

## MEMORANDUM

**TO: STAFF**

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

**FROM: Richard Nahrstadt, Village Manager**

**DATE: June 25, 2010**

**RE: STAFF BRIEFING**

### WEEK OF JUNE 21, 2010

#### REGULAR BOARD OF TRUSTEES MEETING

The Board of Trustees held their regular meeting on Tuesday, June 22. Under the Consent Agenda, Resolutions were passed approving renewal of a sewer televising contract with American Underground, Inc. of Glenview, Illinois; approving renewal of sewer lining contract with Michels Corporation of Brownsville, Wisconsin; approving consulting agreement with Shabica & Associates, Inc. of Northfield for lake front pump station ravine stabilization engineering services (moved from the PW Committee report); and, approving an agreement with the Illinois Emergency Management Agency to participate in the Buffer Zone Protection program grant (moved from the PW Committee report). Ordinances were passed approving a Level III Design Review Permit for a new sign for Marcello's North; ascertaining prevailing wages in Cook County; and, amending the Annual Fee Ordinance to establish no parking areas at Crestwood Place (moved from the Quality of Life Committee report).

Under the Planning and Zoning report, preliminary Board review was given to a request for a special permit to allow wireless antennae panels to be installed above the permitted district height on an existing structure at 40 Skokie Blvd. Also discussed was Docket NO. 09-08 regarding Chase Bank at Dundee and Sanders (moved from Consent). The Board voted to send the item to the Planning and Zoning Committee meeting on July 6 for discussion. Under the Administration and Finance Committee report, initial Board review was given to the Cook County Class 6B Program property tax incentive for a vacant building at 885 Sunset Ridge Road (former Plunkett Furniture site) for Nestle USA. The Board made a motion for staff to reach out to the school and park districts to request support of this Class 6B request. Three items from the Consent Agenda were moved under the Public Works Committee report. The proposed Resolution approving a contract for the west commuter parking lot resurfacing project was tabled until the July 13 Board meeting. The Ordinances amending the Municipal Code regarding the maintenance of lawn areas and the abatement of nuisance grasses and weeds as well as the Annual Fee Ordinance regarding abatement fees for nuisance weeds and grasses were approved with one modification: changing the enforcement period from 5 business days to 5 calendar days.

The next Regular Board of Trustees meeting will be held on Tuesday, July 13.

#### ICDC MEETING

On June 22, the Industrial and Commercial Development Commission held its regular meeting and discussed the following:

- The Commission continued its discussion of the concept of establishing regulations limiting non-retail sales tax generating uses in retail areas. The Commission unanimously adopted a motion stating that *"the Village should be very cautious about adopting any type of restrictions regarding*

*limiting non-retail sales tax generating uses from locating in retail areas, and if the Board wants to pursue such a policy, the ICDC will review and comment on the specifics of the policy at that time.”*

- After reviewing the Nestle Class 6b application, the Commission, by a vote of 9-0, adopted a motion stating that “*the ICDC enthusiastically supports Nestlé’s Class 6b application and all the benefits the project would bring to the community.*”
- The marketing subcommittee presented an update regarding the selection of a consultant to work on the business development marketing materials.
- Chairman Lederer reported his recent meeting with staff from the Development and Planning Services Department and Fire Department to discuss potential code issues with remodeling a space in one of his office buildings. He found the on-site meeting very beneficial and the staff extremely helpful in identifying ways to comply with codes while minimizing cost of the remodeling. He suggested that the Commission consider working with staff to sponsor a forum to share such ideas with other property owners and contractors.

#### NESTLE CLASS 6B REQUEST – PARK DISTRICT BOARD REVIEW

On Wednesday, June 23, David Schoon attended the Park District Board meeting and made a presentation regarding Nestlé’s Class 6b request. After a brief discussion, the board members unanimously agreed to support the Class 6b request. Board members made statements to the effect that Nestle would be a great business to bring to the community, that without Nestlé’s investment in the building, it may be vacant for some time, and that they could support the Class 6b as it would apply only to the added value of improvements resulting from Nestlé’s investment in the site.

