

**REPORT OF PROCEEDINGS
OF THE
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
VILLAGE OF NORTHFIELD
Tuesday, October 16, 2018 - 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, October 16, 2018 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 Thomas Terrill John Gregorio John Goodwin

ABSENT:

ALSO PRESENT: Attorney Everette M. Hill, Jr.

PRESENTATION OF A PLAQUE TO SGT. TOM HANUS FROM NORTAF

President Frazier noted that during the time Sergeant Hanus was in the Detective Bureau in Northfield, he also served on the North Regional Major Crimes Task Force (NORTAF). In that role, Sergeant Hanus solved many cases and was one of the top investigators. The NORTAF Task Force recently acknowledged Sergeant Hanus for his service and she was pleased to be able to present him with their Award of Excellence.

APPROVAL OF CONSENT AGENDA ITEMS:

1. Approve the Report of Proceedings from the September 17, 2018 Village Board meeting.

2. Approve the Bills and Disbursements from 9/6/18 to 10/2/18:

General Fund	\$305,122.84
Foreign Fire Insurance Tax Fund	250.00
Water and Sanitary Sewer Fund	120,053.94
Storm Sewer Improvement Fund	3,510.00
Capital & Equipment Fund	77,813.06
2017 Go Bond Project Fund	342,390.01
Rolling Ridge SSA Project Fund	<u>39,898.41</u>
TOTAL	<u>\$ 889,038.26</u>

3. Approve the Village Board Meeting Schedule for 2019.

4. Approve the Truth and Taxation Resolution for the 2018 Tax Levy.

5. Approve a Third Amendment to the Parking Lot License Agreement with C and D Northfield LLC (Happ Inn).
6. Approve an IMRF Resolution on Reportable Earnings.

Trustee Terrill made a motion, seconded by Trustee Lungmus, 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: Roszak Kaplan Lungmus Terrill Gregorio Goodwin	NAYS: 0	ABSTAIN: 0	ABSENT: 0
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PRESENTATION BY THE FOREST PRESERVE OF COOK COUNTY FOR THE NEXT CENTURY CONSERVATION PLAN AND PROGRAMS OFFERED REGARDING SKOKIE LAGOONS

Beth Dunn of the Chicago Botanic Gardens and Andy Tindall, Director of Government Affairs from the Cook County Forest Preserve was present. She said along with Chicago’s lakefront and skyline, another feature is the nearly 70,000 acres that make up the forest preserves of Cook County. Within those woodlands, prairies, wetlands, marshes and savannahs, the forest preserve contains some of the highest concentration of rare, threatened and endangered plants in the state. Chicago Botanic Gardens’ 385 acres are within the forest preserves and they benefit greatly from being part of one of the country’s great urban greenways created jointly by the forest preserves and the Chicago Horticulture Society. The Garden receives annual operating support from the forest preserves and they partner on a variety of issues, including conservation, restoration, horticulture and education. They are at the meeting as Northfield’s neighbors and want to share some information about the preserves throughout the county as well as their future vision.

Anthony Tindall said they have a presentation and will talk about their conservation plan. (See attached presentation).

Mr. Tindall then discussed the Skokie Lagoons Boathouse Planning Session. They want to talk with Northfield and other municipalities in this area as to what they should be doing about the Skokie boathouse. Their planning department is interested in discussing with Northfield how they think the boathouse should be organized.

President Frazier indicated they are all in favor of the forest preserves. Steve Gutierrez would be the contact person for the Village. She said a lot of trees in the forest preserve along

Winnetka Road between Riverside and Avon Road, west of the river were chopped down. She wondered what is happening there and would like to hopefully mitigate the situation. Trustee Goodwin said he has seen Friends of the Forest Preserve trucks there where people volunteer and go in there and he assumes they are cutting down invasive species. Mr. Tindall said that is the bulk of all of their activities is ruining invasive plan species. They do contract with the Friends of the Forest Preserve to do a lot of work, along with some other organizations and contractors. He is not sure if that is a particular restoration site. President Frazier asked if Mr. Tindall could find out. She also wondered about the forest preserve property at Hibbard and Winnetka Roads and why there are so many dead trees. She asked if the forest preserve people come and clean them out or do they return to nature on their own. Mr. Tindall said they need the support of a lot of people. The forest preserve has a little over 513 employees managing 70,000 acres of land. They have a natural cultural resources master plan that they work with the Prairie Institute to help them prioritize the restorations and efforts. There are about 30,000 acres that need to be restored and they are mapped out and within those prioritized parcels and there is a timeline associated with it based on resources and volunteers.

