



Board of Trustees

Regular Meeting

~ Minutes ~

1225 Cedar Lane
Northbrook, IL 60062
www.northbrook.il.us

Debbie Ford
(847) 664-4013

Tuesday, January 28, 2020

7:30 PM

Board Room

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	
Heather Ross	Trustee	Present	
Johannah Hebl	Trustee	Absent	
Dan Pepoon	Trustee	Present	

2. PLEDGE OF ALLEGIANCE

3. MINUTES APPROVAL

- A. Board of Trustees - Regular Meeting - Jan 14, 2020 7:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Muriel Collison, Trustee
SECONDER:	Bob Israel, Trustee
AYES:	Frum, Ciesla, Israel, Collison, Ross, Pepoon
ABSENT:	Hebl

4. RETIREMENT AND SWEARING IN

A. RESOLUTION NO. 2020-7

A Resolution Recognizing Engineer Driver Mark Thompson for Over Twenty-Two Years of Service in the Fire Department

Mr. Thompson started his career as a Firefighter Paramedic on May 16, 1997 and is retiring from his position.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Israel, Trustee
SECONDER:	Dan Pepoon, Trustee
AYES:	Frum, Ciesla, Israel, Collison, Ross, Pepoon
ABSENT:	Hebl

- B. Swearing In of New Firefighter/Paramedic Bryan Hennessy

Bryan Hennessy is replacing Mark Thompson who has retired.

5. PUBLIC COMMENT TIME

None.

6. MANAGER'S REPORT

None.

7. WARRANT LIST

A. Review and Approval of Payments to be Made

Totaling \$3,350,249.14 for the period of January 1, 2020 to January 15, 2020.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Ciesla, Trustee
SECONDER:	Bob Israel, Trustee
AYES:	Frum, Ciesla, Israel, Collison, Ross, Pepoon
ABSENT:	Hebl

B. Review of Frontage Deposit List Dated January 14, 2020

Frontage Deposit refunds for January 14, 2020 totaling \$14,400.00.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Ciesla, Trustee
SECONDER:	Bob Israel, Trustee
AYES:	Frum, Ciesla, Israel, Collison, Ross, Pepoon
ABSENT:	Hebl

8. PRESIDENT'S REPORT

None.

9. GO GREEN MOMENT

Marilyn Fish, Board Member at Go Green Northbrook, discussed a recycling program called TerraCycle. They are known for recycling hard-to-recycle materials funded by brands, manufacturers and retailers. Currently Go Green Northbrook offers four recycling initiatives at two drop off sites. Please make sure any items you are recycling are empty and placed in the correct bin.

10. CONSENT AGENDA

RESULT:	ADOPTED [5 TO 0]
MOVER:	Bob Israel, Trustee
SECONDER:	Muriel Collison, Trustee
AYES:	Ciesla, Israel, Collison, Ross, Pepoon
ABSTAIN:	Frum
ABSENT:	Hebl

A. RESOLUTION NO. 2020-8

A Resolution Approving A Supplemental Statement of Work Agreement with Municipal GIS Partners, Inc. of Des Plaines, Illinois

B. RESOLUTION NO. 2020-9

A Resolution Authorizing the Purchase of Mobile Column Truck Lifts from Vehicle Service Group, LLC of Madison, Indiana

C. RESOLUTION NO. 2020-10

A Resolution Authorizing a Confirming Change Order with Triggs Construction, Inc. of West Chicago, Illinois for the 2019 Concrete Street Patching and Improvement Program

D. RESOLUTION NO. 2020-11

A Resolution Authorizing a Budget Amendment for Dry Fire Suppression Systems Payment

E. RESOLUTION NO. 2020-12

A Resolution Authorizing the Transfer of Special Permits for the Operation of a Nursing and Personal Care Facility and the Landbanking of Parking as Granted by Northbrook Ordinances No. 96-08 and 08-61

F. RESOLUTION NO. 2020-13

A Resolution Approving a Certificate of Completion and Release of Redevelopment Agreement and Maintenance Agreement for the Northshore 770 Commercial Parcel

G. ORDINANCE NO. 2020-6

An Ordinance Granting a Level III Design Review Permit for Wall Signs at 1361 Shermer Road (Basu Vietnamese Eatery)

H. RESOLUTION NO. 2020-14

A Resolution Amending the Village's Anti-Harassment and No Retaliation Policy Concerning Public Act 101-0221

COMMITTEE REPORTS

11. FINANCE

A. Initial Review - 6B Property Tax Incentive - 555 Huehl Rd.

Tom Poupard reported that the property has been vacant for one year and in 2018, the Village denied a request to convert the building into a sports training facility. IBYS Partners, LLC plans on purchasing the property to lease it to Belmont Trading Co., Inc. Belmont Trading plans to move its corporate headquarters to the property and use the remainder of the 555 Huehl Road building for the processing, warehousing and distribution of electronic devices. IBYS Partners, LLC is requesting a 6B Incentive, but the property must be vacant for 24 months, but it's only been 1 year. A 6B incentive can be granted for less than 24 months if the municipality makes a finding of special circumstances. If the 6B is granted, the property tax savings over the 12-year term is \$3,038,083.00. The Board must decide if having this business locate here represents a special circumstances.

