

1. ROLL CALL

Attendee Name	Title	Status	Arrived
Kathryn Ciesla	Village President	Present	
Bob Israel	Trustee	Present	
Muriel Collison	Trustee	Present	
Heather Ross	Trustee	Present	
Johannah Hebl	Trustee	Present	
Dan Pepoon	Trustee	Present	
Joy Ebhomielien	Trustee	Present	

2. PLEDGE OF ALLEGIANCE

3. MINUTES APPROVAL

A. Board of Trustees - Special Meeting - Feb 7, 2023 7:30 PM

Trustee Hebl moved, seconded by Trustee Collison to approve the February 7, 2023 minutes. On voice vote, the motion passed.

RESULT:	ACCEPTED [6 TO 0]
MOVED:	Joy Ebhomielien, Trustee
SECONDER:	Muriel Collison, Trustee
AYES:	Israel, Collison, Ross, Hebl, Pepoon, Ebhomielien
ABSTAIN:	Ciesla

4. PUBLIC COMMENT TIME

President Ciesla noted the public can make comments by emailing publiccomments@northbrook.il.us. Email responses must be under 200 words in length.

Jack Waren, Northbrook, spoke on the importance of creating ADA (Americans with Disabilities Act) playgrounds and parking. President Ciesla responded the Northbrook Park District Board's President will be contacting his father. She noted Stone Gate Park would be undergoing construction this year to make it more accessible for the public.

Adel Stucco, Northbrook, spoke on the light post banner request. She requested feedback from the Board regarding the proposal.

Laurie Schultz, Northbrook, spoke in support of the light post banner request.

Kathy O'Regan, Northbrook, spoke in support of the light post banner request.

5. MANAGER'S REPORT

Village Manager Cara Pavlicek reported Nicholas Glenn is the new Communication Manager. He previously worked for the Highland Park School District and has an extensive background in communications.

6. WARRANT LIST

A. Review and Approval of Payments to be Made

ATTACHMENTS:

- Payments to be Made Per Listing Dated January 16, 2023 - January 31, 2023 (Alpha & Descending Lists)

Trustee Israel Moved for the approval of class A & B Warrants dated January 16, 2023 - January 31, 2023, in the amount of \$2,814,171.06.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Bob Israel, Trustee
SECONDER:	Dan Pepoon, Trustee
AYES:	Israel, Collison, Ross, Hebl, Pepoon, Ebhomieien
ABSTAIN:	Ciesla

B. Review of Frontage Deposit List Dated January 30, 2023

ATTACHMENTS:

- Frontage Deposit List Dated January 30, 2023

Trustee Israel Moved for the approval of Frontage Deposit refunds totaling \$17,400.00 dated January 30, 2023.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Bob Israel, Trustee
SECONDER:	Dan Pepoon, Trustee
AYES:	Israel, Collison, Ross, Hebl, Pepoon, Ebhomieien
ABSTAIN:	Ciesla

C. Review and Approval of Payments to be Made

ATTACHMENTS:

- Payments to be Made Per Listing Dated February 1, 2023 - February 15, 2023 (Alpha & Descending Lists)

Trustee Israel Moved for the approval of class A & B Warrants dated February 1, 2023 - February 15, 2023, in the amount of \$2,142,486.36.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Bob Israel, Trustee
SECONDER:	Dan Pepoon, Trustee
AYES:	Israel, Collison, Ross, Hebl, Pepoon, Ebhomielien
ABSTAIN:	Ciesla

D. Review of Frontage Deposit List Dated February 14, 2023

ATTACHMENTS:

- Frontage Deposit List Dated February 14, 2023

Trustee Israel Moved for the approval of Frontage Deposit refunds totaling \$29,522.72 dated February 14, 2023.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Bob Israel, Trustee
SECONDER:	Dan Pepoon, Trustee
AYES:	Israel, Collison, Ross, Hebl, Pepoon, Ebhomielien
ABSTAIN:	Ciesla

7. PRESIDENT'S REPORT

President Ciesla reported the Community Commission hosted a successful community fair last Sunday.