Trustee Terrill said at the Hibbard and Winnetka Road forest preserve, there is a sizable bridge that crosses the creek. He said there is a cone in the middle of it indicating potential danger and it is an eyesore with shrubbery growing around it. Trustee Terrill said it needs some attention. Mr. Tindall said they have done an assessment of all of their business capital and have created a construction improvement plan. They are actively working to find resources for the upgrading. Trustee Terrill suggested putting this bridge as a top priority.

CONSIDERATION AND APPROVAL OF A FINAL PLAT FOR THE ARMSTRONG SUBDIVISION AT 2005 SOUTHRIDGE TERRACE

Trustee Roszak made a motion, seconded by Trustee Lungmus, to approve a final plat for the Armstrong Subdivision at 2005 Southridge Terrace.

Community Development Director Steve Gutierrez indicated a 10-1/2 acre property at 2005 Southridge Terrace is currently owned by the Armstrong family. The property is zoned R-2 Single Family Residential and the Armstrongs wish to sell off 2-1/2 acres of the property that lies west of the Middlefork River. The next step in this transaction is to subdivide the west side property into outlots that can then be sold to the adjacent property owners at 225 Maple Row, 225 Old Farm Road and 175 Old Farm Road. The remaining property on the east side of the river would be subdivided into Outlot A and Lot 1. The proposed subdivision does not include the existing lot that the home sits on. That is Lot 2 of another subdivision. The applicants are

also seeking to rezone the Outlots that have been created on the west side of the river to be consistent with the zoning of adjacent properties. Outlot B from R-2 to R-3 and Outlots C and D from R-2 to R-1. The proposed plat of subdivision stipulates a number of things, including that no structures can be placed on any of the outlots without Village approval, including sheds or garages. None of the outlots can be improved with storm water facilities without an access easement being granted to the Village. The land area of the outlots on the west side of the river would not be included in calculating the allowable FAR or lot coverage on those adjacent properties that acquire the outlots, so it wouldn't allow for a larger house to be placed on those existing properties. The FAR of any house that is built on this newly created Lot 1 would not exceed the maximum FAR that can currently be built on this existing lot.

Director Gutierrez said with those stipulations, the Plan and Zoning Commission voted unanimously to recommend approval of the proposed plat of subdivision and the rezoning of those outlots B, C and D. The applicant is present.

Hal Franke, attorney with the firm of Melcher, Purtill & Stelle LLC is here on behalf of Mrs. Armstrong who is the owner of the property and Paul, Jr. is here to represent the family. Mr. Porter, one of the purchasers of Outlot B is present with his attorney. He said that this is not in furtherance of any construction improvements. No new improvements are contemplated as a result of this subdivision. It is purely for the reasons that Director Gutierrez said which is to facilitate the exchange of parcels west of the river to the existing owners on that side of the river. This kind of lot line readjustment has to go through a complete subdivision process due to Northfield's ordinance.

Trustee Roszak asked if the applicant's residence is on the lot that is in Lot 2. He then asked if it's the intention to sell Lot 1 to a new party. Mr. Franke indicated it is Lot 2, but Lot 1 will not be sold. This area was approved by the Board for a preliminary plat of subdivision, but that subdivision never happened. There was discussion at the public hearing whether a mega mansion could be built on Lot 1 which is why the condition was placed on the plat that no house bigger than what is there now can be built.

President Frazier then requested a roll call vote to approve a final plat for the Armstrong Subdivision at 2006 Southridge Terrace.

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

CONSIDERATION AND APPROVAL OF AN ORDINANCE AMENDING THE ZONING MAP TO CHANGE OUTLOT B TO R-3 SINGLE FAMILY RESIDENTIAL AND OUTLOTS C AND D TO R-1 COUNTRYSIDE RESIDENTIAL

Trustee Roszak made a motion, seconded by Trustee Gregorio, to approve an ordinance amending the Zoning Map to change Outlot B to R-3 Single Family Residential and Outlots C and D to R-1 Countryside Residential.