Village Attorney Elrod noted the County is requiring 6B applicants to comply with County minimum wage, State minimum wage and sick leave ordinance. A new provision added requires applicants who have been granted permission to perform construction, must finish construction within a 2-year period. If the applicant does not finish the construction within a 2-year period, it is grounds for an automatic revocation. Northbrook will have its own conditions attached for applicant approval.

Trustee Collison asked what percentage is vacant right now. Mr. Poupard responded he has not ran the new numbers yet but the vacancy rate is very low for industrial.

Trustee Collison asked if the Board has historically approved 6B requests if they have only been vacant for 1 year. Mr. Poupard responded it is not uncommon to approve 6B requests for less than 2 years. There have been 7 approved over the years.

President Frum stated the Board will not be making the final decision tonight. The applicant's use of the property will be a good use.

Trustee Ciesla stated she is not fully objecting but would like to know what the other taxing bodies have to say.

Trustee Israel stated he spoke with other manufacturing facilities in the Village and discovered a decline in that area. Given the use, he is in favor despite the 1-year vacancy.

Trustee Collison stated she is not sure it is a special circumstance and is a tentative yes on the decision. However, she likes the number of jobs it brings, wage requirements and benefits for employees. She struggles with the fact that it has only been vacant for a year and would like to know what the other taxing bodies have to say.

Trustee Ross stated she is leaning towards a yes and likes the idea of bringing more manufacturing to Northbrook.

Trustee Pepoon stated he likes the job opportunities it brings and would like to move it forward.

President Frum stated it can now be processed and the Board will consider the various recommendations at a later date.

12. PUBLIC WORKS

None.

13. PLANNING/ZONING

None.

A. PRELIMINARY REVIEW - ZONING & DEVELOPMENT APPLICATIONS

1. Preliminary Review - New Sign for Underwriters Laboratory - 333 Pflingsten

Tom Poupard noted that the proposed sign would be facing the toll way and is higher up than 20ft in height, therefore a special permit is required. The Board decided to send to the Plan Commission without any issues noted.

2. Preliminary Review for a Special Permit to Allow a Craft Grower, Processor, and Infuser at 3165 Commercial Avenue

Michaela Kohlstedt, Deputy Director stated this is a request for 3151-3165 Commercial Avenue. The property is zoned I-1 Restricted Industrial and comprehensive plan indicates the property as appropriate for general industrial, warehouse, and office use. The request presented to the Board is a preliminary review from a craft growing, processing, and infusing business. The applicant would like to use one of the two spaces in the building; with the intent to expand if they are granted an expansion license approval from the State, to occupy the entire building. The applicant will also be a potential

contract purchaser of the property as a whole. The applicant is not proposing any modifications to the exterior or modifications to the site. The only addition to the exterior of the building is the installation of security cameras, which is a requirement of state regulations. This type of business requires a special permit use. The applicant would like to request hours of operation Monday thru Friday, from 7am-6pm, limited hours on Saturday and closed on Sundays. The facility will be roughly 15,000 square feet and under 5,000 square feet will be used for the grow rooms. There will not be retail sales associated with the business and no odor due to the installation of carbon filters. Cannabis Craft Grower, Infuser, and Processor are three separate SIC numbers. This will be a special permit request for all three to be handled in one special permit. Primary issues to consider when reviewing this request is the appropriateness of location and any additional operational limitations.

Trustee Ciesla asked if this is a woman owned business. The applicant responded not 100 percent.

Trustee Ciesla stated she has no concerns about the location and is in favor of this.

Trustee Collison stated she is in favor of the use. She has concerns regarding the odor; would like more information regarding how the carbon filters work and feedback from the Police Chief regarding safety.

Trustee Israel stated he believes they have a good business plan and is in favor of this.

Trustee Ross stated she is in favor of this. One of her concerns is odor.

Trustee Pepoon stated he spent a great deal of time reviewing the subject of craft growers while on the Plan Commission and is in favor of this.

President Frum stated that the special permit should include details regarding odor and has no issues with this use. Will be submitted to the Plan Commission.

14. COMMUNITY

15. PUBLIC SAFETY

16. LEGISLATION AND COMMUNICATION

17. **REMARKS FOR THE GOOD OF THE ORDER**
18. **BRIEF ADJOURNMENT - MEETING WILL RECONVENE IN THE TERRACE ROOM OF THE VILLAGE HALL FOR PLAN COMMISSION INTERVIEWS**
19. **CLOSED SESSION**
20. **ROLL CALL**

Attendee Name	Title	Status	Arrived
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Bob Israel	Trustee	Present	
Muriel Collison	Trustee	Present	
Heather Ross	Trustee	Present	
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Dan Pepoon	Trustee	Present	

The Board of Trustees interviewed three candidates for the open Plan Commission position.

21. **ADJOURN**

Trustee Ciesla moved, seconded by Trustee Pepoon to adjourn the meeting at 9:39 p.m.

On voice vote, all were in favor.