

Village Board of Trustees Agenda

Sandra "Sandy" Frum Board Room
1225 Cedar Lane Northbrook, IL 60062
Tuesday, October 14, 2025

7:30 PM

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. MINUTES APPROVAL

A. September 9, 2025 Regular Board Meeting Minutes for Approval

4. 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.

5. MANAGER'S REPORT

A. [Notice of receipt of application electing to waive a preliminary review for rezoning from I-1 Restricted Industrial District to O-2 Limited Office District at 85-95 Revere Drive and assignment of Plan Commission Docket 25-16-85-95](#)

This is an informational notice that an application has been filed with the Village by the property owner of 85-95 Revere Drive and elects waiving a preliminary review; an option provided pursuant to the Zoning Code. This application will be noticed for a Public Hearing before the Plan Commission as early as November 2025, following Village staff review.

B. Weekly Village Manager Reports

- Week Ending September 12
- Week Ending September 19
- Week Ending September 26
- Week Ending October 3
- Week Ending October 10

6. WARRANT LIST

A. Review and Approval of Escrow Deposits/Performance Bond Refunds

- Processed Between September 1, 2025 - September 15, 2025
- B. Review and Approval of Payments Processed Between September 1, 2025 - September 15, 2025
 - C. Review and Approval of Escrow Deposits/Performance Bond Refunds Processed Between September 16, 2025 - September 30, 2025
 - D. Review and Approval of Payments Processed Between September 16, 2025 - September 30, 2025

7. PRESIDENT'S REPORT

Community Moment

- A. A Proclamation Recognizing October 19 - 25 as United Against Hate Week
 - B. A Proclamation Recognizing October 24 as World Polio Day
 - C. A Resolution Recognizing Officer Anthony Mascolo for 25 Years of Service
 - D. Commission Appointments:
Appointments:
 - Chris Phenner to the Pedestrian and Bicycle Commission for a term ending April 30, 2027
 - Olivia Gassman (student) to the Community Commission for a term ending June 30, 2026
 - Maribelle Lee (student) to the Community Commission for a term ending June 30, 2026
 - Jared Dane (student) to the Community Commission for a term ending June 30, 2026
- Reappointments:
- Bruce Bondy to the Arts Commission as the Chair for a term ending April 30, 2028

8. 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 Approving a Master Services Agreement with ImageTrend, LLC for Fire Department Records Management System Software Subscriptions](#)
This Resolution approves a new Master Services Agreement with ImageTrend LLC to renew three years of annual software subscriptions for a records management system and a patient care reporting system in use by the Northbrook Fire Department.
- B. [A Resolution Approving the Annual Maintenance Renewal for Electronic Content Management Software from Cities Digital Inc.](#)
This Resolution approves the annual maintenance and support renewal for the Village's electronic content management software, Laserfiche, from Cities Digital, Inc.
- C. [A Resolution Approving a First Amendment to a Three-Year Agreement with Vector Solutions for Software Subscription Services](#)
This Resolution approves a first amendment to the three-year contract,

executed on September 3, 2024, with Vector Solutions, to increase the quantity of software subscription licenses for the Fire Department.

- D. [A Resolution Authorizing a Contract for the Water Treatment Plant Data Cable Installation by Sharlen Electric Co., of Chicago, Illinois](#)
The Village is contracting for the installation of data cabling at the Water Treatment Plant to support the replacement of the Supervisory Control and Data Acquisition and Data System (SCADA) and other network improvements at the Water Treatment Plant.
- E. [A Resolution Authorizing the Purchase and Installation of 253 Trees from the Suburban Tree Consortium for the 2025 Fall Parkway Tree Planting Program](#)
The 2025 fall planting program includes planting new trees, replacement of some parkway trees, trees for participants in the cost-sharing program, and planting of trees on public property funded by developers.
- F. [An Ordinance Authorizing the Purchase of a 2025 Morbark Eeger Beaver Brush Chipper from Morbark LLC of Atlanta, Georgia](#)
The Public Works Department utilizes a brush chipper for tree maintenance and removal operations to chip limbs, brush and other vegetation when clearing roads, rights-of-way and Village owned properties
- G. [An Ordinance Approving the Purchase of Three Ford F-550 Cab and Chassis Units from Highland Park Ford of Highland Park, IL and Authorizing the Disposal of Surplus Vehicles](#)
These vehicles will replace Unit #209 (a 2008 F-550 Dump Truck), Unit #211 (a 2007 GMC Dump Truck), and Unit #300 (a 2008 F-550 Dump Truck), all of which are being declared surplus and will be disposed of upon the new vehicles being put into service.
- H. [A Resolution Authorizing Execution of Agreements for the Purchase of Truck Equipment and Up-Fitting of Three Ford F-550 Cab and Chassis Units by Monroe Truck Equipment of Monroe, Wisconsin.](#)
This equipment will be installed on Public Works vehicles which are used to complete a variety of tasks including snow plowing, sanitary lift station maintenance, roadway patching and parkway restorations. The equipment includes dump boxes/beds, tool boxes, safety lighting, snow plow and salt spreader, a crane, and a lift gate.
- I. [A Resolution Authorizing the Execution of Contracts for Installation Services by Kordick Electric Company of Northbrook, Illinois and for the Purchase of Industrial Ceiling Fan Materials from Delta T., LLC, d/b/a Big Ass Fans of Lexington, Kentucky](#)
The existing industrial ceiling fans in the east and west wings of the Public Works Center have been identified for replacement.
- J. [A Resolution Waiving Competitive Bidding and Approving the Expenditure for Proprietary Replacement Services to the Public Works Department's Vactor Hopper from Standard Equipment of Elmhurst, Illinois](#)
The Public Works Department uses a 2013 Vactor Truck to maintain sanitary and storm sewers as well as perform underground utility repairs. The

