

## MEMORANDUM

**TO: STAFF**

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

**FROM: Richard Nahrstadt, Village Manager**

**DATE: January 22, 2010**

**RE: STAFF BRIEFING**

### WEEK OF JANUARY 18, 2010

#### JANUARY 19 COMMITTEE OF THE WHOLE MEETING

On Tuesday evening, the Committee of the Whole met and devoted the evening to a discussion of the draft Comprehensive Plan that was recommended by the Comprehensive Plan Advisory Committee (CPAC) earlier this month. The Board discussed the merits of having a plan that looked at a wide array of issues, as opposed to a “traditional” plan that focused exclusively on land use issues. Ultimately the Board agreed that the plan should move forward with all of the sections recommended by the CPAC so that the public and commissions could comment on those parts as well. The Board also agreed that the plan should include language that the goals included in the plan are just that; and that they may not all be attainable in ten or twenty years. Nonetheless, they are worth pursuing. The Board then voted to begin the public and commission review process, as recommended by the CPAC. There will be four “General Public Forum” on Feb. 3, 8, 10 and 20, in addition to a “Morning Business Forum” on Feb. 10. Details about the Comprehensive Plan and the forums will be posted on the Village website and included in a Special Edition Village Newsletter scheduled to be mailed to all Northbrook postal customers early next week.

#### ADMINISTRATION & FINANCE COMMITTEE MEETING

On Tuesday, the Administration & Finance Committee met to continue their discussion concerning ethics. There was significant dialogue regarding the various ethical scenarios Attorney Elrod had prepared. The Committee will schedule another meeting to complete this discussion.

#### ECONOMIC DEVELOPMENT COMMITTEE

On Wednesday, January 13, the Economic Development Committee held its first of two regular meetings scheduled for 2010. At the meeting, David Schoon presented a status report regarding various development projects and potential redevelopment sites in the community. President Frum made a presentation regarding an overview of the local economy and the state of the Village. Then each taxing district presented updates regarding the challenges and opportunities facing it as a result of the economy.

A special meeting has been scheduled for Wednesday, February 10, 2010 at 7:30 a.m. so that the Economic Development Committee will have an opportunity to review and comment on the draft Comprehensive Plan. The business community has also been invited to attend that meeting to provide comments on the Plan.

### YOUTH COMMISSION

On Thursday, the Youth Commission met for their regular meeting. Community Relations Commissioners Chelle Singer and Shelia Bass were guests at the meeting and presented information regarding the upcoming Black History Month events to be held at the Library (February 20, 2010). Newly appointed Commissioner Sharon Weingarten was present and introduced herself to the Commission.

The Commission discussed plans for the upcoming Quiz Bowl to be held at the Village Hall on February 25. The Commission also decided to hold a meeting on February 17 to introduce potential members to the various programs hosted by the Commission. 8-12 students from GBN will be in attendance.

### ENVIRONMENTAL QUALITY CONTROL COMMISSION

The EQC met on Thursday for their regular meeting. Trustee Spaniak attended and introduced herself to the Commission, as well as to give Commissioners an opportunity to ask any questions they may have. The Commission discussed their progress on writing a natural resource plan for Northbrook, which will be a comprehensive document that will inventory Northbrook's nature areas. The Commission has completed a draft outline of the plan, and will begin to write chapters over the next few months.

The Commission also discussed the Stormwater Management Commission's recommendation to promote permeable pavement surfaces for residential use. This recommendation will be going to the Board for review in February.

The Environmental Quality Commission also discussed their role in this year's Earth and Arbor Day event. They will be responsible for garnering the involvement of local food vendors, and will have a booth at the event as well. The next EQC meeting is scheduled for February 18.

### STORMWATER MANAGEMENT COMMISSION

The Stormwater Management Commission met on Thursday evening to discuss and finalize the draft consultant Request for Proposal (RFP) for the new Master Stormwater Management Plan. Village Engineer and Commission liaison Paul Kendzior will incorporate the Commission's comments and then present the consultant RFP to the Board for their input before finalizing. The Commission also recommended that a "two envelope" consultant selection process be used, which would involve an initial ranking based on the scope/qualifications and then overall price. A line item for the new Plan has been provided in the draft FY 2010/11 Budget in the Infrastructure Capital Projects Fund for the Board's consideration.