A. COMMUNITY MOMENT

B. PROCLAMATION:

Proclamation Recognizing Anniversary of the Invasion of Ukraine

President Ciesla commented February 24, 2023, marks one year since Russia's invasion of Ukraine. The toll of this conflict is felt around the world and thousands of people have lost their lives. The Village stands in solidarity with Ukraine. Furthermore, the Village proclaims February 24, 2023, as the one-year anniversary of the invasion of Ukraine.

Pyskir Bilak thanked the Village Board for the proclamation.

8. CONSENT AGENDA

RESULT:	ADOPTED [6 TO 0]
MOVER:	Bob Israel, Trustee
SECONDER:	Johannah Hebl, Trustee
AYES:	Israel, Collison, Ross, Hebl, Pepoon, Ebhomieien
ABSTAIN:	Ciesla

A. **RESOLUTION NO. 2023-14**

A Resolution Authorizing the Renewal of an Agreement for Environmental Engineering Services with Huff and Huff, Inc. of Oak Brook, Illinois

B. **RESOLUTION NO. 2023-15**

A Resolution Authorizing an Agreement with the Illinois Department of Transportation for Traffic Signal Maintenance

C. **RESOLUTION NO. 2023-16**

A Resolution Authorizing a Letter of Understanding with the Illinois Department of Transportation for Improvements on Willow Road

D. **RESOLUTION NO. 2023-17**

A Resolution Authorizing the Execution of a Joint Funding Agreement with the Illinois Department of Transportation for Grant Funding for Construction Costs for a Sheltered Bicycle Parking Facility, Wayfinding Signage and Bicycle Pavement Markings

E. **RESOLUTION NO. 2023-18**

A Resolution Authorizing the Procurement of Parkway Trees and Planting Services from the Suburban Tree Consortium for the Early Spring Planting Program

F. **RESOLUTION NO. 2023-19**

A Resolution Authorizing a Contract for Right-of-Way Mowing Services with Fleck's Landscaping, Inc. of Wheeling, Illinois.

G. **RESOLUTION NO. 2023-20**

A Resolution Authorizing Contracts for Cemetery Landscape Maintenance Services with Fleck's Landscaping Inc., of Wheeling, Illinois

H. **RESOLUTION NO. 2023-21**

A Resolution Approving the Purchase of a Legislative Management Subscription from SHI International

I. **RESOLUTION NO. 2023-22**

A Resolution Approving an Addendum to the Starcom21 Service Agreement with Motorola Solutions, Inc of Chicago, IL

J. **RESOLUTION NO. 2023-23**

A Resolution Approving the Purchase of FY22/23 Computer Upgrades from Insight Public Sector

K. **RESOLUTION NO. 2023-24**

A Confirming Resolution Approving a Task Change Order with Advizex for Professional Services

L. **RESOLUTION NO. 2023-25**

A Resolution Approving the Purchase of Virtual Server Software Annual Maintenance from Zones LLC

M. RESOLUTION NO. 2023-26

A Resolution Approving an IGA with School District 30 for Reciprocal Reporting

N. ORDINANCE NO. 2023-13

An Ordinance Authorizing the Purchase of a Replacement Ambulance from Foster Coach Sales, Inc. and Disposal of a Surplus Ambulance

COMMITTEE REPORTS

9. ADMINISTRATION AND FINANCE

10. PLANNING AND ECONOMIC DEVELOPMENT

A. Public Hearing on Docket No. PCD-22-03: 175 Pointe Drive

Michaela Kohlstedt, Director of Development and Planning Services discussed an application submitted by Schwartz Family Partnership, LLC, for the property located at 175 Pointe Drive. The applicant is requesting to amend the annexation and development agreement approved in 2002. She provided a brief overview of the originally approved agreement and proposed plan.

Trustee Collison opened public comment.

Kathleen Sullivan, Northbrook, spoke in opposition of the proposed development project. She expressed concern regarding the following: loss of privacy, requested relief, and building height.

Trustee Israel made a motion to close the public hearing, seconded by Trustee Hebl. On voice vote, all were in favor.

Trustee Collison thanked the Architectural Control Commission (ACC) and Plan Commission for their hard work. Furthermore, she favors the proposed townhouse development project.

Trustee Israel concurs with Trustee Collision. He thanked the ACC and Plan Commission for their hard work.

