

MEMORANDUM

TO: STAFF

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

FROM: Richard Nahrstadt, Village Manager

DATE: February 5, 2010

RE: STAFF BRIEFING

WEEK OF FEBRUARY 1, 2010

FIRST PUBLIC FORUM HELD ON COMPREHENSIVE PLAN

On Wednesday, the first of four public forums on the Comprehensive Plan was held at Field Middle School. The program focused on a presentation by staff and a question and answer session. While turnout for the forum was relatively light, generally, the response was very positive, with comments indicating that the plan approach was appropriate. Some comments were made that related directly to the Park District rather than the Village and staff will assemble those comments and share them with the Park District.

Next week, two forums are scheduled, one on Monday at Our Lady of the Brook Catholic Church and again on Wednesday at the Renaissance Hotel. Both will begin at 7:00 p.m. The final forum is scheduled for Saturday, February 20 at 10:00 at the Village Hall.

FEBRUARY 2 PLAN COMMISSION MEETING

The Plan Commission devoted their entire evening on February 2 to a review and preliminary discussion of the draft Comprehensive Plan. Tom Poupard presented a summary of the Comprehensive Plan to the Commission and answered general questions. The Plan Commission's initial reaction was that the document was very complete and addressed the issues they were most concerned about. The Commission also asked that some more detailed maps be provided to assist in their review. Their next meeting (February 16) will involve a much more detailed discussion with each member providing their set of comments on what is and is not in the plan.

ARTS COMMISSION

On Thursday, the Arts Commission was pleased to hear that not only were local and regional students signing up for the four Commission sponsored artist workshops, but several out-of-state students will also be making Northbrook their weekend destination this spring. Details of the workshops can be found at www.northbrookarts.org. Staff reported on the success of working with Youth Services of Glenview/Northbrook to promote their art gallery space for Northbrook Artists. The "gallery" is expected to open in a few weeks.

David Schoon presented an overview of the Comprehensive Plan. The Commission noted the aging population in Northbrook and their need to be mindful when planning arts events and activities. The Commission as a whole requested the following comments be addressed in the Plan:

- The Village should partner with other community organizations to study the feasibility of creating a community performance and art gallery space;

- The Village should consider changes to appropriate zoning districts to allow for gallery space in low intensity areas;
- The Village should provide a space for community organizations to post signs to advertise community events; and
- The Plan should recognize the contribution of arts as a positive economic development force in the community.

The Commission also reviewed plans for music and food vendors for Art in the Park (July 10 & 11) as well as Gig on the Green (August 10, 17 & 24). Commissioners will further explore options to display artwork at various merchants in Northbrook in the fall.

COMMUNITY RELATIONS COMMISSION

The commission dedicated the majority of the evening to a presentation by Tom Poupard, Director of Community Planning, concerning the Village's draft comprehensive plan. While many comments were made regarding the draft and commissioners were interested in knowing about the plan's adoption process, the commission is now ready to begin specific dialogue about how the plan will guide their efforts as the Community Relations Commission. The topic will be placed on the March agenda for greater discussion.

The commission also received updates about upcoming events. As a reminder, Black History Month events will take place on February 20th at the Northbrook Public Library. Also, please pencil in our Asian Heritage Celebration for May 1st, also at the Library. The kick-off for Flamingo Fridays is tentatively set for May 21st.

The next meeting of the CRC is scheduled for March 4, 2010.

ELECTRONIC WASTE RECYCLING

Recently, a law was passed that requires electronics manufacturers to recycle as many pounds of e-waste as they sell. Staff has been working with the Metropolitan Mayors Caucus to establish a contract with licensed recyclers to take advantage of any funding that may be available to cover the Village's electronic waste recycling program already in place. Northbrook has independently established a working relationship with a company called Material Processing Corporation (MMC), who has agreed to accept our e-waste at no charge and cover all costs, including shipping.

Northbrook's first semi trailer of e-waste was loaded Thursday afternoon and is destined for their facility in Minnesota. This was our collection from the months of January and February. Residents have responded very positively to this program. The agreement we have secured with MMC will save Northbrook about \$10,000 in e-waste recycling/processing costs per year.

