

**REPORT OF PROCEEDINGS  
OF THE  
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF NORTHFIELD  
TUESDAY, September 20, 2022**

As provided by public notice, the Village Board of the Village of Northfield met in the Council Chambers of the Village Hall immediately following the Committee of the Whole Meeting on Tuesday, September 20, 2022, for the Regular Board meeting. The meeting was called to order by President Greg Lungmus at 7:00 PM. 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 Mallory Milluzzi

**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 August 16, 2022 Village Board meeting
2.     Bills and Disbursements from August 1, 2022 to August 31, 2022, in the amount of \$ 726,028.97
3.     Approval of a Service Resolution honoring Tev Bond for her 7 years of service on the Architectural Commission
4.     Approval of a resolution authorizing the Village President to execute a Local Assurance Document and Submit an Application for Grant Funds from the Illinois Transportation Enhancement Program for the Happ Road Project.

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

President Lungmus asked if there were any Board members who wanted to comment on this matter.

Trustee Dinges thanked Tev Bond and noted that she was a great servant leader for the community. He stated that she had grace, style, and a wonderfully collaborative way of working with people in the community and those that came before the Architectural Commission.

President Lungmus asked if any member of the public wanted to comment on this matter. There was none.

President Lungmus requested a roll call vote to approve the consent agenda.

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

**CONSIDERATION OF AN ORDINANCE AND PLAT OF VACATION TO VACATE THE VILLAGE RIGHT OF WAY ADJACENT TO 2311 AND 2301 DORINA DRIVE**

Trustee Fowler made a motion, seconded by Trustee Dinges, to approve an ordinance and Plat of Vacation to vacate the Village right of way adjacent to 2311 and 2301 Dorina Drive.

Village Attorney Milluzzi noted that at the June 21, 2022 Committee of the Whole meeting, the Board directed staff to prepare and publicize a Plat of Vacation to vacate the Village Right of Way adjacent to 2311 and 2301 Dorina Drive. The first two lots on the north side of Dorina Drive (2311 and 2301) were platted prior to the rest of the homes along Dorina Drive and these were the only two parcels where a right of way dedication was provided. The remaining 25 parcels along the road were platted with easements for ingress and egress. Dorina Drive was built as a private road and although a small portion of that roadway is located in the Village right of way, this does not make it a Village road. Private improvements (driveways, walkways, and mailboxes) are often found within public rights of way but remain private. Only improvements that are formally dedicated to the Village become public. In this case, however, having 2 lots within the 27 lots along Dorina Drive platted differently has caused considerable confusion over the years - particularly as to maintenance and repairs. A Plat of Vacation rectifies the situation and provides continuity along Dorina Drive. Once approved, the vacated land reverts to the parcels that dedicated it – which are Lots 1 and 2 of the Santucci’s Subdivision. Both of these lots currently use private Dorina Drive for access.

As detailed in the ordinance and Plat of Vacation, the Village will retain easement rights in the subject area for the purpose of maintaining public utilities and reserves a perpetual non-exclusive easement for ingress and egress for the continuation of the private roadway. A Plat of Vacation requires a 3/4th vote of the Trustees holding office to approve.

President Lungmus asked if there were any Board members who wanted to comment on this matter. There were none.

President Lungmus asked if any member of the public wanted to comment on this matter. There was none.

President Lungmus requested a roll call vote to approve an ordinance and Plat of Vacation to vacate the Village right of way adjacent to 2311 and 2301 Dorina Drive.

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

**CONSIDERATION OF INTERGOVERNMENTAL AGREEMENTS WITH GLENVIEW AND SKOKIE REGARDING PHASE II ENGINEERING EXPENSES FOR THE SKOKIE VALLEY TRAIL**

Trustee Orth made a motion, seconded by Trustee Fowler, to approve Intergovernmental Agreements with Glenview and Skokie regarding Phase II Engineering expenses for the Skokie Valley Trail.

Director of Administrative Services Jewett noted that the communities of Glenview, Northfield, Skokie, and Wilmette (the Cohort) continue to partner to complete the regionally significant Skokie Valley Trail (SVT). The Cohort completed the SVT Phase I Preliminary Engineering in 2021 and has continued efforts to move the project forward. The Cohort jointly pursued and was awarded Phase II Engineering funding. Northfield was the lead agency on the Transportation Alternatives Program (TAP-L) grant application, which was awarded \$619,707 in funding.

At last month's meeting, the Board approved the Intergovernmental Agreement (IGA) between Northfield and Wilmette to address the Invest in Cook funding that Wilmette was awarded. The Intergovernmental Agreement between Northfield and the other two Cohort communities, Glenview and Skokie, is a more simple agreement because Glenview and Skokie are only responsible for paying Northfield directly for their portion of the Phase II Engineering. As set forth in this agreement, Northfield will invoice Glenview and Skokie for their portion of the non-grant covered project expenses upon completion of the Phase II Engineering and final payment to the engineer.

