

Village Board of Trustees Agenda

Sandra "Sandy" Frum Board Room
1225 Cedar Lane Northbrook, IL 60062
Tuesday, December 9, 2025

7:30 PM

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. MINUTES APPROVAL

A. November 11, 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. Presentation of MABAS-IL Humanitarian Award to Lieutenants Brandon and Brian Collazo

B. Weekly Village Manager Reports

- Week Ending November 14
- Week Ending November 21
- Week Ending November 28
- Week Ending December 5

6. WARRANT LIST

A. Review and Approval of Payments Processed Between November 1, 2025 - November 15, 2025

B. Review and Approval of Escrow Deposits/Performance Bond Refunds Processed Between November 1, 2025 - November 15, 2025

C. Review and Approval of Payments Processed Between November 16, 2025 - November 30, 2025

- D. Review and Approval of Escrow Deposits/Performance Bond Refunds
Processed Between November 16, 2025 - November 30, 2025

7. PRESIDENT'S REPORT

Community Moment

A. Commission Appointments:

Appointments to the Ad Hoc 125th Anniversary Commission for a term ending December 31, 2026:

- Stacy Oliver (Commission Chair)
- Marsha Schwartz (Arts Commission)
- Mlyssa Sarandos (Arts Commission)
- Jill Randell (Disability Inclusion Commission)
- Michael Pfeifer (Pedestrian and Bicycle Commission)
- Sandra Whitmore (Senior Services Commission)
- Aaron Stash (Sustainability Commission)
- Judy Hughes (Northbrook Historical Society)
- Kathi Quinn (Northbrook Chamber of Commerce)
- Joan Scovic (Northbrook Park District)
- Arielle Raybuck (Northbrook Public Library)
- Samantha Scheinman (District 28)
- Hayley Garard (District 31)
- Carol Smith (District 225)
- Debbie Ford (At-Large Resident and Northbrook Historical Society)
- Susan Carrington (At-Large Resident)
- Katherine Katz (At-Large Resident)
- Laura Ruesch (At-Large Resident)
- Megan Paul (At-Large Resident)

Appointment to the Plan Commission:

- Jacqueline Earley to the Plan Commission for a term ending April 30, 2029

B. Motion to approve a Village Board Proclamation Supporting Our Community

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 Authorizing an Agreement for Parkway Tree Trimming Services with Advanced Tree Care, Inc. of Lincolnshire, IL](#)

On an annual basis the Village uses contractual assistance for trimming of approximately 2,000 of the Village's more than 17,000 parkway trees to promote tree health and management, protect pedestrians and motorists from low hanging branches, and prevent storm damage.

- B. [A Resolution Authorizing an Agreement for the Purchase and Installation of Fiberglass Doors at the Village Hall with Anderson Lock Company, Ltd. of Des Plaines, IL](#)
The solid wood arched exterior entry doors at the southeast corner of the Village Hall, outside the Sandra "Sandy" Frum Board Room, show clear signs of weather-related wear and tear, necessitating their replacement.
- C. [A Resolution Waiving Competitive Bidding and Authorizing Amendment 3 to the Agreement with Baecore Group for Professional Services](#)
As part of the transition of the Village's Enterprise Resource Planning (ERP) system to a cloud based platform in 2026, this consulting work will focus on improving the efficiency in Development and Planning processes as well as assessing the operational needs and system dependencies that may need to be updated prior to the migration to the cloud based platform.
- D. [A Resolution Approving an Amendment to a Microsoft Enterprise Software Subscription Agreement from Dell Marketing L.P.](#)
This Resolution approves an amendment to the Microsoft Enterprise Agreement from Dell Marketing L.P., executed in 2023, to add an additional Microsoft M365 Tenant for test and development purposes.
- E. [A Resolution Approving the Purchase of Additional Microsoft Subscriptions from Dell Marketing L.P.](#)
This Resolution approves the procurement of additional Microsoft subscriptions, supplementing the subscriptions obtained under the 2023 Microsoft Enterprise Agreement with Dell Marketing L.P., to address the Village's growth in staff and corresponding operational requirements for additional Microsoft applications.
- F. [A Resolution Authorizing the Purchase of a Replacement Police Department Vehicle from Currie Motors of Frankfort, IL](#)
The Village is seeking to replace one Police Department front-line response vehicle.
- G. [A Resolution Approving an Agreement with EMS Management & Consultants, Inc. for Fire Department Ambulance Billing Services](#)
The Fire Department provides ambulance transportation services within the Village and Rural Fire Protection District. These services are billed pursuant to the Municipal Code related to the cost associated with providing this service.
- H. [A Resolution Approving a First Amendment to Economic Incentive and Development Agreement between the Village of Northbrook and Hometown Coffee Northbrook, LLC \(1290 Shermer Road\)](#)
The passage of the new zoning code presented opportunities to align the development of Hometown Coffee and Juice with the newly adopted code and additional time was required to complete the enhancements; therefore, this is a request to extend the dates for construction commencement and opening of the facility.
- I. [An Ordinance Amending the Fiscal Year 2026 Annual Budget for the Village of Northbrook, Illinois](#)
On a continual basis, staff evaluates expenditures to ascertain that there are no

