

## Northfield Village Caucus

April 18, 2012

The meeting was called to order by Tracey Mendrek, Chair at **7:00** pm.

Caucus Members present at the meeting were:

|                  |                    |
|------------------|--------------------|
| Jim Appel        | Betina Karlove     |
| Al Chircop       | John Kemper        |
| Frank Charhut    | Ruth Lucchesi      |
| Margaret Cothran | Finley Maxon       |
| Dave Detlefsen   | Tracey Mendrek     |
| Kathy Estabrooke | Bobbie Moore       |
| Kathy Fishman    | Patrick O'Donoghue |
| Linda Garard     | Keith Reed         |
| Jane Goldenberg  | Mike Sollitt       |
| Bill Gould       |                    |
| Jim Henderson    |                    |

Guests:

Brian Kozminski

Tracey presented the agenda for April 18, 2012. Mike Sollitt motioned to approve the agenda , Al Chircop seconded the motion. All approved.

Tracey presented the minutes from January 10, 2012. Jim Henderson motioned to approve the minutes, Frank Charhut seconded the motion. All approved.

Tracey began the meeting by explaining that Kathy Fishman had to leave the meeting early so Tracey would like to move the Survey agenda item to the beginning of the meeting. All approved.

Tracey began by thanking Kathy and her committee for their hard work in bringing the survey to fruition.

Kathy began by stating that this was Northfield's first online survey. The survey was made up of questions collected from the Village Staff and the Park District. We distributed 2,600 postcards for a possible response from 4,870 residents. We received 469 responses for a response rate of 10%. This is a great response rate for surveys.

To increase our response rate, we added an extra week to our original due date. We posted 100 yard signs throughout the Village. The responses were a fair and even cross-section between age/gender. Tracey will submit the results to the Trustees and Village staff along with posting them to the website. The surveys open ended questions will be included with the summary.

The survey will then be passed on to the Platform Committee.

Tracey told the caucus that Jane Goldenberg will be resigning her position on the caucus to become Jack Chapin's replacement as a Trustee. She also said that we have had two resignations; Dan Deloys and Dave Selzer.

Tracey reminded that tomorrow night, April 19, 2012, will be the final unveiling of the Willow Road project at New Trier's Cafeteria at the Northfield Campus. The last hour of the program will be used to answer questions collected during the beginning of the open house.

Trustee Kozminski addressed the caucus. He stated that Kraft Foods has informed the Village that they will be staying at the Northfield location. Brian also said developers have submitted preliminary plans for the BP site. He thanked all who participated in the CAG process. It was all our passionate pleas that gave us some leverage.

Committee Reports:

**Treasurer's report – Ruth Lucchesi:**

- ✓ See exhibit 1 – March 31, 2012 balance

The survey has depleted our funds. Ruth strongly suggests we survey every 2 years.

Bettina stated that if we don't need to send out postcards with codes it would be cheaper. Since Kathy had already left the meeting Tracey suggested that we send all suggestions along with Bettina's to Kathy in writing.

Kathy gave Ruth a list of people who would like to donate to the caucus. Tracey asked if Ruth would share those names with the caucus so that those who personally know the possible donors might feel comfortable enough to give them a nudge.

**Membership Committee report - Keith Reed:**

- ✓ See exhibit 2 – Memo dated March 7, 2012  
Subject: Reasons for Proposed amendment

First Rule is a precinct changes and how our membership is distributed. Jim Appel then stated our caucus is set up by precinct and when the state combined two voting precincts we did, too. Then we determine our membership by a straight percentage.

Frank Charhut motioned to establish the caucus representation at 1% of the population.

Patrick O'Donoghue brought up that fact that he believed that the number of members was a part of our By-laws not a rule. Bobbie Moore found in the By-

laws that the number of members was, indeed, in the By-Laws. Bobbie read the Article.

Since it is not a Rule, Frank removed his motion until such time we have more people who wanting to serve than we have slots.

Bobbie Moore motioned to approve Rule #6. Jim Henderson seconded. All approved.

Keith read the proposed amendment #2 - Conflict of Interest Policy  
Patrick O'Donaghue believes the completed Conflict of Interest Policy forms should be public documents. Discussion ensued.

Jim Henderson Motion: Amend Rule 8 as presented. Ruth Luchessi seconded. It was then noted that the Rule should be #7 rather than #8. Jim amended his motion to Rule 7, Ruth seconded. Vote was taken. Rule 7 passed with a 12 yes, 2 no votes.

