

5. Consideration of the destruction of the Closed Session meeting tapes from September 2016 to November, 2017.
6. Approval of a resolution authorizing a Lease Purchase Agreement with PNC Equipment Finance for the purchase of a Step Van and Sidewalk machine.

Trustee Terrill made a motion, seconded by Trustee Gregorio, to approve Consent Agenda items 1 through 6.

Upon the following roll call vote, a motion to approve Consent Agenda items 1 through 6 was approved.

AYES: Terrill Gregorio Kaplan Frazier	NAYS: 0	ABSTAIN: 0	ABSENT: Goodwin Roszak Lungmus
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CONSIDERATION OF A REQUEST FOR A SPECIAL USE ORDINANCE TO ALLOW FOR THE CONSTRUCTION OF A 950 SQUARE FOOT, FOUR CAR, DETACHED GARAGE FOR THE PROPERTY AT 570 VALLEY WAY

Trustee Terrill made a motion, seconded by Trustee Gregorio, to approve a special use ordinance to allow for the construction of a 950 square foot, four car, detached garage at 570 Valley Way.

Community Development Director Steve Gutierrez indicated that the petitioners are seeking a special use in order to build an additional 950 square foot, two story detached garage on their property at 570 Valley Way. The proposed garage would bring the total garage space to 1,587 square feet and the Zoning Code requires a special use for any garage totaling more than 1,200 square feet in the R-1 Residential Zoning District. On April 1, 2019, the Plan & Zoning Commission voted unanimously to recommend approval of the proposed special use with the following conditions: shutters be added to all of the windows on the proposed garage; the window be adjusted on the west elevation; additional landscaping added to screen the garage from the neighbor to the north; and the garage doors match the existing garage doors. The petitioners made the changes to the elevations and those were included in the Board packet. The landscape plan will be done in conjunction with the final engineering plan and submitted with the building permit.

Aldo Battalla, 570 Valley Way, was present along with Ann Schara, the architect of the project.

President Frazier then requested a roll call vote to approve a special use ordinance to allow for the construction of a 950 square foot, four car, detached garage at 570 Valley Way.

AYES: Terrill
Gregorio
Kaplan
Frazier

NAYS: 0

ABSTAIN: 0

ABSENT: Goodwin
Roszak
Lungmus

CONSIDERATION OF A REQUEST FOR A SPECIAL USE ORDINANCE TO ALLOW FOR THE OPERATION OF KICK START PEDIATRIC THERAPY NETWORK LOCATED AT 1845 OAK STREET, SUITE 15

Trustee Gregorio made a motion, seconded by Trustee Terrill to approve a request for a special use ordinance to allow for the operation of Kick Start Pediatric Therapy Network located at 1845 Oak Street, Suite 15.

Director Gutierrez indicated the petitioners, Kick Start Pediatric Therapy Network are seeking to continue the operation of the pediatric therapy clinic currently at 1845 Oak Street. The clinic provides occupational, physical, developmental and speech therapy services. They are planning to expand into the adjacent tenant space and would increase it from 3,182 square feet to 5,235 square feet. On April 1st, the Plan & Zoning Commission voted unanimously to recommend approval of the application.

President Frazier noted that there were issues with the maintenance of the building and that Director Gutierrez has contacted the building owner and hopes to get action on that soon. She said that the Village is starting a Village-wide maintenance inspection of the condition of buildings to determine whether they are in compliance with the Maintenance Code.

President Frazier then requested a roll call vote to approve a request for a special use ordinance to allow for the operation of Kick Start Pediatric Therapy Network at 1845 Oak Street, Suite 15.

AYES: Terrill
Gregorio
Kaplan
Frazier

NAYS: 0

ABSTAIN: 0

ABSENT: Goodwin
Roszak
Lungmus

CONSIDERATION OF AN ORDINANCE ADOPTING THE FY2019/20 VILLAGE BUDGET

Trustee Terrill made a motion, seconded by Trustee Kaplan, to approve an ordinance adopting the FY2019/20 Village Budget.

Finance Director Steve Noble said the ordinance is the culmination of work dating back to December of 2018. It incorporates all the comments and input from the Board and the public from the budget workshop and public hearing. Once the ordinance is adopted, it will be filed with the County Clerk and will go into effect on May 1st, the new fiscal year.

President Frazier wanted to clarify that many months were spent during the past year studying the Village's infrastructure so it could be incorporated into this year's budget or be pushed out. At the budget workshop and public hearing, there were extensive discussions, but it is not too late to make more comments. She thanked Director Noble, VM Sigman and the staff for their hard work. She felt the Village staff had done a very good job with this year's budget.

