

**MINUTES OF THE
PUBLIC HEARING AND
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
VILLAGE OF NORTHFIELD
Tuesday, March 20, 2018 - 7:00 p.m.**

SWEARING IN OF NEW DEPUTY CHIEF GERALD MCCULLOH

President Frazier welcomed everyone and noted that Commander McCulloh has worked in Northfield since 1995. He has done an outstanding job and we are pleased and excited for him as our new Deputy Chief. Village Manager/Village Clerk Stacy Sigman indicated it is a great honor for her to be able to swear in the Deputy Chief. She then swore Commander McCulloh in to the position of Deputy Chief of Police.

**CONVENE TO PUBLIC HEARING TO CONSIDER THE PROPOSED FY2018/2019
VILLAGE BUDGET**

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 20, 2018 for a Public Hearing to present the proposed FY2018/2019 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	Tom Roszak
		Allan Kaplan
		Greg Lungmus
		John Goodwin

ABSENT:	Tom Terrill
	John Gregorio

ALSO PRESENT:	Attorney Everette M. Hill, Jr.
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Finance Director Steve Noble welcomed everyone and thanked them for coming. On March 6th, the Board held their annual Budget Workshop and reviewed the detailed draft budget for FY2018/19. He said he will take just a few minutes to review the highlights of the proposed budget and will then open it up for public comment.

Northfield is fortunate to have some very positive news to report. We have maintained our AAA bond rating and kept our municipal property tax rate low. Northfield's tax rate is 19-48% less than our counterparts in the region. We have maintained a very strong business base

with the lowest vacancy rate anywhere in the Chicago region and most importantly, we have done all of this and remained in compliance with the Property Tax Cap.

Director Noble indicated as we look to next year and project our revenues, we noted a few areas where we'll continue see issues. These include the impacts of the continued Kraft property tax appeals from 2011-2015 and a number of revenue losses associated with the state taking funds from municipalities to balance their budget.

Revenues in the General Fund are projected to only be up 1% next year and the increase is associated with the 2.8% growth in property taxes (in conformance with the Property Tax Cap) and a 24.5% increase in home rule sales tax based on a recommended 1/4% rate increase. That ¼% increase will generate an additional \$193,000 in revenue and since Medline is the largest source of home rule sales tax in the Village, the vast majority of the new home rule sales tax would be paid by non-residents. A number of our other revenue sources are projected to decline including the regular municipal sales tax, utility tax, state income tax and fines. The home rule sales tax change was proposed to address these decreases.

Director Noble then said on the expense side in the General Fund, the Operating Fund is anticipated to be up 1.1% next year based on a 1.8% increase in salaries; 0.6% increase in benefits; a .09% decrease in contractual services; and a 4.5% decrease in commodities. The two decreases are primarily due to economies associated with the new consolidated dispatch program. The budget also continues to fully fund our annual pension obligations and increases transfers to the Equipment Replacement Fund to ensure we are putting enough money away to fund our future equipment needs. Overall the General Fund budget maintains all existing services and projects and anticipates a small surplus at the end of the year of about \$70,000.00.

Director Noble then discussed the Water and Sewer Fund and said overall revenues are projected to be up 13.5%, due primarily to a 15% rate increase. The 15% rate increase is needed to cover the 62% increase in the wholesale water rate from Winnetka. Northfield has a 30 year contract to purchase water from Winnetka. That contract calls for the rate to be reset in year 15, which starts May 1, 2018. The new rate is to be set at the average of the comparable communities identified in the contract and that average is 62% higher than what we are currently paying to Winnetka. Water purchases are about 25% of our overall expenses and so to cover those costs, a 15% rate increase is needed. That proposed increase will only cover the increased cost of water purchases. It will not provide any additional revenue for the replacement or maintenance of our water or sewer systems. If approved, customers will see the current rate of \$7.60 per 100 cubic feet of water increase to \$8.74. On the expense side, virtually all of the projected 12.0% increase in the Water Fund is attributable to the new

Winnetka water rate. Water purchases are projected to be up 53.1% based on a 62% increase in the wholesale water rate and a 5.1% decrease in water consumption. To see how our water rates compare to others in the region, we conducted a survey of communities who also purchase water from another municipality. Even with the rate increase, Northfield's rate will still be in line with other communities in the area. Director Noble noted that comparing rates can be a bit deceiving; for instance the Kenilworth rate does not include infrastructure costs and in addition to the rate shown, each home is subject to an assessment of \$345 per year for the debt service on the bonds. Skokie's rate is unusually low, as they usually pay for most of their infrastructure improvements from the large amount of sales tax they get from Old Orchard and other shopping centers. Many communities in the area are facing similar situations – even those that are water providers. The Village of Glencoe has just recently raised their water rates by 26% and added a fixed quarterly fee of \$19.50. The Village of Winnetka is planning a 70% increase over the next 8 years and they have started applying a \$9 per quarterly fixed fee. Both communities have indicated that these increases are likely the first step and that their rates will continue to go up to address their aging infrastructure needs.

