

## MEMORANDUM

**TO:** STAFF

**COPY:** VILLAGE PRESIDENT & BOARD OF TRUSTEES - DEPARTMENT HEADS

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** January 16, 2015

**RE:** STAFF BRIEFING

### WEEK OF January 12, 2015

#### BOARD OF TRUSTEES REGULAR MEETING

The Board of Trustees held a regular meeting on Tuesday, January 13. President Frum honored retired Northbrook Public Library Director Chad Raymond and retired Firefighter-Engineer Mike Agostinelli with respective resolutions. The Board approved a number of resolutions and ordinances, including authorizing an agreement for traffic signal upgrades, authorizing the purchase of a 2015 Ford F-250 pickup truck, approving the purchase of fluoride for the Water Plant, approving an intergovernmental agreement with the Metropolitan Water Reclamation District of Greater Chicago for the Shermer Road overflow sewer and Cherry Lane underpass stormwater projects, authorizing a local agency agreement amendment for the Shermer Road Central Business District bridge improvements with the Illinois Department of Transportation, approving required site improvements and a maintenance agreement for North Shore Place at 952-1000 Sunset Ridge Road, authorizing ERP hardware and software purchases, authorizing the renewal of the Esri software maintenance contract, authorizing the issuance of Taxable General Obligation Refunding Bonds series 2015A, amending the Annual Fee Ordinance regarding parking regulations on Old Willow Road, amending the Annual Fee Ordinance to decrease the number of Class A and K liquor licenses, and amending the Annual Fee Ordinance to increase the number of Class E liquor licenses.

Under Planning & Zoning, the Board held a public hearing and approved an Ordinance to grant approval of a special permit for an assisted living facility located at 99 Pointe Drive. The Board also heard preliminary reviews of a proposed Townhouse Development along Shermer Road in an area zoned C-1; a request to allow a Dunkin Donuts Restaurant with an accessory drive through facility at 899 Skokie Boulevard; a request by Smith Auto and Tire to renew a special permit allowing continued operation of an automotive repair facility at 805 Waukegan Road; and a request to rezone 2420-2450 Landwehr from the R-1 to the R-4 District for an 8-lot single family subdivision.

The next Regular Board of Trustees meeting will be January 27, 2015.

#### JOINT ICDC/EDC MEETING

On January 14, the Industrial and Commercial Development Commission and the Economic Development Committee held their annual joint meeting. At the meeting, the Commissioners heard presentations from both the Northbrook Chamber of Commerce and Industry, and the Chicago's North Shore Convention and Visitor's Bureau. Each commission unanimously voted to recommend that the Village continue to fund the Village's memberships with each organization. The commissions were also provided with an update regarding the new Cook County Class 7c classification program, as well as updates about development activity in the community. Additionally, each Commission Chair provided a report on the work accomplished

by their respective commissions during the past year, and each taxing district presented an update of activity for their jurisdiction.

The next regular ICDC meeting is scheduled for February 24, and the next regular EDC meeting will be on April 8.

#### BICYCLE TASK FORCE

The Bicycle Task Force held their regular bi-monthly meeting on Wednesday, January 14. At the meeting the members continued to identify future bicycle/pedestrian projects for the Village Board to consider including in the Capital Improvement Plan and the Annual Budget. The types of projects discussed include bicycle routes, safety training intersection improvements, and additional bicycle parking at commuter stations. The committee will continue this discussion, as well as discuss recommendations on how to rank the projects, at their next meeting which is scheduled for March 11.

#### VILLAGE WELCOMES NEW FIRE CHIEF

The Village of Northbrook is pleased to announce the appointment of Jose M. Torres as the new Fire Chief of the Northbrook Fire Department.

Jose Torres was selected following a nationwide search. Chief Torres comes to Northbrook with over 34 years of experience. He began his firefighting career with the United States Air Force serving as a Firefighter and Assistant Chief for Training. Torres served as a Firefighter, Fire Engineer and Acting Captain for the City of Ventura, California for seven years. Most recently Torres served as the Training Division Chief with the Santa Monica, California Fire Department, where he has served from 1997 to present. There Jose was hired as a lateral Firefighter and promoted to Firefighter/Paramedic, Fire Captain, Battalion Chief, and eventually to his current rank of Division Chief where he also assumes the duties of Acting Fire Chief on a regular basis. Torres was also a Clinical Instructor for the UCLA Medical School Paramedic Training program for over three years during his tenure with the Santa Monica Fire Department.



