

**REPORT OF PROCEEDINGS  
OF THE  
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF NORTHFIELD  
TUESDAY, March 15, 2022 - 6:00 p.m.**

As provided by public notice, the Board of Trustees of the Village of Northfield met in the Council Chambers of the Village Hall at 6:00 p.m. on Tuesday, March 15, 2022, for the Regular Board meeting. The meeting was called to order by President Greg Lungmus. The Village Clerk took the roll call.

PRESENT:   President       Greg Lungmus  
  
                  Trustees       Todd Fowler  
                                  Barnaby Dinges  
                                  Tom Whittaker  
                                  Matt Galin  
                                  Tracey Mendrek  
                                  Charles Orth

ABSENT:

ALSO PRESENT:           Attorney Buzz Hill

**CONSENT AGENDA ITEMS**

Village President asked the Clerk to remove the former item 3 from the consent agenda items regarding a resolution supporting the Village's Invest in Cook Grant application for the pedestrian crossing locations due to the cost doubling. There were no objections.

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 February 15, 2022 Village Board meeting
2.     Bills and Disbursements from February 1, 2022 to February 28, 2022, in the amount of \$ 623,011.04
3.     Approve a resolution appointing Kathleen Morley as Treasurer for the remainder of 2022.
4.     Approval of the following Commission appointment:  
          Kevin Flynn to Board of Police Commissioners– unexpired term 3-16-22 to 05-23

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

Upon the following roll call vote, a motion to approve Consent Agenda items 1 through 4 was approved.

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

**ANNUAL NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PRESENTATION – KAROLINA CHO, GEWALT HAMILTON ASSOCIATES**

Village Manager Sigman noted that one requirement of the Village’s National Pollutant Discharge Elimination System (NPDES) stormwater permit was a public meeting to allow the public to provide input as to the adequacy of our Municipal Separate Storm Sewer System (MS4) program for reducing the discharge of pollutants to local waterways. This requirement was met in conjunction with the regular Board meeting. Gewalt Hamilton Associates, Inc. (GHA) assisted the Public Works Department with compliance with the NPDS permit program. Karolina Cho, a wetland specialist with GHA provided a brief overview of the MS4 program and was available to answer any questions from the Board and/or the public.

**CONSIDERATION OF AN ORDINANCE APPROVING A SPECIAL USE TO ALLOW BLOC IL, LLC TO OPERATE AN ADULT-USE CANNABIS DISPENSING ORGANIZATION AT 161 WAUKEGAN ROAD**

Trustee Whittaker made a motion, seconded by Trustee Mendrek, to consider an ordinance approving a Special Use to allow BLOC IL, LLC to operate an adult-use cannabis dispensary at 161 Waukegan Road.

Community Development Director Gutierrez stated that the petitioners, RENU IL LLC (tenant) and Northfield Waukegan LLC (contract purchaser of the property) are seeking approval of a Special Use in order to operate an adult-use cannabis dispensary at 161 Waukegan Road. On February 28, 2022, the Plan & Zoning Commission found that all of the Special Use standards had been met and voted unanimously to recommend approval of the proposed special use subject to various conditions.

Craig Krandel, an attorney representing RENU IL LLC, noted during the hearing that John Martin, one of the RENU IL LLC owners listed in the application materials, had died. At the Plan and Zoning meeting, the petitioner did not have the name of the successor in interest, so the Plan and Zoning condition reflected a general “heirs and interests of John Martin” as a placeholder. Since the Plan and Zoning meeting, the petitioner provided an addendum to their application that addressed this issue and provided the name of Mr. Martin’s successor. There was

also discussion regarding the traffic circulation issues at an internal intersection just inside the Waukegan Road driveway and on the private property. This is an area where vehicles entering from and exiting onto Waukegan Road cross the paths of vehicles going to and from an adjoining office complex. To help minimize turning conflicts in this area, the proposed plan has internal stop signs to help keep this intersection open. The Village Engineer is suggesting, as an additional precaution, adding crosshatch lines in this intersection and posting “Do Not Block Intersection” signs on the internal approaches. Mr. Krandel stressed that his clients want to be good neighbors within the Village.

Greg Winner, a partner at Hamilton Partners, noted that the site at 161 Waukegan Road was fully compliant with all the terms and requirements of the zoning ordinance. The building is a perfect size and ideally built for a dispensary. There would be no need for changes to parking lot lighting or access, and no parking lot variances. The drive-through canopy and ATMs would be removed which will improve emergency vehicle access and the circulatory traffic pattern. Most customer traffic for the dispensary will stay on the north side during business hours with most staff parking on the south. Being an existing bank, the site and building have been built and designed with security as a primary focus. He stated it was important to note that there have been no issues with security with dispensaries that have opened in nearby communities. He said they negotiated an operating lease for the property with the Justice Cannabis Company, because of their solid operating history and have impressed them with their planning, organization, and ability to execute. They believe Justice Cannabis Company will manage the property in a first-class manner and be worthy of a Northfield address.