Trustee Ross favors the following: townhouse development project, solar panels, proposed density, and affordable housing compliance.

Trustee Hebl concurs with her fellow Trustees. She favors the applicant's compliance with the affordable housing plan. Furthermore, she thanked the ACC (Architectural Control Commission) and Plan Commission for their hard work.

Trustee Pepoon concurs with his fellow Trustees.

Trustee Ebhomielien apologized to the residents of Northbrook.

President Ciesla thanked the developer for their hard work.

B. RESOLUTION NO. 2023-27

A Resolution Approving a Third Amendment to the Annexation and Development Agreement for Northbrook Pointe and a Transferee Assumption Agreement for Lot 3B in the Northbrook Pointe Planned Development.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Heather Ross, Trustee
SECONDER:	Johannah Hebl, Trustee
AYES:	Israel, Collison, Ross, Hebl, Pepoon, Ebhomieien
ABSTAIN:	Ciesla

C. ORDINANCE NO. 2023-14

An Ordinance Amending Ordinance 02-41 Granting Zoning Relief for Northbrook Pointe Condominiums to Remove References to Lot 3B and Partially Release Landbanked Parking Restrictive Covenant (Northbrook Pointe Townhomes – 175 Pointe Drive) (Plan Commission Docket No. PCD-22-03)

RESULT:	ADOPTED [6 TO 0]
MOVER:	Heather Ross, Trustee
SECONDER:	Johannah Hebl, Trustee
AYES:	Israel, Collison, Ross, Hebl, Pepoon, Ebhomieien
ABSTAIN:	Ciesla

D. ORDINANCE NO. 2023-15

An Ordinance Amending the Northbrook Zoning Code to Reduce Lot Area Per Dwelling Unit Requirement in the MFRC District (175 Pointe Drive) (Plan Commission Docket No. PCD-22-03)

RESULT:	ADOPTED [6 TO 0]
MOVER:	Heather Ross, Trustee
SECONDER:	Johannah Hebl, Trustee
AYES:	Israel, Collison, Ross, Hebl, Pepoon, Ebhomieien
ABSTAIN:	Ciesla

E. ORDINANCE NO. 2023-16

An Ordinance Amending Special Permit for a Phased Planned Development and Final Plan Approval Granted by Ordinance No. 02-20 (Northbrook Pointe Townhomes – 175 Pointe Drive) (Plan Commission Docket No. PCD-22-03)

RESULT:	ADOPTED [6 TO 0]
MOVER:	Heather Ross, Trustee
SECONDER:	Johannah Hebl, Trustee
AYES:	Israel, Collison, Ross, Hebl, Pepoon, Ebhomielien
ABSTAIN:	Ciesla

F. **ORDINANCE NO. 2023-17**

An Ordinance Granting Approval of Special Permit, Variations, and Site Plan Approval for a Multifamily Townhome Development (Northbrook Pointe Townhomes – 175 Pointe Drive) (Plan Commission Docket No. PCD-22-03)

RESULT:	ADOPTED [6 TO 0]
MOVER:	Heather Ross, Trustee
SECONDER:	Johannah Hebl, Trustee
AYES:	Israel, Collison, Ross, Hebl, Pepoon, Ebhomielien
ABSTAIN:	Ciesla

G. PRELIMINARY REVIEW - ZONING & DEVELOPMENT APPLICATIONS

A. Preliminary Review for 2945 Shermer Road for Outdoor Storage in I-1 District

Director Kohlstedt discussed an application submitted by 2945 Shermer, LLC & 2945 Shermer Road Northbrook, LLC, for the property located at 2945 Shermer Road. The subject property is approximately 4-acres and zoned I-1 Restricted Industrial. The Comprehensive Plan's Future Land Use designation is ICS Industrial and Commercial Service. She provided a brief overview of the following: site plan, parking, and storage. She noted the requested relief/primary issues the Village Board should consider.

Trustee Hebl asked if the Fire Department expressed any concerns regarding access. Ms. Kohlstedt responded the Fire Department would review the site access when a formal application is submitted.

Trustee Collison asked if the Village had any issues with previously granted outdoor storage requests. Ms. Kohlstedt responded the Village has experienced issues regarding the following: fire access, height, and storage of hazardous materials.

