



# Board of Trustees

## Special Committee of the Whole

1225 Cedar Lane  
Northbrook, IL 60062  
[www.northbrook.il.us](http://www.northbrook.il.us)

~ Minutes ~

Debbie Ford  
(847) 664-4013

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Saturday, June 8, 2019

9:00 AM

Terrace Room

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### 1. ROLL CALL

| Attendee Name   | Title             | Status  | Arrived |
|-----------------|-------------------|---------|---------|
| Sandra Frum     | Village President | Present |         |
| Kathryn Ciesla  | Trustee           | Present |         |
| Bob Israel      | Trustee           | Present |         |
| Muriel Collison | Trustee           | Present |         |
| Jason Han       | Trustee           | Present |         |
| Heather Ross    | Trustee           | Present |         |
| Johannah Hebl   | Trustee           | Present |         |

President Frum called the meeting to order at 9:00 a.m. in the Terrace Room at the Village Hall. On roll call, present were Trustees Ciesla, Israel Collison, Han, Ross and Hebl.

Also present were Village Manager Rich Nahrstadt, Deputy Village Manager Jeff Rowitz, Department of Planning Services Tom Poupard, Chief Information Officer Lori Baker; Assistant to the Village Manager Madeline Farrell, Fire Chief Andy Carlson, Police Chief Adkins and Village Clerk Debbie Ford.

### 2. MINUTES APPROVAL

None

### 3. PUBLIC COMMENT TIME

Tracy Katz-Muhl recapped with the Board, what has been done to date with the minimal wage. She noted the State of Illinois' minimum wage increase, pointing out he will not be matching Cook County's rate. Ms. Katz-Muhl stated with the new Trustees she would like to see where the Board stands on the minimum wage. This is an issue that effects those that not only come here to work, but those that live here. She stated she hopes these issues will stay on your radar.

Katheryn, a representative for Go Green, addressed the Committee and thanked them for their support with the Mayors Caucus green initiative (Greenest Region Compact, GRC). She offered Go Green's willingness to assist. She referenced the educational programs, converting all the lighting, how the new facilities are LED certified, and they promote the use of landscape, etc. She stated

Northbrook could be a leader and suggested they consider adopting additional goals of the GRC Plan. She state Go Green looks for updates on where the Village is on their plan. Katheryn then discussed a program called Glenview Values. She explained the program, stating Glenview is only a participant, not the facilitator. She encourage Northbrook to explore the creation of such a program. In closing, she emphasized how she would like Northbrook to explore affordable housing.

Karen Fiegler, resident of Fieldwood Drive, addressed the subject of guns. She commented she does not want Northbrook to be behind the curb with what others are doing. She mentioned the Red Flag law, which is a gun violence prevention law that permits police or family members to petition a state court to order the temporary removal of firearms from a person who may present a danger to others or themselves. She stated we should be doing this to protect our citizens. Gun safety is important. If someone owns a gun, it needs to be locked up or stored safely. The Village cannon leave any opportunities off the table. Ms. Fiegler then discussed a program called Be Smart and she encourage the Village to look it and to be creative with other they can do. Like to see you support the Police Department. Trustee Ciesla questioned what other towns are involved with the Be Smart Program. In response, Ms. Fiegler stated she would provide that info.

## **4. DISCUSSION**

### **A. Structure of Meetings Review**

President Frum stated the committee structure the Board has followed has been in place for a long time. We have changed the name of the committee's overtime. Some committees are used and some are not. President Frum stated the following topics will be coming in front of the Board: Amending the Municipal Code, liquor licensing; Air B and B; marijuana, Village facilities, etc. and she stated she would like the Board, as a whole, to look at these topics. It is better for all of us to be a part of these conversations. President Frum explained she would like to try not having committees for a year and see how it goes. She explained Assistant to the Village Manager Madeline Farrell reached out to seven surrounding communities. A vast amount do not have committees, but most have a Committee of the Whole (COW). Highland Park holds their COW before their Regular Board meeting that starts at 4:30. But I am not looking for that.

Ms. Farrell reviewed and explained to the Board examples of proposed Board agendas - Regular and COW. President Frum stated items discussed at the COW would go on the consent agenda at the next Regular Board meeting.

Trustees Hebl and Ross questioned how the Committee structure worked in the past and President Frum explained. Trustee Ciesla stated she would like to hear the opinions of other's. Trustee Israel stated one aspect of the committee structure is Board members act as liaisons to the commissions and he discussed.

Trustee Ross questioned if the public attend committee meetings and in response, she was told sometimes. President Frum explained the issues staff has had with Committee quorums and another issue is two trustees on the same committee have to watch which meetings they can attend at the same time. She noted she has seen committees establish goals that don't match the goals of full board.