replacement of the hopper, or rear tank that collects debris, on its door will extend the useful life of this vehicle.

- K. [A Resolution Authorizing the Purchase of Water Main Tap and Repair Supplies, as Needed, from Ziebell Water Service Products, Inc. of Elk Grove Village, Illinois; Core & Main LP of St. Louis, Missouri; and Mid-American Water of Wauconda, Inc. of Wauconda, Illinois](#)
The Village contracts with multiple preferred vendors to ensure the Village can purchase needed materials from an authorized vendor from time to time for maintenance and repairs and new home connections as needed for the Village's water mains, valves, and other appurtenances.
- L. [A Resolution Authorizing an Agreement for Engineering Services for the Lee Road Water Main Improvements Project with Gewalt Hamilton Associates Inc. of Vernon Hills, Illinois](#)
The Village is seeking design engineering services for water main improvements on Lee Road from Dundee Road to Rudolph Road.
- M. [A Resolution Authorizing an Agreement with Garland/DBS, Inc. of Cleveland, Ohio for the Partial Re-Roofing of Crestwood Senior Living Facility at a Not-to-Exceed Amount of \\$443,906](#)
The Village owns Crestwood Place apartments at 1000 Waukegan Road, an affordable independent living for seniors. As part of the ongoing capital facility maintenance, portions of the roof are in need of replacement due to water leaks.
- N. [A Resolution Authorizing the Removal of One Landmark Tree at 1860 Butternut Lane](#)
As reviewed by the Tree Protection and Preservation Review Board on September 17, 2024 the property owner was considering removal of three (3) Landmark trees. Based upon direction of the Review Board, the property owners have made efforts to minimize the removal of trees and are now seeking approval to remove only one Landmark tree.
- O. [A Resolution Authorizing the Execution of an Intergovernmental Agreement with Wheeling Township for Snow & Ice Control Services on Forest View Drive for the 2025/2026 Winter Season](#)
The proposed IGA with Wheeling Township provides Village salting and plowing services on a section of Forest View Drive during the 2025/2026 winter season. The Village has had an agreement with Wheeling Township for this service on Forest View Drive since 1997.
- P. [A Resolution Authorizing the Execution of an Intergovernmental Agreement with the Village of Wheeling for the Purchase and Sharing of Grant Funded Public Safety Equipment](#)
The Villages of Northbrook and Wheeling are collaborating in the purchase of first responder equipment to be used in both communities under a grant by the State of Illinois.

