

## NORTHFIELD TOWNSHIP IN YOUR COMMUNITY



Food Pantry Board President **Shiva Mohsenzadeh** poses with the Glenbrook South High School Cross Country Team. The team raised over \$6,700 for the Food Pantry! October 2023



Golfers enjoyed a fantastic evening of glow-in-the-dark golf at "Glow Fore It," a fundraiser for the Northfield Township Food Pantry, September 2023



**Louie Zagoras** rocks out with his band this summer at "Pantry Palooza," an all day outdoor concert that raised funds and awareness for the Food Pantry, July 2023



Northfield Township Supervisor **Shiva Mohsenzadeh** hands out candy during Glenview's Fourth of July parade, July 2023



Township elected officials, staff and volunteers march in Glenview's Fourth of July parade, July 2023



Township Assessor **Alida Nally** speaks with a resident about property tax help at the NSYMCA's "Senior Palooza" event, September 2023



Supervisor Mohsenzadeh meeting with some of the students from Oakton College who received scholarships funded by Northfield Township.



Community Outreach Coordinator **Roxanne Dunn** and Communications Intern **Alicia Amsel** happily received donations for the Food Pantry at "Summer Stock," an event hosted by Northbrook Farmers Market and sponsored by our friends at Edward Jones - Northbrook, August 2023

## LEARN MORE ABOUT OUR DIAL-A-RIDE (DAR) PROGRAM

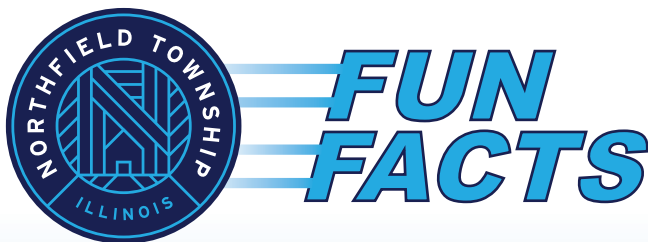
Dial-a-Ride is a program that provides discount coupons to Northfield Township residents with permanent disabilities (age 18 and over) and income-eligible senior citizens (age 65 and over) for use with participating taxicab companies.

### How it works:

Once enrolled, a participant will receive an ID card and a list of participating taxicab companies. The discount will be taken off the metered fare. Travel is not restricted to within the Northfield Township boundaries. More than one coupon may be used per ride.

### How to apply:

Proof of residency and income (if applicable) are required. Applications are available at the Northfield Township Office, on our website, by phone, or by email [admin@northfieldtownship.com](mailto:admin@northfieldtownship.com).



- Established April 2, 1850
- Approximate population = 90,000 residents
- Approximate size = 36 square miles
- Diverse population with many languages spoken, including English, Spanish, Korean, Chinese, Mongolian, Russian, and Ukrainian.



Northfield Township  
2550 Waukegan Road  
Suite 100  
Glenview, IL 60025

### Office Hours Of Operation

8:30 a.m. - 4:30 p.m. (M, T, W, and F)  
8:30 a.m. - 7:00 p.m. on Thursdays

### Township Offices

Phone: 847-724-8300  
Fax: 847-724-8310

### Road District

847-724-7055  
Emergency: 847-471-7055



**NORTHFIELD TOWNSHIP  
FOOD PANTRY**

COMING TOGETHER. MAKING A DIFFERENCE.

## 2023 WINTER APPEAL WAYS TO DONATE

☐ **Online donations:** Visit [northfieldtownship.com/food-pantry/](https://northfieldtownship.com/food-pantry/). Make sure to type **2023 HOLIDAY** in the special instructions box.

☐ Check here to direct your donation to our Angel Fund Program (provides emergency financial assistance to those who may not be eligible to receive aid from any other public funds).