Torres earned a Bachelor of Science degree from Eastern Kentucky University in Fire and Safety Engineering and Technology, with an emphasis in Fire Protection Administration, graduating Cum Laude. He also holds two Associates Degrees and numerous certifications from the Office of the California State Fire Marshal's Office, California State Fire Service Training, FEMA, and the U.S. Department of Homeland Security, as well as multiple service awards and recognitions including Firefighter of the Year with the Ventura City Fire Department and distinguished service during the Los Angeles Civil unrest of April 1992.

With an extensive background in management, leadership, administration, education, emergency incident management, and training, in addition to multiple professional certifications, Torres will be a great leader for the Northbrook Fire Department and a valuable asset for the Village of Northbrook.

Torres, and his wife Leanna, will be relocating from California. He will begin his duties as Fire Chief for the Village of Northbrook on February 16, 2015. Please join us in welcoming Chief Jose M. Torres.

### POLICE DEPARTMENT

Over the weekend of January 10, unknown persons cut the lock mechanism to a construction trailer located in the 300 block of Huehl Road. Approximately 15 power tool items were removed.

A residential burglary occurred on Sunday, January 11, at a home on the Court of North Corner. The front door was forced open and Sterling silver, a suitcase, various jewelry items and cash were removed.

On Wednesday, January 14, unknown person(s) entered an unlocked, loaner vehicle parked in a driveway in the 3900 block of Medford Circle and apparently attempted to remove the passenger side airbag. Nothing was taken from the vehicle and the airbag was still intact, however, the airbag was disconnected from the vehicle.

Canvasses of the areas were conducted and all scenes processed for evidence. Investigations will follow up on the cases.

On Monday evening, January 12, Northbrook's Major Crash Assistance Team representatives were called to investigate a fatal hit and run accident occurring at Shermer Road and Harlem Avenue in Morton Grove.

### PROPERTY CLEANUP

Earlier this week, the Village's contractor, the Brickman Group, worked to clean up landscape waste and other debris on the Village owned property in the 2000 block of Illinois Road (see map). Village crews will be following up this work with the removal of several dead trees. As crews work through this area, they are being careful to retain any healthy plants or trees to minimize the loss of natural screening.



**WATER MAIN REPAIRS**

This week, crews worked to repair two leaks on Village water mains and assisted with a leak on a private water main. The first occurred on Monday, January 12, on the 3600 block of Walters Avenue, where crews worked to repair a 12-inch cast iron main (see photo). During the repair, water was shut off to 18 homes for approximately an hour and the traffic was reduced to a single lane between Regent Drive and Horizon Lane to allow crews to safely perform the repair.

The second break occurred on Thursday, January 15, on the 2400 block of Woodlawn Road, where crews worked to repair a 6-inch cast iron main. During the repair, water was shut off to 25 homes for approximately an hour. In addition, on Tuesday, January 13, crews assisted Kerrigan Plumbing with isolating and shutting down a broken 4-inch private water main that feeds the Citadel townhomes.

Temperature fluctuations and the ground’s freeze/thaw cycle contribute to leaks in water mains and service lines. Residents who observe a water main break or do not have water service due to a frozen meter are asked to call the Public Works Department during regular business hours (Monday through Friday, 7:00am to 3:00pm) at 847-272-4711 and the Police Department outside of those hours at 847-564-2060.



**WEEK OF January 19, 2015**

<b>MON.</b>	<b>1/19</b>		<b>Martin Luther King Day – Village Hall Open</b>
			<b>No Meetings</b>
<b>TUES.</b>	<b>1/20</b>	7:30 p.m.	Committee of the Whole – Terrace Room
		7:30 p.m.	Plan Commission – <b>Cancelled</b>
<b>WED.</b>	<b>1/21</b>	7:00 p.m.	Youth Commission Meeting – Terrace Room
<b>THURS.</b>	<b>1/22</b>	7:30 a.m.	Foreign Fire Insurance Board – Station 11
		5:30 p.m.	CRC’s Asian Heritage Month Subcommittee Terrace Room
<b>FRI.</b>	<b>1/23</b>		<b>No Meetings</b>