President Lungmus asked if there were any Board members who wanted to comment on this matter.

President Lungmus inquired if this was the final step before the money goes to the engineers and the Phase will start. Director of Administrative Services Jewett replied that last week, they received approval from IDOT to start the project. She is working with the engineers to schedule a kickoff call with all the participating communities.

President Lungmus asked if any member of the public wanted to comment on this matter.

Mike Cohen, who lives at 885 Happ Road, asked how much were the non-grant expenses. Director of Administrative Services Jewett replied that they were approximately \$5,000 split among the four communities.

President Lungmus requested a roll call vote to approve Intergovernmental Agreements with Glenview and Skokie regarding Phase II Engineering expenses for the Skokie Valley Trail.

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

**CONSIDERATION OF A CONTRACT AWARD FOR THE PURCHASE OF A CUSTOM DAIS AND FURNITURE FROM AUTHUR P. O’HARA INC., IN THE AMOUNT OF \$117,494.16**

Trustee Orth made a motion, seconded by Trustee Fowler, to approve the purchase of a custom dais and furniture from Arthur P. O’Hara Inc., in the amount of \$117,494.16.

Village Manager Sigman noted that the Board reviewed the design and costs associated with the proposed Council Chamber, first-floor conference rooms, and lobby renovation project at the August Committee of the Whole meeting. When the project was initially contemplated, it was limited to just the council chambers but was proposed to be expanded to provide continuity on the first floor and replace furnishings and carpeting that are over 25 years old. The FY 2022/23 budget has \$250,000 allocated for this project. At the Committee of the Whole, the anticipated cost to complete the project was \$237,697.64, plus a 5% contingency, for a total of \$249,582.52. Since then, a couple of components have been refined and brought down the cost slightly to \$226,518.58, and with the 5% contingency, the total would be \$237,844.51. Since the August meeting, there was a change in the carpet due to availability. To keep the project on time, a new carpet was selected which is also a navy color and liked even better than the original selection. There was also a request from the Board to look at how to integrate the nametags into the dais. A prototype was featured where the nametags slide into a wooden slat affixed to the dais. Staff will be exploring other color options for the nametags so they are legible and aesthetically pleasing. There is also a pop-up switch in the dais where phones, laptops, etc. can be plugged directly into the A/V system which is back-ordered in the black color, so other color options are being explored since it won’t be a visible piece.

At the August meeting, the Board unanimously supported the project and directed staff to execute contracts and submit deposits to lock in pricing and this has been completed. However, the custom dais/furniture and audio-visual contracts exceed the Village Manager’s authorization limit of \$25,000 and need to be ratified by the Board. If approved, the project will start

immediately after the September Board meeting. Assuming all goes well, the project is planned to be completed by the December Board meeting. An alternate room location will be identified for the October meeting, based on the agenda and the number of people anticipated to attend.

President Lungmus asked if there were any Board members who wanted to comment on this matter. There were none.

President Lungmus asked if any member of the public wanted to comment on this matter. There was none.

President Lungmus requested a roll call vote to approve the purchase of a custom dais and furniture from Arthur P. O'Hara Inc., in the amount of \$117,494.16.

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

**CONSIDERATION OF A CONTRACT AWARD FOR THE PURCHASE OF AUDIOVISUAL EQUIPMENT FROM FREQUENCY AUDIOVISUAL, IN THE AMOUNT OF \$51,054.19**

Trustee Mendrek made a motion, seconded by Trustee Fowler, to approve the purchase of audiovisual equipment from Frequency Audio Visual, in the amount of \$51,054.19.

President Lungmus asked if there were any Board members who wanted to comment on this matter. There were none.

President Lungmus asked if any member of the public wanted to comment on this matter. There was none.

President Lungmus requested a roll call vote to approve the purchase of audiovisual equipment from Frequency Audio Visual, in the amount of \$51,054.19.

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

## **PUBLIC COMMENT**

There were no public comments.

