

**REPORT OF PROCEEDINGS
OF THE
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF NORTHFIELD
TUESDAY, February 16, 2021 - 7:00 p.m.**

As provided by public notice, the meeting of the Board of Trustees of the Village of Northfield was held remotely via Zoom due to the COVID-19 crisis. The Regular Board meeting began at 7:00 p.m. on Tuesday, February 16, 2021. President Frazier called the meeting to order and asked the Clerk to call the roll.

PRESENT: President Joan Frazier

 Trustees Charles Orth
 Todd Fowler
 John Goodwin
 Greg Lungmus
 Tom Whittaker
 Tom Terrill

ABSENT:

ALSO PRESENT: Attorney Mallory Milluzzi
 Attorney Buzz Hill

I. Consent Agenda Items: Village President asked the Clerk to read the Consent Agenda items into the record. Those were reported as follows:

1. Approve the Report of Proceedings from the January 19, 2021, Village Board meeting.
2. Bills and Disbursements from Bills & Disbursements from January 1, 2021, to January 30, 2021, in the amount of **\$ 630,192.72.**
3. Approve a Resolution appointing Melissa Jewett as the representative and Stacy Sigman as the alternate to the North Suburban Employee Benefit Cooperative.
4. Approve a Resolution authorizing maintenance of IDOT controlled streets for 2021-2023.

President Frazier indicated that VM Sigman said there were no written comments on this matter. She then asked if anyone listening electronically wanted to comment.

Trustee Fowler made a motion, seconded by Trustee Whittaker, to approve Consent Agenda items 1 through 4.

Upon the following roll call vote, a motion to approve Consent Agenda items 1 through 7 was approved.

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

CONSIDERATION OF THE PURCHASE A 2021 FORD AWD POLICE INTERCEPTOR/PURSUIT VEHICLE PPV IN THE AMOUNT OF \$36,620.00 INCLUDING OPTIONS, FROM MORROW BROTHERS FORD INC. OF GREENFIELD, IL.

Trustee Orth made a motion, seconded by Trustee Terrill to approve the purchase of a 2021 Ford AWD Police Interceptor/Pursuit Vehicle PPV in the amount of \$36,620.00 including options, from Morrow Brothers Ford Inc., of Greenfield, IL.

Chief Lustig stated that the Police Department had seven marked vehicles that were assigned for patrol activities and three unmarked vehicles that were assigned to the Chief, Deputy Chief, and the Detective. Vehicles scheduled for replacement were included in the Village's Equipment Replacement Plan (ERP) Budget. The vehicle, Police Squad #10, a 2014 Ford Taurus, was being replaced under this action and was one of our unmarked cars but was not planned for replacement until FY2023/24. However, this vehicle was involved in an accident and was deemed totaled by our insurance provider, IRMA. Based on the age, condition, and value of the vehicle, IRMA will be providing the Village \$16,250 (\$10,702.34 toward the car and the balance for equipment) as the settlement of this claim.

Squad #10 was proposed to be replaced with a 2021 Ford AWD Police Interceptor/Police Pursuit Vehicle (PPV). A suitable replacement for this vehicle was currently available for purchase from Morrow Brothers Ford Inc., of Greenfield, Illinois, at \$36,620.00. Staff reviewed the specifications of this vehicle and determined that this available vehicle meets and/or exceeds our specific requirements/specifications.

Chief Lustig recommended that the Village take advantage of the contract pricing available through the State of Illinois, Central Management Services (CMS), Contract #19-416CMS-BOSS4-B-5892, and approve the purchase of one (1) 2021 Ford Utility Police Interceptor AWD from Morrow Brothers Ford Inc. in the amount of \$36,620.00.

President Frazier indicated that VM Sigman said there were no written comments on this matter. She then asked if anyone listening electronically wanted to comment.

President Frazier requested a roll call vote to approve the purchase of a 2021 Ford AWD Police Interceptor/Pursuit Vehicle PPV in the amount of \$36,620.00 including options, from Morrow Brothers Ford Inc., of Greenfield, IL.