☐ Enclosed is a donation of \$ \_\_\_\_\_ to be paid: ☐ monthly ☐ quarterly ☐ one-time

**Visa/MasterCard:** Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
(Security code from back of card \_\_\_\_\_)

☐ **Check** (made payable to Northfield Township Food Pantry)

### Acknowledgement information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State & Zip \_\_\_\_\_  
Email \_\_\_\_\_

### In memory of / In honor of (circle one)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State & Zip \_\_\_\_\_  
Corporate match information included \_\_\_\_\_

Please return to: **Northfield Township Food Pantry**  
**2550 Waukegan Road, Suite 100**  
**Glenview, IL 60025**

The Northfield Township Food Pantry is a 501(c) (3) Organization – Greater Chicago Food Depository Affiliate Agency  
All donations are fully tax deductible.

# NORTHFIELD TOWNSHIP PROGRESS UPDATE YEAR END 2023

## SUPERVISOR'S MESSAGE



Dear Neighbor,

Since our last Progress Report, the Township Board of Trustees and I have taken significant steps to improve the quality of services provided as well as enhance operational efficiency.

**Capital Campaign Launched.** One of the greatest challenges that has affected both the Township and the Food Pantry is a lack of adequate space to serve our residents. After careful consideration of various options, including relocation, we opted to acquire the two upstairs office spaces within our existing building, representing the most practical and cost-effective solution.

- In August, the acquisition of the former PNC Bank space was finalized, which will greatly expand the Food Pantry space. We are launching a capital campaign to raise funds for our pantry renovations and program expansion, allowing us to assist more families, provide a greater diversity of food and serve more neighbors in need, improve storage, and refine operations. Additionally, we are acquiring office space occupied by the Edward R. James architecture firm, slated to be Township offices by February 2024.
- Expanded and designated spaces will also enhance 1-on-1 interactions and large meetings of residents and staff members. We are very excited about this commitment to higher levels of service. Read Trustee Ottenheimer's article for more information.
- If you are interested in learning more about the campaign, please contact: Northfield Township Supervisor Shiva Mohsenzadeh at [shiva@northfieldtownship.com](mailto:shiva@northfieldtownship.com) or 847-724-8300.

**Strategic Plan Finalized.** During the summer of 2023, we successfully finalized the Township's strategic plan which is posted here <https://northfieldtownship.com/strategic-plan-vision>. This blueprint will inform our decision-making process and guide our future priorities, ensuring optimal service to our residents. More details are provided on page 4.

**Budget Approved.** The approval of the Township's annual budget reflects our commitment to financial responsibility, and a prudent and efficient allocation of resources while allowing the flexible expansion of the Township and Food Pantry spaces and services. Access the approved FY 23-24 budget at <https://northfieldtownship.com/township-government>. Note that this year's budget formally incorporates the merit and need-based scholarships provided to District 225 graduates continuing their education at Oakton Community College.

These are just a few of the actions taken to serve you better. We welcome your feedback, and if you have ideas or questions, please email me at [shiva@northfieldtownship.com](mailto:shiva@northfieldtownship.com).

Kind Regards, **Shiva Mohsenzadeh, Supervisor**

## TOWNSHIP OFFICE WILL EXPAND TO PROVIDE MORE SERVICES

The Township currently operates out of a below grade commercial suite at 2550 Waukegan Road. For years this location has been too small and poorly configured to provide optimal services to residents, especially Food Pantry clients. In late 2022, the Board of Trustees voted to investigate alternative sites.

Given my experience in commercial real estate, I was happy to spearhead the search. Board members toured and considered multiple properties as well as financing options. Given that the Township owned a third of its current building, which had vacant space on the main level, the Township approached the owner and offered to buy the building. In August we entered into a purchase agreement to do just that.

While a significant expansion, we believe owning the whole building is a solid investment now and will be easier to sell in the future than a single suite. Further, it maintains our strategic geographic location, positioned at the heart of the Township's communities. Residents and staff will enjoy many benefits as a result of the purchase. These include:

- Space to expand services, such as mental health activities and informational meetings
- Easy access to a public restroom for those at the Township for appointments or the Food Pantry (currently there are no public restrooms for visitors)
- ADA-compliant entry ways (no more serpentine ramp to navigate!)
- Increased security for staff and clients
- An expanded Food Pantry, including more storage capacity and more efficient operational flow for clients
- Private meeting rooms to provide confidentiality for residents
- Meeting rooms which will enhance productivity and community engagement
- Secure space for staff to store sensitive documents

We intend to hold an open house once most of the build-out of the new space is complete. Please reach out with any questions.

