

**REPORT OF PROCEEDINGS  
OF THE  
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF NORTHFIELD  
TUESDAY, MAY 19, 2020 - 7:00 p.m.**

As provided for 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, May 19, 2020. President Frazier called the meeting to order and asked the Clerk to call the roll.

The meeting was called to order by President Joan Frazier. The Village Clerk took the roll call.

PRESENT:	President	Joan Frazier
	Trustees	Charles Orth Todd Fowler John Goodwin Greg Lungmus Tom Whittaker Thomas Terrill

ABSENT:

ALSO PRESENT:	Attorney Everette M. Hill Dave Woodyatt
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President Frazier noted that due to the COVID-19 crisis, this Village Board meeting is being held remotely. To make sure everyone might hear, she asked everyone but Board members to mute their phones or computers until called upon. Any comments that were received ahead of time on a specific agenda item will be read into the public record at the time the item is under consideration. At the end, the meeting will be opened up for public comments.

**I. Consent Agenda Items: Village President**

1. Approve the Report of Proceedings from the April 21, 2020 Village Board meeting.
2. Approve the Bills and Disbursements from March 25, 2020 to April 29, 2020:

General Fund	\$170,228.11
Foreign Fire Insurance Tax Fund	1,608.91
Water and Sanitary Sewer Fund	105,131.77
Capital & Equipment Fund	925.99

2019 Bond Project Fund	<u>38,131.27</u>
<u>TOTAL</u>	<u>\$316,026.05</u>

3. Approve a resolution appointing Kyle Cratty as Treasurer for the remainder of 2020.

Trustee Whittaker made a motion, seconded by Trustee Orth, to approve Consent Agenda items 1 through 3.

Upon the following roll call vote, a motion to approve Consent Agenda items 1 through 3 was approved.

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

**CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH LAUTERBACH & AMEN FOR FINANCE DEPARTMENT SERVICES**

Trustee Orth made a motion, seconded by Trustee Fowler, to approve an amendment to the contract with Lauterbach & Amen (L&A) for finance department services.

Village Manager Stacy Sigman indicated that the contract we have with L&A for the Finance Director services went into effect May 1<sup>st</sup>. L&A has provided Northfield with auditing services for a number of years and also provides finance department services to about 200 communities. Many towns have chosen to use them to reduce costs, provide efficiencies, and have a greater depth of staffing options. As a small community, using L&A will enhance our staff and give us a more plug and play model to work from. On May 1<sup>st</sup>, Kyle Cratty joined us as our new Finance Director and a few weeks ago, we received notice from Daryl Kaiser, who is a finance department clerk that she will be retiring in mid-June. I am asking for approval to outsource that position and have the contract take effect June 1<sup>st</sup> to give a couple of weeks for training. The actual contract amendment before the Board is for an amendment to our original contract so that all of the L&A services would be provided on a fiscal year, May 1<sup>st</sup> to May 1<sup>st</sup>, basis.

President Frazier asked if hours will be kept for these individuals. VM Sigman said yes, and that Northfield will have this person three days a week one week and two days the next. President Frazier noted that on the scope of services the Finance Director could assign projects to this individual. VM Sigman indicated yes. President Frazier then asked what if those requests exceeded 24 hours? VM Sigman responded that the contract is for a set of services and hours. Special projects would have to be done within those hours or would need Village

approval. The current person in the position doesn't take on special projects so she thinks the likelihood of this person doing so would be small. If there is a special project, such as moving to monthly water billing, we could do that as a special additional work outside of this base contract. The basic services to be covered by this amendment are just water billing and accounts payable work. President Frazier asked if VM Sigman is reasonably sure that whoever performs this service will have work that will take up at least 16 hours a week. VM Sigman responded yes, and if anything it may be the opposite.