Ms. Kohlstedt provided a brief overview of the site's location and surrounding neighbors.

Trustee Collison asked how many employee parking spaces are being provided. Ms. Kohlstedt responded the applicant would provide 44 parking spaces (the Village requires 40 parking spaces).

Trustee Collison requested the Commission review the following: types of storage, use of storage containers, fence height, screening, landscaping, and Fire Department access.

Trustee Israel requested the Commission review the use of a fire lane.

Trustee Ross concurs with Trustee Collison.

Trustee Hebl requested the Commission review the proposed fence height.

Trustee Pepoon requested the Commission review the screening and lease requirements.

Ms. Kohlstedt confirmed the applicant is requesting a special permit for storage.

Trustee Collison confirmed there is no lease agreement.

Trustee Ebhomielien stated her concerns have been addressed.

President Ciesla asked if a tenant would occupy the space. Ms. Kohlstedt responded the owner occupant would remain as the tenant. The property owner would like the future tenant to have outdoor storage approval.

President Ciesla noted special permits are issued to the owner for a specific use. She expressed concern issuing a special permit for a future tenant without knowing the type of storage use. She suggested installing an 8-foot fence to cover the 8-foot containers with a dark solid screening. Furthermore, the Fire Department should inspect the fire lane, and requested the applicant add security/safety features.

Trustee Collison reiterated the importance of the Plan Commission reviewing the proposed storage use.

11. COMMUNITY AND SUSTAINABILITY

12. PUBLIC WORKS AND FACILITIES

Trustee Hebl commented the Commission will be touring historic Police facilities to evaluate maintenance needs. Earlier had meeting talked about Village facilities. Part of job is to look at the standard of the Village facilities and make decisions on how to bring them up to par. We will be touring in April to review the facilities

President Ciesla noted the Village will host a public open house regarding the plans to update the Village facilities.

13. PUBLIC SAFETY

Trustee Pepoon noted as a member of the (Regional Emergency Center) RED Center the importance of upgrading public safety facilities.

14. COMMUNICATIONS AND OUTREACH

Trustee Ebhomielien noted the Cultural Fair did not have an African American booth and discussed having one at the next fair.

15. REMARKS FOR THE GOOD OF THE ORDER

16. CLOSED SESSION

Trustee Hebl made a motion to go into Executive Session to for security procedures 5 ILCS 120/C8, and pending/potential litigation 5 ILCS 120/C11, seconded by Trustee Collison. On roll call vote, the motion passed. (7 Yes Vote, 0 No Votes)

17. ADJOURN

Trustee (not stated on audio) moved, seconded by Trustee (not stated on audio) to adjourn the meeting at 9:28 pm. On voice vote, all were in favor.

APPROVED

**Minutes of the Public Safety Committee Meeting
Village of Northbrook
Cook County, Illinois
January 10, 2023**

Trustee Pepoon called the meeting to order at 6:00 p.m. On roll call, present were Trustees Pepoon, Collision and Ebhomielien. A quorum was present. Also attending were President Ciesla and Trustees Israel, Ross and Hebl.

Call to Order

Hear From the Audience

None.

Presentation and Review of Fire Department Organizational Assessment

Fire Chief Carlson gave an overview. He stated the Village Trustee's recommended that the Fire Department go through an assessment process. A third party assessor was hired and the following is the report in response. He will have each consultant introduce themselves and then will go through the report.

Introduction of Consultants:

Jim Dominik, Polaris Public Safety Solutions, noted he was a prior resident of Northbrook and provided a brief introduction of himself, his accomplishments and he introduced the company.

John McNicholas introduced himself. He stated the Chicago Fire Department previously employed him. He gave a brief overview of his background.

Michael Mealer, introduced himself stating he was previously employed by the Chicago Police Department up until 2015. He gave a brief overview of his background, noting he is an attorney.

Steve Rivero introduced himself, noting he specialized in data analytics.

Mr. Dominik began by stating the Northbrook Fire Department is exceptional. The Village Board has a lot to be proud of, however as like any study sometimes departments could do things differently. He then stated he would review the benchmarks, highlight both the positive and the negative and ultimately review the results of the station location analysis. Mr. Dominik provided a quick overview and explained what they focused on during the assessment.