#### RED LIGHT CAMERA OPT OUT

Recently, the Village was notified that Cook County had planned to install red light cameras at the intersection of Skokie Boulevard and Lake Cook Road. While within Northbrook’s corporate limits, this intersection is under Cook County’s jurisdiction. The Cook County Board, under pressure from a number of suburban communities, has allowed those jurisdictions who chose to do so to opt out of this program. President Frum sent a letter to Cook County on Friday informing them that the Village was not interested in the installation of red light cameras in this location, and that the Village would like to opt out of the program.

#### NEW WEBSITE

The staff website committee met on Friday with a representative from Vision Internet, the Village’s website developer, to discuss progress on the new site. A wireframe (basic structure) of the front page of the new website was agreed upon, and timelines were solidified. It is expected that the majority of the site will be built and populated over the next three to four months, then tested and finalized with a launch date by the beginning of 2011.

#### NEW AGENDA MANAGEMENT SOFTWARE

A representative from IQM2, the Village’s contractor providing our new web streaming and agenda management functions, was onsite this week to train various staff users from all Village departments on developing and managing agendas and agenda packets along with development of minutes using the program. It is expected that this new system will be in place for the July 13, 2010 Regular Meeting of the Board of Trustees.

## MULTIPLE REQUESTS FOR MUTUAL AID

On Friday, June 18, Northbrook firefighters were called to a mutual aid box alarm for a structure fire on Springfield Avenue in Deerfield. The fire, believed to have been started by a lightning strike, was centered in the attic. Northbrook firefighters shut off the utilities to the home and checked other areas of the structure for extension of the fire and overhaul of the damaged area before returning to Northbrook. Also on Friday evening, June 18, Northbrook Engine Company 11 was dispatched to Lake Forest for station coverage during a box alarm structure fire in a home on Overlook Drive. While in Lake Forest, our engine company ran local calls.

On Saturday, June 19, Deerfield-Bannockburn Fire Department called another box alarm for a structure fire in a house on Smoke Tree Road. Northbrook Engine 11 assisted by making a hydrant connection and supplying water to the scene while Battalion 11 took charge of the interior sector, directing crews with extinguishment and overhaul.

On Monday, June 21, a Northbrook Engine Company was called to a box alarm for a structure fire on Plymouth Court in Lincolnshire. The Northbrook firefighters were assigned to hose lines and assisted in extinguishment. Cause of the fire is under investigation, but the home was extensively damaged.

In each of these incidents, on-call firefighters were called in to cover Northbrook fire stations. In addition, on three separate occasions, on-call personnel were called in to help cover calls caused by extreme weather conditions.

## BURGLARIES

On Friday evening, June 18, at approximately 6:30 p.m., Police units were dispatched to the 2100 block of Greenview Road to investigate a broken basement window just discovered by the homeowner. Upon checking the interior of the residence, it appeared entry had not been gained.

While investigating the above incident, units were dispatched to the 2400 block of Strand for a possible burglary in progress. Upon returning home on June 18, at approximately 8 p.m., residents entered their home and heard noises coming from the upstairs master bedroom. They immediately exited the residence and called police. A subject was found in the area with jewelry items positively identified by the Strand homeowners. The subject was arrested and charged with one felony residential burglary charge.

## WEEK OF JUNE 28, 2010

<b>MON.</b>	<b>6/28</b>	5:15 p.m.	NCTV Newsletter Taping – Board Room
		7:30 p.m.	Zoning Board of Appeals - <b>Cancelled</b>
<b>TUES.</b>	<b>6/29</b>	6:00 p.m.	Public Works Committee – Terrace Room
<b>WED.</b>	<b>6/30</b>		<b>No Meetings</b>
<b>THUR.</b>	<b>7/1</b>	8 -10 a.m.	Pension Discussion – SF, RN, Mayors Belsky and Rosenthal, Reps May and Nekritz, Senator Garrett - Terrace Room
		7:00 p.m.	Rescheduled Arts Commission – Terrace Room
		7:00 p.m.	Community Relations Commission – <b>Cancelled</b>
<b>FRI.</b>	<b>7/2</b>		<b>No Meetings</b>
<b>SUN.</b>	<b>7/4</b>		<b>INDEPENDENCE DAY</b>
<b>MON.</b>	<b>7/5</b>		<b>Village Hall Closed Monday, July 5<sup>th</sup> observance of 4<sup>th</sup> of July Holiday</b>