Trustee Whittaker asked how many hours a week the current person works. VM Sigman said it is a full time position. Trustee Whittaker said he is concerned with all the transitions going on with the department and worries that we may need a full time employee. He questioned if it was smart to get rid of the full time position. VM Sigman indicated that if we find we need more hours, it will be easy to amend the contract with L&A. L&A and Director Noble spent a lot of time looking at the functions of this position. She mentioned that, Holly McDonald, her assistant, has indicated she plans to retire at the end of the year and the plan is to reorganize things and create a new full time position that could be split with the finance department. We are also implementing programs to improve departmental efficiencies like online vehicles stickers and payments. We hope to maintain many of the changes made because of the COVID crisis. Trustee Whittaker likes cutting costs, but is concerned about how much is cut. VM Sigman said she likes the L&A contract because it gives the Village more flexibility. If it doesn't work out, we can always go out and hire someone. If we need additional hours for a special project, we do that with L&A on an ala carte basis.

President Frazier liked this idea and said the \$38,000 savings is consistent with the Board's goals of streamlining and consolidating as much as possible.

President Frazier requested a roll call vote to approve an amendment to the contract with Lauterbach & Amen for finance department services.

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

**CONSIDERATION OF THE EXECUTION OF A THIRD STATE OF EMERGENCY  
DECLARATION DUE TO COVID-19 IN THE VILLAGE OF NORTHFIELD UNTIL JUNE 16,  
2020**

President Frazer indicated that based on the Governors executive orders and the continued COVID-19 crisis, and she plans to again execute a State of Emergency Declaration for the Village of Northfield. She said that the restaurants are on the brink of reopening and Governor Pritzker is moving to Phase 3. She believes establishments will have to change certain ways of doing things and any ones that involve a special use would mean going to Plan & Zoning and then the Board. That process could take a good 6 weeks. She wants to make sure we can support the businesses and help to reopen. Therefore, she would like to have the ability to do so without having to go through the whole process assuming their plans meet with the Governor's orders. The new declaration will remain in effect through the June 16 Village Board meeting, unless she is able to repeal it earlier. She asked that the Clerk please administer the oath.

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."

President Frazier indicated that any actions that she takes will be reported to the Board. One of her directives this month was to hand out 2,400 face masks to the residents. She hopes it is not so, but another waive of the virus is expected in the fall and more face masks may be needed. That is the only thing she has done this past month to exercise her emergency authority.

Trustee Orth said he thinks this is a great idea to help the businesses and that President Frazier has the ability to streamline things and take care of the issue. He believes she has used good judgment and has not abused her authority. Trustee Goodwin supports it also and thinks that one of the things to help the restaurants if they need more area for social distancing and the need to spread out into the parking lot that President Frazier can quickly make it happen. Trustee Goodwin agreed that she should use her ability to move quickly if needed.

Trustee Whittaker agrees with the declaration and helping businesses open. He asked if there is a substantial purchase, if that discussion can be made with the Board, if it's not an emergency purchase? President Frazier then asked Attorney Hill if a special meeting would have to be called. Attorney Hill responded that she has the ability to talk individually with each trustee so long as she is not a conduit between or among the other trustees. Since she has the authority to do this through our ordinance that was adopted pursuant to State law, she isn't really seeking permission, so she is not asking the Board to act. She does have the authority to talk individually to the trustees.

President Frazier asked Trustee Whittaker if he had an issue with the face masks. He said he did not, but a discussion might have brought about different options, especially spending \$27,000. VM Sigman clarified that they had planned to buy masks in three, 2,000 mask tranches at \$9,000 per order. In second order, we thought we were getting 4,000 masks and a check was prepared for \$18,000. We only ended up getting, and needed 2,000. The \$18,000 check was then voided and a \$9,000 issued instead. With that change, a total of \$18,000 was spent on masks. The bills and disbursements shows \$27,000, because it was printed before the check change occurred.

President Frazier said she doesn't anticipate spending that much again. When this whole crisis was unfolding and the Governor was narrowing down his orders on wearing masks and the curve kept rising people couldn't find masks. She heard on the radio that a company called Diamond Denim was trying to survive by selling face masks. She told VM Sigman to purchase some. Even getting the second tranche was a struggle because other municipalities were finding out about this company and were putting their orders in. Our job is to protect the health and safety of our residents. There were 146 deaths yesterday and 98,000 cases in Illinois and no sign of stopping. There have been 56 cases in Northfield. She thanked the staff for stepping up and securing them. She also thanked the trustees that helped deliver the masks.