Director Noble then discussed Village revenues. He said we are fortunate to have diverse sources of revenue with property taxes being our largest source of revenue. This slide shows the breakdown of a typical property tax bill in Northfield. Most of the property tax people pay does not go to the Village. 89% goes to other governmental entities, such as the schools, park districts, library and the county. The Village receives about 11 cents out of every dollar paid. So, for a resident with a \$10,000 tax bill, \$1,100 of that would be paid to the Village. Sales tax revenue is another important revenue source for the Village and accounts for about 15% of our total operating revenues. We are very fortunate to have several auto dealers in the Village and a major grocery store. Next year when the 2017 data is available, it will include Medline and this chart will likely look very different. When you look at our proposed expenditures in our operating budget and look at the breakdown by services, you can see that almost 54% of the operating budget is for public safety, while another 31% is for public works, water and sewer. This makes sense as these are the departments that operate 24/7, have the most employees, and respond to emergencies like 911 calls, snow storms and utility breaks.

Next year's budget will include about \$5.1 million in capital projects and will reflect the Village's ongoing commitment to maintaining our infrastructure. \$1.6 million is planned for the third and final phase of the roadway work needed to reconstruct or resurface all village owned streets, parking lots, and alleys. \$1.4 million is planned for the Phase I storm water improvements in the Bosworth Area. We continue funding for streetscape improvements such

as new gateway signage, parkway plantings and library site plantings. We also plan to spend \$100,000 for the update of the Comprehensive Plan. Some of the projects we just talked about are being paid for from the \$3.9 million in bonds that we issued in November, 2017. These bonds were authorized after referendum approval in March 2016. The storm sewer projects are being paid partially from bond proceeds and from the \$1,000,000 in reserves that the Village pledged to use on the infrastructure projects. At the end of the next fiscal year, we are projecting a fund balance that remains in compliance with the Board's 6 month fund balance policy for the General Fund. That projected balance represents 7-1/2 months of operating expenses. Director Noble said we also project a \$773,000 balance in our Water/Sewer Fund and \$1.5 million in our Equipment Replacement Fund.

Director Noble then asked if anyone had any questions.

PUBLIC COMMENT

President Frazier then asked if any member of the audience had any comments on the draft Budget. There were none.

ADJOURNMENT

At 7:22 p.m., Trustee Roszak made a motion, seconded by Trustee Lungmus 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 7:23 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 20, 2018. The meeting was called to order at 7:23 p.m. by Village President Joan Frazier. The Village Clerk took the roll call.

PRESENT:	President Trustees	Joan Frazier Tom Roszak Allan Kaplan Greg Lungmus John Goodwin
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ABSENT:	Tom 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 meeting minutes from the February 20, 2018 Village Board meeting.
2. Approve the Bills and Disbursements from 2/2/18 to 3/1/18:

General Fund	\$170,593.87
Foreign Fire Insurance Tax Fund	402.41
Water and Sanitary Sewer Fund	63,608.43
Willow Road Improvement Fund	8,050.00
Capital & Equipment Fund	117,190.84
2017 Go Bond Project Fund	27,270.00
Rolling Ridge SSA Project Fund	<u>20,000.00</u>
TOTAL	<u>\$ 407,133.55</u>
3. Approve an amendment to the License Agreement with Stormy Chadwicks, LLC extending the term until March 31, 2019.
4. Approval of the following Commission appointment to fill the unexpired term of Peter Wachter.

<u>Architectural Commission – Term: 4 years</u>	<u>Term</u>
Corrine Carr, appointment	3-20-18 to 9-1-18

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

CONSIDERATION OF A REQUEST FOR A SPECIAL USE TO OPERATE A RESTAURANT TO BE KNOWN AS MARLA’S LOCATED AT 540 FRONTAGE ROAD, SUITE 2305

Trustee Goodwin made a motion, seconded by Trustee Lungmus, to approve a request for a special use to operate a restaurant to be known as Marla’s located at 540 Frontage Road, Suite 2305.