Village Manager Nahrstadt stated explained having a regularly scheduled COW is easier than actually scheduling in the committee meetings. Even the Administration and Finance Committee was easier to schedule prior to a Regular Board Meeting.

President Frum stated the ultimate goal is to have better discussions. There is a lot to discuss. Trustee Ross asked how often the COW meet in past and both President Frum and Trustee Ciesla stated they really have not meet often in recent years. President Frum explained long ago in the past the COW did not have the discussions it should have and it stopped. She stated she feels this change is good for the community and everyone is treated as an equal.

Trustee Ross stated she had some initial thoughts based on past experience, and through the process of looking up other committees. Sometimes committees work, sometimes it did not. She expressed her concern that the Regular Board meetings may take longer. If current members are more interested in making the committee structure work, maybe we can continue them. But she expressed her concern with if the Committees come back with thoughts that don't match the Boards, they are a waste of time.

Trustee Hebl stated she thought using the COW structure instead of the Committee structure is worth a try. She stated she would rather hear the information directly. If we can keep the meetings efficient, they would be worthwhile. Trustee Israel agreed it would be beneficial for efficiency sake.

President Frum stated there will still be Ad Hoc Committees will be needed but then disbanded when done.

Trustee Ciesla state, in her experience when she was first elected to the Board, there were less committee meetings. She stated Finance is her interest. Trustee Ciesla stated each of the Trustees have their own interests, noting Trustee Ross' compassion for housing. Trustee Ciesla explained she is willing to go with a big group, but she did not want the Trustees to lose their individual passions.

Everyone has their own background experience. Trustee Ciesla stated she reviewed Nile's agenda and noted they assign a Trustee to each topic.

President Frum stated she did not want to stomp on anyone's passion. The efficiency, in part, will depend on how we run the COW. Items that come out of COW can be assigned to a Trustee who would then introduce that item at the Regular Board meeting. That way you get what you want.

Trustee Ciesla stated that when Communications was developed, I worked to bring so much information to Staff. We need to craft policy with Staff. President Frum stated it is not appropriate for Trustees to direct staff. Trustee Ciesla stated as a committee chair we need to obtain information that is not directing staff. President Frum stated she is not judging this Board, however there have been individual Trustees that have tried to direct staff.

Trustee Collison explained the committees she has been assigned to have not been her passion. In her opinion, there should be committee heads, but she is fine with holding the discussions in COW meetings. She explained there are Trustees with strong strengths that we have not had in the past that would bring more to the table. My vote is to keep committees and incorporate the COW also.

Trustee Collison stated she is not comfortable with getting rid of the committees, noting President Frum dictated the subject matters in the past.

President Frum stated in the COW meeting there will be one topic discussed, and this would not require multiple committee meetings.

Trustee Israel explained when he first started on the Board he was assigned to Community and Sustainability and he found the experience to be a good education. He stated he still attends some Senior Services meetings, and continues to keep in touch with the Environmental Quality Commission. Fostered a network that I think it was important. Usually issues have gone through the commissions. I am still thinking the Board should continue some type of a hybrid that acts as a COW.

Trustee Han stated he agreed with Trustee Ross' perspective. When a committee runs well it works. There are minutes and records of the discussion. He questioned how often the Board would meet and how do you assign an issue? Based on how we have ran, I would support the COW.

Trustee Hebl questioned the process of putting an item on an agenda. If two trustees want item on agenda can it be put on? If yes, would this change? President Frum stated that process would remain the same. Trustee Hebl than asked if they could create subcommittees and Frum stated she was ok with that.

Trustee Ciesla questioned the procedure. Is a Trustee wanted to discuss Gun issues how would we address? Would we send it to staff to work on and have them bring back it to a COW?

President Frum stated there seems to be three options. 1 - Status quo, 2 - COW only, and 3 - a hybrid of the committee and the COW. After further discussion, all of the Trustees voted on #3. President Frum stated she will look at names of for the "committees". President Frum discussed the start time of the Committee of the Whole and the Regular Board Meeting. It was decided to start the COW at 6 pm and the Regular Board Meeting at 7:30 pm.

The Board took a break from 10:02 - 10:10pm.

## **B. THE BOARD TOOK A BREAK FROM 10:02 - 10:10PM.**

### **C. Village Board Goals**

President Frum stated there was one top goal, based on the input from the Board which was *Affordable/Attainable Housing*.

This needs to be done by end of year, sooner is better. We will probably start the discussion in the last meeting in July. President Frum stated she would like Hart Passman from Holland Knight and Rob Anthony of Community Partners for Affordable Housing (CPAH) a not-for-profit organization out of Highland Park come in and speak to the Board. Also, she would like to include a certain outreach to the community as a whole. Possible hold an education component, maybe at the library. No one had questions. Trustee Collison questioned if there were others besides Highland Park? In response, President Frum stated there are others we can look at. Once we come up with our definition, it will be easier to determine how we want to approach it.