**Scott Ottenheimer**, Northfield Township Trustee



**Shiva Mohsenzadeh**, President of the Food Pantry Board, and **Julie Schaeffer**, Interim Food Pantry Coordinator, proudly unveil the new Food Pantry space, located just upstairs from its current location, October 2023



# CHANGES ABOUND AT THE NORTHFIELD TOWNSHIP FOOD PANTRY

Pantry clients can now make same-day appointments, an option often requested since we returned to in-person shopping. We have also begun composting unusable produce. And we reunited with Costco for weekly pick-ups of food that the retailer generously donates. We're working with more local restaurants including Peet's Coffee too.



Cub Scouts Pack 156 help unload busloads of food from the "Stuff the Bus" event held in conjunction with the Character Counts Food Drive sponsored by School Districts 30 & 34.

Since becoming interim Pantry Coordinator in September, Julie Schaeffer began initiating these changes and more. Longtime pantry volunteer Lisa Marcum took over as assistant.

Schaeffer also serves on the Food Pantry Advisory Council, which began meeting over the summer. The committee has three main objectives: finding and establishing additional sources of food, researching the purchase of a truck for food pick-ups, and brainstorming new and expanded services the pantry can provide.

As our community's needs continue to grow, the committee began its work in the spirit of the Pantry's tagline, "Coming Together. Making a Difference." The purchase of additional space at the pantry's existing location in August opens the door to opportunities that the committee will seek to capitalize on.

In addition to Schaeffer, the committee consists of dedicated pantry volunteers Kathleen Murphy and Kay Golden, community members Candice Silver and Solange Battamir, and is chaired by Northfield Township Trustee Daniel Schack.

"Northfield Township has such a deep well of talented and caring people, many of whom volunteer at the pantry already," Schack said. "I'm honored to work with these individuals who have stepped up to help make the Food Pantry even better."

Daniel Schack, Northfield Township Trustee

## CASE MANAGERS REMIND RESIDENTS TO APPLY FOR LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) ASSISTANCE FOR UTILITIES

Last fall our caseworkers were busy helping residents apply for and receive assistance from various service agencies. One of the most important services is LIHEAP, which provides assistance to pay utilities. LIHEAP is sponsored by Cook County. Last year, our team had a significant impact.

- Helped **271** households apply for assistance
- Had a success rate of **98.52%** in securing benefits
- Secured nearly **\$165,000** in assistance, which saved qualifying recipients an average of \$616.80 annually.



Caseworker Lizbeth Melgoza assists a resident with their LIHEAP application during an outreach event at Thomas Place Senior Living in October 2023.

Applications are accepted on a rolling basis according to household characteristics.

- October 2nd: Households with a senior (60+), person(s) with a disability, and families with children under the age of 6 can apply for LIHEAP benefits.
- November 1st: Households disconnected from one or both utilities or in danger of being disconnected from one or both utilities can apply.
- December 1st: All other Cook County households can apply.

Residents can apply at any time after these dates through August 15th or until funds are exhausted. Contact us at 847-724-8300 to discuss how to apply.

## STRATEGIC PLANNING PROCESS YIELDS NEW IDEAS, ROADMAP FOR THE FUTURE

For the first time in over two decades, the Township has a strategic plan to guide service expansion, operational improvements, and capital investments over the near-term (1-3 years) and mid-term (3-8 years). The plan is available on our website, <https://northfieldtownship.com/strategic-plan-vision/> and reflects a year-long effort to gather and synthesize input from residents, employees, and community partners through surveys, focus groups, and planning sessions. The Board and the staff of the Township are grateful for the enthusiasm and ideas expressed during the planning process.

Working with governmental specialists from Northern Illinois University, the Board and staff identified four strategic priorities for the Township:

- Become, and operate as, a connector and convenor of service providers
- Commit to innovative service delivery
- Design and execute programs and services to be financially sustainable and tightly aligned to the Township mission

4. Identify and expand communication and outreach to and among distinct resident groups and organizations.

These priorities then informed development of specific goals, six short-term and five longer-term. We have made progress among several of these goals already, including:

- Drafting an integrated, multi-channel strategic communication plan, and
- Expanding the Township's physical space through the recent building purchase, and
- Evaluating transportation options to enhance or replace Dial-a-Ride services.