Community Development Director Steve Gutierrez said the petitioners are Stone Trading Post, LLC., who are the operators of the proposed restaurant and Imperial Realty Company is the landlord for this office property on Frontage Road. The petitioners wish to operate a restaurant/café in the Willow Hill Executive Center. Marla’s Restaurant will occupy 1,600 square feet of tenant space and will have 22 tables. On March 5, 2018, the Plan and Zoning Commission voted unanimously to recommend approval. One of the business owners is in the audience, Marla Stone.

Trustee Roszak asked Ms. Stone what experience she has had in the restaurant business. Ms. Stone has been in the food business for 15 years and runs a school lunch program throughout the North Shore, Park Ridge, Chicago and Libertyville. They do business with vendors and restaurants. The café is basically for the tenants of the building.

President Frazier then requested a roll call vote to approve a request for a special use to operate a restaurant to be known as Marla's located at 540 Frontage Road, Suite 2305.

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

**CONSIDERATION OF AN ORDINANCE AMENDING APPENDIX D, SECTION 14.2.1E
"PERMIT AND CONNECTION FEES"**

Trustee Lungmus made a motion, seconded by Trustee Goodwin, to approve an ordinance amending Appendix D, Section 14.2.1E "Permit and Connection Fees."

VM Sigman indicated this is a housekeeping ordinance. Under the current Code, we billed for alarm permits every other year, but since switching to the new consolidated dispatch center, our protocol is to send them out on an annual basis instead of every other year. This ordinance corrects that in Appendix D.

President Frazier then requested a roll call vote to approve an ordinance amending Appendix D, Section 14.2.1E "Permit and Connection Fees."

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

CONSIDERATION OF THE APPROVAL OF A BID AWARD TO J. CONGDON SEWER SERVICES IN THE AMOUNT OF \$297,482 PLUS A 15% CONTINGENCY FOR THE 2017/18 WATER PROJECT

Trustee Goodwin made a motion, seconded by Trustee Roszak to approve a bid award to J. Congdon Sewer Services in the amount of \$297,482 plus a 15% contingency for the 2017/18 water project.

VM Sigman explained that this is part of our annual water and storm sewer work. The project was put out to bid and consists of replacing some pipe in the Jeffrey area where roadwork and storm sewer work will be done and a number of other projects. The low bidder was J. Congdon Sewer Services. The budget that was set aside for this work was \$355,000.00

which was \$330,000 in water and \$25,000 in storm sewer. The proposed bids came in within that budget and it will be undertaken in this fiscal year if approved.

President Frazier then requested a roll call vote to approve a bid award to J. Congdon Sewer Services in the amount of \$297,482 plus a 15% contingency for the 2017/18 water project.

AYES:	Roszak Kaplan Lungmus Goodwin	NAYS: 0	ABSTAIN: 0	ABSENT: Terrill Gregorio
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CONSIDERATION OF A BID AWARD TO SCHROEDER ASPHALT SERVICES INC. FOR \$1,243,929.05 PLUS A \$110,000 CONTINGENCY FOR THE 2018 ROADWAY PROJECT

Trustee Roszak made a motion, seconded by Trustee Goodwin to approve a bid award to Schroeder Asphalt Services Inc. for \$1,243,929.05 plus a \$110,000 contingency for the 2018 roadway project.

VM Sigman reported there were strong bidders again this year and the Village received 7 bids for the roadway maintenance project. This will be the third and final year for roadway work. We will complete 100% of the streets, parking lots and alleys that we had contemplated in the bond issue. She is pleased to report that due to the very positive construction market and the fact that we moved some projects ahead to take advantage of that, instead of the \$5,000,000 that was initially estimated to do this work, the total is expected to come in at about \$3-1/2 million. Staff is recommending the award go to the low bidder, Schroeder Asphalt Services with a contingency of \$110,000.

Trustee Roszak said he thinks it's amazing to be doing all this work and wanted staff to know they are doing great job. He also thinks it's interesting how tight the market is. President Frazier agreed and emphasized that Village staff managed to save about \$1-1/2 million on the road construction and thanked staff. She is also happy to see which roads are on the list because some are in terrible shape.