significant budget overages which may be due to various factors, including but not limited to, supply chain issues, unexpected capital costs, etc. Staff then brings forward an Ordinance for amending the adopted budget to appropriate necessary funds that consist of carryforward appropriations from the prior year, reallocations between or among accounts, and new money requests.

- J. [A Resolution Approving a Transferee Assumption Agreement for Techny Crossing Resubdivision \(2005 Techny Road\) \(BOT-25-19\)](#)
American Techny LLC has acquired the property at 2005 Techny Road for the purpose of completing the previously approved three-lot subdivision and the construction of three new single-family homes.
- K. [An Ordinance Rezoning the Property at 85-95 Revere Drive and Amending the District Zoning Map and Granting Variations \(85-95 Revere Drive\)\(Plan Commission Docket No. PCD-25-16\)](#)
The owner of 85-95 Revere Drive has requested to rezone the property from I-1 Restricted Industrial District to the O-2 Limited Office District as designated in the Comprehensive Plan.
- L. [A Resolution Approving A Temporary Construction Easement with DuPage Water Commission for a new Fire Station 11](#)
The attached resolution provides the Village a temporary easement for use of property adjacent to the new Fire Station 11 for construction staging activities.
- M. [A Resolution Approving the Establishment of a Retirement Health Care Funding Plan Pursuant to the Collective Bargaining Agreement by and between the Village and Local 1894 International Association of Firefighters.](#)
As provided in the Village's Collective Bargaining Agreement with Local 1894 International Association of Firefighters a retirement health care funding plan ("RHF") administered by the Village on behalf of its members upon retirement will be established.
- N. [A Resolution Authorizing a Settlement Agreement Between Retired Fire Lieutenant Joseph Klemm and the Village of Northbrook under the Public Safety Employee Benefits Act](#)
Under the Public Safety Employee Benefits Act the Village provides health insurance benefits to retired personnel in certain circumstances.
- O. [An Ordinance Amending Chapter 2, Article III, Division 3 of the Northbrook Municipal Code, as Amended, Regarding Appointment of Deputy Village Clerks](#)
Northbrook's Municipal Code is being updated to sets forth provisions for the appointment of Deputy Village Clerks by the Village Clerk.
- P. [Motion to approve Badge Design Pursuant to Chapter 2 Article II of the Municipal Code](#)
Members of the Board of Trustees, including the Village President, may be issued an official badge, the design of which shall be approved by the Village Board.
- Q. [Motion to Approve the October 14 and 28, 2025 Closed Session Minutes held during the Committee of the Whole of the Village Board](#)

9. ADMINISTRATION AND FINANCE

- A. [Truth in Taxation Public Hearing for the Proposed Tax Year 2025 Property Tax Levy](#)
Each year the Village Board must adopt a property tax levy to fund general municipal operations, cover the debt service expenditures, and fund statutorily required pension fund contributions which includes annual employer contributions into the Police Pension Fund, Firefighters' pension plans as well as the Illinois Municipal Retirement Fund.
- B. [An Ordinance Repealing Chapter 15, Article XIX of the Village Code Entitled "Vehicle Licenses" in its Entirety, Effective May 1, 2026](#)
As discussed at the November 11, 2025, Village Board Committee of the Whole meeting, discontinuation of the annual vehicle license (aka vehicle sticker) is proposed by levying the net revenue which was generated by the vehicle sticker fee as a property tax.
- C. [An Ordinance Adopting the Tax Year 2025 Property Tax Levy](#)
As reviewed by the Village Board at the November 11, 2025 Committee of the Whole, the property tax levy ordinance has been prepared.
- D. [An Ordinance Abating a Portion of the Tax Year 2025 Property Tax Levy for Debt Service](#)
This ordinance authorizes the use of other revenue sources, such as user fees, to partially pay for debt service, via an abatement of a portion of the property taxes which Village collects from designated user fees and/or revenue sources other than property taxes. Such annual abatements are typically anticipated and planned for at the time of a bond issuance and appropriated as such for each budgetary fiscal year.