Trustee Terrill said that he totally supports President Frazier and masks were needed and they were available for a moment and then disappeared quickly. Trustee Orth added that there was a lot of positive feedback and residents were so thankful and showed their thanks in social media, phone calls and in person. Residents need to feel safe when they go out and this supported that. He thinks it is money well spent and at the time it was necessary. We will always find money when it comes to public safety. Trustee Goodwin said it shows goodwill. Trustee Whittaker said he doesn't disagree with what President Frazier did and thinks she made the right decision. He just thinks in the future she could contact them to consider different ideas.

## **PUBLIC COMMENT**

David Woodyatt asked if a status report could be made on the flooding in Northfield from the recent rains in the department updates. Staff was asked to provide updates on this as part of their regular updates. VM Sigman indicated there were no written comments submitted.

## **Department Updates**

### Administration

VM Sigman reported as follows:

She indicated Chief Lustig and Chief Nystrand would give more detailed updates on the flooding. She said it has been a true honor for her to work with Steve Noble over the past 14 years. There is no way that she can explain all the things that he has done for the Village. He has been part of the team that has successfully passed four referendums, including adopting home rule, a major infrastructure referendum and electric aggregation. Steve was a huge part of the electric aggregation team and getting it approved and implemented. He developed detailed debt in investment policies that resulted in Northfield getting the AAA bond rating and he has done everything necessary to keep that AAA bond rating - despite very difficult financial times. He has dealt with FEMA on three different occasions when this community has been declared a natural disaster area, most recently the last few months. He has helped Northfield achieve the GOFA Certificate of Achievement for Excellence in Finance Reporting for 14 years in a row – a perfect record which is a testament for how much he puts into the budget and the audit every year. He has managed four different bond issues for the Village of Northfield and two private ones for Longmeadow and Rolling Ridge. He has overseen countless grants, including millions of dollars associated with the Willow Road project. Steve has worked tirelessly to ensure that the Police Pension Fund is stable and helped get us to a 60% funding level ahead of schedule. Most importantly, Steve has been a dear friend to her and everyone else at the Village. He was always been someone she could turn to for support or when she needed a laugh. He is one of the most honest and caring people that she has had the pleasure to work with and she will miss him terribly. She noted that everyone is extremely sad that we are unable to celebrate in person tonight, but we hope that when this crisis is over we can do so. She knows that Steve and his family have many adventures planned and we all want to wish them only the best and much health and happiness. On behalf of the Village, colleagues and the residents whose lives he has changed for the better, she thanked him and let him know he will be truly missed.

President Frazier added that she never has seen Steve when he wasn't in a good humor. If he was in a bad mood or angry, she never saw it. If he was short with somebody she never saw it. Another amazing thing about Steve which Stacy illustrated very well is that he is never caught flat footed on any issue. No matter what question he was asked, he always had an answer, no matter what the subject or topic, no matter who it came from, he was knowledgeable about it. She thanked Steve for everything. He has been fantastic to work with and he is one of the finest people she has worked with.

Trustee Terrill said that he worked with Steve on the Police Pension Fund and budget. He found Steve to be extremely well versed and prepared. Steve leaves with quite a record and we are very proud to have had him on our team.

VM Sigman continued with the update saying that we continue to offer support during the crisis and we are looking forward to moving into the next phase in June. We have fielded lots of calls from businesses about the reopening plans and how they can prepare. We successfully distributed masks to over 700 homes and she thanked all of the trustee who helped with the heavy lifting and lugging them around town. She also thanked Melissa for setting it all up online. The Village also continues to work to ensure we get all of our necessary PPE. As of now, both the fire and police departments are in good shape and our staffing model is doing very well.