The Commission also discussed a proposed property acquisition program for local detention (storage) and recommended that the consultant RFP for the new Plan include a task to develop a program to identify suitable properties in the problematic drainage neighborhoods that would be a cost effective means to provide local storage, if acquired.

### CIRCUS UPDATE

Staff met with representatives from Windy City Circus, a non-profit firm that is organizing the circus that will be coming to Northbrook in June 2010. Proceeds from the event will go to serve disabled and under privileged youth. The event is planned to take place at the vacant 1000 Skokie Boulevard property beginning on June 24 through July 3. Staff is working closely with the event organizers to ensure adequate parking, public safety access, security, and other concerns. As this is the first circus to come through Northbrook, the permit process continues to be a learning experience.

## COUNT FOR A BETTER NORTHBROOK

Northbrook's Complete Count Committee met this week to discuss their *Strive for 35 – Population 35,000* campaign to promote participation in the 2010 U.S. Census. The group, headed by Trustee Spaniak, will soon be armed with buttons, banners and posters for distribution to encourage all residents to “*Count for a Better Northbrook!*” U.S. Census forms will be in the mail early March and Northbrook is encouraging everyone to fill out the easy 10-question form and mail it back. The Committee will also be targeting residents, such as senior citizens, to share information about the easy 10 question form and the importance of mailing it back.

## BURGLARIES

A resident in the 2200 block of Vista Court called the Police late Friday evening, to report that jewelry and currency were missing from her home. The homeowner related that earlier that day, a person claiming to be working on a water main break had rung her doorbell asking to check the water supply. The homeowner allowed entry and escorted the man throughout the home. The homeowner recalls the man receiving a phone call and leaving shortly thereafter. Later in the day she discovered the items missing.

Over the evening of January 20, an attempted burglary was discovered at a business establishment in the 1300 block of Shermer Road. The business owner returned to the store on Thursday morning and discovered the glass on a rear door was shattered. It did not appear that entry was gained and the scene was processed by Evidence Technicians. Nothing reported missing at this time.

The Investigations Unit is following up on both cases.

## SEVERE WEATHER SIREN SYSTEM MALFUNCTION

On Monday, January 18, at approximately 12:15 p.m., the severe weather alerting sirens activated on their own. The sirens were immediately cancelled by on-duty dispatchers. All related equipment was inspected with no obvious signs of activation.

Braniff Communications responded the following morning to service the encoder. They replaced the wireline adapter module which sends the signal to activate the sirens over the Public Works band.

Technicians advised that this module is the first place to look for a “phantom” activation similar to what we have experienced. The original module was taken to their shop and will be disassembled for inspection and bench testing. Follow up will be made in a few days to see if this unit contained any obvious malfunction issues.

## FIRE AT UNDERWRITERS LABORATORIES IN TEST OVEN

On Saturday morning, January 16, firefighters responded to an automatic fire alarm at Underwriters Laboratories. As firefighters arrived, they were informed by security that there was smoke in the basement area of the building. Further investigation found that a motor on a test oven had failed. Power to the unit was shut down and the area was ventilated. Estimated loss due to the fire was \$2,000.

**WEEK OF JANUARY 25, 2010**

<b>MON.</b>	<b>1/25</b>	<b>9am-5pm</b>	<b>Early Voting – Board Room</b>
		7:30 p.m.	Zoning Board of Appeals – Terrace Room
<b>TUES.</b>	<b>1/26</b>	<b>7:30 a.m.</b>	<b>ICDC – Terrace Room</b>
		<b>9am-5pm</b>	<b>Early Voting – Board Room</b>
		6:30 p.m.	Quality of Life Committee – Terrace Room
		7:30 p.m.	Regular Board of Trustees Meeting – Board Room
<b>WED.</b>	<b>1/27</b>	<b>9am-5pm</b>	<b>Early Voting – Board Room</b>
		9:00 a.m.	Sr. Housing Budget Meeting – GGCR - DK
<b>THURS.</b>	<b>1/28</b>	<b>9am-5pm</b>	<b>LAST DAY FOR EARLY VOTING – Board Room</b>
<b>FRI.</b>	<b>1/29</b>		<b>No Meetings Scheduled</b>