

**REPORT OF PROCEEDINGS
OF THE
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF NORTHFIELD
TUESDAY, August 17, 2021 - 7:00 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 7:00 p.m. on Tuesday, August 17, 2021, 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
 Tom Whittaker
 Matt Galin
 Tracey Mendrek
 Charles Orth

ABSENT: Barnaby Dinges

ALSO PRESENT: Attorney Everette Hill

SWEARING-IN IN OF SERGEANT and CORPORAL

President Lungmus welcomed everyone. Police Chief Lustig noted that Corporal Jason Janusz began his career in Northfield on December 18, 2000, and attained the position of Corporal in February 2009. Chief Lustig stated that Jason was a Field Training Officer, Range Officer, Quarter Master, O.C. Instructor, Taser Instructor, Pepper Ball Instructor, .22 Rifle Instructor, Glock Armorer, and a Truck Enforcement Officer. Chief Lustig was excited that Jason Janusz was being promoted to Sergeant. Village Manager/Village Clerk Stacy Sigman indicated it was a great honor for her to swear in and administer the oath of office for Sergeant to Jason Janusz.

Chief Lustig remarked that Mathew Aniolowski began his career in Northfield on December 21, 2007, and was an Elderly Services Officer, Asp Instructor, and an Officer Friendly t in our schools. Chief Lustig was excited that Mathew Aniolowski was being promoted to Corporal. Village Manager/Village Clerk Stacy Sigman indicated it was a great honor for her to swear in and administer the oath of office for Corporal to Mathew Aniolowski.

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 July 20, 2021 Village Board meeting
2. Bills and Disbursements from July 1, 2021 to July 31, 2021 in the amount of \$242,719.38
3. Approval of the following Commission appointments:

Zoning Board of Appeals – Term: 5 Years Richard Crotty – reappointment	Term 08-18-21 to 9-26
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Zoning Board of Appeals – Term: 5 Years Cheryl Charnas – reappointment	Term 08-18-21 to 9-26
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Zoning Board of Appeals – Term: 5 Years Ron Cohen – reappointment	Term 08-18-21 to 9-26
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Zoning Board of Appeals – Term: 5 Years John Goodwin – reappointment	Term 08-18-21 to 9-26
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Zoning Board of Appeals – Term: 5 Years Thomas Macina, reappointment	Term 08-18-21 to 9-26
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Plan and Zoning Commission – Term: 4 Years Connie Berman – reappointment	Term 08-18-21 to 9-25
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Plan and Zoning Commission – Term: 4 Years Jennifer Sucher – reappointment	Term 08-18-21 to 9-25
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Architectural Commission – Term: 4 Years Nancy Nazarian – reappointment	Term 08-18-21 to 9-25
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President Lungmus indicated that VM Sigman said there were no written comments on this matter.

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

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

AYES: Fowler Whittaker Galín Mendrek Orth	NAYS: 0	ABSTAIN: 0	ABSENT: Dinges
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CONSIDERATION OF A PROPOSAL FROM PATRICK ENGINEERING FOR THE PHASE II AND LAND ACQUISITION SERVICES FOR HAPP ROAD, IN THE AMOUNT OF \$963,607

Trustee Fowler made a motion, seconded by Trustee Whittaker to consider a proposal from Patrick Engineering for the Phase II and Land Acquisition Services for Happ Road, in the amount of \$963,607.

Village Manager Sigman stated that there was a proposal before the Board for professional engineering services for the Phase II and Land Acquisition Services associated with the Happ Road project. In 2020, to move this project forward in an expeditious manner, the Village and the Cook County Department of Transportation and Highways (County) executed a Letter of Intent (LOI) to set forth each entity's planned responsibilities for the Phase II work. After the Phase II engineering agreement is approved, the Village will work with the County to develop a more formal intergovernmental agreement (IGA) with each entity's specific obligations and project costs. The plan is to have the Village act as the lead agency for the design engineering, construction, construction engineering, and grant administration services. The County would be responsible for 100% of the funding/matching grant funds. The only costs for which the Village would be responsible are project enhancements (decorative lighting, site furnishings, plantings, etc.) Once those project elements are finalized, staff would work to secure Illinois Transportation Enhancement Funds to cover those elements. If successful, the Village would then just pay the matching portion.

All federally funded projects must follow the IDOT/Federal selection process. In compliance with that, a Request for Qualifications was published on April 2, 2020. Four (4) responses were received and each was reviewed and ranked by a joint Northfield and Cook County selection committee. Patrick Engineering's (Patrick) proposal was unanimously ranked as the number one firm by that group. Following their selection, the committee worked with Patrick to refine the scope of services and final project costs.

