

## MEMORANDUM

**TO:** STAFF

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

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** March 7, 2014

**RE:** STAFF BRIEFING

### WEEK OF March 3, 2014

#### PLAN COMMISSION MEETING

At its regular meeting on Tuesday, March 4, 2014 the Plan Commission adopted a resolution recommending approval of an application for a three-lot subdivision located at 3525 Walters.

Also at the March 4 meeting, the Commission held a second public hearing regarding a proposed 107' cell antenna tower on the Decoma Day Camp property at 4350 Walters Avenue. After hearing the Applicant's responses to the Plan Commission concerns and hearing from two members of the public, the Commission directed staff to prepare a resolution recommending approval of the application subject to providing a cover to the back-up generator to reduce its decibel level and the Applicant's agreement to not place lights on the top of tower unless required by another government agency.

The next Plan Commission meeting is scheduled for April 1.

#### ARTS COMMISSION MEETING

On Thursday, March 6, the Arts Commission met to discuss several local art events and to collaborate on planning the annual Fine Arts Festival, Art in the Park, which will be held July 13 and 14. The park layout for both the artist's tents and children's activities was discussed. The Commissioners discussed the possibility of designing a new Art in the Park logo to promote the annual event. The next regular meeting is scheduled for April 10 at 6:00pm (note the time change due to the Northbrook Originals Art Exhibit Reception scheduled that evening). The Northbrook Originals Exhibit, featuring artwork by Northbrook artists, will be open to the public Monday, April 1 to April 30, 2014

#### COMMUNITY RELATIONS COMMISSION MEETING

On Thursday evening, the Community Relations Commission met to debrief recent events and discuss current initiatives. The annual Black History Month event (pictured right) was held on February 26th at the North Suburban YMCA. Attendance was estimated at 120 people, a new record. This year's event included multiple presentations that ranged from historical storytelling to tap dancing to the modern life of a GBN student. Thank you to the North Suburban YMCA for their partnership in this event.



Plans are also coming together for the Asian Heritage Celebration which will take place on May 18. The program is still being organized. If you'd like to volunteer for this event as an usher, greeter, etc. or would like to contribute to the program in another way, please contact Commission Liaison Jason Batalden. The Commission also continues to pursue participation in the Sister Cities program. The Commission has been working to establish a website for Northbrook Cares, a Village-wide initiative designed to identify and connect our youth and families facing crisis with local support resources. If anyone is interested in lending their web development talents to the Northbrook Cares initiative, please contact Commission Liaison Jason Batalden at 847/664-4417.

The next regular meeting of the Community Relations Commission meeting is scheduled for April 3, 2014.

#### FIRE DEPARTEMENT CONCLUDES PROMOTIONAL EXAM PROCESS FOR LIEUTENANT

The Fire Department completed the testing process for Lieutenant on Wednesday, March 5, 2014. The testing process started in December 2013, and a final eligibility list is expected to be posted within the next two weeks. This list will be valid for a minimum of three years. The testing process is a required, unfunded mandate, through the State of Illinois.

#### WINTER WEATHER

Over the past week, Public Works crews have responded to two snow events. The first was over the weekend when the Village received a total accumulation of 4.5 inches, with a majority falling Saturday night. The second was on Wednesday morning when the Village received an additional 3 inches of snow, the majority of which came during the morning rush, with crews completing the operation during the regular business day.

Looking forward, the forecast is calling for the possibility of snow on Saturday morning; however, the total accumulation is expected to be less than an inch. The Public Works Department will be ready and will deploy crews as road conditions warrant.

#### SANITARY SEWER LINING PROJECT

The Village's contractor, Michels, lined sewers on Angle Avenue, Lawrence Lane, Kiest Avenue, Meadow Road, and Shermer Road this week. They also cleaned the remaining sewers identified in the project for lining in the coming weeks. The remaining sewer sections on Keystone Avenue, Shermer Road, and Lawrence Lane are scheduled for lining next week. It is anticipated that this project will be complete in 2-3 weeks.

Sewer lining is a process where the contractor installs a liner into the Village's sewer mains in an effort to seal the pipe and extend its useful life. This work does not require any excavation and provides only minimal service disruption to residents and businesses. While sewer lining is being performed, residents and businesses are requested to refrain from activities that generate excessive amounts of waste water such as operating dish and clothes washers for approximately 12 hours on the day of the lining. Residents and businesses affected by the project are sent a notification letter and a door hanger is distributed prior to the lining taking place. Additional information on the Village's sanitary sewer lining program is available on our website at: <http://www.northbrook.il.us/index.aspx?page=482>.

**WEEK OF March 10, 2014**

<b>SAT.</b>	<b>3/8</b>	<b>9am-5pm</b>	<b>Early Voting – Board Room</b>
<b>SUN.</b>	<b>3/9</b>		<i>Daylight Savings Time begins – “spring ahead”</i>
<b>MON.</b>	<b>3/10</b>	<b>9am-5pm</b>	<b>Early Voting – Board Room</b>
<b>TUES.</b>	<b>3/11</b>	<b>9am-5pm</b>	<b>Early Voting – Board Room</b>
		6:15pm	Administration & Finance Committee – Terrace Room
		Follows AFC	Regular Board of Trustee Meeting - Board Room
<b>WED.</b>	<b>3/12</b>	<b>9am-5pm</b>	<b>Early Voting – Board Room</b>
<b>THURS.</b>	<b>3/13</b>	<b>9am-5pm</b>	<b>Early Voting – Board Room</b>
		9am-11am	Rescheduled Fire Pension Board Meeting – Shermer Study
		5:30pm	Architectural Control Commission – Terrace Room
<b>FRI.</b>	<b>3/14</b>	<b>9am-5pm</b>	<b>Early Voting – Board Room</b>
<b>SAT.</b>	<b>3/15</b>	<b>9am-5pm</b>	<b>Early Voting – Board Room</b>