

MEMORANDUM

TO: STAFF

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

FROM: Richard Nahrstadt, Village Manager

DATE: February 26, 2010

RE: STAFF BRIEFING

WEEK OF FEBRUARY 22, 2010

REGULAR BOARD OF TRUSTEES MEETING

The Board of Trustees held their regular meeting on Tuesday, February 23. At the meeting, the Northbrook Civic Foundation presented with a request to close down a portion of Shermer Road or Meadow Road for the duration of Northbrook Days—staff was directed to work with Civic representatives to determine if either option is plausible. Under the President’s Report, a Proclamation was approved proclaiming Saturday, March 6 as the “53rd Annual Pancake Festival Day” in Northbrook. Also, Ray Mullins was recognized for his 22 years of service on the Electrical Commission.

Under Consent, closing documents for the new water tower site at 201 Huehl Road were approved. Also approved were resolutions for the: required site improvements at the Five Seasons Development, contract renewal for CBD Landscape Maintenance, Plats of Consolidation to combine two lots into one located at 1442 & 1450 Grand Road and also at 1247 Caryn Terrace, special permit for a transitional services facility for Glenkirk and the disposal of a surplus black and white Toshiba copier. During preliminary review, the Board discussed tentative extensions for 1435 Pflingsten (plat), 1368 Shermer Road (special grant) and Covenant Village (special permit). Under the Public Works Committee report, the Board approved the Resolution and two Ordinances regarding permeable pavers. During the Quality of Life report, staff was directed to incorporate the Board’s comments into the draft Village Position Statement and come back with a new draft for approval at the next regular meeting.

The next Regular Meeting of the Board of Trustees will be on Tuesday, March 9 at 7:30p.m.

COMMUNICATIONS & LEGISLATION COMMITTEE MEETING

The Communications & Legislation Committee met on Tuesday, February 23 to discuss the website redesign, web streaming/agenda management and a Village communication’s policy. Of the 21 firms that responded to the Village’s RFP for website redesign services, the top three firms were asked to make a presentation before the committee on February 4. These firms were Americaneagle.com, CivicPlus and Vision Internet. After these presentations, it was staff’s recommendation to go with Vision Internet.

After reviewing staff’s report regarding vendor selection for the website redesign, the Committee directed staff to negotiate a contract with Vision. Also, staff was directed to do the same with IQM2 for agenda management and web streaming. The Committee was unable to complete their discussion regarding a Village communication’s policy but intends to set a meeting date to do so in the near future.

CPAC MEETING – PLAN RECOMMENDED TO BOARD

The Village’s Comprehensive Plan Advisory Committee (CPAC) met on Monday, February 22. The CPAC unanimously recommended approval of the draft Comprehensive Plan and formally adjourned.

They asked to review the draft executive summary of the plan and the transmittal to the Board prior to it being distributed. All agreed that the inclusion of an Executive Summary will be important in ensuring that readers understand the document and the few areas of change suggested.

The group reviewed the comments received from the public and commissions that have been received to-date. No formal changes to the document were made, although they gave staff the flexibility to make minor adjustments to the documents that were deemed consistent with intent of the committee.

The CPAC also identified the areas where they felt the Village should put increased emphasis in the implementation of the plan. They are (in no particular order):

- Stormwater planning and improvements - the Village should move forward with making needed storm drainage improvements in the Village – and identify suitable long-term funding sources for these improvements.
- Transportation Improvements Planning – A group (committee or commission) is needed in the community to be an advocate for moving forward with transportation planning efforts or examining the details of possible transportation improvements and traffic calming efforts on a regular basis. This important responsibility is currently not within any one commission purview.
- Housing – The Committee acknowledged that the plan itself does not identify any specific policies or programs to address the issue of affordable housing and that there is currently no consensus on what approach(es) to take. That being said, the committee felt that addressing the housing issue was important to the long-term viability of the community and should be given a high priority.