President Frazier then requested a roll call vote to approve a bid award to Schroeder Asphalt Services Inc. for \$1,243,929.05 plus a \$110,000 contingency for the 2018 roadway project.

AYES:	Roszak Kaplan Lungmus Goodwin	NAYS: 0	ABSTAIN: 0	ABSENT: Terrill Gregorio
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CONSIDERATION OF A MOTION TO APPROVE A CONTRACT WITH GEWALT-HAMILTON ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$103,800 FOR THE CONSTRUCTION ENGINEERING SERVICES FOR THE 2018 ROADWAY PROJECT

Trustee Goodwin made a motion, seconded by Trustee Roszak to approve a contract with Gewalt-Hamilton Associates in an amount not to exceed \$103,800 for the construction engineering services for the 2018 roadway project.

VM Sigman said staff is recommending this be awarded to Gewalt-Hamilton. They were the design engineer on the job and will monitor all construction activity under this contract, set up all of the subcontractors, look at all the shop drawings, layout services in the field, check all materials and quantities, waivers of lien, coordination with any neighborhoods to make sure residents know what’s going on, close out the project and in the end do all of the final documents for the public improvements.

President Frazier then requested a roll call vote to approve a contract with Gewalt-Hamilton Associates in an amount not to exceed \$103,800 for the construction engineering services for the 2018 roadway project.

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

CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 5, “REVENUE, MUNICIPAL TAXES,” CREATING A NEW ARTICLE XI, IMPOSING A 1% HOME RULE MUNICIPAL RETAILERS’ OCCUPATION TAX AND A HOME RULE SERVICE OCCUPATION TAX

Trustee Goodwin made a motion, seconded by Trustee Roszak to approve an ordinance amending Chapter 5 “Revenue, Municipal Taxes” creating a new Article XI, imposing a 1% home rule municipal retailers’ occupation tax and a home rule service occupation tax.

Finance Director Steve Noble said that as part of the budget hearing process, the proposed 2018/19 Village budget includes a quarter percent increase in the Home Rule Sales Tax rate. As mentioned earlier, the increase is necessary to offset the loss of revenues due primarily to the Kraft property tax refunds and the state’s continued reductions in funding to the local government distributive fund and their imposition of a 2% administrative fee on Home Rule Sales Tax collection. The new 1% rate will generate this year an additional \$193,000. We estimate that the vast majority of this will be paid by non-residents. If approved, the Village must file the ordinance with the Illinois Department of Revenue by April 1st in order for the increase to become effective July 1st.

President Frazier asked Director Noble to explain home rule sales tax rates in other municipalities. Director Noble informed the Board that for those municipalities that have the Home Rule Sales Tax, this rate is pretty much in line. Most municipalities in the area have a 1% sales tax. There are a couple that have lower, such as Northbrook has a $\frac{3}{4}$ % rate, Glenview has a $\frac{3}{4}$ % rate as well. It is difficult to compare Northfield to those rather large communities. VM Sigman said that overall there are 19 towns in the area that have a Home Rule Sales tax and of those, four are between 1-1/4% and 1-3/4%. Eleven of them are at 1% and four are at .75% or less. The vast majority are at the 1% or above. President Frazier explained that it would be wonderful if the sales tax never increased, but municipalities are being squeezed by the State of Illinois. They take away a bit more money every year. We have a very reasonable property tax rate in Northfield. We also run a very lean Village government. It is also unfortunate about Kraft's property tax repeal. These things are out of our control. She feels this is a very reasonable step.

Trustee Lungmus thinks Director Noble's projections are that he is assuming that things are not going to get better in the near future. The state may actually take more of what we historically have had in our budget. Director Noble indicated that we have taken into account their continued reduction in the local distributive fund. That was supposed to be a onetime 10% cut. Originally, the Illinois Municipal League did not continue to project that cut next year. The Governor then proposed to keep that 10% cut into their budget which cuts the revenue to us. That is factored in for next year and the years after that. It's incremental growth from that point forward. Director Noble said it's the same way with their administrative fee for the home rule sales tax. There's always talk of the motor fuel tax and other state distributed funds. It is suspected that the Kraft property tax appeal will continue for the next four or five years. Kraft just received a judgment that took into account the 2010, 2011 and 2012 tax years. They have made some arrangements with the court that they would take those over a three year period. We saw the first of that this year for 2010 which was a \$50,000 refund to Kraft. They take that from our current property tax receipts and distributions. Director Noble said there is no way for us to make that up. Their 2013, 2014 and 2015 assessment is still winding its way through the Property Tax Appeals Board at the state level which could take another year or two. That is factored in as well to our projections over the next five years.