10. PLANNING AND ECONOMIC DEVELOPMENT

- A. [A Public Hearing for a Special Permit Renewal at 2705 Techny Road for an Existing Cell Tower](#)
The Applicant requests a renewal of an existing special permit to allow continued operation for a personal wireless service antennas.
- B. [A Public Hearing to Amend Ordinance No. 2012-36 for an Assisted Living Facility at 1000 Sunset Ridge Road](#)
The owner is seeking to amend special permit Ordinance No. 2012-36 to remove the requirement for Board of Trustees approval for changes to the operator.
- C. [A Public Hearing to Consider Amendments to Article 2, Article 6, and Article 9 of the Northbrook Zoning Code as it relates to the Architectural Control Commission and Zoning Board of Appeals](#)
As discussed at the October 7, 2025 Village Board Committee of the Whole meeting, amendments to the Zoning Code have been prepared to assign duties of the Architectural Control Commission to the Zoning Board of Appeals due to the streamlined review procedures established by the recent update to the Zoning Code.
- D. [An Ordinance Approving the Renewal of a Special Permit for a Personal Wireless Service Antenna in the IB District \(TowerCo IV, LLC\)\(Docket No. BOT-](#)

25-17)

TowerCo IV, as applicant of 2705 Techny Road, has requested renewal of a Special Permit previously granted and requires the Village Board hold a Public Hearing.

- E. [An Ordinance Amending Special Permits Granted by Ordinance 2012-36 for an Assisted Living Facility, More than One Principal Structure on a Single Zoning Lot, Building Height in Excess of the RS District Limit, Floor Area Ratio in Excess of RS District Limit, and Site Plan Approval \(North Shore Place “ 1000 Sunset Ridge Road\)](#)

The property owner is requesting to amend the original approval to eliminate the requirement that the Village Board of Trustees must approve any transfer of operators for the senior living facility located at 1000 Sunset Ridge following a public hearing scheduled as part of this same meeting of the Village Board.

- F. [An Ordinance Amending the Northbrook Zoning Code Regarding the Architectural Control Commission and Zoning Board of Appeals \(Docket No. BOT-25-18\)](#)

The ordinance will assign the duties of the Architectural Control Commission to the Zoning Board of Appeals in an initiative to simplify the zoning review process for customers following a public hearing.

- G. [An Ordinance Amending Chapter 2, Chapter 6, and Chapter 22 of the Northbrook Municipal Code Concerning Commissions and Amending the Annual Fee Ordinance](#)

Chapters 1, 2, 6, and 22 of the Municipal Code are being amended along with the Annual Fee Ordinance to align with the newly adopted Zoning Code; and updates the Commission responsibilities for the Zoning Board of Appeals, as well as acknowledge the work of the Architectural Control Commission and the recommendations from the Economic Strategy Commission and the conclusion of their work.

11. COMMUNITY AND SUSTAINABILITY

- A. [A Resolution Approving an Agreement with Garland/DBS, Inc. of Cleveland Ohio for the Purchase and Installation of Solar Panels on the Public Works Center Roof](#)

As part of the Village’s commitment to sustainability, the installation of solar panels will provide an opportunity for the facility to offset energy consumption at the Public Works Center by generating renewable energy.

12. HOUSING

13. LABOR RELATIONS

14. PUBLIC WORKS AND FACILITIES

- A. [A Resolution Amending the Master Construction Manager At Risk Agreement for the Second/Final Guaranteed Maximum Price for Construction of the Fire Station #11 with Leopardo Construction, Inc. of Hoffman Estates, Illinois](#)

At the August 26, 2025 Board meeting, Resolution 2025-133 directed staff to have construction documents developed which would be the basis for the final construction cost for new Fire Station 11 to be located at 820 Dundee Road.

15. PUBLIC SAFETY

16. COMMUNICATIONS AND OUTREACH

A. **A Resolution Approving an Agreement with Prairie State Cycling Series, LLC for the 2026 Northbrook Grand Prix**

This Agreement confirms the Northbrook Grand Prix will be part of the 2026 "Chicago Grit" bicycle racing series on Thursday, July 23, 2026 marking the fifth year Northbrook is one of ten host communities.

B. **A Resolution Authorizing the Northbrook Civic Foundation's Use of the Commuter Parking Lot for 2026 Northbrook Days Subject to Various Conditions**

The Northbrook Civic Foundation has requested permission to use the West Metra Lot to host the Northbrook Days Festival in 2026 subject to a Special Event Permit pursuant to Chapter 15, Article 24 of the Municipal Code.

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.