- Q. [A Resolution Authorizing the Execution of an Intergovernmental Agreement with the Illinois Department of Transportation \(IDOT\) for the Maintenance of State Owned Roadways within the Village of Northbrook](#)
For many years, the Village has maintained a collaborative relationship with the Illinois Department of Transportation (IDOT) through an Intergovernmental Agreement (IGA) that authorizes the Village to provide routine maintenance on key State routes located in Northbrook. The Village will be responsible for the streets Identified in the new IGA which replaces the previous ten year agreement with IDOT.
- R. [A Resolution Authorizing the Transfer of a Special Permit to Allow the Operation of a Cannabis Infuser Facility \(306-310 Era Drive; C6 Infuser, LLC\) \(Ordinance 2025-22\) \(BOT-25-16\)](#)
The applicant is requesting a Special Permit transfer of Ordinance No. 2025-22, a previously approved ordinance for a cannabis infuser facility.
- S. [An Ordinance Granting a Special Permit for a Child Day Care Services Facility \(Crate & Barrel - 1250 Techny Road\) \(Plan Commission Docket No. PCD-25-11\)](#)
The requested special permit is for a child day care facility in the existing facility located at the Crate & Barrel office facility at 1250 Techny Road within the O-3 General Office/Techny Overlay District.
- T. [An Ordinance Amending the Comprehensive Plan of the Village of Northbrook \(820 Dundee Road\) \(Plan Commission Docket No. PCD-25-12\)](#)
The Village of Northbrook proposes to construct a new fire station on the Subject Property to replace the existing Fire Station 11 built in 1971 at 740 Dundee.
- U. [An Ordinance Rezoning the Property at 820 Dundee Road and Amending the District Zoning Map \(820 Dundee Road\) \(Plan Commission Docket No. PCD-25-12\)](#)
The Village of Northbrook proposes to construct a new fire station on the Subject Property to replace the existing Fire Station 11 built in 1971 at 740 Dundee.
- V. [An Ordinance Granting a Special Permit for A Wall Sign In Excess of Maximum Height From Grade, Variations, and Site Plan Approval for a Village Fire Station \(Village of Northbrook - 820 Dundee Road\) \(Plan Commission Docket No. PCD-25-12\)](#)
The Village of Northbrook proposes to construct a new fire station on the Subject Property to replace the existing Fire Station 11 built in 1971 at 740 Dundee.
- W. [An Ordinance Amending the Comprehensive Plan of the Village of Northbrook \(3504 Commercial Avenue\) \(Plan Commission Docket No. PCD-25-13\)](#)
The Village of Northbrook proposes to repurpose an existing industrial building, which formerly housed a not-for-profit organization, for a new Village fleet maintenance garage facility in the Sky Harbor Industrial Park replacing a 1956

facility located near Village Hall.

- X. [An Ordinance Rezoning the Property at 3504 Commercial Avenue and Amending the District Zoning Map \(3504 Commercial Avenue\) \(Plan Commission Docket No. PCD-25-13\)](#)
The Village of Northbrook proposes to repurpose an existing industrial building, which formerly housed a not-for-profit organization, for a new Village fleet maintenance garage facility in the Sky Harbor Industrial Park replacing a 1956 facility located near Village Hall.
- Y. [An Ordinance Granting Variations and Site Plan Approval for a Village Fleet Maintenance Garage Facility \(Village of Northbrook - 3504 Commercial Avenue\) \(Plan Commission Docket No. PCD-25-13\)](#)
The Village of Northbrook proposes to repurpose an existing industrial building, which formerly housed a not-for-profit organization, for a new Village fleet maintenance garage facility in the Sky Harbor Industrial Park replacing a 1956 facility located near Village Hall.
- Z. [An Ordinance Granting a Special Permit and Variation for Personal Wireless Services Antenna Located on a Tower-Style Structure in Excess of District Height Limitations \(Crown Castle GT Company, LLC - 180 Anets Drive\) \(Plan Commission Docket No. PCD-25-07\)](#)
The requested Special Permit and Variation is for the continued operation of a personal wireless services antenna tower at 180 Anets Drive within the I-B Institutional Building District.
- AA. [A Resolution Approving a Prosecutorial Services Agreement with Addis Law Group](#)
As set forth in the Village Code, the Village Manager must appoint a prosecuting attorney for the prosecution of certain local ordinance violations including housing, business licensing, and vehicular violations in the Municipal Division of the Circuit Court of Cook County and the Village's local administrative hearings.
- AB. [A Resolution Ratifying the Approval and Execution of the Agreement with WEX Bank of Sandy, Utah for Fleet Fuel Card Services through the State of Illinois Central Management Services Contract](#)
Staff is actively implementing the use of WEX Bank cards to allow all Village vehicles that utilize unleaded fuel to transition to an off-site fuel card system at designated Northbrook fuel stations until the Village's Fuel Island Replacement project at the Public Works Center is complete.
- AC. [An Ordinance to Amend the Annual Fee Ordinance to Decrease the Number of Class B Liquor Licenses](#)
The Ordinance Amendment will decrease available licenses for retail package sales for off-premise consumption as MarkVend Co., located at 3000 MacArthur Boulevard, has notified the Liquor Commissioner they are not continuing with their Class B liquor license.
- AD. Motion to Approve the August 26, 2025 Closed Session Minutes held during the Committee of the Whole of the Village Board

9. ADMINISTRATION AND FINANCE

- A. [A Resolution Authorizing the Execution of a Grant Agreement with the State of Illinois' Department of Commerce and Economic Opportunity in the Amount of \\$500,000 for the Purchase of a Rapid Response Traffic Barrier System, a Fire Response Utility Task Vehicle \(UTV\), and LED Message Boards.](#)

The Villages of Northbrook and Wheeling are collaborating in the purchase of purchase first responder equipment to be used in both communities under a grant by the State of Illinois.