Trustee Gregorio pointed out that during his term as trustee, he has been very impressed with staff always coming in at budget or better. Fiscal responsibility is an important part of their jobs and staff has a very impressive track record that he appreciates. President Frazier agreed.

President Frazier then requested a roll call vote to approve an ordinance adopting the FY2019/20 Village Budget.

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

CONSIDERATION OF A MOTION TO REJECT ALL BIDS ASSOCIATED WITH LANDSCAPE MAINTENANCE SERVICE

Trustee Terrill made a motion, seconded by Trustee Gregorio, to approve a motion to reject all bids associated with landscape maintenance service.

VM Sigman explained that when IDOT completed Willow Road, the Village hired a landscape contractor to maintain the medians and plantings. They are difficult areas to take care of because we must follow IDOT standards, provide IDOT traffic controls and IDOT insurance levels to work in their right of way. The initial contract that was in place was a three year contract that expired in 2018. The Village recently went out to bid for the services and only received one bid. The bid received was well over the budgeted amount which was based on the rate from the past three years. Due to the timing, staff is asking the Board to reject the bids and then consider a second motion to waive the bidding process and authorize the Village Manager to negotiate a contract to have these services performed for a year. Because it would not be bid, staff is only asking for authority for this construction year. In the fall, we would attempt to adjust the scope of services and re-bid the work. VM Sigman indicated that staff feels confident that they can come up with scope of services and secure a vendor to maintain the medians this year within the budgeted amount.

Trustee Kaplan questioned whether the bid was from the landscape contractor who had the contract for the last three years. VM Sigman replied no, they did not submit a bid. Trustee

Kaplan asked what they were paid. VM Sigman indicated \$34,300 was budgeted and the prior contract was under that. Trustee Kaplan asked if contractors bidding had a ball park amount to go by. VM Sigman said no. It is a competitive bidding process so there is no range given, but the prior year's budget information and contract are all public information.

Trustee Gregorio asked Public Works Director Mike Nystrand if this work was outside the scope of doing it in house. Director Nystrand responded that it would be very difficult and that they would have the same complications that the contractors have working in the state right of way. He said it would be a challenge and that the system of the last three years worked well for the community. The mandatory pre-bid meeting was held so that everyone understood the nuances of the scope of the project. Only two companies showed up for the pre-bid meeting and we only received one bid. VM Sigman said they had tried to change the scope of services slightly from the prior contract, but didn't feel the changes should have negatively impacted the price because the maintenance, watering and trees were taken out of the services. The prior contract stated watering was to be done as needed. Staff didn't feel what had been done was sufficient. Staff redid the scope of services to better define what was required of watering and that it would be on an as-call basis. Trustee Gregorio then asked if the prior contractor made good on the replacements. VM Sigman said staff is still working with them on that. There are still replacements that need to be made.

Attorney Hill mentioned that since there was only one bidder, under the statutes, staff was permitted to sit down with the only bidder to try to see why their bid was so high and to see if they could come down in price. Staff received a response, but it didn't improve the situation. VM Sigman added that they would continue to work with the bidder to see if we can come to terms.

Trustee Terrill questioned if any of the contractors contacted were already working in Northfield. VM Sigman indicated that the bid was sent out to about 20 landscape contractors in the region. They also reached out to other municipalities to find out who did their maintenance and it was published on our website and in the paper.

President Frazier added that there are hundreds of plantings which were our consolation for finally agreeing to the widening of Willow Road. It looks beautiful and agreed with VM Sigman that eventually those plantings will be mature and won't need as much attention as they do now. She suggests handling this very carefully.

President Frazier then requested a roll call vote to approve a motion to reject all bids associated with landscape maintenance service.

AYES: Terrill NAYS: 0 ABSTAIN: 0 ABSENT: Goodwin

Gregorio
Kaplan
Frazier

Rozzak
Lungmus

CONSIDERATION OF A MOTION TO WAIVE THE BID REQUIREMENTS AND AUTHORIZE THE VILLAGE MANAGER TO NEGOTIATE A REVISED SCOPE OF SERVICES AND TO ENTER INTO A ONE YEAR CONTRACT, FOR LANDSCAPE MAINTENANCE SERVICES, IN AN AMOUNT NOT TO EXCEED \$34,300

Trustee Gregorio made a motion, seconded by Trustee Terrill, to approve a motion to waive the bid requirements and authorize the Village Manager to negotiate a revised scope of services and to enter into a one year contract, for landscape maintenance services, in an amount not to exceed \$34,300.

President Frazier then requested a roll call vote to approve a motion to waive the bid requirements and authorize the Village Manager to negotiate a revised scope of services and to enter into a one year contract, for landscape maintenance services, in an amount not to exceed \$34,300.