Assessment Overview:

- Administration & Support Services
- Fire prevention bureau
- Emergency Management
- Community Risk Reduction

Benchmarks and standards:

- State Agencies
- National Associations
- National Organizations
- Insurance Services Office (ISO)
- National Institute of Standards and Technology

Findings and recommendations

- Strengths
- Strategic planning
- Fire prevention
- External partners
- Public engagement
- Dept Personnel

Mr. Dominik discussed the Department's practice of dispatching an ALS fire company with the ambulance and his recommendation that it continue. He discussed the number of vehicles/personnel at each call and how this is the same as a few named surrounding communities.

Trustee Hebl, noted the criticism the Village/Board receives for having a fire truck and ambulance at each call.

Jim McNicholas explained the challenge of trying to interpret exactly what is at a scene with the 911 call – all the information is not always given. Getting the address correct is sometimes a challenge. The

situation at the call is not always a clear. A correct picture is not always provided. In his opinion, it is best to send more and send back what is not needed. He felt it was important for all to understand.

Chief Andrew Carlson explained that the responders have a lot to do in a short period of time and extra people can accomplish tasks simultaneously. The paramedics all have a job to do and the fire truck brings a supervisor with it. Our real cost is personnel and salaries so we should utilize them to provide service and help each other.

Trustee Pepoon questioned the cost benefit of downsizing the equipment or the number of personnel on a call. Chief Carlson explained that since our most significant cost is personnel, a smaller vehicle doesn't save much cost and the personnel on the fire truck are ready and available for the next call. Mr. Dominik noted challenges with a smaller vehicle. If you were to add a smaller vehicle, they need to take people from other places. Smaller vehicles still need the personnel to go with them. That is the challenge. He discussed a study and noted it is important for communities to equip and staff their department to address their everyday needs.

Mr. Dominik addressed the company unit hour utilization levels. He explained they looked at the utilization of all the Fire vehicles and personnel. What they found is neither is over utilized.

President Ciesla brought up an analogy of the water pressure on the west side of Northbrook. How it was considered good enough, but they still felt it was important to make it better. For Northbrook just because it is good enough does not mean it is good enough for Northbrook.

In response, Mr. Dominik commented the purpose of the analysis is to identify the needs of the department. He discussed the importance for Northbrook of the location of their Fire Stations. The locations can impact the ideal response times. Ideal response times indicate some could be relocated. He explained that half of the analysis work focused on this. They took into consideration the effect traffic flow, population, buildings, etc.

Mr. Dominik then addressed internal training and education programs. He stated it is great. He noted the use of the 7g agreement helps to keep fire inspections in the Village on an 18-month cycle. Overall, Northbrook's apparatus preventative maintenance and replacement plans are good. He noted one item needed is to update the department's strategic plan. As the Board, you want a plan to budget in order to achieve this. Trustee Ebhomielien asked how old the present strategic plan is. In response, Chief Carlson noted it has been a while since the strategic plan was updated. Mr. McNicholas explained the communities that have a strategic plan are ahead of the curve.

Mr. Dominik then reviewed some of the recommendations in the assessment report including developing a comprehensive emergency management program, a risk reduction plan, conducting a

cost/benefit analysis of a mobile healthcare program, updating Fire Prevention Bureau ordinances, and establishing a self-re-inspection program for minor violations.

Mr. Dominik then reviewed other items. He stated the department should establish a program to allow basic storefronts to certify an inspection checklist every X number of years in lieu of a full inspection. Look at additional time metrics. Establish universal guidelines to classify calls by type and priority level. Collaborate with RED Center a way to standardize data metrics. Assess opportunities to improve call transfer times between the primary and secondary PSAPs. Increase public education programs focused on people over 65 and high-risk target hazards. Publish an annual report of the department's accomplishment and activities. Review and evaluate whether the CERT Program should be retained or restructured.

President Ciesla noted she believed Highland Park had a CERT Program. Mr. Dominik noted the challenges related to CERT programs, e.g. the CERT volunteer training can be a challenge to the department.

Mr. Dominik then discussed cascading dispatch and response time events and primary and secondary PSAP center findings and recommendations. He noted the NFPA 1221 performance standards for primary PSAP centers, and noted they tend to be the minimum standards. Mr. Dominik stated in 2021, RED Center processed 90% of all calls within 80 seconds, which is good.