She indicated that there has been extensive flooding in Northfield recently and the Village. Northfield has been declared a disaster area on two other occasions and much of the town is in floodway and floodplain. In addition we have many other areas that are simply low lying and where drainage is a problem. MWRD controls the sanitary system and requires towns like Northfield and our neighbor towns to have separate systems for storm and sanitary. However, towns downstream of us have combined systems. In events like this, it's not only storm water that is an issue, it can be sanitary as well. When the MWRD systems get overwhelmed, we see sanitary backups here. As the Board is aware, we offer an overhead sewer grant program to help with this issue. As people have outreached to the Village for assistance, we have made them aware of that grant. We are encouraging people to do what they can in their homes to mitigate issues. Normally, if there is flooding within homes and basements, we arrange a special pick up with Waste Management. Unfortunately, given the COVID crisis, Waste Management will not do a special pick up for us. They have offered a service where the individuals can arrange to have the pickup done. On a positive note, many of the areas that have had horrific flooding in the past didn't have any flooding issues thanks to all of the new storm sewer systems that were installed by the Village.

Trustee Goodwin said that the \$1.6 million spent on the Bosworth area has worked very well. VM Sigman said she was pleased to see the difference since that work was done.

#### Community Development Department & Building Department

Director Gutierrez reported as follows:

The Wintrust project is moving along like gangbusters and their slab footings and foundation are under way. At 1622 Willow, the buildout of the second floor and is wrapping up.

Plan & Zoning will be looking at a parking variation for a doctor's office at 436 Frontage. They will be building out the second floor with tenant space on the first floor of that building. P & Z will look at it on June 1<sup>st</sup> and then it will come to the Board.

The Architectural Commission will be meeting on June 8<sup>th</sup> and will be looking at the façade of the same building. They are planning a complete renovation of the façade at 436 Frontage and will be reviewed by the Architectural Commission. They will also be looking at changes to the façade at 423 Central. This is where the Chicago Academic used to be. They will be doing some interior renovation but also changes to the entrance.

Businesses have been inquiring about reopening plans in Phase 3. Restaurants are inquiring about outdoor seating so they can socially distance customers more effectively. Staff will be working with them to reopen.

President Frazier asked if Chicago Academic was leaving. Director Gutierrez said that they have sold the building and it is now under the ownership of a municipal bonding firm. Chicago Academic has a location in Glencoe as the Northfield facility did not suit their needs any longer.

### Finance Department

Finance Director Noble reported as follows:

In the packet are the financial statements through March. We are still on track to get those target numbers that we worked with on the budget. This next year will be very challenging. All the departments are doing well and staying within their budgets. We haven't seen March sales tax numbers but will in June. He said he feels that the Village has the right team and Board in place to deal with what might be ahead. He has confidence that the Village will come out strong in the end. He has been to over 500 Board meetings in his career and has never worn a tuxedo before tonight. He said he might as well try it once.

Director Noble said there hasn't been a day in the last 14 years that he didn't want to go to work. He loved his job and loved working with everyone. In many cases, it has been his second family. His career has been challenging but also very rewarding. He tried to always do his best which was rewarded in kind and in friendship. It has been a real privilege to be part of a team which has achieved so much success and there is so much to be proud of. He is looking forward to his new gardening career and doing other things. He believes the Village will continue to prosper. He also thinks Kyle is the right person at the right time for the job. He said he will miss everyone. He thanked everyone and has appreciated his time here.

President Frazier thanked Director Noble and said he has left the Village in good shape.

All trustees congratulated Director Noble and wished him the best.

Fire-Rescue & Public Works Departments

Chief Mike Nystrand reported as follows:

Chief Nystrand congratulated Steve Noble and said it has been a pleasure working with him. He wished him the best of luck for him and his family in the future.