President Frazier then requested a roll call vote to approve an ordinance amending Chapter 5 "Revenue, Municipal Taxes" creating a new Article XI, imposing a 1% home rule municipal retailers' occupation tax and a home rule service occupation tax.

Trustee Lungmus asked if the increases are due to the infrastructure. Director Noble said the aging infrastructure in this area has a lot to do with it. It wouldn't be uncommon to have 80 year old water mains and also the water plants are very expensive to run. The EPA is constantly putting on new requirements and mandates. There have been discussions about a regional water provider where the towns get together and pull their resources. Trustee Lungmus asked VM Sigman if she has gotten together with other managers and discussed getting together to solve this. VM Sigman said the cost of connecting into the infrastructure is millions of dollars and everyone's contracts are at different times. Many of the towns that are producing water are getting out of it because it is too costly to maintain the plant. Glencoe is contemplating to stop producing water and Kenilworth already got out of it. All of the municipalities in the area are concerned with this. We are actively working with Glencoe and Winnetka which our systems are currently connected to.

President Frazier then requested a roll call vote to approve an ordinance amending Appendix D to reflect the changes to the water and sewer rates effective May 1, 2018.

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

CONSIDERATION OF A MOTION TO ENTER INTO AN AGREEMENT WITH HOUSEAL LAVIGNE ASSOCIATES, LLC FOR THE UPDATE OF THE COMPREHENSIVE PLAN, IN AN AMOUNT NOT TO EXCEED \$130,760.00

Trustee Goodwin made a motion, seconded by Trustee Lungmus to approve a motion to enter into an agreement with Houseal Lavigne Associates, LLC for the update of the Comprehensive Plan, in an amount not to exceed \$130,760.00.

Director Gutierrez indicated the Village issued a request for proposal in December seeking assistance in updating our Comprehensive Plan. We received five proposals from various design and planning firms. We sent three consultants to be interviewed by a selection committee about a month ago. They have recommended Houseal Lavigne Associates as the consultant to assist us. The other firms that were interviewed were Ratio Design as well as Teska Associates. The Steering Committee asked for some tweaks to the scope of services in the RFP and Houseal Lavigne has accomplished that without changing the proposed budget in the original proposal. Staff and the Village Attorney reviewed the contract and came to an agreement with the firm on a draft contract for a professional services agreement. That

agreement has a not to exceed budget of \$130,760.00. Devin Lavigne is present to provide an overview of how they plan to assist us.

Devin Lavigne said they are eager to assist the Village on this important project. He will go through the presentation that was given to the selection committee. They are partnered on the project with Gewalt-Hamilton. They have partnered with them on a number of projects, about 30 comprehensive plan studies and 25 corridor plans. Houseal Lavigne is an award winning firm and specializes in community planning, economic development and urban design. They have a staff of 60 people in Chicago. All references given are recent and relevant. They have completed over 300 planning studies around the country and have experience in over 22 different states. They do not peddle the same ideas seen in the Chicago region. They are able to draw on their experience in other areas. In 2014, they received a National Planning Excellence Award by the American Planning Association.

Mr. Lavigne said they have seven core principles. They pledge innovation, creativity, tell stories and this will be a living, breathing document which will be on the website. Future residents will look at it so it will tell the history of Northfield. Community engagement – they love meeting with residents to help the community craft its vision for itself. There will be a real comprehensive community engagement in their scope of work. They are committed to quality and professionalism. Gewalt-Hamilton, a professional engineering firm, has worked with over 40 municipal clients in the Chicago region. They are pre-qualified with IDOT. There is now a new, renewed emphasis on pedestrian mobility circulation access and parking. Their project manager has spent a considerable amount of time in the area because his grandmother lives here. Their approach for the Comprehensive Plan reflects their intimate knowledge of the community. This community has stable neighborhoods that will not change in the life of this plan and there are other areas that are more dynamic and susceptible to change.