MAILBOX REPLACEMENT POLICY

In December 2009, one of our plows hit a residential mailbox made of cast iron on Whirlaway Drive. After an investigation, we determined that the plow hit the mailbox's opened door, thus tearing the box off its post, cracking off a piece from the mailbox door as well as breaking off one of the castings for the door hinge. Had the door not been opened, the snow plow would have missed the mailbox by a couple of inches. When the resident was notified of our mailbox replacement policy— which has been in place since September 1980— he was not pleased with the \$40 replacement option. He stated that he paid \$1,000 for the mailbox and another \$500 to have it professionally installed.

For the past four winter seasons, we have repaired approximately 200 mailboxes annually damaged from snow removal activities. When this policy was enacted as an Administrative Order in 1980 and later converted to a Standard Operating Procedure, we limited our replacement of the damaged item with either a standard "rural" type mailbox and an unpainted 4" x 4" wood post or both. Those residents requesting to undertake the repairs themselves would be reimbursed the equivalent of our cost to purchase those items. This year that amount is set at a maximum of \$40.

Since the inception of this policy, we have considered wrought iron, customized, decorator type, or other special order mailboxes, posts or related hardware that are placed within the public right-of-way strictly at the risk of the property owner. We have not replaced in kind for these types of customized mailboxes in the past. The Village's liability has been limited to the cost of a "standard" mailbox and post.

BURGLARIES

On Friday evening, January 29, a home in the 1000 block of Keystone Avenue was burglarized. Several pieces of jewelry were removed.

Also on January 29, residents returned home at approximately 8 p.m. and found their home in the 1100 block of Butternut Lane had been broken into with jewelry, silver and electronic equipment removed.

During the evening of February 1, a patron at the YMCA returned to her car to find the passenger side window broken out and her purse containing her driver's license, credit cards and cash removed.

On February 3, a premise check of a residence in the 4100 block of Cardinal revealed several missing TV's and a laptop computer. A family acquaintance advised police that the homeowner will return this weekend and provide further information.

All scenes were processed for evidence and Investigations is working on the cases.

FIRE AT UNDERWRITERS LABS

On Saturday afternoon, January 30, firefighters were called to Building 11 at Underwriters Labs for a fire alarm and smoke in the building. After entering the building, firefighters found that debris from an earlier "burn test" had begun to smolder and fill the building with smoke. Firefighters extinguished the debris then ventilated the building of smoke. There were no damages to report.

CAR VERSUS BUS ACCIDENT

Late Saturday evening, January 30, Northbrook Tower 12 and Ambulance 12 were dispatched to a motor vehicle accident at Landwehr and Willow Roads along with units from the Glenview Fire Department. A car had struck a tour bus, which was empty except for the driver. Glenview units treated and transported patients from the car while Northbrook units had to force entry into the bus as the door was damaged by the accident. The bus driver was evaluated and signed a release.

TRAUMATIC AMPUTATION

On February 1, Northbrook Ambulance 12 responded to a factory building in the 2900 block of Shermer Road for a person who had two fingers amputated by a machine in the factory. Paramedics stabilized the patient and recovered the severed digits, packing them in ice. The patient was transported to Lutheran General Hospital where he underwent surgery.

WEEK OF FEBRUARY 8, 2010

MON.	2/8	7:00 p.m.	Comprehensive Plan Public Forum – Our Lady of the Brook
TUES.	2/9	6:15 p.m.	Communications and Legislation Committee Meeting – Terrace Room
		7:30 p.m.	Regular Board of Trustees Meeting – Board Room
WED.	2/10	8:00 a.m.	Special EDC Meeting - Board Room
		7:00 p.m.	Bicycle Task Force – Terrace Room
		7:00 p.m.	Comprehensive Plan Public Forum – Renaissance Hotel, 933 Skokie
THURS.	2/11	5:30 p.m.	Architectural Control Commission – Terrace Room
		5:30 p.m.	Chamber of Commerce Annual Dinner – Renaissance
		7:00 p.m.	Senior Services Commission – Shermer Study
FRI.	2/12	10:00 a.m.	Northbrook Nine Meeting – Park District, 545 Academy Dr.