



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

**Tuesday, June 15, 2021**

A meeting of the Committee of the Whole of the Village of Northfield is scheduled for ***Tuesday, June 15, 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 May 18, 2021 Committee of the Whole Report of Proceedings
3. Presentation by Jane Grover of behalf of the Chicago Metropolitan Agency for Planning (CMAP)
4. Continued discussion on the draft Village Board 2021-22 Core Objectives
5. Continued discussion on the draft Village Board Procedural Guidelines
6. Other business.
7. Public comment
8. 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.

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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:** JUNE 15, 2021 COMMITTEE OF THE WHOLE MEETING  
**DATE:** JUNE 10, 2021  
**CC:** BUZZ HILL, VILLAGE ATTORNEY

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At the June, 2021 Committee of the Whole meeting, there are three items on the agenda as follows:

CHICAGO METROPOLITAN AGENCY FOR PLANNING (CMAP). Jane Grover with CMAP will be at the meeting to present their Community Data Snapshot for Northfield and to review some of the key aspects of their ON TO 2050 plan. The following is a link to CMAP's website [www.cmap.illinois.gov](http://www.cmap.illinois.gov) and the ON TO 2050 regional plan [www.cmap.illinois.gov/onto2050](http://www.cmap.illinois.gov/onto2050)

FY 2021-22 CORE OBJECTIVES. Annually, the Board meets to establish Core Objectives that reflect 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 procedural guidelines for interaction between and among board members, staff and board members and board members and the community. President Lungmus is in favor of the general concept, as way to provide consistency in the manner in which these groups interact with each other. The attached draft guidelines were developed by staff, based on past practices, and are being presented for Board input and consideration.

**MINUTES OF THE  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE OF NORTHFIELD  
TUESDAY, May 18, 2021**

The Committee of the Whole meeting was called to order by Village President Greg Lungmus on Tuesday, May 18, 2021, at 5:30 p.m. Village Clerk Stacy Sigman called the roll as follows:

Committee Members Present:	Absent:
Trustee Todd Fowler	
Trustee Barnaby Dinges	
Trustee Tom Whittaker	
Trustee Matt Galin	
Trustee Tracey Mendrek	
Trustee Charles Orth	

President Greg Lungmus

Others Present:  
Village Attorney Mallory Milluzzi

**Approval of the April 20, 2021 Report of Proceedings**

Trustee Whittaker made a motion, seconded by Trustee Fowler to approve the April 20, 2021 Report of Proceedings. Approval was unanimous.

**Discussion of the Village Board 2020-21 Core Objectives**

Village Manager Sigman indicated that past Boards have established Core Objectives to reflect current community priorities and to prioritize projects and resources. Board members were encouraged to share their thoughts on the draft FY2021/22 Objectives and make suggestions on possible additional programs.

Trustee Whittaker suggested engaging residents, as well as kids in projects such as Adopt a Street or Adopt a Fire Hydrant to further green initiatives. He recommended working with schools to involve students in doing service projects such as a Village Wide Clean-up.

Trustee Dinges suggested formalizing citizens and businesses to adopt areas for clean-up and possibly leverage Earth Day in the future. He recommended that Public Works potentially help by supplying bags and gloves in order to foster a much more engaged community.

Trustee Orth recommended that the Scouting Community get involved in service clean-up projects.

Village Manager Sigman stated that she liked the idea of a community clean-up, allowing groups to adopt and take responsibility for specific areas within the Village.

President Lungmus noted that years ago there was the “Give a Hoot. Don’t Pollute” campaign and stressed the importance of education and starting the momentum of a clean community. He indicated that this was not an expensive proposition and it would help beautify the Village.

Trustee Fowler inquired about the Safe Routes to School, which a federal program that promotes walking and bicycling to school through infrastructure improvements.

Village Manager Sigman remarked that grants should be an additional focus under the goals of the 2040 Vision Plan.