Mr. Lavigne went on to discuss some of their projects in other areas. They outreach to the community beyond the traditional meetings such as farmer's markets. This outreach will be done in Northfield. They received awards for the City of Flint Michigan's Master Plan. They used community input as the foundation for the land use. Unlike a traditional land use plan that might identify a specific land use for a specific parcel, Flint is a much more dynamic community. There are a lot of vacancies and blighted streets. They did a place-based approach and not focusing hyper-specific on the parcel, but the larger area. They then created a wheel to show them whether it's a traditional neighborhood or a great neighborhood and how it fits into the spectrum of uses that make up a community. For each of the uses, they developed a specific land use plan, what land uses were appropriate, what's the character of that area and then

visualize it with a 3-D model. The pictures help to tell a story. He said a couple of their projects were to create a place where people want to work and live, not just work. They have used Geo-planner which is scenario planning. This compares different land use scenarios. As they paint land uses throughout the community, they can see what the metrics are and see how many new school children are they generating and how many more gallons of water we need. It brings GIS into the planning process as opposed to analysis. It's a new discipline called geo-design. They are creating more intelligent plans. They take the reactions from the community and marry it with data to make sure the plans are smarter and the recommendations aren't just on a gut basis but are backed with data.

Mr. Lavigne indicated another tool they are using is to take fragmented subdivisions on the fringe of town and take a program called City Engine to sketch out that neighborhood to see how it might redevelop. They draw in a street grid and City Engine can build a 3-D model, puts in the sidewalks and cross walks, trees and it can subdivide parcels based on Northfield's zoning. They can really show what it will look like and can do it quickly. He said the company did Kenilworth's Master Plan in 2008. They did a 3-D model for the entire community. It was important for them to see how the residential development pattern was being impacted by tear down development. They also broke the community down into the established residential neighborhoods. They gave recommendations to each of these neighborhoods. They were rehired in 2013 to do a more detailed study of Greenbay Road in Kenilworth. They also did Oak Park's Master Plan and the focus was on community outreach and civic engagement in making sure everyone in the community had an opportunity to speak.

Houseal Lavigne also created a tool which is being used across the world. It is a map based outreach tool. It allows people to make a map of their community. Residents can then mark on a clean slate what their priorities are. Houseal Lavigne will then look at all the maps with the comments and analyze that information.

Mr. Lavigne said they have a 7 step process for the Comprehensive Plan. It begins with an initiation process to meet with staff, driving tour and get all the existing plans, relevant issues and recent development petitions. They will have a meeting with the Steering Committee and will run through roles and responsibilities as well as getting their input and priorities on the plan. Step 2 entails community outreach and engagement, news articles, press releases and to build an interactive project website to be linked to the Village's website, they will host a community workshop for the entire community and will have a separate meeting for the businesses. Student and youth workshops are also planned. Next are closed door confidential stakeholder interviews and focus group discussions. They will provide "do it yourself" workshop kits

residents can do from home. They will also integrate into the Village's social media sites. Then they will meet with staff again and prepare a summary memo. Step 3 is existing conditions analysis. They will turn over every stone, look at every single parcel, review all past plans and studies, detailed demographic and market assessments, look at existing land use and development, look at the zoning ordinance, assess the housing in the community, look at community facilities and infrastructure (talk to public works, police and fire), speak with the school districts, all service issues affecting the community now and into the future. Gewalt-Hamilton will look at transportation mobility, environmental features and natural resources. Everything will be summarized in an issues and opportunity memo. It will be presented to staff and they will walk through the memorandum with the Steering Committee. With the planning process, you need to do three things: establish where you are; establish where you would like to go and then how do you get there. Next, a vision workshop is then scheduled with the community to help them craft the vision for the community. Then a detailed vision statement with goals and objectives is done. They meet with staff and the Committee. Step 5 entails the detailed subarea plans. There will be a subarea workshop specific to all the different subareas within the community. Preliminary summary plans will be prepared and they will meet with staff on those documents and meet with the Committee again for a fourth time. Step 6 is all of the core components of the Comprehensive Plan: the land use and development plan, residential area plan, commercial area plan, public services and facilities; multi-modal transportation and infrastructure, environmental systems, economic development and competitiveness plan and then the implementation program. How can we achieve everything they have laid out in the Comprehensive Plan. Step 7 is drafting the Plan, meeting with staff, presenting it to the Committee one last time, holding a community open house for the residents to see the product of their input and then revise the plan based on the previous steps and then it will be brought to the Plan & Zoning Commission and Board for adoption and approval.

