

## Village Board of Trustees Agenda

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Sandra "Sandy" Frum Board Room  
1225 Cedar Lane Northbrook, IL 60062  
Tuesday, June 10, 2025

**7:30 PM**

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. SWEARING-IN OF CAPTAIN BRAD PUTNEY, LIEUTENANT TED PETERS, AND FIREFIGHTER/PARAMEDIC JACOB FIOLKA**
- 4. MINUTES APPROVAL**
  - A. May 27, 2025 Regular Board Meeting Minutes for Approval**
- 5. PUBLIC COMMENT TIME**

This agenda item is reserved for members of the public who desire to address the Village Board on a topic that is within purview and jurisdiction of the Village Board, but that is not listed in another location on the agenda. If you would like to speak about a matter that is listed on the agenda, we ask that you wait until that agenda item is called, and we will give you an opportunity to speak then. If your matter is on the "Consent Agenda", please let us know if you would like us to remove that matter so that you can speak about it.

Anyone desiring to speak should fill out a written speaker form (located in the back of the Board Room) and submit it to the Village Clerk. "Public Comment Time" is not a forum for open dialogue or engagement with members of the Village Board. Rather, it is intended as an opportunity for you to make comments to the Village Board. While the Village Board will not immediately respond to public comments at this meeting, or engage in a back and forth discussion during the meeting, please be assured that the Board is actively listening to all comments, thoughts, and suggestions.

All speakers will be limited to a total of three minutes. We request that everyone be respectful, civil, and non-repetitive; and we ask that members of the audience refrain from applauding or making any other comments during or after any speaker. Thank you for your understanding and taking the time to contribute to the success of our community.

**6. MANAGER'S REPORT**

**7. WARRANT LIST**

- A. Review and Approval of Escrow Deposits/Performance Bond Refunds  
Processed Between May 16, 2025 - May 31, 2025**
- B. Review and Approval of Payments Processed Between May 16, 2025 - May 31, 2025**

**8. PRESIDENT'S REPORT**

Community Moment

- A. A Proclamation Recognizing June 19 as Juneteenth**
- B. Appointments to Board Work Committees**

*With the Board's approval and consent, the attached appointments will be made to Board Work Committees.*

**9. CONSENT AGENDA**

The matters listed for consideration on the Consent Agenda are matters that appear to have the unanimous support of the Board of Trustees. The Village President will review, designate the resolution or ordinance number for passage and then inquire if any

member of the Board or member of the public objects to any item on the Consent Agenda. If any objections are raised, the matter will be removed from the Consent Agenda and relocated to a location on this agenda for consideration during the appropriate Board Committee report. If no objection is voiced, the Village President will request a motion and second for passage of all items listed. The resultant roll call vote on the Consent Agenda will be applicable to each individual agenda item.

**A. A Resolution Authorizing a Contract for Maintenance of Traffic Signal System Components at Various Intersections in the Village of Northbrook with Meade Inc. of Willowbrook, Illinois**

*The Village uses contractual traffic signal maintenance services for the inspection, preventive and routine maintenance, on-call support, and emergency repair of equipment associated with the Village's 14 signalized intersections and 57 Electronic Vehicle Pre-emption (EVP) devices located at various intersections in the Village and street light maintenance as requested for difficult or emergency repairs.*

**B. A Resolution Appropriating Motor Fuel Tax (MFT) Funds for the Fiscal Year 2025/26 Asphalt Street Rehabilitation Program**

*The Village uses Motor Fuel Tax (MFT) funds to finance its annual asphalt street rehabilitation program. These funds are distributed by the State of Illinois and require an Illinois Department of Transportation Resolution to appropriate those monies.*

**C. A Resolution Authorizing a Contract with Schroeder Asphalt Service, Inc. of Huntley, Illinois for the Fiscal Year 2025-26 Asphalt Street Rehabilitation Program**

*The Village of Northbrook's asphalt street rehabilitation program includes pavement milling and resurfacing of public asphalt streets and select patching of defective areas of pavement on various streets.*

**D. An Ordinance Authorizing the Purchase of a Cardiac Monitor/Defibrillator from ZOLL Medical Corporation and Disposing of Surplus Equipment**

*The Village's Fire Department uses cardiac monitor defibrillators to provide cardiac assessment and medical treatment to ill and injured persons. Each cardiac monitor needs to be replaced when it has reached the end of its recommended life-cycle.*

**E. A Resolution Approving an Agreement for Building Site Plan Software Services with Advance Property Exposure, Inc.**

*The Village's fire department uses a building site plan software to provide building information prior to and during an emergency response to those locations.*