Members of the CPAC were invited to attend the March 9 Board meeting when the Board will be reviewing the committee's recommendations. Staff thanked the committee for their tremendous efforts over the past four years.

FEBRUARY ICDC MEETING

On February 23, the Industrial and Commercial Development Commission held its regular meeting and discussed the following:

- Tensley Garris, President of the Northbrook Chamber of Commerce and Industry, and Ed Buckley, incoming Board President of the Chicago's North Shore Convention and Visitors Bureau (and general manager of the Renaissance Hotel in Northbrook) made presentations regarding how each organization uses Village funding to promote businesses in the community. After a brief discussion, the Commission unanimously recommended that the Village continue its membership in the Convention and Visitors Bureau and continue its contribution to the Chamber of Commerce.
- After generally discussing the draft Comprehensive Plan, the Commission unanimously recommended to the Board that: (1) all of the goals and strategies of the Plan should work toward maintaining the current balance between residential and commercial/industrial composition of the community; (2) there are many laudable goals and strategies in the Plan, but when attempting to implement them, the Board should keep the overall business environment in mind as some of the goals and strategies can lead to additional regulation, which could inhibit business development; (3) the Plan should identify the need to maintain a diversity of housing prices and availability in the community; (4) a high priority Plan implementation item should be the redevelopment of key

downtown sites to create a more vibrant downtown; and (5) another high priority implementation item should be storm drainage improvements in the community.

- Reviewed and recommended implementation of the draft Village of Northbrook 2010-2011 Business Development Marketing Plan, which staff prepared with the assistance of an ICDC subcommittee (Tensley Garris, Pat Lederer, and Mary Schlachter). In the near future, the Plan will be presented to the Board of Trustees for its consideration.
- Due to lack of time, the Commission deferred consideration of the 2010-2011 Economic Development Work Program and Budget to its March meeting.

YOUTH COMMISSION QUIZ BOWL RESULTS

The 13th annual academic Quiz Bowl, sponsored by the Northbrook Youth Commission, took place on Thursday, February 25 at the Village Hall. Approximately 20 eighth grade students participated from Field School, Maple Junior High, Northbrook Junior High, St. Norbert's School, and Wood Oaks Junior High. Science, math, spelling, history, language arts, and current event questions were included in the Quiz Bowl. After several rounds, two schools earned a place in the final round, Northbrook Junior High and Wood Oaks Junior High. After a very close ending score, the Northbrook Junior High team was awarded the winning medals. However, after the conclusion of the event, a dispute on a science question was raised, and the Youth Commission determined that an error in one of the questions/answers had been made, possibly changing the score and outcome of the event. Because the final score was so close, Village officials determined to award winning medals to all team members of both Northbrook Junior High and Wood Oaks Junior High.

STRUCTURE FIRE IN HOME

Monday evening, February 22, firefighters were called to a home in the 2200 block of Crabtree for a structure fire in a home. First arriving units found fire leaping out of several 2nd floor bedroom windows. Companies verified that all occupants were out of the home then made an interior attack into the affected areas. A second hose line was advanced to provide protection for the first-in companies. The fire was quickly controlled and overhaul of the affected areas took an extended amount of time due to the



Photo by Tim Olk

construction of the building. No one was injured during the fire and damages have been tentatively listed at \$175,000. A cooperative team of investigators from Fire, Police, and Building Departments determined the cause of the fire to be malfunctioning electrical equipment or an overloaded outlet/power strip.

VEHICLE FIRE ON THE EDENS

Early Friday morning, February 19, Firefighters from Station 11 responded to the 30 mile marker on the Edens Expressway and found a van that was completely involved in fire. They advanced a hose line and applied fire fighting foam to extinguish the fire. There were no injuries. Cause was listed as undetermined.

MUTUAL AID STATION COVERAGE IN WHEELING

Saturday, February 20, Engine 10 was called to standby in Wheeling Fire Station 24 while all of their units were tied up at a structure fire. Engine 10 remained in Wheeling for 2 hours while on-call Northbrook personnel covered Station 10.

