

NORTHWEST MUNICIPAL CONFERENCE

1600 East Golf Road, Suite 0700
Des Plaines, Illinois 60016
(847) 296-9200 • Fax (847) 296-9207
www.nwmc-cog.org



*A Regional Association of Illinois
Municipalities and Townships
Representing a Population of Over One Million*

MEMBERS

- Antioch
 - Arlington Heights
 - Bannockburn
 - Barrington
 - Bartlett
 - Buffalo Grove
 - Deer Park
 - Deerfield
 - Des Plaines
 - Elk Grove Village
 - Evanston
 - Fox Lake
 - Glencoe
 - Glenview
 - Grayslake
 - Hanover Park
 - Highland Park
 - Hoffman Estates
 - Kenilworth
 - Lake Bluff
 - Lake Forest
 - Lake Zurich
 - Libertyville
 - Lincolnshire
 - Lincolnwood
 - Morton Grove
 - Mount Prospect
 - Niles
 - Northbrook
 - Northfield
 - Northfield Township
 - Palatine
 - Park Ridge
 - Prospect Heights
 - Rolling Meadows
 - Schaumburg
 - Skokie
 - Streamwood
 - Vernon Hills
 - West Dundee
 - Wheeling
 - Wilmette
 - Winnetka
- President*
Kathleen O'Hara
Lake Bluff
- Vice-President*
Joan Frazier
Northfield
- Secretary*
Dan Shapiro
Deerfield
- Treasurer*
Ray Keller
Lake Zurich

Executive Director
Mark L. Fowler

**NWMC Board Minutes
Wednesday, December 9, 2020
7:00 p.m.
Via Teleconference**

I. Call to Order
President O'Hara called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance
President O'Hara led the Pledge of Allegiance.

III. Roll Call
Karol Heneghan called the Roll.

Members Present:

- Arlington Heights, Mayor Thomas Hayes
- Barrington, President Karen Darch
- Buffalo Grove, Mayor Beverly Sussman
- Deer Park, Acting Village President Greg Rusteberg
- Deerfield, Mayor Harriet Rosenthal
- Elk Grove Village, Manager Ray Rummel
- Evanston, Acting Deputy City Manager Sharon Johnson
- Fox Lake, Mayor Donny Schmit, Administrator Anne Marrin
- Glencoe, President Larry Levin
- Glenview, President James Patterson
- Hanover Park, Trustee Bob Prigge
- Highland Park, Mayor Nancy Rotering, Manager Ghida Neukirch
- Hoffman Estates, Mayor Bill McLeod
- Lake Bluff, President Kathleen O'Hara
- Lake Zurich, Manager Ray Keller
- Lincolnwood, Trustee Jean Ikezoe-Halevi
- Morton Grove, Administrator Ralph Czerwinski
- Mount Prospect, Mayor Arlene Juracek
- Niles, Trustee John Jekot
- Northfield, President Joan Frazier, Trustee Charles Orth
- Palatine, Manager Reid Ottesen
- Park Ridge, Alderman John Moran
- Prospect Heights, Administrator Joe Wade
- Rolling Meadows, Manager Barry Krumstok
- Schaumburg, Mayor Tom Dailly
- Skokie, Trustee Randy Roberts
- Wheeling, Manager Jon Sfondilis
- Wilmette, Manager Michael Braiman

Members Absent:

- Antioch
- Bannockburn
- Bartlett
- Des Plaines
- Grayslake
- Kenilworth

Lake Forest	Libertyville
Lincolnshire	Northbrook
Northfield Township	Streamwood
Vernon Hills	West Dundee
Winnetka	

Others in Attendance:

Meribeth Mermall, Director, Corporate Affairs, ComEd
Larry Bury, NWMC Deputy Director
Ellen Dayan, NWMC Purchasing Director
Marina Durso, NWMC Program Associate for Administrative Services
Mark Fowler, NWMC Executive Director
Karol Heneghan, NWMC Executive Administrative Assistant/Office Manager
Kendra Johnson, NWMC Program Associate for Transportation
Matt Pasquini, NWMC Program Associate for Transportation

IV. Approval of Meeting Minutes – November 18, 2020

Motion to approve the minutes of November 18 was made by President Levin. It was seconded by Mayor Dailly and unanimously approved.