Mitchell Zaveduk, Vice President of Real Estate at Justice Cannabis Company, noted that Justice Cannabis Company was formed in 2014 by two civil rights attorneys. They operate their dispensaries as BLOC Dispensary and are looking to open ten dispensaries in Illinois. The license for this dispensary was secured by RENU IL LLC, which is partially owned by a family member of one of the founders of Justice Cannabis Company. They have a cultivation facility in downstate Illinois, allowing them to be a fully vertically integrated company. Justice Cannabis Company currently operates eleven dispensaries in nine different states. Their plan for Northfield includes opening a recreation cannabis dispensary at the former Busse Bank building. The current configuration of the site, including the lighting and parking, is good and they intend to make little modifications. He stated that was no plan to change the exterior lighting from what the bank had done for their operations unless required to do so for security reasons. He noted that Northfield Police Chief Lustig had indicated the existing lighting was adequate for security purposes, provided that the petitioner installed the high definition, infrared exterior cameras as referenced in their application and their hearing testimony. Staff added a condition to the draft ordinance for the Board’s consideration stating that the petitioner will install these cameras or cameras that are of a type and quality satisfactory to the police department. He stated that along with tax revenue, they hoped to bring job opportunities noting that 6-12 employees would be on-site at all times. With shifts, there would be 22 employees - 18 of those would be full-time and 4 would be part-time. The hope would be to hire all of the positions locally and they would host job fairs on the property. He reiterated that parking would be adequate for their needs and exceeds the zoning requirements. He noted that most customers pre-order their products online and on average a customer spends 4-1/2 minutes at the dispensary and the majority are only there for 2-3 minutes.

Brendon May, an engineering traffic consultant from KLOA, stated they prepared a Traffic Impact Study for the proposed site. They estimated the number of trips to be generated by the dispensary compared to the drive-in bank. These estimates were based on the Institute of Transportation Engineers Trip Generation 11<sup>th</sup> Edition – the latest edition. The volume of traffic during peak hours was estimated to be similar with a slight increase in the morning and midday and a decrease during the critical peak-hour weekday evening commuter traffic. More traffic would be generated daily by the dispensary but this was attributed to longer hours of operation. Overall the roadway system has sufficient reserve capacity to accommodate the traffic projected to be generated by the dispensary. No roadway improvements or traffic control modifications would be required.

Mr. Zaveduk stated that when entering a dispensary, customers must be 21-years old and present a state driver's license that gets scanned through a state database which prevents people from purchasing more than their daily, weekly, and monthly allotment of cannabis. Once a customer is approved, they are taken onto a sales floor. Most orders are done online so customers go to the sales counter, pay for their packages and leave. For those customers that shop in-store, orders are filled in the back and delivered in a stapled bag to the sales counter. There is nice oak cabinetry but it is illegal in Illinois to have products on the sales floor so there is only empty packaging and visual television monitors featuring the products. Onsite consumption is prohibited in the state of Illinois and the security guards will enforce this. As required by the state of Illinois, there are 2 armed guards on-site, one inside and one by the front door, along with approximately 30-50 high definition cameras.

Trustee Whittaker wanted to confirm that the scanning process of the IDs verifies that the individual is legally of age and not able to obtain a fake ID. He also confirmed that they work with local law enforcement to foster a cooperative relationship.

Trustee Galin inquired, based on their experience, how many underage people try to enter a dispensary in Illinois or other locations. Their response was zero because of the detailed scrutiny from the state to enter a dispensary. It is virtually impossible to make a fake ID with a bar code on the back that could be scanned and accepted by the state.

Trustee Dinges asked if they would consider hosting educational programs so the residents could learn more about the dispensary. They replied that they would absolutely do this and had done this in the past in neighborhoods in which they opened a dispensary. They noted that a lot of people would like to be more educated on cannabis, especially on how it can help them medically such as helping them sleep better. Trustee Dinges also asked if they could make a goal of hiring Northfield residents and they replied that they do their best to gravitate toward local employees. Trustee Dinges also asked if there could be ongoing communication from the dispensary on how the business was going, the number of visits, traffic, etc. They replied that they would be happy to come before the Board with any requested updates.

Trustee Fowler questioned the background checks on the security guards and inquired what Chief Lustig would require since they would be armed guards. Mr. Zaveduk replied that state law requires the security firm to be certified and mandates a state background check. Chief

Lustig noted that in the state of Illinois, armed guards would have to pass mandatory firearms training before they could carry a gun. He noted that there are other places in Northfield with armed security but they are in plain clothes.

Trustee Orth asked what the daily, weekly, or monthly quantity of cannabis an individual is allowed to purchase. Mr. Zaveduk replied that it is very strict and depends on the type of cannabis purchased, whether it is the flower that one smokes, or edible. It also depends on whether you are an Illinois resident or from out-of-state. He believed it was 7 grams of flower and 7 grams of edibles in one day and approximately twice that for the weekly quota and 4x the daily quota for the monthly quantity. Trustee Orth asked Chief Lustig if any surrounding communities had any security issues with their dispensaries. Chief Lustig contacted the Deerfield Police Chief and there were no calls for service. He also called Northbrook and they have had no issues with traffic or calls for service at the dispensary except a fire alarm. In addition, there have been no security issues resulting from the Skokie dispensary. Trustee Orth asked Chief Lustig if there were very many traffic stops related to individuals under the influence of cannabis versus alcohol. Chief Lustig replied that more stops were related to alcohol.