## **DEPARTMENT UPDATES**

### *Administration*

VM Sigman noted there was continued work on the Happ Road project and that the 60% construction drawings were in but they were still awaiting the final easement and right of way acquisition documents. By the end of September, staff will be submitting the ITEP grant in hopes of covering the aesthetic improvements. There is continued work on the Bosworth Bridge and the shop drawings are in review with the structural engineer and a sign-off on that is expected by the end of the week. The Bosworth Bridge should be fabricated and in place by November. The Winnetka Road Bridge is also under a Phase I and an IDOT project. They are planning to replace the bridge over the Edens Expressway on Winnetka Avenue. There is not a specific year but it is tentatively in their capital plan for 2025 or 2026. The Village is getting the opportunity to review the preliminary drawings and provide feedback by the end of the month. There is also continued work on the wayfinding signage project and revised drawings are expected to be presented at the October meeting for the Board's feedback. Staff continues to struggle with hiring and filling vacancies in Building, Finance, Public Works, Fire, and Police. VM Sigman stressed that it is imperative to hire good employees since the Village is a small, lean organization. Staff is investigating whether they can outsource from private firms to help with projects and to cover shifts.

Trustee Mendrek asked about the status of the safety crossings at Winnetka Avenue on the east side of the Village. VM Sigman replied that a determination had been made through the Happ Road project that the crossings could not be done outside a Phase I and II process. This is due to complexities and costs from the engineering and demographics that has to go behind it, along with a complete traffic impact study which is mandated by IDOT and the county even to consider it. Due to the data, engineering, and subsequent money required, it only makes sense to implement these crossings when the roadways are redesigned or reconstructed and there is a Phase I or II engineering process required. Without this, one crossing could cost several hundred thousand dollars and demand mass amounts of time from engineers which the Village does not have on staff. Trustee Mendrek inquired if a larger roadway project could potentially be the Winnetka Road Bridge replacement. VM Sigman replied that she would investigate this and if the bridge project goes far enough east, she would ask for the crossings to be included.

Trustee Whittaker asked what the Safe Routes to School did not cover. VM Sigman replied that it did not cover any engineering and required a full Phase I and Phase II.

VM Sigman noted that the Village is going to try to improve the appearance of the Winnetka Road Bridge with items such as enhanced handrails, a higher chain-link fence clad in black, and an overpass identity feature that says Northfield. She noted that she was going to send IDOT pictures of good examples of these identity features and encourage them to incorporate

this into the bridge design. She encouraged the Board to send pictures they liked of any identity signage on bridge overpasses, especially designs that could be easily cast into concrete.

Trustee Dinges noted that he frequently drives to Indianapolis and there is a wonderful identity sign for Lebanon, Indiana on I-65. He believed that an identity sign on the Winnetka Road Bridge would be fantastic.

President Lungmus noted that the concrete buttresses on either side of the bridge could also be a great place for identity signage.

Trustee Fowler noted that Lincolnwood on Touhy had branded it incredibly well. He loved the idea of identity signage on the Winnetka Road Bridge.

VM Sigman stated that IDOT had not done this type of signage on this corridor but it was a good opportunity to try and get it.

Trustee Galin asked for an update on the water meter replacement. VM Sigman stated that 300 meters had been replaced. She stressed that some residents did not need to replace their meters and only needed to have them reprogrammed to properly communicate with the tower and this could be done remotely. Approximately 1/3 of the meters throughout the Village are extremely old and the most staff intensive due to manual readings, so these are the initial focus of the water meter replacement project. The second tranche will include the meters that need replacing and there is some remote reading capability, but not to the tower. Finance Director Morley noted there are still approximately 500 residents that Core and Main will need to walk to and notify of their impending water meter replacement. She stated there had been 300 change-outs, 1100 can be read on the tower, and 800 meters had been installed previously. She stated that a resident had come into the Village Hall and complimented the professionalism of the overall water meter change-out experience. VM Sigman stressed that she had numerous calls regarding the water meter change-outs and they were all positive. She noted that approximately 50% of all homes' meters in the Village were being read from the tower.

Trustee Whittaker stated that he had a great experience with his water meter change-out. He recommended communicating an update on the water meter replacement program on social media.

VM Sigman thanked Kathleen Morley and the Finance Department for doing a great job on the IT side of integrating the new meters into the system and also investigating and resolving overdue water bills.

#### *Community Development Department & Building Department*

Community Development Director Gutierrez stated that on September 7, 2022, the Zoning Board of Appeals met and approved a front yard variation at 1958 Pine Street, a rear yard variation at 2166 Drury Lane, and a front yard variation at 2030 Lagoon Drive. There have been a few inquiries about medical office uses within the Village Center District. First-floor medical offices require a Special Use and medical offices on the 2<sup>nd</sup> floor or higher require a Special Use if it is 5000 square feet or more. Building permit plan reviews for the BLOC Dispensary located

at 161 Waukegan will be completed this week but here is pending contractor information from the applicant. They anticipate a 6-8 month construction timeframe until the dispensary can open. The Architectural Commission will be meeting on October 11 where they will consider a fence variance at 9 Winfield Drive.