Director Gutierrez indicated these are the same issues that were just discussed. The rezoning was a suggestion of staff and the Village Attorney to make the zoning be consistent to the adjacent properties.

President Frazier then requested a roll call vote to approve an ordinance amending the Zoning Map to change Outlot B to R-3 Single Family Residential and Outlots C and D to R-1 Countryside Residential.

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

CONSIDERATION OF THE PLACEMENT OF CLOSED SESSION REPORT OF PROCEEDINGS FROM SEPTEMBER 19, 2017 INTO THE OPEN SESSION REPORT OF PROCEEDINGS BOOK

Trustee Lungmus made a motion, seconded by Trustee Terrill, to accept the placement of closed session report of proceedings from September 19, 2017 into the open session report of proceedings.

Attorney Hill indicated this is a housekeeping matter required by statute to do semi-annual reviews of the minutes of closed session meetings. This is done through a set of internal rules. There are only three sets of minutes left in the closed session book which means we are being very transparent.

President Frazier then requested a roll call vote to accept the placement of closed session report of proceedings from September 19, 2017 into the open session report of proceedings.

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

CONSIDERATION OF A MOTION TO APPROVE THE PURCHASE OF ONE 2019 FORD F-59 COMMERCIAL STRIPPED CHASSIS WITH A UTILIMASTER VAN BODY AND INTERIOR UPFIT IN THE AMOUNT OF \$112,286.00 FROM SUTTON FORD LINCOLN, INC. OF MATTESON, IL

Trustee Goodwin made a motion, seconded by Trustee Roszak, to approve the purchase of one 2019 Ford F-59 commercial stripped chassis with a Utilimaster van body and interior upfit in the amount of \$112,286.00 from Sutton Ford Lincoln, Inc. of Matteson, Illinois.

Director Mike Nystrand said they currently use a step van service vehicle for a myriad of projects and activities that they do in the Public Works and Water Departments. He included a picture to give the Board an idea of the current model which is 31 years old. Some of the issues with this vehicle are that there are no parts available to keep it running. A muffler went bad and it had to be manufactured and there is a lot of underbody rust. This vehicle is a critical piece of equipment for the Public Works and Water Department. It is a traveling tool box and supply house and provides hydraulic power for hydraulic tools for water mains and has lights for doing water main repairs at night. Submersible pumps can go inside the vehicle so they won't freeze. They developed a replacement vehicle based on the current contract with the Northwest Municipal Conference and had numerous meetings to have the configuration of the vehicle so they won't have some of the issues they had with the old van. They are required by OSHA and IDOL to have shoring equipment when they go into excavations and need tripods with harnesses when entering manholes and have multiple gas meters for testing atmospheres so you don't pass out. They carry all this equipment on the truck. The new vehicle will have cabinets on the outside so that the movements of taking it on and off will have less of a risk of employees twisting their back. When they purchased the current van back in 1987, it had a 15 year useful life. Through annual evaluations, they were able to push it on to be able to get 31 years out of the vehicle.

Director Nystrand said that they got three prices from the contractor. It's the same chassis, but there were three body components to pick from. If approved, they will build the whole vehicle, the chassis and the body itself. Having it built by the same company will be \$23,000 less than having separate companies build it. He requested that the Board approve the sale of the old step van and purchase the new truck.

President Frazier then requested a roll call vote to approve the purchase of one 2019 Ford F-59 commercial stripped chassis with a Utilimaster van body and interior upfit in the amount of \$112,286.00 from Sutton Ford Lincoln, Inc. of Matteson, Illinois.

AYES: Roszak NAYS: 0 ABSTAIN: 0 ABSENT: 0
 Kaplan
 Lungmus

Terrill
Gregorio
Goodwin

CONSIDERATION OF AN ORDINANCE DECLARING ONE 1987 GMC P35 STEP VAN AS SURPLUS AND AUTHORIZING STAFF TO SELL THIS EQUIPMENT ACCORDING TO LAW

Trustee Terrill made a motion, seconded by Trustee Lungmus, to approve an ordinance declaring one 1987 GMC P35 step van as surplus and authorizing staff to sell this equipment according to law.

Director Nystrand said the fleet manager does research when going through the process of declaring the equipment surplus and they may get \$900.00.