Trustee Mendrek confirmed that on-site consumption included the parking lot. Mr. Zaveduk confirmed that was correct and stated that if on-site consumption is seen, the security guard gives them one warning to leave the premises, or otherwise the police will be called. Trustee Mendrek also confirmed that it is illegal in the state of Illinois to consume cannabis in a public area and must be done in a private establishment. Mr. Zaveduk confirmed that was the case. Trustee Mendrek inquired about swapping out fixtures related to lighting and wanted to ensure that it was the same amount of light. Mr. Zaveduk replied that the light load will not be increased but if the fixtures are old, they might be replaced for aesthetic purposes. Trustee Mendrek inquired and KLOA confirmed that the traffic numbers were from the Institute of Transportation Engineers Trip Generation 11th Edition was the latest edition. Mr. Zaveduk confirmed that was the case.

Trustee Orth noted that at the P& Z meeting, there was a discussion about adding more shrubbery to block the lights and view but there were also concerns about people hiding in the shrubs. He asked what type of shrubbery they planned on incorporating and said they would choose something narrow, tall, and far enough apart so people could not hide in them. Trustee Mendrek noted that the Architectural Commission would need to approve any new shrubbery and lighting.

President Lungmus indicated that VM Sigman said there were written comments on this matter. Written communications on this matter were received from the public after 5:00 p.m. on February 28, 2022 through 3:00 p.m. on March 15, 2022 and are attached in Exhibit A. He then asked for public comment and stressed that each person would have a 5-minute limit.

Jeff Bowlin from 33 Regent Wood was opposed to the dispensary. He was concerned about the increase in traffic and thought IDOT might have some things to consider. He thought the dispensary should be deferred until the public was more educated on it. He viewed that there was a rush to approve it.

Karen Cunningham from 1715 Wildberry Dr. was opposed to the dispensary. She was concerned about traffic safety and the dispensary's impact on property values.

Howard Sandroff from 326 Wagner Road was in favor of the dispensary. He believed that since cannabis was legal and the location met the Village's zoning and Special Use standards, the conversation on its existence was inappropriate.

Brad Gordon from 5 Regent Wood Road was vehemently opposed to the dispensary. He noted that marijuana dispensaries are legal in the state of Illinois but stated it is a violation of federal law to sell cannabis in the state. He noted that according to the Controlled Substances Act of 1970, cannabis is classified as a Schedule I substance, determined to have a high potential for abuse and no accepted medical use, thereby prohibiting even medical use of the drug. He stated he felt very uncomfortable living in a village that permits the operation of a business that is in violation of federal law.

Joe Coughlin from 114 Regent Wood was opposed to the dispensary. He stated that his understanding was that Justice would operate and manage the site and the license would be through RENU and was concerned that there was little known about who was involved at RENU. He was worried about the operating agreement between Justice and RENU. He was also concerned about the impact on surrounding property values. He believed that many issues needed to be resolved before moving forward with the dispensary.

Marilyn Borden from 232 Regent Wood was opposed to the dispensary. She stated that in addition to the noise, congestion, traffic, and lighting that her biggest concerns were property values and especially safety for the neighbors since the dispensary would require two armed guards.

Keith Reed was opposed to the dispensary and read the following seven questions and asked if the agreement between the Village and the Justice provide the following.

1. Can the set forth hours of operation from 8:00 AM to 8:00 PM 6 days a week and 8:00 AM to 6:00 PM on Sundays be changed?
2. Is the single entrance/exit in and out of the premises acceptable to IDOT as well as to the Village?
3. Could the Village prohibit on-site usage of cannabis (i.e. smoking lounge) even if State law might permit it in the future?
4. Is the dispensary conditioned upon the settlement or a decision on the State of Illinois' litigation case involving the legality of Cannabis dispensary licenses?
5. Why does Northfield have a 500 feet limitation between cannabis dispensaries and schools when 1000 feet is the limitation by at least 4 neighboring villages?
6. Have the trustees considered pursuing a dispensary that has a medical cannabis license since Deerfield is the only one in our area with such a license?
7. So far the trustees haven't referred to any study regarding the possible ill effects of a dispensary on students, young adults, and others in the community with these. Have the trustees surveyed other communities regarding this very important factor or discussed this possible problem with local counseling centers or law enforcement?

Sheila Mickus from 4 Regent Wood was opposed to the dispensary and claimed that all of the normal procedures were being ignored and was very concerned this was being rushed through.

Matt Almen stated that he was one of the owners of the building at 191 Waukegan Road and was in favor of the dispensary. He remarked that regarding the issues of safety and property values, data should be readily available to support this. However, this data just does not exist because these issues have not been a problem as proved with dispensaries in surrounding areas. He noted that traffic was a legitimate concern but noted it would not be any better or worse than it was when the former bank was open at this proposed location based on real number studies. He indicated he would be willing to rent parking spaces to employees of the dispensary if that ever became necessary.

Pat Stone from 1700 Wildberry was opposed to the dispensary due mainly to the resulting increased traffic.

Heloise Nathan from 1704 Wildberry was opposed to the dispensary. She lived very close to the proposed location and was very concerned about the lighting as well as the increase in traffic.

