



**AGENDA  
VILLAGE OF NORTHFIELD  
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, May 18, 2021**

A meeting of the Committee of the Whole of the Village of Northfield is scheduled for ***Tuesday, May 18, 2021 at 5:30 p.m.*** in the Multipurpose Room at the Village Hall, 361 Happ Road.

The Agenda is as follows:

1. Call to order.
2. Approval of the April 20, 2021 Committee of the Whole Report of Proceedings
3. Discussion of the Village Board 2021-22 Core Objectives
4. Discussion on Village Board Procedural Guidelines
5. Other business.
6. Public comment
7. Adjournment.

The Village of Northfield is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the Village Manager's office at 847/446-9200 or 847/446-7131 (TDD) at least one week prior to the meeting, if possible, to allow the Village of Northfield to make reasonable accommodations for those persons.

**DRAFT MINUTES OF THE  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE OF NORTHFIELD  
TUESDAY, April 20, 2021**

The Committee of the Whole meeting was called to order remotely via Zoom, due to the COVID-19 crisis, by Village President Joan Frazier on Tuesday, April 20, 2021 at 5:30 p.m. Village Clerk Stacy Sigman called the roll as follows:

**Committee Members Present:**

Trustee Tom Terrill  
Trustee Greg Lungmus  
Trustee Charles Orth  
Trustee Todd Fowler  
Trustee Tom Whittaker

**Absent:**

Trustee John Goodwin

President Joan Frazier

**Others Present:**

Village Manager Stacy Sigman and KTJ Attorney Jim Rhodes

**Approval of the March 16, 2021 Report of Proceedings**

Trustee Terrill made a motion, seconded by Trustee Fowler, to approve the March 16, 2021 Report of Proceedings. The roll call vote of approval was unanimous.

**Discussion on the Crown Castle cell tower lease**

Village Manager Sigman noted that in June of 2001, the Village entered into a 20-year lease agreement with SprintCom, Inc. to allow them to place a cell tower on the public works site at 1800 Winnetka Avenue. That lease and tower are now controlled by Crown Castle (CC). The current lease is set to expire on June 20, 2021. For the past two years, KTJ Attorney Jim Rhodes, Trustee Fowler, and Village Manager Sigman have worked with CC on a lease extension but have been unable to agree on terms. Jim Rhodes was at the meeting to review pricing and parameters with the Board and to answer any questions.

**Other Business**

Trustee Orth made a motion, seconded by Trustee Fowler to adjourn the meeting to Closed Session, to approve the Closed Session meeting minutes from January 19, 2021 pursuant to 5 ILCS 120/2(c)(21) and to set the price for the sale or lease of real property pursuant to Section 2(c)(6) of the Open Meetings Act and to adjourn the Committee of the Whole meeting thereafter at 6:55 p.m.

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

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**COMMITTEE OF THE WHOLE MEMORANDUM**

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**TO:** PRESIDENT AND VILLAGE BOARD OF TRUSTEES  
**FROM:** STACY ALBERTS SIGMAN, VILLAGE MANAGER  
**SUBJECT:** MAY 18, 2021 COMMITTEE OF THE WHOLE MEETING  
**DATE:** MAY 18, 2021  
**CC:** BUZZ HILL, VILLAGE ATTORNEY  
MALLORY MILLUZI, VILLAGE ATTORNEY

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At the May 18, 2021 Committee of the Whole meeting, there are two items on the agenda as follows:

**FY 2021-22 CORE OBJECTIVES.** Annually, the Board meets to establish their Core Objectives to ensure they reflect the current community priorities. These Core Objectives are then used to prioritize projects and resources. At the meeting, Board members will have the opportunity to share their thoughts on the attached draft FY2021/22 Objectives and make suggestions on possible additional programs.

**VILLAGE BOARD PROCEDURAL GUIDELINES.** A Trustee suggested that the Board consider adopting some procedural guidelines to help add consistency to communications and clarify procedures. President Lungmus liked the general concept, particularly if they could be written in a way that would improve communications, provide for Board input, and help ensure community and outside agency issues are addressed consistently. The attached draft guidelines were developed by staff, based on past practices, and are being presented for Board input and consideration.

## **Village of Northfield - Core Objectives 2021-22**

Financial Strength. Maintain the Village's strong financial position by (a) updating and monitoring the long-range financial plan; (b) updating and monitoring COVID impact models; (c) recruiting and helping sustain sales tax producing businesses; and (d) maintaining our AAA bond rating.

Infrastructure. Continue to strengthen the Village's infrastructure and apply for grants to leverage our financial resources when possible, with a focus on:

- Water System – transition to monthly billing and engineer the 2022 projects utilizing slip-lining when possible to reduce costs.
- Storm Water - seek funding for the Phase I – Winnetka Avenue project. Complete the Central Avenue and Avon/Riverside projects when grants funds arrive.
- Streetscape – engineer the Bosworth pedestrian bridge replacement.

Pensions. Transition current fund assets to the State Police Pension by June 2022.