**F. A Resolution Approving the Purchase of Paramedic Licensure Education from Endeavor Health Highland Park Hospital EMS System**

*The Fire Department uses the Highland Park Hospital EMS System to provide initial paramedic education and licensure for recruit firefighters.*

**G. A Resolution Approving the Purchase of an Annual Software Subscription for Zoho Corporation Software from Northwind Technologies**

*The current software subscription from Zoho Corporation expires June 30, 2025. This is management software from Northwind Technologies.*

H. **A Resolution Affirming the Direction of the Village Board for Emergency Backup Power Generators for the new Fire Station #11 and Fleet Maintenance Garage**  
*As discussed at the May 27, 2025 Committee of the Whole meeting staff is including diesel generators in an early bid package for the new Fire Station #11 and Fleet Maintenance Garage facilities.*

I. **A Resolution Authorizing the Village Manager to Prepare the Necessary Actions to Engage BerryDunn for Strategic Planning Services**  
*The Village desires to develop its first Strategic Plan via a planning process that will identify key community priorities and direct future budgeting initiatives in order to help maintain the Village's strong sense of community.*

J. **A Resolution Approving the Purchase of Annual Printing Services from State Graphics for the Residential Newsletter**  
*Request approval of printing and mailing services for the Village's residential newsletter (Northbrook Voice). Funding is included in the adopted FY26 budget.*

K. **A Resolution Authorizing the Village Manager to Engage a5 Communication Services**  
*The Village desires to engage a5 for development of a strategic communications plan aligned with Village goals and values to improve coordination across platforms including our website, email, print, and social media along with tactical execution that elevates day-to-day communications.*

L. **Resolution Adopting Amendments to the Village of Northbrook Affordable Housing Plan (2020)**  
*The Village has been identified as a non-exempt municipality by the Illinois Housing Development Authority and is required to submit an updated Affordable Housing Plan by June 14, 2025. On June 3, 2025, the Housing Committee of the Village Board conducted a public hearing to review the draft amendments to the Affordable Housing Plan and recommended approval of the updated Affordable Housing Plan to the Board of Trustees.*

M. **A Resolution Approving the Authorization for the Village Manager to Approve Operation of Outdoor Dining on Public Right-of-Way in the Village Green Overlay District**  
*Chapter 15 of the Municipal Code requires the Board of Trustees to approve License Agreements submitted by restaurants requesting approval to operate Outdoor Dining on public right of way. The requirement can cause delays in the opening of seasonal outdoor dining and Village staff is requesting authorization for administrative approval for the license agreements for applications in compliance with Chapter 15.*

## 10. ADMINISTRATION AND FINANCE

## 11. PLANNING AND ECONOMIC DEVELOPMENT

A. **Preliminary Review of a Zoning Request by MM 1901 Holdings LLC, to rezone the property at 1901 Raymond Drive from I-1 Restricted Industrial District to the ICS Industrial and Commercial Services District**  
*This is a request by MM 1901 HOLDINGS, LLC to rezone 1901 Raymond Drive*

*to the ICS Industrial and Commercial Services District to allow for a more diverse range of tenant uses. The Preliminary Review by the Village Board is a conceptual review for the Village Board to provide non-binding comments on a proposal prior to the applicant submitting to the Village a detailed application.*

**B. Preliminary Review of a Zoning Request by the Village of Northbrook for the development of a Village fleet garage at 3504 Commercial Avenue**

*This is a preliminary review of an application requesting zoning relief to allow an approval of a new fleet storage and maintenance garage on publicly owned property. The Preliminary Review by the Village Board is a conceptual review for the Village Board to provide non-binding comments on a proposal prior to the applicant submitting to the Village a detailed application.*

**C. Preliminary Review of a Zoning Request by the Village of Northbrook for the development of a fire station at 820 Dundee Road**

*This is a preliminary review of an application requesting zoning relief to allow approval of a fire station. The Preliminary Review by the Village Board is a conceptual review for the Village Board to provide non-binding comments on a proposal prior to the applicant submitting to the Village a detailed application.*

**12. COMMUNITY AND SUSTAINABILITY**

**13. HOUSING**

**14. PUBLIC WORKS AND FACILITIES**

**15. PUBLIC SAFETY**

**16. COMMUNICATIONS AND OUTREACH**

**17. REMARKS FOR THE GOOD OF THE ORDER**

**18. CLOSED SESSION**

**19. ADJOURN**

The Village of Northbrook is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are requested to promptly contact the Village of Northbrook at (847) 272-5050, or the Illinois Relay Center at (800) 526-0844, to allow the Village of Northbrook to make reasonable accommodations for those persons.