We are excited to meet and exceed the goals you have set out for us. Questions? Email me at [kate.spears@northfieldtownship.com](mailto:kate.spears@northfieldtownship.com).

Kate Spears, Northfield Township Trustee

	Short-term	Long-term
Routine	<ul style="list-style-type: none"><li>Develop multi-channel communication strategies to increase understanding of what the township does and does not do</li><li>Evaluate programs/services offered to ensure long-term financial sustainability</li><li>Update all policy and procedure manuals at the township</li></ul>	<ul style="list-style-type: none"><li>Consistently maintain cash reserves in line with fiscal norms</li><li>Ensure the entire township office has a well-trained staff that can provide outstanding service to residents</li></ul>
Complex	<ul style="list-style-type: none"><li>Expand the township's physical space</li><li>Work with community partners/businesses to explore additional job training/workforce development programs</li><li>Evaluate transportation options including improving the Dial a Ride program</li></ul>	<ul style="list-style-type: none"><li>Through training programs and assistance provided by the township, help to reduce poverty in all areas of the township</li><li>Create/redesign a state-of-the-art community/township building</li><li>Work toward a more inclusive, welcoming environment within the township</li></ul>

## 2023 PROPERTY TAX APPEALS NORTHFIELD TOWNSHIP

The Cook County Assessor is open for 2023 property tax appeals (property taxes paid in 2024) for Northfield Township properties. The last day to file a 2023 appeal with the Cook County Assessor is November, 28, 2023: [www.cookcountyassessor.com/online-appeals](http://www.cookcountyassessor.com/online-appeals).

Reasons you may choose to appeal your assessment this year: you did not appeal last year or you did appeal, but did not get the reduction you hoped for; the assessed value of your property is not equitable with those properties similar to yours; your house is overvalued based on sales of similar homes; you recently purchased your home or the characteristics of your property are not accurate, i.e. square footage, number of rooms, age, etc.

As part of our taxpayer advocacy services, Northfield Township can review your 2023 assessment and help file an appeal.

Alida Nally, Northfield Township Assessor

### Property Tax Tune Up

- Is your property assessed equitably?
- Are you getting all the exemptions you qualify for?
- What other programs might be helpful?

Schedule a "property tax tune-up" and let us review your property tax bill. We can help via email, phone, or in person (appointments encouraged).

Residents can email us for assistance or make an in-person or telephone appointment to review their assessment: [propertytaxhelp@northfieldtownship.com](mailto:propertytaxhelp@northfieldtownship.com) or call (847)724-8300.

## TOWNSHIP SERVICES OVERVIEW

Tax dollars paid to Northfield Township directly fund several critical safety net services. In addition, we provide needed administrative services and help with referrals to state and federal programs. Call our office to arrange an appointment with our staff.

### Administrative Services

- Issuing temporary disability parking placards
- Facilitating voter registration
- Providing notary services
- Passport services (suspended until Spring 2024)

### Assistance Programs

- Operating a full-scale, award-winning Food Pantry
- Administering the Dial-A-Ride discount transportation program for seniors and residents with permanent disabilities
- Helping with applications for LIHEAP utility subsidies and prescription drug discount cards

Our Case Managers can help residents with applications for both **General Assistance** (GA) and **Emergency Assistance** (EA) funds. These funds can pay for:

- Housing expenses, and
- Utilities, including internet and cell phone services

**Assessor Services** include property tax advocacy such as assessment appeal research and assistance with residential property tax exemptions. Visit [northfieldtownship.com/property-tax-assistance/](http://northfieldtownship.com/property-tax-assistance/) for more info.

**Human Services Funding** provides direct financial support to a broad range of local social service organizations. Visit [northfieldtownship.com/human-services-funding/](http://northfieldtownship.com/human-services-funding/) to learn more.