Carol Goodman was opposed to the dispensary and hoped that another location would be considered for the dispensary.

Andy Bulluck, Chairman of the Board at Christian Heritage Academy, was opposed to the dispensary and presented a certified petition signed by 436 individuals who strongly opposed it as well. He stated that this opposition was because they represent a Pre-K3 through 12<sup>th</sup>-grade school and were concerned with normalization issues with cannabis. They also were concerned with security issues since alternative uses such as a fast-food restaurant would not require two security guards and 30-50 high definition cameras. They were worried about security spillover effects. They questioned the fit and appropriateness of the dispensary within the fabric of the community. They asked that another location in town be considered

Kathy Estabrooke from 1620 Mt. Pleasant stated that she was on the Plan and Zoning Commission and in favor of the dispensary. She noted that she had heard that this proposal was not properly vetted. She rebutted that and felt that the cannabis ordinance was actually one of the most vetted in the Village. She stated that no matter what goes in at the proposed site, the traffic will increase. The building would not indicate that cannabis was sold there and simply display a sign with their name on it.

President Lungmus remarked that he and the trustees love the Village of Northfield. He stressed that this proposal had been carefully considered by all of them.

Village Manager Sigman noted she would summarize the previous questions asked and have Village Attorney Milluzzi address them.

1. How will the hours of operation be governed? Village Attorney Milluzzi remarked that the ordinance being considered by the Board is the operating agreement between the Village and this petitioner which sets the limits and agreements of their use. One condition is to limit the hours to 10:00 AM to 8:00 PM Monday through Saturday and from 10:00 AM to 6:00 PM on Sunday. The hours could only be changed at a later date by amending the Special Use ordinance.
2. Is the single entrance/exit in and out of the premises from Waukegan Road binding? Village Attorney Milluzzi stated that the site plan is binding and they are not making any changes to the access points currently on the site. Trustee Mendrek inquired if IDOT agreed with this assessment. Village Attorney Milluzzi replied there was no agreement with IDOT because no changes were being made to the current access that had arguably already been previously approved by IDOT. IDOT would only need to approve this if there was a significant impact on the traffic intensity or a change in the curb cut to Waukegan Road. The petitioner's traffic engineer had researched this and stated that there would not be a significant impact on the traffic. The Village's engineer also concurred with this information. Both of these engineers stated there was no reason to go to IDOT for a permit or review and they are well versed in the requirements of IDOT.
3. Could the Village prohibit on-site usage of cannabis (i.e. smoking lounge) even if State law regulations might permit it in the future? Village Attorney Milluzzi replied the Village of Northfield could absolutely prohibit this and has local authority to regulate cannabis establishments unless state law is changed to restrict the Village's authority in this regard.
4. Is the dispensary's approval conditioned upon the settlement or a decision on the State of Illinois' litigation case involving the legality of Cannabis dispensary licenses? Village Attorney Milluzzi replied that any approval is conditioned upon the petitioner getting a state license and noted they have a conditional license right now. The litigation being discussed was brought by other people that did not receive conditional licenses who are challenging the distribution process by the state lottery. The solutions being considered are to add more licenses, and not take any that are conditionally approved away. The risk is on the petitioner if they do not receive this state license. This is set forth in the ordinance.
5. Why does Northfield have a 500 feet limitation between cannabis dispensaries and schools when 1000 feet is the limitation by at least 4 neighboring villages? Village Attorney Milluzzi replied that the state does not have a requirement on the distance of cannabis dispensaries from schools. The only distance requirement for dispensaries in the state of Illinois is 1,500 feet from another dispensary. In its code, the Village added additional restrictions on dispensaries; one of which was that it could not be within 500 feet of a school, which is stricter than the state requirement.
6. Have the trustees considered pursuing a dispensary that has a medical cannabis license? Village Attorney Milluzzi replied that at the Plan & Zoning Commission meeting, the petitioner testified that currently there are no more medical cannabis licenses being distributed, only recreational cannabis licenses. It is also the petitioner's right to choose the license that they seek; noting that the petitioner stated they would likely also pursue a medical cannabis license if

this was made available. The Village does not pursue specific uses but rather responds to applications submitted.

7. Have the trustees referred to any study regarding the possible ill effects of a dispensary on students, young adults, and others in the community with these? Village Manager replied that this had not been done.

8. Who really owns the dispensary? Village Attorney Milluzzi replied it was noted during the hearing that John Martin, one of the RENU IL LLC owners listed in the application materials, had died. At the Plan and Zoning meeting, the petitioner did not have the name of the successor in interest, so the Plan and Zoning condition reflected a general “heirs and interests of John Martin” as a placeholder. Since the Plan and Zoning meeting, the petitioner has provided an addendum to their application that addresses this issue and provides the name of Mr. Martin’s successor. This is in the ordinance as condition #1: *The Special Use shall be personal and limited to the Petitioner, RENU IL LLC, pursuant to Article XVI, Section 4(9) of the Zoning Ordinance of the Village of Northfield. RENU IL LLC is owned as follows: Barbette Loevy 47%, Miquita Houston 49%, Harold Feldman 2%, and Erica Farris 2%.*

Trustee Fowler thanked staff including the police and Plan and Zoning Commission and stressed that this was an incredibly well-vetted process. He stressed that a lot of work has been put into this and that was very helpful for the Board in making a decision. The discussion on cannabis started in 2019 and there were lots of fears surrounding it. It became legal in the state of Illinois, two years have passed and it has not uprooted us. These are very discreet businesses that are clean and seamless. Marijuana has been approved in twenty states and attitudes towards it have changed. Trustee Fowler noted that he went online looking for complaints about dispensaries in neighborhoods and he found none in Illinois. He liked the idea of keeping the style of the building intact so the architecture is not negatively impacted. Trustee Fowler was in favor of the cannabis dispensary.