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

CONSIDERATION OF A MOTION TO APPROVE A BID AWARD TO CHICAGOLAND PAVING CONTRACTORS, INC. OF LAKE ZURICH, ILLINOIS FOR THE 2019 STREET MAINTENANCE PROGRAM IN AN AMOUNT NOT TO EXCEED \$110,480

Trustee Kaplan made a motion, seconded by Trustee Terrill, to approve a bid award to Chicagoland Paving Contractors, Inc. of Lake Zurich, Illinois for the 2019 Street Maintenance Program in an amount not to exceed \$110,480.

PW Director Mike Nystrand stated that the street maintenance program is part of the Village's capital improvement plan. It is for ongoing preventive maintenance of the Village streets. The project involves pavement milling, patching and, as needed, driveway adjustments for fiscal year 2019/2020. \$110,480 is budgeted for this work. This work was bid through the 2018 Municipal Partnering Initiative which is an initiative among local municipalities. Chicagoland Paving Contractors from Lake Zurich, Illinois was the low responsible bidder last year and they agreed to extend their 2018 prices for 2019/2020. Their 2018 prices are very competitive and therefore staff is recommending the Village Board authorize the award of the construction contract for the 2019 Street Maintenance Project to Chicagoland Paving Contractors in an amount not to exceed \$110,480.

Trustee Gregorio asked if there is one big project or is it miscellaneous repairs. Director Nystrand indicated it is throughout the community. Work would be done on Alice Place, East Circle, Elder Lane, Lagoon Avenue, Lagoon Lane, Latrobe, Lockwood, Meadowbrook Drive, Mt. Pleasant Street, Norfolk, Old Willow Road, Riverside, Sunset, Valleyview, Valley Way, Thackeray, Happ, Ingram, Enid, Winnetka, and Meadowview. Public Works would mark out all the patching before they start. VM Sigman said the Village developed a maintenance rotation plan over the last year to expand the lifespan of the Village roads. Sealcoating, patching and maintenance are part of that plan.

President Frazier asked how well the newly paved roads are holding up. Director Nystrand said they are doing well.

President Frazier then requested a roll call vote to approve a bid award to Chicagoland Paving Contractors, Inc. of Lake Zurich, Illinois for the 2019 Street Maintenance Program.

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

PUBLIC COMMENT

Mike McIntyre, 370 Thackeray Lane, said he missed the last meeting and was surprised to learn that after the Plan & Zoning meeting on March 4th , the PUD was approved with less density. Within 10 days of that meeting, everyone signed off on the new plan and he felt it was pretty quick. There were issues raised in the March 4th meeting and he hasn't seen any minutes as to how it relates to the concerns expressed by a few people about the setbacks and the new configuration of the PUD. The last time he was at a public forum, it was because of some issues and the next time it came up, he didn't see anything that suggested that there was a new plan until the March 4th meeting. There were a couple of things expressed by the community and he is curious what the new timeline is for PUD's and if anything was addressed because of those concerns.

President Frazier said Mr. McIntyre is talking about the R2 project on Willow Road. She said in one sense it did go quickly because it went from Plan & Zoning to Architectural and to the Board and it passed all three. On the other hand, the project has been before the Board for four years and there has been a lot of discussion on the project. The developer went before the Preliminary Plan Review Commission, four Architectural and Plan & Zoning Commission meetings and three times before the Board, not to mention all the staff work behind the scenes. More time has been spent on this project than any other project since she has been President.

They started with 32 homes, then went to 28, went to 24, went to 19 and then finally went down to the 10 homes which were approved. There were concessions made. There is a net gain of 5 homes on the property, it's still right in and right out on Willow, water retention improvements were made, and they worked with the Plan & Zoning and Architectural Commissions quite a bit in terms of the look of the homes, sidewalks, lighting and landscaping.