### **Finance report – Mike Sollitt:**

Village board approved a Home Rule Sales Tax of .75%. The increase is expected to generate \$375,000 of revenue. It is anticipated that 70% of this revenue will be paid for by non-residents. This tax is needed to shore up two down turn areas – red light revenues down \$400,000 and telecommunications tax down \$300,000. The Village is conducting an audit on the state's calculation of the telecommunication distribution.

Property tax revenue accounts for approximately 30% of the Village budget, are expected to decrease \$140,500 to budget last year or \$318,000 to actual this year.

Revenues in general are expected to be down 4.2% overall.

Volvo dealership is expected to generate \$50,000 in revenues.

Overall last years' budget predicted nearly \$24,000 surplus and is estimated to actually be a \$126,000 surplus. This year's budget is currently predicting a \$228,000 shortfall.

At the end of 2011-2012 fiscal year, the balance of the general revenue fund is expected to be \$5,296,000. By the end of this fiscal year that number decreases to \$5,068,000. This represents a 6.5 month revenue reserve. It is the practice of the Village to maintain a minimum of 6 months reserve.

### **Platform Committee - Jim Henderson:**

An important part of the Caucus' job is to present a platform from the survey results to the Trustees.

The Platform Committee will be meeting on April 24, 2012 all members are encouraged to attend. The Platform Committee members are: Jim Henderson, Chair; Jonathan Don; Kathy Estabrooke; Frank Charhut; Mary Rhoades and Tracey Mendrek.

A notice to all members will be sent via email tomorrow.

**Nominating Committee – Al Chircop:**

Al presented the nominating schedule. We follow the primary calendar schedule not the election calendar. Jim went over the dates with the Caucus.

We have a new Trustee application form. We need to canvas for candidates. Through the survey process we have 31 people interested.

We also need candidates for library trustee. Along with library and Winnetka Park District caucus representation.

**Communication Committee – Dave Detlefsen:**

It was found that 75% of people don't know who or what the caucus is. We need a caucus flyer describing who we are and what we do.

**By-laws Committee – Bobbie Moore:**

Nothing to report at this time.

Tracey thanked the Committee Chairs for their reports.

She reminded us again of the Platform Committee meeting on April 24, 2012 and again encouraged all members to attend.

She stated our next meeting will be on Wednesday, July 18, 2012.

She then asked if there was any further business. Having none, she asked for a motion to adjourn.

Mike Sollitt made a motion, Margaret Cothran seconded. Meeting was adjourned at 8:40p.

Respectfully submitted,

Kathleen A. Estabrooke  
Secretary – Northfield Village Caucus

Northfield Caucus  
P. O. Box 8034  
Northfield, IL 60093-8034

Income Statement for the Calendar Year Ended 31 Dec 2012

|                                  |               |                     |                      |
|----------------------------------|---------------|---------------------|----------------------|
| 1 January 2012 Beginning Balance |               |                     | 2,297.65             |
| Revenue                          | Contributions |                     | 405.00               |
|                                  | Interest      |                     | <u>0.15</u>          |
|                                  |               |                     | 405.15               |
| Disbursements                    | ck 1011       | USPS Survey mailing | 862.40               |
|                                  | ck 1012       | USPS Box Rental     | 68.00                |
|                                  | ck 1013       | Web Master Maint    | 510.00               |
|                                  | ck 1014       | Zoomerang License   | 199.00               |
|                                  | ck 1015       | Survey Printing     | 533.55               |
|                                  |               |                     | <u>2,172.95</u>      |
| 31 March 2012 Balance            |               |                     | <u><u>529.85</u></u> |

Contributors include:

|            |                    |
|------------|--------------------|
| Armel      | Anne               |
| Ash        | Stephen & Laura    |
| Bell       | Christine & Brian  |
| Buenger    | Theodore & Barbara |
| Burrow     | Ryan & Tiffany     |
| Fishman    | Robert & Kathy     |
| Henderson  | James              |
| King       | Jean               |
| Libbey/Lee | Heather/David      |
| Warga      | George             |

**Date** March 7, 2012  
**To** Northfield Village Caucus Members  
**From** Keith A. Reed, Chair of the Membership Committee  
**Re** Reasons for Proposed Amendment

The Membership Caucus Committee is made up of Tracy Mendrek, Cricket Trutterhauff, Jim Appel, Jim Henderson, and Keith Reed. We are recommending the attached amendments to the Caucus' Rules.