Trustee Dinges applauded the civic engagement of Northfield and its neighbors. He noted that the Board’s job was to look out for the interests of all of Northfield’s residents. He respected those that were not in favor of a dispensary. He stressed that Northfield is getting younger. This dispensary will provide revenue that is needed for police, fire, public works, water, schools, parks, city government, and improved infrastructure. He stressed this revenue will help keep taxes low and ultimately take care of and be progress for our Village. Trustee Dinges was in favor of the cannabis dispensary.

Trustee Whittaker stated that he was asked by our past Village President to put together a presentation on cannabis dispensaries. They reached out to the community via social media, solicited responses on the Village’s website, and listened. At that time, the Board took a wait-and-see approach but was encouraged to push it through because of missing out on something. For two years, the Board has been sitting back and watching but there has been nothing to see. The police chiefs and residents of different towns have not seen a negative impact from dispensaries. The Board looks at everything thoughtfully and it is critically important to be financially responsible to continue to provide numerous public services. The revenue from this

would benefit every single resident in the Village. Trustee Whittaker was in favor of the cannabis dispensary.

Trustee Galin stated he was a lawyer so he was looking at it from that perspective. He thought it was not whether Northfield should have a marijuana dispensary since this was decided by the state and an earlier ordinance but rather the present issue was whether the Special Use for the operation of an adult-use cannabis dispensary should be granted at this location. There was a public hearing under oath where the Planning and Zoning Commission found that all standards for a special use had been satisfied. Trustee Galin remarked that he believed the conditions have been met and as it is a permitted use, he was in favor of the cannabis dispensary.

Trustee Mendrek remarked that she had heard comments that this was being rushed. She stressed as a former member of the Planning and Zoning Commission, that she could say with great certainty that there was no rush job in this. There were hearings held and numerous discussions. Hours were spent deliberating on the number of feet a dispensary could be from establishments such as churches and schools that are in the Village Code today. Trustee Mendrek was comfortable that this was not a rush job and was in favor of the cannabis dispensary.

Trustee Orth asked Village Manager Sigman to read the Village cannabis timeline into the record. The Village Manager read the following:

June 25, 2019 - The State of Illinois enacted the Cannabis Regulation and Tax Act 410 ILCS 705/1, et seq. (" Act") became effective and pertained to the possession, use, cultivation, transportation, and dispensing of cannabis.

Sept-November 2019 - Village-wide survey was conducted to gauge the community's interest in allowing cannabis-related businesses (retail dispensaries, medical dispensaries, smoking lounges, craft growers, and manufacturing uses) were appropriate for Northfield and which zoning districts made sense to house them. At that point, exactly 50% of responders were somewhat or strongly supportive of a retail dispensary in town and 50% were somewhat or strongly opposed.

December 3, 2019 - Village Board of Trustees meeting. Following several months of research in conjunction with staff and the Village Attorney, Trustee Whittaker gave a public presentation on the background and details of the Act, what Villages can and can't do, what other communities around Northfield have chosen to do, the results of the Northfield cannabis survey, and the general zoning process and timeline.

January 1, 2020 - Cannabis Regulation and Tax Act 410 ILCS 705/1, et seq. ("Act") became effective.

January 21, 2020 - Village Board of Trustees meeting. Based on direction from the December 3, 2019 meeting staff drafted a Village Code amendment to prohibit adult-use cannabis businesses in Northfield, by adding a prohibition via our business regulations in Chapter 11 of the Village Code.) This prohibition did not cover medical cannabis dispensaries, as is required by State Statute. Based on the feedback, and a lack of information on crime, traffic, parking, and

anticipated sales tax revenue, the Board voted to approve that ordinance prohibiting cannabis establishments in Northfield. However, as part of that vote/discussion staff was directed to continue to monitor the topic and bring it back so that the Board could re-look at the topic once facilities in the area were up and operating and more pertinent local information was available. (Vote was unanimous in favor.)

February 18, 2020 - Village Board of Trustees meeting. Amended the Village code - prohibiting cannabis uses. A code amendment was passed to add a definition of "cannabis paraphernalia"; 'prohibit the use of cannabis in public places, and; add language prohibiting the use or sale of cannabis except as otherwise allowed under the Compassionate Use of Medical Cannabis Program Act or the Cannabis Regulation and Tax Act.

October 20, 2020 - Village Board of Trustees meeting. Updated and updated comprehensive report was prepared and presented on cannabis with an emphasis on how these have been functioning in Illinois relative to crime, parking, and community impacts and what communities were allowing in our area. Staff was then directed to draft a code amendment to allow for retail dispensaries in the O-R and B-1 districts, as a special use, and with some specific conditions. Once completed, this was to be duly published and sent to the Plan and Zoning Commission to hold a public hearing.