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

CONSIDERATION OF LICENSE AGREEMENT FOR PRIVATE USE OF THE VILLAGE RIGHT OF WAY ADJACENT TO 352 JEFFERY LANE.

Trustee Whittaker made a motion, seconded by Trustee Goodwin to approve a license agreement for private use of the Village right of way adjacent to 352 Jeffery Lane.

Village Manager Sigman stated that the homeowners at 352 Jeffery Lane had requested a License Agreement to allow them to erect a fence on the Village’s right of way for their dog. The Village right of way, immediately adjacent to this home, was extensively planted and partially fenced off by the prior owner. The new owners would like to extend that existing fence 83’ east, to the front line setback of the home, and add a 43’ section to fully enclose the area. The 43’ section would include a 12’ double gate to allow the Village and other utility companies to access the area. One of the applicants, Tracy Mendrek, was on the call to answer any questions.

This request was reviewed by the Board at their January 19, 2021 Committee of the Whole meeting and staff was directed to draft a license agreement, waive the \$1,000,000 requirement on the condition that the Village be named as an “additional insured” on the homeowner’s insurance policy.

President Frazier indicated that VM Sigman said there were no written comments on this matter. She then asked if anyone listening electronically wanted to comment.

President Frazier requested a roll call vote to approve a license agreement for private use of the Village right of way adjacent to 352 Jeffery Lane.

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

EXECUTION OF AN 11TH STATE OF EMERGENCY DECLARATION, DUE TO COVID-19, IN THE VILLAGE OF NORTHFIELD UNTIL MARCH 16, 2021

President Frazier stated that she did not exercise any emergency authority at all this month.

President Frazier said “Based on the Governor’s executive orders and the continued COVID-19 crisis, I plan to execute a State of Emergency Declaration for the Village of Northfield tonight and monthly through the end of the year, unless the COVID situation changes dramatically for the better. This new declaration will remain in effect through the March 16, 2021 Village Board meeting, unless I am able to repeal it earlier. Are there any Board members who wish to comment on this action? Will the Clerk please administer the oath?”

President Frazier asked the Board if they had any objection to her signing this order. There were no objections.

Village Clerk Sigman read the oath: “President Frazier, do you solemnly swear that this is your declaration of emergency in your capacity as the Village President of the Village of Northfield and that the matters upon which you base this declaration are to the best of your knowledge, true and correct.” President Frazier said, “I do.”

PUBLIC COMMENT

Chaya Rubenstein, from the Winnetka-Northfield League of Woman Voters, welcomed back Chief Lustig. She announced that on Saturday, March 6, 2021, from 11:00 a.m. -12:00 p.m., they would be having a candidate’s forum for Kenilworth’s contested offices and Sunset School District #29. She stated she will post Zoom meeting information later and this event will be co-sponsored by the Record Northshore News.

Department Updates

Administration

VM Sigman reported that they were finalizing an application for the construction portion (Phase III) of the Happ Road project.. She stated that they have already received money from Cook County and the STP. They were optimistically reapplying for STP in hopes of obtaining \$3,000,000 and this application was due on Friday. Staff was in the final process of preparing the budget which will be completed this Friday. An email will be sent to the Board when the budget materials are ready for review.

Community Development Department & Building Department

Community Director Gutierrez reported that on March 1, 2021, the Plan and Zoning Commission will consider at 510 Briar Lane a request to amend Special Use Ordinance Number 14-1602 to allow a 621 square foot addition to an existing garage area for a total of 5,705 square feet of garage floor area, which is greater than the 1,200 square feet permitted by code in the R-1 Countryside Residential District. They will also consider and discuss a request for a variation to the Village’s off-street parking requirements to accommodate a proposed men’s hair salon for

the property located at 1751 Orchard Lane. With the hair salon, the property would have one parking space less than the Village Zoning Code requires. On March 8, 2021, the Architectural Commission will be reviewing a signage plan with two (2) variations for 1622 Willow Road. The petitioner is requesting the following sign variations: 1) A variance from Section 12-3 for 4 additional signs on the principal street exposure side when only one (1) is allowed; and 2) A variance from Section 12-4 (7) for an address wall sign placed higher than the second-floor windowsill of a structure.