V. President’s Report – Kathleen O’Hara, NWMC President and President, Village of Lake Bluff

A. New NWMC Website

Staff provided an overview of the new NWMC website, including the Legislative Action Center and new tools to support the NWMC Multimodal Plan and the Suburban Purchasing Cooperative.

B. FY2020-2021 NWMC Work Plan – Q1 & Q2 Update

Mr. Fowler provided a status report on the FY2020-2021 NWMC Work Plan with highlights including the “Here to Help” document, new website, Facebook page launch and legislator relationship building.

C. COVID-19/NWMC Here to Help Update

Mr. Fowler gave an update on the status of Tier 3 COVID-19 restrictions, the Metropolitan Mayors Caucus Regional COVID Task Force meetings, current information on vaccine distribution plans, federal COVID-19 stimulus legislation and the relaunch of the NWMC Here to Help document. Members discussed vaccination planning and prioritization and the scale and coordination needed to distribute the vaccine.

VI. Priority Issues

A. Legislative Committee – Joan Frazier, President, Village of Northfield, Co-Chair and Nancy Rotering, Mayor, City of Highland Park, Co-Chair

1. 2021 Legislative Program Development

President Frazier said that the Executive Board and Legislative Committee recommended approval of the 2021 Legislative Program outline. Mr. Fowler reported that based on feedback from legislators, the 2021 Program will be limited to one-page each on state and federal issues, with the NWMC website hosting additional supporting materials for each issue. Ms. Neukirch questioned the COVID-19 data sharing item in light of past actions denying sharing of information. Motion to approve the recommendation was made by Mayor Rosenthal. It was seconded by President Levin and unanimously approved.

2. Legislative Brunch Alternatives

Mr. Fowler reported that due to COVID restrictions, the Legislative Committee is recommending hosting virtual events with legislators to introduce the 2021 Legislative Program in place of the annual in-person Legislative Brunch or a large virtual event. He said the committee will further discuss the details at their December meeting.

3. Anderson Legislative Consulting Contract

Mr. Fowler reported that the Executive Board and Legislative Committee recommended approval of a new contract with Anderson Legislative Consulting for legislative consulting services. He said the proposed contract contains no increase in compensation for 2021 and a 5% increase in compensation for 2022. Motion to approve the recommendation was made by Mayor Rosenthal. It was seconded by Mayor Hayes and unanimously approved.

B. Finance Committee – Ray Keller, NWMC Treasurer and Manager, Village of Lake Zurich, Chair

1. NWMC Finance and Investment Policies

Mr. Keller reported that the Executive Board and Finance Committee recommended that the date of final NWMC Board approval be added to both policy documents and that no other changes are recommended. Motion to approve the recommendation was made by President Levin. It was seconded by President Darch and unanimously approved.

2. NWMC Financial Procedures and Controls Amendment

Mr. Keller reported that the Executive Board and Finance Committee recommended amending the Financial Procedures and Controls document with the following changes: procedures for ACH transactions; noting where the Office Manager performs certain functions; recognizing that there is a signature stamp for the Treasurer; requiring at least one physical signature on all checks; recognizing the role of the Deputy Director and Treasurer in determining investment decisions; requiring receipts or other documentation on all non-routine employee expense forms; and, adding the date of final NWMC Board approval. Motion to approve the recommendation was made by President Levin. It was seconded by President Frazier and unanimously approved.

VII. Consent Agenda

Motion to approve the consent agenda was made by Mayor Levin. It was seconded by Mayor McLeod and unanimously approved.

VIII. Other Business

IX. For the Good of the Order

President O'Hara wished everyone a Happy Holiday.

X. Next Meeting

President O'Hara said that the next NWMC Board meeting will be held on Wednesday, January 13, 7:00 p.m. via videoconference.

XI. Adjournment

Motion to adjourn the meeting was made by President Levin. It was seconded by President Frazier and unanimously approved. The meeting adjourned at 7:56 p.m.