Mr. McIntyre said it has grown into a bigger issue as it relates to PUD's and how that process takes place. At the very end of the meeting on March 4th, if you read the minutes, a question he asked was what are the plans moving forward relative to that area that is the force of which when trees die they fall. When he talked to the utility company they said it's the Village's and then the Village said it is not on a right of way and the utility company is to take care of it. The reason he is bringing this up and what was a surprise to him was the reaction from the Plan & Zoning Commission when he asked the question. There happened to be an engineer in the room who elaborated on what was actually being planned in terms of the piping that's going through and the water coming from the west and going east. Mr. McIntyre asked if anyone on the Plan & Zoning Commission walked the area and only one person said yes. When the engineer came up, they asked questions about what they are doing. It's clear from the minutes that Plan & Zoning wasn't aware of what was going on. The minutes don't read that way. You have the development over here in isolation which is approved and then the piping coming through, which is the second project, and his concern is that the water in the area, and asked does the right hand know what the left hand is doing relative to that water. The development is going to take care of the water in their area and the water that is being transported to the west from Sunset is going to take care of all of that water and hopefully take care of some water on Jeffrey and Ingram. With all this work being done, the ditch stays the same. In essence, where that water ends up going is in the backyard of the residents of Northfield. His understanding is that it will alleviate the problems on the west side and it will alleviate problems with the PUD, but there will still be a trench. The setbacks are 15 feet and all the piping is done 5 to 10 feet from the lot line to the south. So there is a lot of space between the south and the north and you also have the setbacks. The two projects were done in isolation. If the abandoned fire hydrant is cut, he is afraid a 95 foot Locust will take an impact from any type of cutting that goes through there.

VM Sigman said from a storm water standpoint, in 2008 the Village did a comprehensive analysis of the storm water situation in Northfield and came up with a series of projects and plans to implement as funding became available. The area called the West Central Area is the area west of Wagner and south of Willow. Gewalt-Hamilton has been studying this area in

detail for the last two years and we worked in conjunction with IDOT when the Willow Road trunk main was put into place. The area south of Willow Road was tributary to that roadway. For the West Central Area, the engineer came up with a three phase project. This area is very low and there is a much larger tributary area that drains toward it. The water gets trapped in the low area in the Bosworth-Jeffrey neighborhood. The Village is now implementing the first phase of potentially three phases of work. That consists of a trunk main along Jeffrey and the 100 foot Village right of way. That pipe will capture the water from the west and redirect it to Willow Road and the river before it gets caught in that low lying area. When the PUD came in, the same engineer looked at the hydraulics for the project. They ensured the PUD and the Village's new system worked and functioned together. There are multiple systems out there. The reason the pipe, in the 100 foot Village right of way, is on the south side is because there is an existing water main north of that and more mature trees. By law, we have to keep the storm sewer system a certain distance from the water main and other utilities that are already underground in that corridor. The water main also runs east and west. We had to offset it from the water main and be able to connect into the other system in Willow Road system. The engineering on the PUD has been vetted and is separate from the Village system. The project that the Village is implementing has been in the process of being designed over the past 3 or 4 years and has been contemplated since 2008. The PUD was modeled with that.

Mr. McIntyre said the planning for the water was done well in advance of this new PUD. It's the same issue going on with the Winnetka Road PUD.

Trustee Gregorio asked Mr. McIntyre if his concern is that the PUD could negatively affect the current water situation. Mr. McIntyre said his concern is that the water doesn't know any boundaries and is concerned that a fence doesn't go up to protect the property and concerned that he has a 95 foot 100 year old Honey Locust that has about 160 year shelf life that will die. He is also concerned about the amount of shrubbery and green that is gone as a result of what is taking place. He is concerned about the elevation of the new development and that there are 10 homes and two have held out for more money. If those 10 become 12 homes, he asked if that has been taken into consideration in terms of the water flow. There will be an indentation in the island of where those homes exist because you have to elevate the property. That house will go up and the water will flow away from the house. A berm can't be put up because that would defeat the purpose of the water flow. He asked how many Board members have walked that land. All indicated they had.

President Frazier said that the builder is putting in two sizable detention ponds to help with the water situation and when all is said and done, the water in that area between the

various projects going on, should be a lot better than what it is there now. She added that as far as the other two homes are concerned, the Board will have to cross that bridge when we come to it. We can't forecast what will happen.

Mr. McIntyre said he didn't know why the landscaping will be held off and wanted to know what the issue was and he would encourage the landscaping committee and the trustees to take a look at the impact of the effect on the Honey Locust. The other concern is when the gentleman who had the development cut down all those arborvitaes, that created a whole new situation for the people on the south because car lights are shining at the front of the homes. He said the day he closed on his house, there were beautiful trees which were then cut down for a ditch. President Frazier said that was an unfortunate chapter in this project when buckthorn, arborvitae and a lot of greenery were taken down. There is a very skilled landscape architect who sits on the Architectural Commission and she did a very thorough job of making sure that the landscaping will be suitable for the project and she is hoping it will provide more screening for him as well.

Department Updates

Administration

VM Sigman reported as follows:

There will be no Committee of the Whole meeting in May because we will be having dinner to thank and say goodbye to the trustees leaving the Board and to welcome the new elected officials to the Board. On May 16th there will be the new trustee training to go through the Open Meetings and Freedom of Information Acts. On April 26th, there will be a facilities tour at 1:00 p.m. in which they will walk through all of the Village's buildings and meet the various team members so they can understand the departments.