Trustee Orth inquired how many businesses had replied to the Shop, Eat Explore Northfield survey. Melissa Jewett replied that 7 out of 35 businesses had replied and noted that the Winnetka/Northfield Chamber of Commerce blasted it out to their e-mail list.

Finance Department

Finance Director Cratty reported that revenues were \$190,000 below budget but better than our original modeling and there would be an update on the status of our modeling this Friday with the budget materials. Expenditures were down \$49,000. There was a caveat with salaries and benefits as staff had anticipated three payrolls in January 2021, but due to the banking holiday and January 1st payday falling on a Friday, there were three payrolls in December 2020. We were closer to being down \$200,000 due to this timing issue. The Village was doing very well, considering the pandemic. The CARES funding from Cook County was received. The Police Pension currently had a return of approximately 20% for the fiscal year and if that trend continues, the amount the Village contributes to the Pension fund next year will decrease. They were forecasting a 6.5% return on the Police Pension fund for the next fiscal year. They will be presenting the budget to the Board on March 2, 2021.

Trustee Orth noted that there should be a concerted effort to shop Northfield businesses whenever it is feasible to reinforce the Shop, Eat Explore Northfield initiative.

Fire-Rescue & Public Works Departments

Chief Nystrand reported that Fire-Rescue responded to 84 calls for service, including fires in Glenview, North Main, Lake Forest, Wilmette, Winnetka, and an ice rescue in Wilmette.. They received the green light from Cook County to administer vaccinations at the New Trier West Campus in their gymnasium. This will begin with 480 vaccine dosages the week of February 24. The dosages should double the week of March 1. This will be an electronic registration where people fill out forms ahead of time. They have been working with three departments with Cook County – the Department of Public Health, the Cook County Health Department, and the Cook County Department of Emergency Management and Regional Security. They will start vaccinating people starting with the 1A's, 1B's and frontline essential workers, then open it to 1C's and 2's, as long as the County can get vaccines to the site. This is not open to the general public and not specific to Northfield but available to anyone in Cook County that is eligible. There will be a waiting time after the vaccines are administered of 15 minutes for those with no allergies and 30 minutes for those with known allergies. A CDC card will then be issued with the date and time of vaccination, along with the dose and manufacturer of the vaccine. People will bring the card back when receiving their second vaccination and they will receive information to sign up with the CDC so they can track the effectiveness of the vaccines.

Public Works has been busy with water main breaks with the cold weather and plowing with the latest snowstorm. They are working on widening the streets, hauling snow, and looking at intersections to remove snow that obstructs sightlines. They have been working round the clock in shifts to remove snow. They had a sprinkler head freeze and break at the fire rescue facility in the vestibule where the fire alarm panel is located. It was soaked so they are looking at whether it can be salvaged. Fleet maintenance was doing a great job keeping up with salt spreaders and plows and the current salt supply was good.

The Board commended Public Works for all their tremendous work with the harsh winter conditions over the last several weeks. Trustee Orth proposed hydrant flags so they would be visible in significant snowstorms.

Police Department

Police Chief Lustig reported there were two forced entry burglaries in Northfield. Chief Lustig requested activation of the burglary task force since there have been two or more towns with similar incidents. The detective developed suspects and hopefully, arrests will be made when enough evidence is gathered. There were several mental illness calls. They continued to maintain high visibility on their shifts around the Village.

ADJOURNMENT

There being no further business or issues to come before the Board, Trustee Whittaker made a motion, seconded by Trustee Orth to adjourn the meeting.

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

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

The meeting was adjourned at 7:46 p.m.