Fire responded to 98 calls for service since the last meeting. On April 23<sup>rd</sup>, there was a fire in town which turned out to be minor. They also responded to a fire in Winnetka in which there was a fatality. They continued to do weekly conference calls with St. Francis Hospital, MABAS Illinois, and MABAS Division III on COVID best practices, PPE's or responses. As of the 13<sup>th</sup> of this month, there were 112 firefighters currently in quarantine in Illinois. 261 firefighters have tested positive for COVID-19 in Illinois and 571 firefighters have been cleared by testing. His team is in good shape with most of their PPE, the only thing they are trying to find now is isolation gowns. They received a generous donation this afternoon from a resident, the Garards. That family donated 30 isolation gowns and will bring another 25 by the end of next week. He noted they greatly appreciate the Garard's efforts to make those donations.

Public Works Director Mike Nystrand reported as follows:

They have completely removed all of their salt and snow removal equipment from their trucks and fleet. There was a virtual bid opening earlier in the month for our sanitary sewer rehabilitation projects. They need to look into issues with MWRDGC and whether or not we would be in violation if we didn't do this work this year. Thursday through Sunday we had 6.1 inches of rainfall which is very significant. On Sunday evening, Director Nystrand said he went out and drove the whole town to look at how it was going because there was a lot of nonstop rain. He toured areas that we used to see a lot of flooding, like Bosworth, Jeffrey, Dickens Eaton and Thackeray and it all looked great. There was some flooding on Wagner that was in the 100 block that he has never seen before and a little water going over Winnetka Avenue that we have all seen before at Dickens, but it wasn't as large as it normally is. On the east side, Meadowview and Winfield were clear, Lagoon was clear, Latrobe and Lockwood had some flooding that he hasn't seen in all of his years here which will be looked into. There was flooding at Abbott Court which has recently popped up which he hasn't seen in previous events of this nature. He and Dick Knudson documented what they saw at about 10:00 Sunday night. They will follow up and look at potential future capital improvement projects to the storm sewer system. With this amount of rain, the number of complaints and backups in the past would have been astronomical, but they weren't. The Willow Road expansion and west Bosworth projects have made a big difference.

A couple of poles were hit on Central and have been replaced. There was a main break on the main feeder to Northfield from Winnetka and there is a reservoir at Willow and Forestway and there are two connections which connects now to one big main isolated it and they were able to keep out the pressure on our system at 35 PSI and fortunately we didn't have to issue a boil order. They have also helped with the delivery of the masks with the trustees and the residents were so happy to receive them.

The Public Works Department has been busy doing restoration work that happens during the winter months and landscaping of Village owned properties. President Frazier commented that the towns looks great despite all the rain.

Trustee Terrill complimented him and his 911 crew on the handling of his wife's emergency. The team came very quickly and she was so impressed with ride, the comfort, the care. She felt she was in very secure hands. Trustee Terrill was very impressed and proud of the crew. Chief Nystrand said he was happy that Grace was doing so well. Trustee Goodwin noted that Chief Lustig went to the hospital and helped bring her home.

Trustee Whittaker said that he received calls from people on Sunset Ridge who used to have substantial flooding where the Willow Road right of way trunk line was put in and they didn't experience any water issues. He felt that project was a huge success. He also wanted to thank the fire and police departments for all that they do.

#### Police Department

Chief Lustig reported as follows:

One of the biggest issues Police had with the flooding was kids were floating down the creek in little boats without life jackets. He re-educated the parents about flotation devices.

He noted that there have been three car burglaries in the last three weeks and several criminal trespass to vehicles. The Governor has released about 4,000 prisoners recently and the burglars aren't afraid of being caught by police or of being prosecuted. At 4:27 this morning, a Glenview resident was backing his Porsche out of his garage and was met by a man with a gun. The gun was pointed at his head and the Porsche stolen. The police will continue to have increased visibility and make arrests.

Chief Lustig told Steve Noble that it has been nice working with him and that he will miss him also.

Trustee Orth asked if there has been a reduction in unlocked vehicles. Chief Lustig said it fluctuates. Trustee Fowler added that they have been doing a great job with the birthday drive-bys.

## **ADJOURNMENT**

There being no other business or issues to come before the Board, Trustee Orth made a motion, seconded by Trustee Whittaker 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 8:05 p.m.