- B. [A Resolution Accepting the Fiscal Year 2025 Annual Comprehensive Financial Report \(ACFR\) and Supporting Documents](#)

Pursuant to 65 ILCS 5/8-8-3b, the Village is required to have an independent annual audit completed and submitted to the Illinois Comptroller's Office within six months of fiscal year end, which in this case is October 31, 2025. Aside from this State statutory requirement, the annual audit provides numerous benefits for transparency and the overall public good, as well as provides elected officials with substantive financial information which has been audited and verified by an independent third party.

10. PLANNING AND ECONOMIC DEVELOPMENT

- A. [A Public Hearing for Renewal of an Existing Special Permit to Allow Continued Operation of an Automotive Detailing Facility at 527-529 Dundee Road by Restoration Services LLC](#)

The Applicant is requesting special permit renewal of an existing special permit to allow continued operation of an automotive detailing facility at 527-529 Dundee Road.

- B. [An Ordinance Renewing a Special Permit for an Automotive Detailing Facility in the C2 District \(Restoration Services LLC\) \(Docket No. BOT-25-14\)](#)

Restoration Services, LLC as owner of 527-529 Dundee Road, has requested renewal a Special Permit granted under Ordinance No. 2015-48. This request was made during the time that the 1988 Zoning Code, as amended, was effective, which requires a Village Board Public Hearing be held in order to consider this renewal.

- C. [Presentation on an Preliminary Review of a Request for a Cook County Class 6B for the Property Located at 3100-3150 Commercial Avenue](#)

This is a preliminary review of an application for a Cook County Class 6B at 3100-3150 Commercial Avenue in the I-1 Restricted Industrial District for Bornquist, Inc. 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.

11. COMMUNITY AND SUSTAINABILITY

12. HOUSING

13. LABOR RELATIONS

14. PUBLIC WORKS AND FACILITIES

- A. [A Resolution Accepting the Utility Rate Study Prepared by NewGen Strategies and Solutions, LLC](#)
The Village of Northbrook has undertaken a Utility Rate Study (URS) for the Stormwater Fund to ensure the fiscal stability of this Enterprise Fund. The Village Board, acting as a Committee of the Whole, completed their review of the URS and have directed staff to move forward with preparing a resolution accepting the same.
- B. [An Ordinance Amending the Annual Fee Ordinance and Establishing Stormwater Rates for FY 2025-26 through FY 2027-28](#)
As discussed at the May 27 and July 8, 2025 Committee of the Whole meetings, the Village has undertaken a Utility Rate Study (URS) for the Stormwater Fund to ensure this enterprise fund is adequately financially supported and as recommended by the URS, changes to the stormwater fee are proposed.
- C. [A Resolution Authorizing the Execution of a Contract with D'Land Construction LLC of Algonquin, Illinois for the 2025 Concrete Street Patching Improvements Project](#)
The concrete segments in the Charlemagne Subdivision and the Sky Harbor Business Park have been surveyed and an estimated number of concrete panels have been identified for replacement as part of the annual concrete street repair program.

15. PUBLIC SAFETY

- A. [An Ordinance Amending Chapter 16 and Chapter 24 of the Northbrook Municipal Code, as Amended, Regarding Bicycles, Electric Scooters, Electric Bicycles, and Other Motor-Driven Vehicles.](#)
As discussed by the Village Board on August 26, 2025, the adoption of an ordinance to provide increased enforcement tools is proposed to improve community welfare and safety related to the use of electric bicycles (e-bikes) and electric scooters (e-scooters), and motor driven vehicles (moto-bikes).

16. COMMUNICATIONS AND OUTREACH

- A. [A Resolution Authorizing the Creation of an Ad Hoc 125th Anniversary Celebration Commission](#)
The Village's 125th Anniversary is on November 18, 2026. The Board of Trustees wishes to establish an Ad-Hoc 125th Anniversary Celebration Commission to plan and implement celebration activities throughout calendar year 2026.

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.