1. The first amendment needs to be made to update the Village's "population numbers", as referred to in current rule 8, and the change in precincts.
2. Regarding the suggested changes in the Conflict of Interest Policy and Disclosure Form, the membership committee believes that certain terms need clarification or further explanation in order to effect a clear and uniform implementation of the new Rule. The membership committee is recommending changes in the policy approved September 15, 2011, to broaden the policy to cover potential conflicts with the Village of Northfield; to apply the same restrictions for a caucus member and the caucus member's immediate family; to specify the time for "disclosure"; to have the conflict of interest determination made by the Caucus officers; and to have the same language in the Conflict of Interest policy and the Disclosure Form regarding which committees and groups need to be disclosed.

Feel free to call me before the meeting with any questions.



Keith A. Reed  
Chair of the Membership Committee

KAR/yg

**Proposed Amendments to  
Northfield Village Caucus Rules for Presentation  
at April 18, 2012 Meeting**

1. Amend Rule 8 to read as follows:

8. The Caucus vote in December, 2008 defined Caucus Districts as Cook County Voting Precincts. The maximum number of members in each Caucus District will be determined by the number of registered voters in the Village of Northfield residing within the Cook County Voting Precincts. Effective April 18, 2012 there will be six Caucus Districts with the same boundaries and number as the Cook County Voting Precincts. The prospective number of Caucus members per District will be calculated on a pro-rata basis using the registered voter population. The Voting Precincts/Caucus Districts shall have an optimum membership as of April 18, 2012 of 34 members, as shown below.

The caucus will review the population numbers periodically, but at least every four years using population numbers provided by the Cook County Clerks office.

**Voter Precinct Data from CookCountyClerk.com as of 3/12/12:**

Optimum number of members per Precinct is calculated on a pro-rata basis using a target Caucus membership of 32 to 35. This equals approximately one Caucus member for every 122 residents. Precinct 8 contains both Northbrook residents (approx 70%) and Northfield residents (approx 30%). The Northfield figure needs to be split out from the total.

| <u>Voting<br/>Precinct</u> | <u>Registered<br/>Voters</u> | <u>Optimum #<br/>of Members</u> |
|----------------------------|------------------------------|---------------------------------|
| Northfield Township        |                              |                                 |
| 8                          | 307                          | 2.5                             |
| 9                          | 691                          | 5.7                             |
| 23                         | 754                          | 6.3                             |
| 37                         | 1061                         | 8.8                             |
| New Trier Township         |                              |                                 |
| 20                         | 635                          | 5.3                             |
| 44                         | 651                          | 5.4                             |
|                            | 4099                         | 34.0                            |

2. Add as Rule 9 the following Conflict of Interest Policy and Member Information & Disclosure Form passed September 15, 2011, as modified April 18, 2012:

9. The Northfield Caucus recognizes that individuals who are volunteer members of the Caucus have other involvements and activities in the Community, some of which are for economic compensation. Some of these activities may also espouse views that are contrary or at significant variance

with the Platform. In recognition of these potential conflicts, the Northfield Caucus expects of its members:

1. Disclosure by a Caucus member of a "relationship" which creates a conflict of interest or may have an appearance of a conflict of interest or has the prospect of impairing, or giving the appearance of impairing, the Caucus member's duty to the Northfield Caucus.
2. Disclosure by a Caucus member of a material benefit to such member, including but not limited to a financial benefit, as a result of a decision or action by the Village of Northfield or the Northfield Caucus.
3. Disclosure by a Caucus member that an immediate family member of such Caucus member will experience a material benefit, including but not limited to a financial benefit, as a result of a decision or action by the Village of Northfield or the Northfield Caucus.

Disclosure will take two forms: an early confidential disclosure to an Officer of the Northfield Caucus and secondly, a requirement to disclose the conflict if determined to be so by the Caucus' Officers, in any public position (including meetings of the Caucus) taken by the individual on the subject.

Caucus Members will be asked to disclose on or about the Caucus' January annual meeting their membership on committees/groups that do business or have interaction with the Village of Northfield or the Northfield Caucus. Examples of these types of committees/groups are, but not limited to, Planning and Zoning Commission, Village Center Task Force and Illinois Department of Transportation Community Advisory Group (CAG).



**Northfield Caucus Member Information & Disclosure Form**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Please circle below which ONE contact point you authorize for publication on the Caucus website.**

**Home Phone                  Cell Phone                  Email                  None**

**Please list below any committees/groups that you are a member of that do business or have interaction with the Village of Northfield or the Northfield Caucus.**

\_\_\_\_\_  
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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**All information will be kept confidential and on file with the Secretary of Northfield Caucus.**