

MEMORANDUM

TO: STAFF

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

FROM: Richard Nahrstadt, Village Manager

DATE: June 11, 2010

RE: STAFF BRIEFING

WEEK OF JUNE 7, 2010

COMMUNICATIONS & LEGISLATION COMMITTEE

On Tuesday, June 8, the Communications & Legislation Committee met to continue discussion on a communications policy. The Standard Operating Procedure (SOP) draft addresses the Village website, social media outlets (e.g. Facebook) and Village newsletter. The purpose of this SOP is to ensure consistency amongst the major communication outlets utilized by the Village. The Village website is and will continue to be the primary communication source. Committee members recommended several modifications to the draft policy. Staff will make these changes and present the document again to the Committee and then to the full Board for approval.

REGULAR BOARD MEETING

The Board of Trustees held their regular meeting on Tuesday. On the President's Report, June 14 was proclaimed as "Flag Day," and the month of June as "Amateur Radio Operators Month" in Northbrook. The Board also recognized Diana Lee, Davida Schulman and Patricia Scherer for their service on the Arts Commission.

On Consent, the Board approved a resolution appropriating motor fuel tax funds for this fiscal year. On the Communication and Legislation report, the Board approved an amendment to the Annual Fee Ordinance to add one more Class "B" liquor license for Walgreens. The next regular meeting is scheduled for June 22, 2010.

BUSINESS DEVELOPMENT MARKETING PLAN

On Wednesday, June 9, the ICDC Business Development Marketing Subcommittee (Mary Schlachter, Pat Lederer, Tensley Garris, and David Schoon) reviewed the nine proposals received from design firms for services to assist with the creation of a logo and tag line as well as five marketing pieces for the Village's business development marketing efforts. The subcommittee has narrowed its selection to three preferred firms. David Schoon will gather additional information from the three firms with which the subcommittee will make its final selection.

SENIOR SERVICES COMMISSION

The Senior Services Commission held a special meeting on Thursday at Crestwood Place Senior Living Facility. The purpose of the meeting was to give the residents of the building an opportunity to meet with the commissioners, see how the Commission operates, and ask any questions they may have. Many of the fifty residents who attended the meeting had very positive comments about living at Crestwood and expressed thanks and appreciation to the Village for offering such a nice and affordable place to live. The biggest concern the residents discussed is parking by non-residents in the parking lot. The Commission

voted to put up signage noting that non-residents who park in the main parking lot instead of the area designated for visitors may have their car towed. The next regular meeting is scheduled for July 8, 2010.

STORMWATER MANAGEMENT COMMISSION

The Commission began the meeting with a report from Village Engineer Paul Kendzior regarding the May 13 rainfall event. The meeting concluded with a lengthy discussion regarding topics for future meeting agendas. The topics were broken down into four categories: 1) Education & Initiatives; 2) Funding Mechanisms; 3) Encourage/Implement BMPs and “Green” Practices; and 4) Update Design Criteria. It was the consensus of the Commission to begin with discussions regarding Education and Funding Mechanisms. The previous Stormwater Utility Fee information presentation to the Public Works Committee of the Board back in 2002 will also be reviewed and updated to include an educational component for eventual discussion once again.

Trustee Kati Spaniak was also in attendance at last night’s meeting and provided valuable input on the Board’s perspective regarding stormwater issues in the Village. The Commission is next scheduled to meet on August 19.

JUNE 10 ARCHITECTURAL CONTROL COMMISSION MEETING

The Northbrook Architectural Control Commission held their regular meeting on Thursday, June 10. The following is a brief summary of the topics reviewed.

- 1911 Church Street: Proposed Sign for Marcello’s North. The Commission unanimously approved a new sign for the expansion of Marcello’s into the former Bonfish Grill space in the Meadow Shopping Plaza. The matter will now go to the Board of Trustees on June 22.
- Use of Spray Foam Insulation. The ACC discussed the use of foam insulation in Northbrook construction projects. Since this is an evolving technology, the building code does not have clear guidelines on how to use the foam and inspect it after installation. Our building inspectors also attended the meeting to participate in the discussion and review issues seen in the field. The Commission agreed with staff that a code interpretation should be issued that specifies how the Village will view spray insulation and what steps should be taken to make certain that inspections can be successfully performed.
- Opportunities for Improving Building Permit Submittal, Review, Issuance & Inspections. The ACC and staff reviewed many different components of the Department of Development & Planning Services’ new initiatives to improve permit processes. The Commission fully supported the following initiatives underway:
 - Establishment of a “Customer Resource Center” for applicants with a computer, printer and fax machine available – much like a business center in a hotel;
 - Review of what types of trades should truly require local licenses, whether a level of aptitude is needed for such licenses (or is it more akin to a village vehicle sticker - a payment made, but without any evidence of ability or code knowledge), and how the Village can “suspend” or “revoke” a license for problem contractors. Staff noted that the paperwork involved in verifying licenses adds a lot of complexity to the permit process, but there is no real “value” associated with the permit;
 - Simplification of Village Applications & Forms;
 - Standardization of Plan Review Checklists for Staff & Applicant;
 - Issuance of a RFP for Building Plan Review by Consultant(s), but based on inclusion of Village forms for the consultant review;
 - Templates for Village Cover Sheets with Notes & Tables for Various Types of Permit Drawings.