State/County Initiates. Continue to work with IDOT and Cook County to improve the condition, safety, and accessibility of regional roads with an emphasis on:

- Happ Road - Phase II
- Skokie Valley Trail – Phase II
- Winnetka Avenue bridge
- Winnetka Avenue Phase I
- Sunset Ridge Resurfacing/Reconstruction

2040 Vision Plan. Advance the goals of the 2040 Vision Plan with an initial focus on:

- Appendix A – Zoning Code Update
- Design Guideline update
- Tree Preservation Code update
- Subdivision Code update

Business Support/Economic Development. Continue to strengthen local business districts and encourage economic development to support property values and protect the character and vitality of Northfield through business outreach and promotional programs.

Green Initiatives. Continue to seek opportunities to incorporate sustainable practices and programs into the Village's operations and educate the community on sustainable practices.

Intergovernmental Initiatives. Continue to explore options to collaborate with neighboring communities to improve service and efficiencies to reduce costs with an emphasis on:

- Reassessing the shared ladder truck program
- Reassessing the RED Center dispatching program

Cultural Attractions. Continue to work with the Park District and other entities to sponsor and promote cultural attractions such as Music and Market, municipal gallery, and other special initiatives.

## **Northfield Village Board Procedural Guidelines May 2021**

### **Agenda Development and Board Meetings.**

- The Village President and Village Manager will work in tandem to set the agenda for all Committee of the Whole and Village Board meetings.
- Board members who wish to have an item placed on an agenda are to contact the Village Manager or Village President to make a request.
- If an individual trustee's agenda request is not supported by the Village President, the trustee can seek to have two additional trustees, (3 total) make the agenda request, in writing, to the Village Clerk and it will be scheduled.
- Members of the public who wish to have a matter considered by the Board, should either contact the Village Manager or write to the Village Board at [vgroup@northfieldil.org](mailto:vgroup@northfieldil.org)
- If any Board member has an issue or concern with any matter that is on an agenda, they should contact the Village Manager or Village President ahead of the meeting. If any changes or clarifications are warranted, all Board members will be provided with new material ahead of the meeting.
- Board members should discuss outstanding issues, new ideas, or concerns with the Village President or Village Manager prior to raising them at public meeting.
- Board members are encouraged to ask questions and to express individual viewpoints on agenda items in a respectful and constructive manner. Once a vote has been taken, members should abide by and respect the will of the majority.

### **Board Concerns.**

- A Board member who has a concern about a community issue, a Board packet item, or departmental issue should contact the Village Manager. Board members should not contact staff members directly (unless associated with a specific assignment) without first contacting the Village Manager. The Manager will then make sure the appropriate staff member follows up on the concern. The Village Manager should be copied on any ongoing communications.
- A Board member who has a concern with a matter involving the Village Manager's performance should contact the Village President.
- A Board member who has concern with an elected or appointed official should contact either the Village Attorney or Village President.

### **Community Concerns.**

- If a Board member is approached by a member of the community with a concern that is specific to a particular Village department, they should direct that person to work with the appropriate staff member and their Department Head. If they have been unable to resolve their issue through this normal channel, they should be directed to contact the Village Manager. Citizens should always be encouraged to follow the chain of command and work directly with the staff to resolve issues.

- If a Board member is approached by a member of the community who has an ethics, discrimination or mistreatment concern, they should be directed to contact the Village Manager.
- If Board members become aware of a serious issue within the community, they should notify the Village Manager and/or Village President.
- Board members should refrain from giving individual opinions on matters that to come before the Village board, but encourage citizens to write directly to the full Board at [vgroup@northfiedil.org](mailto:vgroup@northfiedil.org)
- The Village Manager will coordinate with the Village President responses to e-mails received by the “vgroup.” If an e-mail pertains to a Board agenda item, the Village Manager will acknowledge receipt and make the email part of the public record for that item. Individual Board members are discouraged from responding directly and should contact the Village President if they have thoughts on the best way to approach a message.
- Board members should refrain from using their official status as Village Trustees in matters that do not pertain to Village business. All questions or concerns associated with other units of government should referred to that entity’s Board (ie. school, park, library, county.)
- Board members always retain their right to participate in outside organizations, but when doing so they should make sure it is clear that they are acting as an individual and not in their official elected capacity.

#### **Outside Communication**

- Board members should not directly contact any governmental agencies, state or federal elected officials, or other municipalities on matters of Village business. All such requests should be made by either the Village President or Village Manager. If a Board member has a close relationship or friendship that might be beneficial to the Village in a particular matter, they should contact the Village President to discuss how to coordinate communications. Whenever possible, communications should be between elected to elected person (President to President) and appointed to appointed person (manager to manager).
- The Village President, Village Manager, or the staff member directly managing an issue will be the spokesperson for media inquiries. Individual Board members should refrain from discussing Village matters with the press without first discussing it with the Village Attorney or Village President.
- Board members should be judicious in their use of electronic communication and understand that all communications associated with Village business are subject to the Freedom of Information Act. Board members should never use any kind of communication to poll Board members or act as a conduit to direct a vote.

#### **Executive Session**

- All material and conversations associated with a closed session should be kept strictly confidential. Board members should not discuss any aspect of these meetings with anyone who was not physically present at the meeting.