January 4, 2021 - Plan and Zoning Commission meeting. Held a Public Hearing on a draft code amendment to allow adult-use cannabis dispensaries in the B-1 and O-R zoning districts as a special use. (Vote was 7-2 in favor.)

January 19, 2021 - Village Board of Trustees meeting. Passed an ordinance amending the Village Zoning Code to accommodate adult-use use cannabis dispensaries and to establish certain regulations for this type of business and an ordinance amending Chapter 5 (Revenue, Municipal Taxes) regarding the Imposition of a Municipal Cannabis Retailers' Occupation Tax Cannabis ordinance. (Vote was unanimous in favor.)

Village Manager Sigman stated as always the agendas, reports, PowerPoint presentations, and meeting minutes on the above were available on the Village's web page and the January 4, 2020 public hearing was publically notified. In addition, the Village widely advertised the topic through a series of e-blasts, Facebook posts, and newsletters. In 2019, there were 3 Nextdoor posts, 2 E-news blasts, 7 Facebook posts, 1 press release, and 1 newsletter article. In 2020, there was one newsletter article.

Trustee Orth stressed that the former Board and existing Board worked diligently, along with staff, on the subject of cannabis. Trustee Orth said the Board must ensure city services continued and this would be a favorable revenue source. Trustee Orth was in favor of the cannabis dispensary.

President Lungmus stated that he supported this proposal as well.

President Lungmus requested a roll call vote to approve an ordinance approving a Special Use to allow BLOC IL, LLC to operate an adult-use cannabis dispensary at 161 Waukegan Road.

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

Trustee Orth made a motion, seconded by Trustee Galin to approve a 5-minute break from 8:05 p.m. until 8:10 p.m. President Lungmus requested a roll call vote to approve a 5-minute break from 8:05 p.m. until 8:10 p.m.

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

Trustee Mendrek made a motion, seconded by Trustee Orth to resume the meeting. President Lungmus requested a roll call vote to resume the meeting.

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

President Lungmus called the meeting back to order at 8:15 p.m.

**CONSIDERATION OF A RESOLUTION APPROVING FUNDING AND AUTHORIZING THE VILLAGE PRESIDENT TO EXECUTE A LOCAL PUBLIC AGENCY AGREEMENT FOR FEDERAL PARTICIPATION FOR THE SKOKIE VALLEY TRAIL PHASE II ENGINEERING**

Trustee Whittaker made a motion, seconded by Trustee Galin, to approve a Resolution approving funding and authorizing the Village President to execute a Local Public Agency Agreement for Federal Participation for the Skokie Valley Trail Phase II engineering.

Director of Administrative Service Jewett reported that the Villages of Glenview, Northfield, Skokie, and Wilmette (the cohort) had been working jointly for years to advance the regional Skokie Valley Trail (SVT) construction. The SVT is identified as a project in the Vision Plan 2040 and will provide a regional bike connection between Cook and Lake Counties,

multiple communities, regional and local trail networks, transit stations, schools, and other destinations.

The cohort jointly received a Transportation Alternatives Program (TAP-L) grant for \$619,707 and an Invest in Cook grant for \$150,000 for the SVT Phase II engineering. Northfield was the lead community for the TAP-L grant application, and Wilmette was the lead community for the Invest in Cook grant application.

In February 2020, staff followed the Qualifications Based Selections (QBS) Procedure to solicit Statements of Qualifications for the Phase II engineering and land acquisition services for the SVT. The QBS Procedure requires recipients of federal grant funding to evaluate contractor proposals solely on their qualifications, without taking into account the proposed cost. Evaluations must be conducted by a QBS team. The SVT Phase II team consisted of Director of Administrative Services Melissa Jewett, Director of Public Works Mike Nystrand, and Wilmette Village Engineer Dan Manis.

The Village received four proposals from four engineering firms: Baxter and Woodman, Civiltech, Epstein Associates, and Gewalt Hamilton. The QBS team reviewed the proposals and conducted interviews with each firm. Based on their impressive experience in other Phase II engineering studies for federally-funded projects in the area, the team agreed on Civiltech. Following the selection of Civiltech, they provided their cost estimate for \$774,634, of which \$769,707 will be grant-funded.

The remaining estimated \$4,927 of project expenses will be divided between the participating communities based on the percentage of construction costs per Village - Glenview (24.4%) \$1,202.19, Northfield (44.4%) \$2,187.58, Skokie (4.4%) \$216.79, and Wilmette (26.8%) \$1,320.44. As the lead agency, Northfield will pay all engineering costs and will be reimbursed through the TAP-L program, Invest in Cook grant by Wilmette, and by the participating communities.

Staff worked with Civiltech to submit the preliminary engineering agreement to IDOT, which recently returned preliminary approval. The next step in the IDOT process is for Northfield's Village Board to approve the engineering agreement and approve a Resolution approving funding and authorizing the Village President to execute a Local Public Agency Agreement for Federal Participation.

President Lungmus indicated that VM Sigman said there were no written comments on this matter. He then asked for public comment. There was none.