President Frazier then requested a roll call vote to approve an ordinance declaring one 1987 GMC P35 step van as surplus and authorizing staff to sell this equipment according to law.

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

CONSIDERATION OF A MOTION TO WAIVE THE BIDDING PROCESS TO ALLOW FOR EMERGENCY WATER MAIN REPAIRS

Trustee Roszak made a motion, seconded by Trustee Gregorio, to approve a motion to waive the bidding process to allow for emergency water main repairs.

Director Nystrand indicated the section of water main on Riverside has had a number of breaks this year. The main is being held together with repair sleeves and they don't want residents on that street to be without potable water for an extended period of time. Lenny Hoffman, who did the Rolling Ridge water and sewer mains, has been willing to work with the Village and extend their pricing to replace this main, if approved, as an emergency repair within the next two months. He thinks if we wait we could see a catastrophic failure of the main during the winter months. Director Nystrand said they would like to take advantage of partnering with Lenny Hoffman to extend their prices on an existing contract to have this section of water main replaced as soon as they can.

President Frazier asked Director Nystrand to explain why this is an emergency situation. Director Nystrand said given the nature and the frequency of the breaks they are seeing when excavating, as can be seen in the picture provided, you can see the repair sleeves. The type of sleeve used depends on the type of break they find when it is excavated. Within this section, every time they go down there, they see bigger breaks. They fixed a break and then another

break occurred 16” from where they just repaired. Since the beginning of the year, they have had 6 breaks in that area. They don’t know if it is the soil in the area or what it could be.

Trustee Lungmus asked what disruptions the residents would see during the construction. Director Nystrand said they will maintain their water through the construction. They will work with the residents to let them know when not to do laundry or whatever. Chief Lustig indicated that it can be unsightly because there is temporary sand on top. Director Nystrand said they will maintain one lane of traffic. Engineer Glenn said they will have to close one lane and the traffic control is in the contract so there will be flaggers there all day.

Trustee Roszak asked Director Nystrand if he has seen a concentration of water main breaks like this in his experience. As mentioned earlier, Director Nystrand said just the ones on Frontage Road. These breaks are similar to the ones on Frontage. Based on what he has seen in the past, he considers this an emergency. Trustee Gregorio wondered if the weather plays a role in getting it done quickly. Director Nystrand and Engineer Glenn said they hope to get it done by the first part of December so they can get the asphalt down.

President Frazier questioned the pricing. Engineer Glenn recognized it was a significant sum of money. The Rolling Ridge project was competitively bid so we know those prices are pretty good, but given the scale of the project; they reached out to a number of contractors who also bid on these projects to get the temperature of the market. They said they would provide bids, but also said they don’t need the work. He said that given the fact that it’s an emergency situation, we did not have time to get competitive bids as that would have pushed it to the December Board meeting and into the bad weather. They don’t have any reason to believe they will get better pricing. If not approved, we will lose this construction season.

President Frazier then requested a roll call vote to approve a motion to waive the bidding process to allow for emergency water main repairs.

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

CONSIDERATION AND APPROVAL OF A CONTRACT TO LENNY HOFFMAN EXCAVATING, INC. FOR \$337,350 PLUS A 10% CONTINGENCY FOR THE RIVERSIDE WATER MAIN REPLACEMENT

Trustee Roszak made a motion, seconded by Trustee Lungmus, to approve a contract to Lenny Hoffman Excavating, Inc. for \$337,350 plus a 10% contingency for the Riverside water main replacement.

VM Sigman noted that this was not a budgeted project this fiscal year. The cost would have to come from our reserves in the water and sewer fund.

President Frazier then requested a roll call vote to approve a contract to Lenny Hoffman Excavating, Inc. for \$337,350 plus a 10% contingency for the Riverside water main replacement.

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

PUBLIC COMMENT

None.