Although the Phase II project costs came in higher than estimated in the Phase I report and the LOI; the County agreed to pay this difference. The initial Phase II estimated cost was \$650,000 and the Patrick proposal was for \$963,607. This financial difference will be reflected in the final IGA with the County. Staff was hopeful to have the IGA ready for Board consideration this fall.

Village Manager Sigman stressed that the Phase II work would not commence until an IGA has been executed by the Village and County, and IDOT has signed off on the agreement. Recently, the IDOT approval process had been taking anywhere between 6-18 months. Once the IGA was in place, there would be an attempt to get an IDOT pre-approval authorization, so the project could proceed ahead of the formal approval.

President Lungmus indicated that VM Sigman said there were no written comments on this matter. He then asked and no one from the public wanted to comment.

President Lungmus requested a roll call vote to consider the proposal from Patrick Engineering for the Phase II and Land Acquisition Services for Happ Road, in the amount of \$963,607.

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

CONSIDERATION OF THE ACCEPTANCE OF A PROPOSAL FROM CHRISTOPHER BURKE ENGINEERING FOR THE PROFESSIONAL ENGINEERING SERVICES FOR THE BOSWORTH PEDESTRIAN BRIDGE IN THE AMOUNT OF \$59,000 PLUS A \$10,000 CONTINGENCY TO ADDRESS IDNR PERMITTING REQUIREMENTS

Trustee Orth made a motion, seconded by Trustee Galin, to consider acceptance of a proposal from Christopher Burke Engineering for the professional engineering services for the Bosworth Pedestrian Bridge, in the amount of \$59,000, plus a \$10,000 contingency to address IDNR permitting requirements.

Village Manager Sigman remarked that in 2020, the Village had a structural inspection conducted on the Bosworth Pedestrian Bridge. That inspection resulted in a document stating that the secondary structural steel members (floor beams, stringers, and diagonal bracing) were in poor condition. Given the condition of the underside of the bridge, the report suggested that major repairs, including the replacement of the bridge truss superstructure, should be considered. Various options were reviewed by the Board and based on a cost/benefit analysis, Option 2c was selected. Under Option 2c, the bridge truss structure would be replaced with a new galvanized steel structure. Decorative railings would then be added to tie the bridge aesthetically into the Village's other streetscape elements.

In late 2020, the Village applied for an Illinois Transportation Enhancement grant (ITEP) for the project but recently was not selected for this grant. Therefore, to move forward with the work, bond proceeds would be used as originally planned. Although the ITEP grant would have provided some financial support, it would also have triggered expensive Phase I and Phase II processes which would have greatly increased the overall time and cost of the project.

Without the ITEP funds, the Village was no longer required to follow the federal process and was able to secure a proposal directly from Christopher Burke Engineering (CBE). This firm did virtually all of Northfield's bridgework for the past 10+ years and the staff believed that it was the top firm in Illinois for this specialized work. In the past, the Village tried using a different engineering firm for bridgework and the results were most unsatisfactory. Therefore, the staff was recommending CBE, as they were most familiar with this bridge and were a trusted consultant with the Village.

In hopes the Village would receive the ITEP grant, the FY2021/22 budget proposed only \$31,000 [the matching funds associated with Phase I (design engineering)]. Since the Village did not qualify for the grant, the current proposal included the entire engineering package (design engineering, permitting, and construction engineering) for \$59,000 to \$69,000 – depending on the Illinois Department of Natural Resources (IDNR) permitting requirements. It was not possible to discern whether the additional \$10,000 would be needed until the design engineering had been reviewed by IDNR. This total was well above the budgeted amount. However, the Village budgeted \$58,000 for the Sunset Drive bridge repairs, but due to COVID and other issues, that work would not move forward in this fiscal year. Therefore, a negative budget impact was not anticipated.

President Lungmus indicated that VM Sigman said there were no written comments on this matter. He then asked and no one from the public wanted to comment.

President Lungmus requested a roll call vote to consider a proposal with Christopher Burke Engineering for the professional engineering services for the Bosworth Pedestrian Bridge, in the amount of \$59,000, plus a \$10,000 contingency to address IDNR permitting requirements.

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

CONSIDERATION OF A RESOLUTION EXTENDING THE EXISTING LEASE WITH CROWN CASTLE AT 1800 WINNETKA AVENUE UNTIL NOVEMBER 30, 2021

Trustee Whittaker made a motion, seconded by Trustee Fowler, to consider a resolution extending the existing lease with Crown Castle at 1800 Winnetka Avenue until November 30, 2021.