#### *Environment/Sustainability:*

President Frum explained the Village discussed and adopted a plan with the Community and Sustainability Committee last December. This was a priority for most of the Board members, however not all of them were in attendance at the meeting where the plan was adopted. We can start by going back and get reeducated on what is in the plan, what is in the budget, and look at the adopted plan we have with the Park District. Trustee Israel stated there are two different issues. Part of the obligation is with the municipality and part of the obligation is with the community.

#### *Communications:*

Trustee Ciesla commented that one big thing we should focus on is communication. Communication is important for all the subjects we address. We need to understand the world is changing and need to adapt more. President Frum stated the Village has signed a contract with a company, a5, which will look at the Village's communications. Village Manager Nahrstadt noted

each of the Trustees will be contacted for Stockholder meetings. Communications is important. Trustee Ciesla everyone needs to look at doing business different.

***Smart Development:***

Green Acres and Grainger

This is an obvious priority. The study with Grainger is on-going. Village Manager Nahrstadt stated there is also a study being performed on the downtown uses.

***Facilities Plan:***

Trustee Ciesla questioned why Smart Development and the Facilities Plan are not together. Village Manager Nahrstadt explained how staff is looking at these two. President Frum stated I did not edit this. This list is in response to the way the Board responded to her with their priorities. Trustee Ciesla stated for the benefit of the new Trustees, in regards to Grainger, there may be opportunity to tie the municipal land to the Grainger land. The Board discussed their thoughts on the Grainger and Green Acres. Director of Development and Planning Services Tom Poupard stated the result of that study will be ready in July. Manager Nahrstadt stating they are not taking anything off the table. They are waiting for the study. Trustee Ross questioned if her and Trustee Hebl need to be updated on the Grainger property. In response, President Frum asked staff to get them up to date on Grainger and facilities.

Village Manager Nahrstadt stated, in regards to the Facilities Plan, the initial assessments have been completed and the consultants came in. We are aware of the issue. The next step is to take tours of other facilities, and get direction from the Board on their priorities. The Village is working with other towns and entities on combining with them their Public Works facilities. Manager Nahrstadt staff is working on moving forward. Deputy Manager Jeff Rowitz will be taking the lead on the facilities project. Tours will be scheduled soon.

Trustee Ciesla stated she is interested in everyone knowing the dollars we are talking about. The Maintenance Fleet Facility is big, but so is rehabbing the Police Department. She stated it is her opinions that the Board needs to have a discussion on the total dollars. Everyone needs to understand the impact.

Village Manager Nahrstadt stated Staff is just going with Board's direction. With the Board changes, we are working on getting on track. Ultimately, the numbers are up to the Board. Trustee Israel stated, in his opinion, Grainger plays a part on how it all comes together. President Frum stated she lost track on where the project stands. She believes we still need the tours and find best practices.

***Municipal Code Update:***

President Frum noted this project has started and is in progress. At this point the team has reviewed one chapter, Chapter 2. The focus of the group is to review the Municipal Code and determine what works doesn't work and make updates.

Trustee Hebl questioned what happened with issues not on this list such as gun safety and minimum wage. Trustee Hebl stated she is interested in global gun issues and the minimum wage.

Trustee Ciesla referenced an article in the Chicago Tribune that referenced cell phone cases that look like guns. She questioned if the Village could ban them. In addition, Trustee Ciesla mentioned she would like to incorporate a program at Night Out. The Board discussed the process of discussing topics they are interested in. Trustee Collison questioned how to address an item that did not make the list, such as expanding administrative adjudication. In response President Frum noted this is a philosophical issue. The question is how far do we want to step in. Presently the Village runs on a complaint driven system. We would have to change the philosophy and it would mean hiring more staff. Trustee Collison disagreed, stating we don't know that. I am constantly reporting issues and I don't think it would cause a lot of more staff time. President Frum stated this is a big discussion we need to bring forward to the Board. Trustee Hebl commented we need to look at laws and how are we enforcing them. With the introduction of Administrative Adjudication we have opened this up.

Trustee Ross commented it is Pride month, and surrounding communities are having events. She stated the women who worked on this event in Buffalo Grove would like to hand off the event to another community. Trustee Ciesla stated she agreed that the Village should do more - maybe partner with others.

President Frum stated this was discussed in the past, and a majority of the Board was not in favor. However the Board has changed and we can look at it again. It was suggested that the Community Relations Commission could look at this. Trustee Ciesla suggested hanging a Pride Flag.

## **5. REMARKS FOR THE GOOD OF THE ORDER**

## **6. ADJOURN**

At 8:59p.m., Trustee Ciesla moved, seconded by Trustee Collison to adjourn the meeting at 10:49am. The motion passed by a voice vote.