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

Department Updates

Administration

VM Sigman reported that about a week ago, she, Engineer Glenn and Director Nystrand met with the Cook County Highway Department. She said staff has built a wonderful relationship with that group and talked about the completion of Happ Road Phase I. As soon as they are done with their review, we will be ready to hold a final public meeting. She said they also discussed Phase II and we will try to go out for grant money to secure the Phase II design work. The County worked with us through the Intergovernmental Agreement to repave Happ Road and were willing to work with us to include a portion of Orchard into that contract which all got done this fall. They have paid 100% of the cost and the Village has helped facilitate the work. It's a major corridor that serves the high school, the business community and residential community. The fact that Cook County wanted to partner with us is huge. She said one of the things we will be looking at over the next year is bringing an Intergovernmental Agreement to the Board with an annual maintenance agreement where the County will allot a certain amount of money. Then, if we see a dead tree that needs to come out, the Village can bring out tree services to do that. There is a collapsed drainage structure around Coventry and if their maintenance team can't do it. We are working on an amendment to our existing IGA to do this work. The Village will get the quotes and will get the project done and get 100% of that cost reimbursed by Cook County.

VM Sigman also reported that staff began working on a number of local drainage issues, including along Rolling Ridge Road, which has longstanding drainage swale problems. They have been working with the drainage department on that.

President Frazier said that staff has a good relationship with the Cook County Transportation and Highways Department and are working with them and they have been a lot more amenable to easing the path for us which benefits everyone. She said everyone appreciates it.

Community Development Department & Building Department

Director Gutierrez informed the Board that the Plan & Zoning Commission held a hearing on the proposed assisted living and memory care facility that is being proposed at 1622 Willow Road. The Commission heard a number of concerns expressed by the neighbors ranging from traffic to the transport of people in and out of the facility and deliveries. The Commission asked the applicant to engage with those neighbors and continued the hearing until November and in the interim asked them to particularly speak with the neighbor south of the building across the alley. Petitioners, after talking with the neighbors, may adjust their plans.

Director Gutierrez said the Architectural Commission will hear the proposed assisted living and memory care facility at their November meeting. They approved a pickle ball court at 135 Dickens and they continued their discussion on a proposed sign for North Dental at 1179 Willow Road across from Village Hall. The Commission suggested reducing the size of the sign and will come back in November. The Commission will also be looking at a sign variation from North Shore University Health Care for the sign at 211 Waukegan Road. Youngren's Cleaners will be closing at the end of October and Wintrust Bank's permit plans have been reviewed and staff made comments and are working with the architects to finalize the plans. Demolition will begin as soon as Youngren's closes.

Finance Department

Finance Director Noble reported that the packets contain the financial reports through August 31st. He pointed out in the executive summary that we are behind in building permits, but a very large permit came in last week, although we are still a little behind on the budget. We are up about \$30,000 from where we were last year. The two largest building permits to come in will be the AT&T site and the bank. The memory care facility could also be a major building permit. He said sales tax is coming in on budget as anticipated. In the executive summary, he mentioned that the new home rule sales tax of $\frac{3}{4}$ of 1% will be due this month which they just received. As compared to last October, it's up 40% and the rate went up 33% and we got 40% more this year. This is right on budget.

Director Noble said we are falling a little behind in sanitary sewer and water as far as the number of gallons sold so far this year. October is our biggest month which takes in the summer months and it also represents our largest district. When that comes in, it will tell a lot about how we do the Water Fund for the rest of the year. The departments are doing great; they are all under budget as well as salaries.

Fire-Rescue & Public Works Departments

Public Works Director Mike Nystrand said as VM Sigman mentioned, Happ Road has been repaved and all the striping has been finished. The annual sidewalk trip hazard elimination replacements have also been completed for this year. He said a couple of years ago, he came to the Board to get approval for the Public Works Department to participate in a mutual aid network that is similar to the police and fire mutual aid networks. At the end of September, some strong storms came through the area so they activated a Public Works mutual aid requests and since we are members, we were able to send a crew, 2 employees and our chipper truck out to assist Algonquin. They had areas for days where residents couldn't get in and out of where they live with their vehicles. There were multiple days of the request, but we were able to go for a day. He said it is nice to know that if something should happen in Northfield, mutual aid is available to us.

Fire Chief Nystrand reported that it was an awesome and successful pancake breakfast.

Police Department

Chief Lustig informed the Board that his department is getting ready to staff for Halloween. The officers have been in the schools talking about stranger awareness and Halloween safety and will continue until Halloween. He again offered his ride along with him which is about an hour and a half or two hour ride for him to explain the functions and the Village on the police side.

Trustee Terrill said he has done the ride with the Chief and it is well worth it.

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.

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

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

The meeting was adjourned at 8:03 p.m.