- Review of New Single Family Elevations. The ACC also approved the elevations for three new single family homes:
 - 1109 Briarwood Lane
 - 3701 Heritage Drive
 - 2100 Mallard Drive

The next ACC meeting will be held on July 8.

YOUTH COMMISSION FILM FESTIVAL

On Monday, June 7, with the help of the Northbrook Public Library, the Youth Commission held the inaugural Northbrook Youth Film Festival. Six Northbrook youth filmmakers—ranging in age from eighth grade students to a freshman at the prestigious New York University film school—presented their work to a full Ryan Auditorium. The Youth Commission hopes to continue this event next year, perhaps expanding it to become a juried event. Film has a deep history in Northbrook, and the medium has become an important outlet for youth.

ART COMMISSION- ROCK THE GREEN

On Thursday, June 10, the Village Green was rocking from the sound of six talented bands competing for the title of the *Battle of the Northbrook Youth Bands* champion. The competition was presented in partnership between the Park District, Arts Commission and Youth Commission. The event was free, different raffles were available and the audience helped to vote for the winner. The junior high band “Northbrook Garage” took home first prize.

PUBLIC WORKS PROMOTION

It is my pleasure to announce that Jim Frantz has been promoted to the position of Sewer/Drainage Supervisor. Jim started working for the department in 1997 as part-time summer help and in 2000 was hired as a full-time employee. He has been assigned to almost every division for some period of time with a majority of it spent as a maintenance worker on the streets and buildings crew.

Your best wishes for success and strong support of Jim in this new and demanding management team role are appreciated.

TORCH RUN

On Sunday, June 6, members of the Northbrook Police Department participated in the 2010 Law Enforcement Torch Run for Special Olympics. The Illinois Law Enforcement Torch Run is an intrastate run involving over 3,000 officers covering over 1,500 miles. There are over 23 “legs” traveling through more than 3,000 communities. The event involves all 50 states as well as many foreign countries. The run serves many purposes including the carrying of the flame that will light the cauldron at the Illinois Special Olympics Summer Games and, more importantly, it supports the achievements of over 22,000 Illinois Special Olympic athletes. Participating in the 2010 run were Commander Roger Adkins, Sergeant Mark Graf, Sergeant David Sprague and his family, Officer Chip Hulne, Officer Gary Jump, Crime Analyst Millie Gomez, and Northbrook’s organizer, Administrative Assistant Mary Carlyon. Thank you all for volunteering your time on such a worthwhile cause.

BURGLARIES

Between the hours of 9:45 a.m. and 11:45 a.m. on June 3, unknown persons smashed the passenger side window of a Willow Festival patron’s vehicle removing contents from the front seat, which included a cell phone, driver’s license, purse and GPS unit. Police responded, surveyed the area and processed the vehicle for evidence.

Unknown persons pushed down a passenger side window and removed \$20.00 currency from a vehicle parked in the 2900 block of White Pine on June 7.

Over the evening of June 7, unknown persons broke into a company van parked in the 2900 block of MacArthur Boulevard and removed power tools.

All scenes were processed for evidence and the cases turned over to the Investigations Unit.

MOTORCYCLE VS HEAVY RAIN

On Sunday, June 6, Engine and Ambulance 10 responded to a motorcycle accident on the inbound spur at the Waukegan Road ramp. The 54 year old rider dumped his motorcycle in heavy rain while traveling at an estimated 60 mph. Patient was found with his helmet wedged underneath a guardrail. Paramedics treated the patient and transported him to Lutheran General Hospital.

TWO VEHICLE ACCIDENT WITH EXTRICATION ON PFINGSTEN ROAD

Around 3:40 p.m. Thursday, June 10, Fire and Police responded to Pfingsten Road at Canterbury for a head on collision involving an SUV and an automobile. One patient needed to be extricated from their vehicle. Two people were transported to Glenbrook Hospital in stable condition. Northfield Fire-Rescue provided Mutual Aid assistance. Northbrook Police remained on the scene for about an hour to complete their investigation.

WEEK OF JUNE 14, 2010

SUN.	6-13		Northbrook Historical Society Cemetery Walk - 797 Sanders Rd.
MON.	6/14		Flag Day
TUES.	6/15	9:00 a. m.	Department Head Staff Meeting – Terrace Room
		7-9 p.m.	8th Annual Rotary Riverchance Rubber Duck Race – Village Green
		7:30 p.m.	Committee of the Whole Meeting – Cancelled
		7:30 p.m.	Plan Commission Meeting – Board Room
WED.	6/16	7am-1pm	Farmers Market Opening – Our Lady of the Brook - 3700 Dundee
		9:30 a.m.	Watermelon Cutting Ceremony @ Farmers Market – SF
		6:30 p.m.	Villas North Homeowners Association – Terrace Room
		7:00 p.m.	Youth Commission – Cancelled
THUR.	6/17	7:00 p.m.	Environmental Quality Commission – Terrace Room
FRI.	6/18		