff to post signs in the parks indicating that the hearing was taking place and that they could go to the Village's website to find out more information about the hearings. This is an extraordinary notice that would be provided for text amendments because they are universally applicable throughout the Village. Reviewing the regulations was initiated by events taking place at the Park District that they felt it was appropriate to place notices up in the parks.

Director Gutierrez then said the planning consultant from Houseal Levigne & Associates is continuing their work on the Village's Comprehensive Plan. They have completed the initial phase of the public input which culminated in November with a well-attended vision workshop held at the Senior Center. With the input received there, as well as previous workshops, interviews, extensive public engagement process, they will now develop recommendations which they will present to the Steering Committee on March 11th. Once they have vetted these recommendations with the Steering Committee, they will then hold another public vision workshop with regard to the subareas which the Village has asked them to study. Those subareas include the Village Center, Central Avenue and Frontage Road, the residential area north of Winnetka Road and the Happ Road area as well as the residential area along Willow Road west of Wagner. That work is ongoing and they will be looking at some deliverables in the next couple of months.

Finance Department

Finance Director Noble indicated staff is starting to put together the numbers for the budget with each department. VM Sigman has put in her weekly update over the last two or three weeks, the proposed budget schedule for next year so the Board can check their calendars that the proposed calendar meets with their approval. The draft budget will go out on Friday, February 22nd and the first COW meeting to go over the budget will be on Tuesday, March 5th. After that meeting, there will be a public hearing on the budget on Tuesday, March 19th at the regularly scheduled Board meeting and then adoption of the final budget will be done on Tuesday, April 16th.

Director Noble reported that the November 2018 financial statements are in the packets. The revenues and expenses in the General Fund are coming in as expected. As of November, we were 4/10ths of a percent below our year to date budget on the revenue side and over the last couple of months, it has gotten better. All the departments are below their year to date budgets. We are still running behind on the building permit revenues, but the bank project has been submitted and is ready to go. The Building Department is working on two of the buildings for 1725 Winnetka Road development. Those permits should be in within the next few weeks. The Water and Sanitary Sewer Fund is lacking in water sales and was down 8% compared to this same time last year. A lot of it is weather driven. The projections for the Water and Sanitary Sewer Fund are not being met. On a positive note, salaries and benefits are all below our budgeted expectations.

Fire-Rescue & Public Works Departments

Public Works Director and Fire Chief Mike Nystrand said the fire department responded to 130 calls for service including a response in Wilmette for a house fire as well as Evanston for a house fire. Staff continues to work with MABAS Division 3 on the radio and accountability grant. Staff is also working on preparing the budget for the next fiscal year. In December four water main breaks were repaired in town. ADS did a system wide survey of the water distribution system and found 5 fire hydrant leaks and one service leak. There were no main line leaks. The storm sewer pipe that was failing under Coventry Road has been repaired. Staff met last Friday with the other communities for the municipal partnering initiative for next year's partnering opportunities for a variety of projects. This coming weekend we are preparing for a major snow event. Public Works is also working on the budget.

President Frazier said that someone who lives along Sunset Ridge Road said it seems that the work that NICOR is doing in replacing the pipe is taking quite a long time. Director Nystrand responded that they are expecting to finish up on that project, if the weather cooperates, by the end of February. They have to put in all new gas lines, pressure test all the

new gas lines and once that is approved and passes the test, then they have to go back in and hook up individual service to every single home and change out the meter on those homes. It is a long process, but we have been fortunate to have been able to work this long this season.

There are a new set of plans to replace the gas lines on the east side of town from Willow Road on the north, Winnetka Road on the south and Edens Expressway on the west and Lagoon Drive on the east which is be early next construction season.

Police Department

Chief Lustig advised the Board that 2018 was a very busy year for calls for service. It's been busy for the detective bureau, so much so that we had to have an officer in to help him with the case load. Northfield, along with the FBI, arrested one of the leaders of the car theft ring. There was also a significant incident that happened at the end of December with a Christmas party over at Sunset Ridge Country Club. Two patrons of the party got into a fight and one of the offenders struck the other patron in the eye socket. He had a skull fracture and was in intensive care for 3 days. It took several days before police could communicate with him. They located the other party and charged him with a misdemeanor.

President Frazier asked what percentage of the incidents did it involve an unlocked vehicle. Chief Lustig indicated every one and there were 73. His father-in-law has a video showing two stolen cars pull up in front of his house about 2:50 a.m. and they run out and check the four cars that were in his driveway, three locked and one unlocked. The thieves checked the cars to see if they were locked. There wasn't anything of value in the unlocked car.

ADJOURNMENT

There being no further discussion or issues to come before the Board, Trustee Lungmus made a motion, seconded by Trustee Roszak to adjourn the meeting and go into closed session to discuss the employment, compensation and performance of specific employees pursuant to 5 ILCS 120/2(c)(1) and to approve the September 17, 2018 closed session meeting minutes. Trustee Lungmus made a motion, seconded by Trustee Goodwin to approve the September 17, 2018 closed session minutes.

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

AYES:	Rozzak	NAYS: 0	ABSTAIN: 0	ABSENT:	Kaplan
	Lungmus				Terrill
	Goodwin				Gregorio

President Frazier opened the regular meeting session and asked for a motion to adjourn.

ADJOURNMENT

The Board meeting was reconvened at approximately 8:20 p.m. There being no further business or issues to come before the Board, Trustee Lungmus made a motion, seconded by Trustee Roszak to adjourn the meeting.

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

AYES:	Rozzak	NAYS: 0	ABSTAIN: 0	ABSENT:	Kaplan
	Lungmus				Terrill
	Goodwin				Gregorio

The meeting was adjourned at 8:21 p.m.