Trustee Orth asked if after the BLOC Dispensary finished construction if they would be ready for operation. Community Development Director Gutierrez replied that once the construction of the BLOC Dispensary is completed, they have to submit a report to the state. The state then needs to physically inspect the building to ensure compliance.

#### *Finance Department*

Finance Director Morley stated that the General Fund Year-to-date revenues of \$2,438,673 were \$427,152 (21%) above the year-to-date budget of \$2,011,521. Several revenue sources contributed to this surplus including: Income tax revenues were \$136,490 (72%) above budget; Building & Plumbing permits were \$19,883 (14%) above budget; Replacement Tax revenues were \$44,039 (139%) above budget; Home rule sales tax were \$61,874 (20%) above budget; Sales Tax revenues were \$91,995 (14%) above budget; Natural Gas Utility Tax revenues were \$22,301 (46%) above budget; 911 Surcharge revenues were \$42,414 (66%) above budget; Property Taxes and Road/Bridge Taxes were \$21,942 above budget.

Total General Fund expenditures through July were \$3,025,156 and \$152,194 or 5% below the year-to-date budget.

Total salaries and benefits (including overtime) were \$32,463 (1.2%) above the Year-to-date budget.

In the Water/Sanitary Sewer Fund through July, total revenues of \$1,141,324 were \$99,574 (10%) above the year-to-date budget. In terms of gallons sold, on a 12-month rolling average, water sales have decreased by 3.5%, or 10.6 million gallons. Total year-to-date expenditures of \$564,080 were \$289,439 (34%) below the budget. \$161,857 of the variance relates to capital projects that are to be completed in future months including the water meter replacement and the sanitary sewer slip lining. Water Purchases were also \$40,354 (15%) below budget, due to a decline in water sales.

In response to Trustee Orth's inquiry, there have been payments of 3,234 vehicle stickers for a total of \$163,635. There are 1097 delinquent accounts which amount to approximately \$82,145 outstanding and the police department has this list. The budget is \$180,000 from vehicle sticker payments and Finance Director Morley was hopeful to meet this based on the prior year's sales.

Yesterday, the Village received the 2<sup>nd</sup> half of the American Rescue Plan Act (ARPA) funds which was \$366,475.96 for a total of \$732,951.94.

The Police Pension income was higher than budget by \$30,000 and expenses were lower than budget by \$8,000 through July.

### *Fire-Rescue & Public Works Departments*

Assistant Fire-Rescue Chief Tom Burke stated that Public Works started their annual testing of fire hydrants a month ago. Regarding the issue with the fire hydrant on the corner near the Village Hall today, they started testing it and the stem broke that lifts the cup on the bottom to let out the water. Subsequently, they went to turn off the water valve on the front of the hydrant and the valve broke. Everything has been resolved on this hydrant and it is back in service. The summer employees painted fire hydrants throughout the Village. Public Works has been busy reading water meters, replacing asphalt around water main breaks, cleaning up after storms, trimming around stop signs, and removing dead trees.

Fire-Rescue still is dealing with Covid and have 2-3 calls a week regarding it. PPE gloves continue to be rationed but their inventory is good for now. There are 2 members in the paramedic class and their graduation will be on November 3. One of the new, full-time Public Works employees has signed up to go to the NIPSTA Fire Academy. In October, Winnetka, Wilmette, Glencoe, and Northfield will be attending live fire training at the tower in Winnetka. Assistant Fire-Rescue Chief Tom Burke thanked the board members for attending the September 11<sup>th</sup> Ceremony. He reminded everyone in the Village about the October 15<sup>th</sup> pancake breakfast.

### *Police Department*

Chief Lustig stated that after the Highland Park incident, a lot of anxiety has been created in the community. Since then, the Police Department has done several violent threat presentations and will do another one tomorrow at the Senior Center. They are also to help update the safety policies for various Temples, schools, and the business community. He was pleased to report all of the Village's summer festivities are over and ended without incident. He noted that staffing has been exhausting and challenging to find qualified individuals. He was hopeful that a lateral candidate would be approved soon to fill the 19<sup>th</sup> position. Interviews with 3 candidates for the 20<sup>th</sup> position will be conducted this Friday. There is a possibility the department might have 2 new officers on board within the next month or so.

President Lungmus noted that it was good news that the staffing issues for the Police Department could potentially be resolved.

Trustee Whittaker complimented the Police Department for their hard work during these difficult times. He noted that residents had commented and truly appreciated that the Chief and Deputy Chief of Police were at the events protecting the community.

Trustee Orth thanked the Chief and the entire Police and Fire Rescue Departments for their outstanding work.

### **ADJOURNMENT**

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

The meeting was adjourned at 7:45 PM.