President Lungmus requested a roll call vote to approve a Resolution approving funding and authorizing the Village President to execute a Local Public Agency Agreement for Federal Participation for the Skokie Valley Trail Phase II engineering.

AYES: Fowler                      NAYS: 0                      ABSTAIN: 0                      ABSENT:  
Dinges  
Whittaker

Galín  
Mendrek  
Orth

**CONSIDERATION OF THE SKOKIE VALLEY TRAIL PHASE II ENGINEERING AGREEMENT WITH CIVILTECH ENGINEERING, INC IN THE AMOUNT OF \$774,634**

Trustee Whittaker made a motion, seconded by Trustee Orth, to approve the Skokie Valley Trail Phase II engineering agreement with Civiltech Engineering, Inc. in the amount of \$774,634.

Director of Administrative Services Jewett reiterated that Civiltech provided their cost estimate for \$774,634, of which \$769,707 will be grant-funded, for the Phase II engineering and land acquisition services for the SVT.

President Lungmus indicated that VM Sigman said there were no written comments on this matter. He then asked for public comment. There was none.

President Lungmus requested a roll call vote to approve the Skokie Valley Trail Phase II engineering agreement with Civiltech Engineering, Inc. in the amount of \$774,634.

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

**CONSIDERATION OF AN ORDINANCE AMENDING APPENDIX D, TO REFLECT A 5% CHANGE TO THE WATER AND SEWER RATES, EFFECTIVE MAY 1, 2022, SUBJECT TO A DETAILED ASSESSMENT BEING CONDUCTED OF THE SAVINGS ACHIEVED BY THE WATER METER REPLACEMENT PROJECT, PRIOR TO THE CONSIDERATION OF A RATE CHANGE IN 2023**

Trustee Fowler made a motion, seconded by Trustee Galín, to approve an ordinance amending Appendix D, to reflect a 5% change to the water and sewer rates, effective May 1, 2022, subject to a detailed assessment being conducted of the savings achieved by the water meter replacement project, prior to the consideration of a rate change in 2023.

Finance Director Morley stated that the proposed FY2022/23 Budget calls for the implementation of a 5.0% increase in the water/sewer rate. This proposed increase is necessary to cover operational, maintenance, and capital needs as well as a 6.7% increase in the wholesale water costs from Winnetka.

If approved, the new rate would take effect May 1, 2022 as follows:

- water/sewer rate from \$10.50/100 cubic feet to \$11.03/100 cubic feet
- water only rate from \$7.52/100 cubic feet to 7.90/100 cubic feet
- sanitary sewer rate for commercial properties outside the Village from \$8.93/100 cubic feet to \$9.38/100 cubic feet
- minimum water and sanitary sewer rate from \$38.50 to \$40.42/month
- minimum water only rate from \$27.60 to \$28.98/month
- sanitary sewer only rate from \$43.40 to \$45.57/month

Trustee Galin remarked that he previously had concerns about raising the rates as a matter of course. He noted that he now understood that the rate increases were due to rising costs, so was in support of them.

President Lungmus indicated that VM Sigman said there were no written comments on this matter. He then asked for public comment. There was none.

President Lungmus requested a roll call vote to approve an ordinance amending Appendix D, to reflect a 5% change to the water and sewer rates, effective May 1, 2022, subject to a detailed assessment being conducted of the savings achieved by the water meter replacement project, prior to the consideration of a rate change in 2023.

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

**CONSIDERATION OF A FOUR-YEAR LEASE-PURCHASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL, FOR THE LEASE-PURCHASE OF TWO PICK-UP TRUCKS, A BUCKET TRUCK, A DUMP TRUCK, AND A SEWER CLEANING MACHINE AT AN INTEREST RATE OF 2.39%**

Trustee Whittaker made a motion, seconded by Trustee Fowler, to approve a four-year lease-purchase agreement with Huntington Public Capital, for the lease-purchase of two pick-up trucks, a bucket truck, a dump truck, and a sewer cleaning machine at an interest rate of 2.39%.

Finance Director Noble noted that the 2021-22 Village Budget included the purchase of several pieces of Public Works equipment including two pick-up trucks, a bucket truck, a dump truck, and a sewer cleaning machine. The Village Board approved the purchase of the bucket truck, dump truck, and sewer cleaning machine at its June 15, 2021 meeting and the pick-up trucks at its September 21, 2021 meeting. The Budget anticipated financing the equipment as a four-year lease/purchase. Given the long lead time to build the equipment and given the uncertainty of their delivery time, funding was postponed until closer to the delivery date.

A term sheet and an invitation to quote on \$840,000 in financing were sent to several financial institutions that handle municipal leasing and who have provided proposals to the Village in the past. The results were as follows:

<b><u>Institution</u></b>	<b><u>Interest Rate</u></b>
Huntington Public Capital	2.39%
American Capital Financial Services	2.47%
Byline Bank	2.50%
Wintrust Capital	2.75%

Huntington Public Capital provided the lowest interest rate at 2.39% and was being recommended for the purchase agreement.

President Lungmus indicated that VM Sigman said there were no written comments on this matter. He then asked for public comment. There was none.