ODOR INVESTIGATION MAY HAVE SAVED LIVES

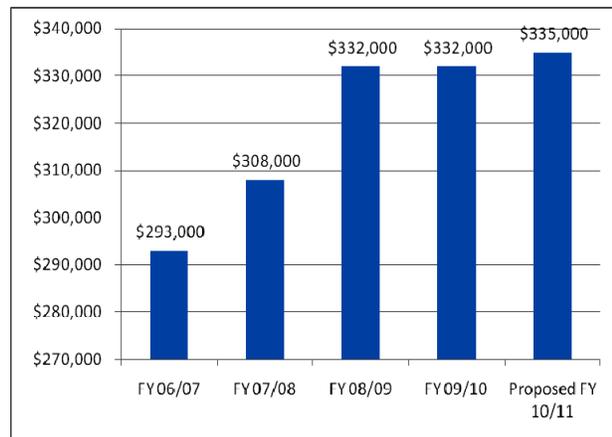
Monday morning, February 22, firefighters were called to a home in the 3800 block of Sunset Lane for an odor investigation. Armed with CO meters the firefighters checked the home and found a car running in the closed garage. Further investigation suggested that, unknown to the occupant, the remote starter on the car had started the car while still in the garage. The car was shut off and the home was ventilated until the CO meters showed the fumes had cleared.

MABAS UNDERWATER SEARCH & RESCUE TEAM TRAINING AT UNDERWRITERS LAB

The Northbrook Fire Department hosted the monthly training drill for MABAS Division 3 Underwater Rescue and Recovery Team at Underwriters Laboratories Lake Welborn on Thursday morning, February 18. Thirty two divers from the surrounding departments participated in an ice dive for their annual certification. They also practiced using their sonar equipment in ice conditions. Divemaster Captain Tim Smeltzer coordinated this drill. A huge thank you goes out to Randy Damrow and his staff from UL for their continued support and assistance in making this drill possible.

NORTHFIELD FIRE-RESCUE DEPARTMENT TO JOIN RED CENTER

On February 25th, by unanimous vote of the thirteen RED Center Board Members (Trustee Buehler is the Northbrook representative) the Northfield Fire-Rescue Department was voted into RED Center, making it the fourteenth department to receive its Fire and Emergency Medical Dispatch from RED. Northfield hopes to make the move by May 1st. With the addition of Northfield, Northbrook's annual budget for RED Center will stay virtually flat for the third year in a row. Please join us in welcoming Chief Mike Nystrand, Assistant Fire Chief Tom Burke, and the members of Northfield Fire-Rescue to our RED Center community!



Northbrook's RED Center Fees 2007 - 2011

BURGLARIES

After the close of business on Sunday, February 21, unknown persons attempted to gain entry to the Mobile Gas Station on Waukegan Road.

An attempted burglary was investigated on February 18 to a home in the 1100 block of Whitfield Road. A window screen had been removed, however, no apparent entry was made.

All scenes were processed by Evidence Technicians, canvases conducted, and the Investigations Unit is working on both cases.

BOY SCOUT MERIT BADGES

On Saturday, February 20, the Police Department Community Relations Section hosted a group of eighteen Boy Scouts earning their merit badges in crime prevention and fingerprinting. Presentations were made and all the Scouts succeeded in achieving their badges.

WEEK OF MARCH 1, 2010

MON.	3/1		No Meetings
TUES.	3/2	7:30 p.m.	Plan Commission Meeting – Cancelled
WED.	3/3		No Meetings
THURS.	3/4	6:30 p.m.	Administration & Finance Budget Workshop – Terrace Room
		7:00 p.m.	Arts Commission Meeting – Shermer Study
		7:00 p.m.	Senior Services Commission – General Government Conference Room
		7:00 p.m.	Community Relations Commission – Northbrook Public Library
FRI.	3/5	9:00 a.m.	Department Head Staff Meeting –Terrace Room