Steve Rivero noted President Ciesla's comment "good enough" and "good enough plus" as he discussed the four-minute travel time catchments as they relate to the present locations of the three fire stations.

Steve reviewed each of the fire station locations, the catchment area, response times and optimal locations for three stations by moving stations around to cover the area. President Ciesla questioned if the number of homes impacted when moving a station is proposed was calculated.

Mr. Dominik explained their study did not look at that data. It was based on where the calls were, travel, and how long to get there.

Trustee Ebhomielien questioned how they determined where the ideal location and Steve explained the process they used. Trustee Ebhomielien then asked how new developments are considered. What percentage would be considered substantial growth?

Mr. Dominik explained the importance of knowing where the demand for service is.

Trustee Hebl left the meeting at 6:59.

Steve stated this is a predictive model. He then explained the three levels they look at.

Mr. Dominik discussed a development located in Colorado. He explained substantial growth depends on the use of the property and it is not definitive until the development completed. He then stated with four fire stations Northbrook is ideally divided. Manager Pavlicek noted this include areas outside of the corporate limits of Northbrook which is served by the Fire Department via an Agreement with the Fire Protection District.

Manager Pavlicek informed the Board that all known proposed developments in the Village have been considered with the assessment.

Mr. Dominik explained the assessment provides ideal locations based on information we have today. We can predict changes based on proposed changes.

Trustee Ross questioned if Polaris collaborated with any of the neighboring communities, Glencoe for example. In response, Mr. Dominik stated they do. In addition, they look at mutual aid. The challenge becomes how much to rely on mutual aid. You do not have control of other communities/organizations assets. If there is a big snow event, they will put their needs first. You will take a back seat. Their goal is to come up with a model that works. Works for everyone.

Mr. Dominik provided a summary. He stated planning is the key. An example is the present challenge of just obtaining the equipment. Presently, it can take up to two years to take possession of some vehicles.

Trustee Israel stated this is a great long-term discussion, but he would like to know what changes or what could be accomplished short term. In response, Mr. Dominik discussed strategic planning.

Chief Carlson pointed out the fire department already does some of the recommendations and they will continue. He explained the department already started working on some of the emergency management training. It requires staff and staff time. One option is to share an emergency management program with surrounding communities. Another big area is the Fire Prevention Bureau. This too will require additional staff. Several recommendations included data and reporting. This is something we want to do anyway. In the past, we gathered the recommended data. In 2016, we stopped, but I do not know the reasons. The new Deputy Chief and the management analyst can now assist.

President Ciesla questioned what the Board could expect to see in the upcoming budget. Manager Pavlicek stated the Board would receive a budget update in March. President Ciesla stated in her opinion community outreach is a priority and she would like to see more public education. Trustee Ebhomielien stated she would like to see more programing, for example for seniors.

Mr. Dominik stated there are National Standards out there for review.

President Ciesla questioned if there is a model community they could look at. Mr. Dominik explained everyone does something good, and everyone needs a little help. Northbrook does a good job. He recommended focus on station locations because as a community grows, obtaining property to make changes gets harder.

Trustee Israel stated the stations are critical, but they also need to look at opportunities that arise. Northbrook is a "Class A" community and we are still doing well. The whole conversation should not take away from us being at the top of the heap.

Chief Carlson noted he is an advocate for a forth station because Northbrook is too spread out for three stations to meet travel time standards. This is the only way to reduce travel times.

Trustee Israel stated he agreed. He then questioned using Northbrook Court as a site. Chief Carlson questioned the proposed location for Station 11 in the report, noting it takes them further away from the Eden's Expressway, Skokie Boulevard and Sunset Ridge Road.

Trustee Pepoon questioned the strategic plan and who would address it. In response, Chief Carlson stated they would.

Trustee Hebl returned at 7:25.

Trustee Ebhomielien restated the short term plans need to be addressed such as resident programs. In her opinion, they will have a bigger immediate impact.

Adjourn

Trustee Collison moved, seconded by Trustee Ebhomielien to adjourn the Public Safety Committee Meeting at 7:26pm. On voice vote, all were in favor.