President Frazier asked if Michio would be the primary liaison and what role would he and Mr. Houseal have. Mr. Lavigne responded that Michio would handle the day to day contact with Village staff and will make sure the project is run on schedule and on budget. Mr. Houseal is a dynamic speaker and loves community outreach and engages the community very well. He will be at the community workshops and focus on zoning and the plan development. He said they will both be there as the plans are prepared. Mr. Lavigne said he does all of the GIS analysis, 3-D visualization, graphics and document layout. Michio will be at every single meeting along with an associate, Jackie Wells and either he or Mr. Houseal will be at all of the workshops. Senior level staff will be there any time the residents are being connected with.

Every plan they prepare is a product of the whole firm. Michio's strengths are in development finance and economic development and project management.

President Frazier wondered how they reach a consensus when so much input is made. Mr. Lavigne said anyone who participates wants to be heard. They may not reach consensus on every single issue, but knowing you have the ability to be heard and have your input considered is more important than to be agreed with. They will engage hundreds of residents over the course of the year. It can't be the product of any one voice. Their job is to synthesize all of the outreach from the website, workshops, focus groups, staff and Steering Committee to a mutually agreed upon vision for the community. Making sure everyone has the opportunity to be heard is more important.

President Frazier indicated that Northfield's last Comprehensive Plan was adopted in 1999 and so it's coming up on 20 years. She asked VM Sigman to explain how the Comprehensive Plan is used on a day to day basis. VM Sigman said it is used daily and it's what shapes our vision. Looking back on the plan that's almost 20 years old, so much has been accomplished and they have made a lot of progress. It is also something that the community looks to as they are considering property or what they do on their property. The Plan Commission, Zoning Board of Appeals and the Village Board use the Plan to guide decisions and developments. For anyone interested in economic development or locating here, one of the first steps they will do is look at the Zoning Code and the Comprehensive Plan to determine if they should proceed and if their plan for a property is something that is likely to be embraced. It also gives residents the chance to have input and looking forward to what they want to see for the community and to put those guidelines on paper. Developers want some certainty and want to know if they can go forward with the property with a certain idea that's it's something that is likely to be embraced.

Trustee Roszak asked if any of the selection committee members are architects, planners or zoning attorneys. President Frazier responded no. Trustee Roszak felt Mr. Lavigne provided a nice proposal and it is very comprehensive and an amazing amount of work for what seems to be a reasonable fee. He liked the presentation and thought it was very exciting. He asked if they would they consider form base zoning or exploring it. Conventional zoning is very abstract and with FAR you have minimum lot areas and setbacks and pages and pages of black and white text. These types of diagrams are very helpful for residents, developers, and the commissions to understand where we're going. He asked if that is a consideration in terms of their approach and is it applicable for a village like Northfield. He thinks it's easier to understand. He saw in the diagrams the synergy created by looking and analyzing the forms,

like the height of buildings, the setback and actually applying them to the diagrams. He asked if there is a way to combine conventional prescriptions and form base zoning. Mr. Lavigne said they will look at Northfield's existing Zoning Ordinance to get a thorough understanding of what's permitted. After meeting with the community, they start to craft that vision for what Northfield wants to become. They have to know if the zoning is going to allow that. A recommendation is to update the zoning. They will be very specific with zoning districts and its uses. The implementation section of the plan will give specific changes made to the zoning to allow the plan to come to fruition. Between form based and conventional zoning, there is something called hybrid zoning, which cities are now doing. If you don't need form based everywhere, don't run through the exercise of establishing the form because it can be way more confusion than conventional zoning. In Kenilworth, they looked at the rhythm of setbacks and established a moving front yard setback and side yard setback based on the existing character of the street. Rather than a defined setback for a residential district, it will require a builder to do some homework to find how that line had shifted to make sure a proposed home was in line with the character of that street as opposed to the district. The best bet is to require a PUD which would then give you the ability to work with the developer. Their plan will be specific enough to identify the type of built form we are looking for, heights and uses. Developers don't want to have to fight Village Hall to get a development approved. In the subareas, the plan needs to describe the desired character, building placement and development options for these areas.

Trustee Goodwin said he spent a great deal of time studying this over the weekend and he was very impressed with the proposal and depth of experience and references. He is very excited because there are currently a couple of zoning issues going on now.