President Lungmus specified that the Village needed to continue intergovernmental initiatives to collaborate with neighboring communities to improve service and efficiencies to reduce costs. He stated that staff would reassess the RED Center and Glenview Blue dispatching programs to ensure the Village was obtaining the best overall service.

Trustee Dinges noted that adequate and well-marked parking is vitally important to our business community. He said it would be beneficial to show where parking was available and offer alternative options as needed. He recommended making the Village a fun destination by having food trucks for sporting and other events and placing them in under-utilized areas. He emphasized that 2026 was the Village’s 100<sup>th</sup> Anniversary and suggested a build-up of Wau-Bun, making the centennial a 5-year event, creating a historical book on Northfield, and initiating a Public Art program.

Village Manager Sigman recommended that an outside foundation be formed to help raise funds through a nonprofit entity to help fulfill some of these goals.

President Lungmus said that a campaign to Advance Community Identity should be added to the objectives.

Village Manager Sigman stated that she would work the suggestions into a draft and bring back a revised version for the Board to review.

### **Discussion of the Village Board Procedural Guidelines**

President Lungmus remarked that a Trustee had suggested that the Board consider adopting some procedural guidelines to help add consistency to communications and clarify procedures. President Lungmus asked the Board for their insights and feedback. The Board liked the guidelines but suggested that any v-group responses be shared in the Village Manager’s Friday update. They also recommended a section in the guidelines outlining crisis communication protocols.

### **Other Business**

President Lungmus stated in the 4<sup>th</sup> of July parade, the vast majority of participants would be children under 12 who were not yet vaccinated. For the safety of the public and staff, the

decision was made to cancel the 4<sup>th</sup> of July parade. The Village will work with the Park District on a potential alternative event.

Trustee Orth made a motion, seconded by Trustee Mendrek to adjourn the meeting.

AYES:	Fowler	NAYS: 0	ABSTAIN: 0	ABSENT: 0
	Dinges			
	Whittaker			
	Galín			
	Mendrek			
	Orth			

The meeting adjourned at 6:55 p.m.

## **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. Look for ways to improve access and awareness of public parking areas.

Green Initiatives. Continue to seek opportunities to incorporate sustainable practices and programs into the Village's operations and educate the community on sustainable practices. Explore ways to further engage the community through programs like adopt a fire hydrant, adopt a parkway, or Village wide clean-up day.

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 and Glenview dispatching programs

Community Identity and 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, children's art, public art, and other special initiatives. Support programs that promote Northfield's identity, enhance awareness of our community's unique qualities, and encourage new residents and businesses to make Northfield their new home. Explore the establishment of a separate non-profit foundation with a mission of supporting public art and programs that enhance the community.

**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 a 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 a 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 are to come before the Village Board. Rather, the Board member should encourage citizens to write directly to the full Board at [vgroup@northfieldil.org](mailto:vgroup@northfieldil.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 to resident emails, but should contact the Village President with suggestions on the best way to approach a message.
- The Village Manager will update the Board on vgroup responses as part of the weekly update or by forwarding a copy of the actual response.
- 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 be referred to that entity’s Board (i.e. school, park, library, county.)
- Board members always retain their right to participate in outside organizations, but when doing so, 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.

### **Emergency Communications**

- In the event of a community emergency, the Village Manager shall immediately attempt to notify the Village President and Board of Trustees by phone. If the Village Manager is unable to contact the Board the Village President, Village Attorney or an emergency operations team member will do so.

- Following the initial notice, the Village Manager will provide the Board with ongoing status reports, by phone or e-mail, until the emergency is fully resolved.
- Any Board member that becomes aware of an emergency situation, should immediately contact the Village Manager.
- There is a wide range of emergencies that can occur and they can happen at any time. Notice of any serious emergency will be provided immediately by the Village Manager or Village President, day or night - 365 days a year. More minor/routine emergencies (temporary power outages) notices will be provided the next working day.
- Emergency press releases will be prepared by the emergency response teams and shall be subject to Village President approval, prior to release.

#### **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.