Village Manager Sigman remarked that at the June 2021 meeting, the Board granted a 60-day extension, until August 30, 2021, to the Crown Castle cell tower lease. The Village believed that the terms of the new lease had been created and that it just required a final lease review. It had been over two months since the Village’s draft amendments to the lease were sent to Crown Castle and they had not formally responded to this draft. Crown Castle had been extremely difficult to deal with and the Village team had been working with them on this lease for over 2 years. The recommendation was to allow one last temporary extension in an attempt to complete the long-term lease.

If the lease was allowed to expire, Crown Castle had been notified that they and all of their subtenants would be required to remove all of their facilities from the tower as provided in the lease agreement. The Village would then assume ownership of the tower and could retain a company to lease out the tower on the Village’s behalf.

If approved, this resolution and Lease Extension Agreement would extend the existing lease until November 30, 2021. The staff hoped to have a long-term lease extension ready for Village Board consideration at the October meeting since there will be no November meeting.

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

President Lungmus requested a roll call vote to approve a resolution extending the existing lease with Crown Castle at 1800 Winnetka Avenue until November 30, 2021.

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

PUBLIC COMMENT

There were no public comments.

DEPARTMENT UPDATES

Administration

VM Sigman reported as follows:

Last month, the Board approved 3 pieces of large equipment for Public Works that were all awarded based on a state bid. Unfortunately, a week and a half ago, notice was sent by the provider of those trucks that there would be a \$1000 per unit surcharge due to issues surrounding COVID. The Village was given Tuesday through Friday to cancel the order if payment of the surcharge was refused. Through research, if the orders were canceled, it would cost more than the surcharge to replace the trucks and this equipment was difficult to source with already extensive timelines. The staff decided to continue with these truck purchases, along with the surcharges. The Village Attorney was investigating how these bids were done and whether there was a legal right to add these \$1000 per unit surcharges.

Community Development Department & Building Department

Director Gutierrez reported as follows:

An orientation was provided to Tom Macina, who is the newest member of the Zoning Board of Appeals, on how they operate and how it relates to the Village of Northfield. On September 13, 2021, the Architectural Commission will be reviewing a request from the developer of the Northfield Mews at 1725 Winnetka Road for changes made to their landscaping. A citation was issued to a property owner for numerous dead trees on their property. Village Attorney Hill recorded certain documents requiring that the current owner to bring the property into compliance before selling the home.

Finance Department

Finance Director Noble reported as follows:

Through June 30, 2021, the Village continued to experience favorable revenue trends. The General Fund was up 20% over the YTD budget. Income tax revenue was 71% over budget. Building permit related revenues were 40% above budget. Sales tax revenues were doing well with state sales tax being 23% above budget and home rules sales tax being 30% above budget. General Fund expenditures through June were 10.6% under the year-to-date budget. Water/Sanitary Sewer revenues were above the year-to-date budget, but this was likely attributed to the upfront surge of moving to monthly billing. On the expenditure side, salaries and benefits make up 2/3's of the Village's operating budget. Through June, total salaries including overtime were 2.9% below the month-to-date budget. Currently, a significant amount of the Village's investment portfolio was being kept in cash at the local bank which is not the preference. However, given the interest rate environment and interest rate agreement negotiated with the local bank where they pay 15 basis points above a certain index, this far exceeded what could be obtained in the current fixed income market.

Fire-Rescue & Public Works Departments

Assistant Chief Burke reported as follows:

Public Works worked on a stretch of water main breaks that happened on July 23, 27, and 29. Since the last meeting, three minor storms went through the town causing tree damage that demanded a clean-up. Crews were busy trimming trees and sidewalks, reading water meters, repairing hydrants, and watering the median and trees.

Fire-Rescue responded to 132 calls for service from July 20 through August 16. On July 31, Squad 29 assisted Wheeling Fire Department with a hazardous material box. On August 10, Squad 29 responded to a change in quarters in Highland Park for a rescue on the lake. On August 16, Fire-Rescue assisted Evanston with an apartment fire. Fire-Rescue continued to deal with COVID and was keeping an eye on PPE levels. Northfield did not have any COVID calls recently but anticipated it ramping up shortly.

Police Department

Chief Lustig reported as follows:

Our newly hired officer recently finished the integrity interview with the detective, POWER test, and continued to go through the background screening process. The Back-to-School banner was displayed at Willow and Wagner reminding drivers that school is open so please drive carefully. Chief Lustig continued to monitor social media and responded when needed.

Trustee Orth remarked that the census population numbers for Northfield went from an estimated 5,420 in 2010 to 5,751 in 2020.

ADJOURNMENT

There being no other business or issues to come before the Board, Trustee Fowler made a motion, seconded by Trustee Whittaker 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 7:44 p.m.