Trustee Kaplan asked if Gewalt-Hamilton was on everybody's RFP or did this firm do research and felt they are the right firm for them. President Frazier believed they were part of Teska, but not Ratio. Director Gutierrez indicated that staff doesn't prescribe that. Mr. Lavigne said they have done work before with Gewalt-Hamilton and they knew they also had done work with Northfield and as soon as the RFP came out, they called Bill Greeve, who they were working with in River Forest. GHA indicated to them that they would not be exclusive with Houseal. KOA is another great firm that they do a lot of work with. Trustee Kaplan asked why Ms. Wells was added. President Frazier indicated the Steering Committee wanted to have a woman on the team which would better reflect Northfield. The community at large would be more receptive.

President Frazier asked Mr. Lavigne if their price would differ if they had gone with KOA instead of GHA. Mr. Lavigne didn't believe it would have differed. In putting the proposal

together, they did a matrix of time and what their billing rate is and how it would cost out. Then they looked at the transportation element and tried to ballpark what that would be. They then presented that number of Gewalt-Hamilton. They would have gone to KOA with the exact number. Attorney Hill added that KOA is on the development team of both the local developments in Northfield.

President Frazier then requested a roll call vote to approve a motion to enter into an agreement with Houseal Lavigne Associates, LLC for the update of the Comprehensive Plan in an amount not to exceed \$130,760.00.

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

Department Updates

Northfield Now!

Trustee Goodwin reported that there haven't been any new meetings with the Northfield Now! group. They agreed to meet only on an as needed basis. However, they want to go ahead and launch the new website. He reported that the Go Green Northfield group is excited to approach the Board with more discussion on their plans on renewable energy credits.

Administration

VM Sigman reported that they are continuing with the Happ Road Phase I project. They are looking to need an addendum vote to the contract with Patrick Engineering and the Intergovernmental Agreement with Cook County due to IDOT requiring an intersection study and environmental report. We hope to have that back to the Board at the April meeting. Cook County has also indicated they want to work with us on our roadway project and do a simple resurfacing of the roadway so it's in better shape during the longer term plan. We hope to have that Intergovernmental Agreement in place for the April meeting.

Staff has been working with MWRD, Cook County and Glenview on the trunk main consideration for Winnetka Road. That grant application is pending.

VM Sigman then asked Assistant to the Village Manager Melissa DeFeo to update the Board on the referendum. AVM DeFeo indicated that with all five precincts reporting, the specially tailored election referendum passed at 75% yes votes.

Community Development Department & Building Department

Director Gutierrez indicated the Wintrust Bank project is going to the Plan & Zoning Commission on April 3rd and then to the Architectural Commission on April 9th. They are

working on some deadlines they have on their lease. The Architectural Commission will be considering the 1900 Willow signage revised plans. The Commission will also be considering the Village entry signage as well as signage that the Park District would like to post in Clarkson Park to advertise their summer musical performances with the farmer's market over the course of the summer.

Director Gutierrez then updated the 1725 Winnetka project and indicated petitioner went to the Architectural Commission and was given a lot of input from them and so they have gone back to the drawing board. They are still revising the plans and are trying to increase the front yard setback off of Winnetka which is shifting the buildings. They tentatively plan to come back to the Architectural Commission and Board in May.

Finance Department

Finance Director Noble indicated that through January, our net return in the Police Pension Fund portfolio is at 15.45%. It is continuing to go strong and April 30th it will market to the market to determine the actuarial analysis on it which then will give us the basis to what we can contribute next budget year.

Fire-Rescue & Public Works Departments

Chief Mike Nystrand was not present.

Police Department

Chief Lustig informed the Board that they will start the long process of getting ready for the New Trier graduation by meeting with the community. He said VM Sigman came to him and said she hoped he had a succession plan for the police department. He indicated he does and phase I just occurred out of a five phase process. It will occur slowly. Phase 1 was the promotion to deputy chief. There may be one or two more promotions and then a hire. He is excited because we have quality people. Two supervisors who left have become chiefs at other agencies which say a lot for this Village. When these changes are made in the police department, he would like to bring that individual in to meet the Board at one of the Board meetings so you can see whose taking over each position.

AVM DeFeo indicated she posted on social media at the beginning of the meeting congratulating JJ for the promotion to Deputy Chief and already 64 people liked it and there are 24 comments.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further discussion or issues to come before the Board, Trustee Lungmus made a motion, seconded by Trustee Goodwin to adjourn the meeting.

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

The meeting was adjourned at 8:38 p.m.

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