President Lungmus requested a roll call vote to approve a four-year lease-purchase agreement with Huntington Public Capital, for the lease-purchase of two pick-up trucks, a bucket truck, a dump truck, and a sewer cleaning machine at an interest rate of 2.39%.

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

**PUBLIC COMMENT**

There were no public comments.

Trustee Whittaker complimented both the police department and fire department on their efforts on a recent house fire on Sunset Ridge Road. He stressed that they did an excellent job extinguishing the fire quickly.

**DEPARTMENT UPDATES**

Due to the lengthy agenda and the need to commence the public hearing on the draft FY22/23 budget, there were no departmental updates.

**ADJOURNMENT**

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

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

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

The meeting was adjourned at 8:25 PM.

**CONVENE TO PUBLIC HEARING TO CONSIDER THE PROPOSED FY2021/2022 VILLAGE BUDGET**

The Public Hearing to consider the proposed FY2022/2023 Village Budget began at 8:28 p.m. on Tuesday, March 15, 2022 President Lungmus called the meeting to order and asked the Clerk to call the roll.

PRESENT:    President        Greg Lungmus  
  
                  Trustees        Todd Fowler  
                                 Barnaby Dinges  
                                 Tom Whittaker  
                                 Matt Galin  
                                 Tracey Mendrek  
                                 Charles Orth

ABSENT:

ALSO PRESENT:                      Attorney Buzz Hill

Village Manager Sigman indicated that on March 1, 2022, the Board held their annual Budget Workshop on the draft FY2022/23 Budget. Former Finance Manager Noble gave an overview of the proposed FY2022/2022 Village Budget. He stated that as they look to close out the 2021/22 fiscal year – the Village had a lot of positive news to report. First and foremost, the revenues and expenses were both doing well, and right now they were anticipating ending the year well ahead of budget! The major reason for this was better than anticipated sales tax – which was currently 28% above budget. They anticipated ending the year with reserves well above the Villages minimum 6-month reserve policy. The Village continued to maintain its AAA bond rating and all essential services. The Village kept the municipal Property Tax Rate low - Northfield is 14 to 71% less than our counterparts in Glencoe, Kenilworth, Wilmette, and Winnetka. The Village maintained a strong business base, as our high sales tax numbers show. For the 13th year in a row, Northfield has the lowest vacancy rate anywhere in the Chicago region. The Village has gotten our Police Pension Fund to 61.5% funded and had market returns this past year of 25.15%. Most importantly, this has all been done while staying in compliance with the Tax Cap.

This year many of the Village’s revenue sources have performed better than budgeted and the expectation is to end the year \$857,000 better than anticipated. The plan was to utilize \$370k in reserves and instead it is anticipated to end the year by \$486k to the good. That will mean the Village’s reserve levels will be at about \$7 million or about 7.1 months of operating expenses. Revenues in the General Fund are projected to be up 6% next year. Total property taxes are anticipated to increase by 2.2%. Village property taxes will remain in compliance with the Tax Cap and the increase consists of a 1.4% increase for 2021 collected in the fall of 2022, and a 5% increase for 2022 collected in March of 2023. The budget assumes 100% collection on the levy.

The home rule and municipal sales tax revenue are expected to increase, with home rule sales tax up about 20.5% and general sales tax up about 7.1%. The vast majority of both of these taxes come from Medline, Fields, Mariano’s, and Walgreens.

On the expense side, operating expenses are up 2.1%. Salary costs are declining slightly, by -0.7%. (\$40K) That number includes a 3% cost of living adjustment and accounts for recent retirements. Benefit Costs are up 2.8% and that covers IMRF, police pension, and health care costs. Contractual services are expected to increase by 9.7% due to outsourcing some of the building commissioner’s duties and providing extra time for the water billing clerk. With this budget, it is anticipated that all essential services will be maintained and there will be a small \$71,000 surplus at the end of the year.

In the Water and Sewer Fund, overall revenues are projected to increase by 4.7%. This assumes the recently approved 5% rate increase, effective May 1 which is needed due to a 6.7% increase in the cost of water from Winnetka. The annual increase in our contract is based on the CPI. Water sales are projected to be down slightly based on a 3-year average. Effective May 1, the current rate of \$10.50/100 cubic feet will increase to \$11.03.

On the expense side, overall, total expenses are up 10.4% which includes the 6.7% increase in the wholesale water rate from Winnetka. Salaries remain flat and benefits are down 9.7%. There is \$660,000 in capital work planned, including the complete changeover of our water meters to remote read and the work to address MWRD mandates. At the end of the next fiscal year, we project a general fund balance of \$6.7 million, which is a bit higher than our minimum 6-month reserve policy. In Water and Sewer, we anticipate a fund balance of \$2,310,442 and an Equipment Replacement of \$1,992,847.

There were no written comments on the proposed budget and no one from the public requested to comment.

**CONSIDERATION TO ADJOURN THE PUBLIC HEARING**

Trustee Whittaker made a motion, seconded by Trustee Orth, to adjourn the Public Hearing.

AYES: Fowler                      NAYS: 0                      ABSTAIN: 0                      ABSENT:  
         Dinges  
         Whittaker

Galín  
Mendrek  
Orth

Upon unanimous voice vote of “Aye,” the motion was approved and the Public meeting was adjourned at 8:41 p.m.