**Referral Services** Our staff can provide information and contacts for state and federal social service and government agencies, including:

- Social Security Administration
- Clothes closets
- Car repair
- Church and Faith-based assistance programs
- Vision care, through OneSight Lenscrafters Program

The **Road and Sanitary Districts** conduct recycling events, and maintain the sewer system in parts of the township and the roads in unincorporated areas of the township.



## WHAT TO EXPECT WITH TOWNSHIP FACILITY EXPANSION

By now you know that the service areas and physical offices of the Food Pantry and the Township will see big improvements in the coming year. In fact, expanding physical facilities to better serve the needs of our residents was one of the long-term goals identified in the Township's strategic plan, and we are moving as quickly as possible to see these improvements carried out.

We have already developed preliminary floor plans and options to update and use the new space. The space we acquired will make a significant difference in Food Pantry operations and in the scope of services the Township can offer, as well as the quality of those services and efficiency of Township administration. Relative to other nearby townships, Northfield Township has long been operating within the confines of much less physical square footage—the new space will finally remedy that deficit.

We are in the process of finalizing the Request for Proposals to begin the build out activities, a process that I am looking forward to overseeing. By this time next year, we aim for the vast majority of the new space to have been configured to serve you better.

Feel free to contact me with any questions.

Vincent Pace, Northfield Township Trustee

## NORTHFIELD TOWNSHIP

### ELECTED OFFICIALS

**Shiva Mohsenzadeh, Supervisor**  
[Shiva@northfieldtownship.com](mailto:Shiva@northfieldtownship.com)

**Caryn Fliegler, Clerk**  
[Caryn.fliegler@northfieldtownship.com](mailto:Caryn.fliegler@northfieldtownship.com)

**Alida Nally, Assessor**  
[Assessor@northfieldtownship.com](mailto:Assessor@northfieldtownship.com)

**Tim Rueckert, Highway Commissioner**  
[ntroad@northfieldtownship.com](mailto:ntroad@northfieldtownship.com)

**Scott Ottenheimer, Trustee**  
[Scott.ottenheimer@northfieldtownship.com](mailto:Scott.ottenheimer@northfieldtownship.com)

**Vincent Pace, Trustee**  
[Vincent.pace@northfieldtownship.com](mailto:Vincent.pace@northfieldtownship.com)

**Daniel Schack, Trustee**  
[Daniel.schack@northfieldtownship.com](mailto:Daniel.schack@northfieldtownship.com)

**Kate Spears, Trustee**  
[Kate.spears@northfieldtownship.com](mailto:Kate.spears@northfieldtownship.com)

### TOWNSHIP STAFF

**Gayle Curcio, Administrator**  
[gaylec@northfieldtownship.com](mailto:gaylec@northfieldtownship.com)

**Julie Schaeffer, Food Pantry Coordinator**  
[pantry@northfieldtownship.com](mailto:pantry@northfieldtownship.com)

**Lisa Marcum, Food Pantry Administrative Assistant**  
[lisa.marcum@northfieldtownship.com](mailto:lisa.marcum@northfieldtownship.com)

**Lizbeth Melgoza, Case Worker**  
[lizbeth.melgoza@northfieldtownship.com](mailto:lizbeth.melgoza@northfieldtownship.com)

**Hilda Morales, Case Manager**  
[generalassistance@northfieldtownship.com](mailto:generalassistance@northfieldtownship.com)

**Sam Chandler, Accounting Clerk**  
[sam.chandler@northfieldtownship.com](mailto:sam.chandler@northfieldtownship.com)

**Lizz De Bock, Deputy Assessor**  
[deputyassessor@northfieldtownship.com](mailto:deputyassessor@northfieldtownship.com)

**Denise Silver, Receptionist**  
[denises@northfieldtownship.com](mailto:denises@northfieldtownship.com)

**Roxanne Dunn, Community Outreach Coordinator**  
[roxanne.dunn@northfieldtownship.com](mailto:roxanne.dunn@northfieldtownship.com)

### Township Board of Trustees Meetings:

- November 14, 2023 at 6:00 p.m.
- December 12, 2023 at 6:00 p.m.