Community Development Department & Building Department

Director Gutierrez reported as follows:

Village Attorney Hill did a great training session with the Architectural Commission on April 8th. There are many new members and the training is done periodically to go through the Open Meetings Act, FOIA, procedural issues and to answer any questions on architectural review legalities. What constitutes a conflict of interest and recusals was a question raised and discussed. On April 8th, the Commission approved a permanent wall sign for North Dental at 1779 Willow Road. Staff is working with Sunset Ridge School on an Arbor Day celebration. On Arbor Day, we will plant a Bald Cypress and the winners of the poem contest will read their own poems. Morton Arboretum will have a representative there to give a presentation on protecting trees.

The Comprehensive Plan update is wrapping up the public engagement phase of this project and on April 4th a workshop on subareas was held. The Steering Committee will be meeting in May to discuss what came out of that workshop. The consultants, Houseal Lavigne will then have what they need to start drafting a plan over the summer. The draft plan is scheduled to roll out in the fall. After that, a public hearing will be held on the draft plan and it will come to the Village Board for final approval.

Trustee Gregorio asked about the status of the Wintrust property. Director Gutierrez indicated they are making incremental progress, but they haven't nailed down the discussions with the current property owner on the soil remediation. However, they feel they are pretty close to getting it down. Once they have finalized a plan with the property owner, it will take about 10 weeks to do the actual remediation. The building permits are set to go and once the remediation plan is in place, the permits will be issued. Trustee Gregorio then asked what the estimate of completion once the construction is started. Director Gutierrez said they were hoping to be under roof before the winter.

President Frazier questioned the pizza shop status. Director Gutierrez said a fire alarm panel upgrade was needed for the whole building, but he doesn't know if it has been inspected yet. After that, they could make the connection to the pizza place. There is an alarm system and suppression system over the hood of the stove.

Finance Department

Finance Director Noble reported as follows:

The packets contain are the financial reports through February, 2019. Those tell the same story as the last several months, as we are still waiting for the building permits for the bank. The James project's permits have been issued and will be reflected in next month's report. The building permits will then be right on budget. All the departments remain under budget.

The Village's IT Consultants had recently performed a firewall scan of the Village's firewall which is the software that protects us from cyber-attacks. There were no major findings. We have asked them to put together an executive summary and a course of action and to fix some minor things. That will be sent to the Board in the next couple of weeks.

Fire-Rescue & Public Works Departments

Public Works Director/Fire Chief Mike Nystrand reported as follows:

Since the last Board meeting, fire-rescue responded to 91 calls for service, including a couple of structure fires, one in Evanston and a house fire in Highland Park. They are

continuing to work with the New Trier High School graduation dance committee to make sure that all of the decorations and planning for that party is in order.

The contractor started the water main work on Thackeray this week and once they complete the water main work, they will move over to Jeffrey to begin the storm main work. One of their water supervisors attended a class on non-revenue or water loss to see what the newest techniques and methods for getting a better handle on it. The Metropolitan Water Reclamation District of Greater Chicago removed a number of blockages along the Middlefork River on Willow Park north by the Park District. Unfortunately, they had to plow and salt last Sunday.

President Frazier asked if Thackeray will be repaved after the water main is fixed and Director Nystrand indicated it would.

Police Department

Chief Lustig reported as follows:

The state is requiring more mandatory training for police agencies such as training for sexual assault, mental health, Autism and leads when officers run license plates and criminal history. Officers must be trained in these areas, including officers that are on boards, for Freedom of Information and Open Meetings Act. This can be done online and the officers can do the training while on duty.

He has been keeping a special watch at Sunset Ridge School because there have been problems. Parents are loading and unloading their children on Willow Road and are not following the rules. He was out there all week and there continue to be problems. One parent was angry and slammed his car door into another car. Police are trying to keep the peace and to educate people.

There also have been a number of domestic issues and Dr. Nada has been following up on them.

On April 23rd there will be a crime prevention meeting at the Village Hall. Last week, officer friendly gave a talk on bicycle safety. Orange cones are outside the crosswalk by St. Phillips so cars don't park there and the kids can ride their bicycles through the area.

President Frazier indicated that at the April 23rd meeting, there will be a representative from the Cook County State's Attorney to answer any questions about crime prevention and car theft. She then asked Chief Lustig if he is working with Dr. Stange on the school issues. Chief Lustig indicated yes and that Dr. Stange puts information in their newsletter. Unfortunately, people do what they want to do.

ADJOURNMENT

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

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

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

The meeting was adjourned at 8:20 p.m.