

## MEMORANDUM

**TO:** STAFF

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

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** April 30, 2010

**RE:** STAFF BRIEFING

### WEEK OF APRIL 26, 2010

#### REGULAR BOARD OF TRUSTEES MEETING

The Board of Trustees held their regular meeting on Tuesday, April 27. The Public Hearing for the FY 2010/2011 Budget was held and an Ordinance was passed approving it. Under the President's Report, four Proclamations were approved: May 7 was named "Just say 'No' to Drugs Day" in Northbrook, May 9-15 was proclaimed as "Peace Officer Memorial Week" in Northbrook, the week of May 16-22 was declared "National Public Works Week" in Northbrook and September 19 was named "Don Hintz Day" in Northbrook. Several Resolutions were approved recognizing the service and dedication of 6 recently retired employees.

During Consent, Resolutions were approved authorizing execution of custodial services agreement; the purchase of rock salt for the winter season; the purchase of fluoride to be added to potable water; the purchase of Signalscape StarWitness Agent video enhancement system; and, execution of computer aided dispatch software support. Three Ordinances were passed approving a Level III design review permit for a new awning for Trattoria Oliverri; a Level III design review permit for an outdoor seating area for Kamehachi; and, the sale of five Pepperball Launch Systems to NIPAS MFF. A Resolution authorizing construction on state highways was moved to the Public Works committee report where it was passed.

Under the Administration and Finance committee report, Resolution No. 10-R47 was approved, authorizing the Village Manager to enter into an Intergovernmental Agreement with the Village of Wilmette regarding Health Inspection services. Two Resolutions were passed under the Communications and Legislation report, one approving a contract agreement with IQM2 for web streaming and agenda management services and the other approving a contract agreement with Vision Internet for website redesign services.

#### ELECTRICAL COMMISSION MEETING

The Northbrook Electrical Commission held a special meeting on Thursday, April 29 to review the electrical system plan for Northbrook Days. Several components of the plan did not comply with the latest requirements of the National Electrical Code. Because Northbrook Days is a temporary event, the Code has different standards than are applied in a permanent situation. The Commission granted a waiver of a covering standard for some of the electrical receptacles (plugs/outlets) since there was no current product on the market that was available to retrofit the existing receptacles. The Civic Foundation, which operates Northbrook Days, will provide regular testing of the receptacles and add ground fault safeguards for this year. Additional upgrades will be required for next year to continue moving the operation into compliance. The Commission also reviewed the power source standards for the many refrigerators used at Northbrook Days. The Commission required some modest upgrades to the current system as an added safeguard for vendors.

The Commission also agreed to meet quarterly on a regular basis to assist staff in addressing code and inspection issues as they arise. Certain types of installations in particular have been a problem in the field, as they are not specifically addressed in the Code. The Commission was very much in favor of the new proactive direction being taken by staff.

## APRIL ICDC MEETING

On April 27, the Industrial and Commercial Development Commission held its regular meeting and discussed the following:

- President Frum, Jeff Rowitz, and David Schoon updated the Commission regarding the current status of the proposed FY10-11 Budget and answered questions.
- In response to comments made by the Commission at its last meeting regarding the need to improve the staff's responsiveness and approach as part of the permitting approval process, President Frum, Tom Poupard, and David Schoon discussed with the Commission the approach staff will take as part of the new Department of Development and Planning Services.
- To address comments made by Trustees regarding the draft business development marketing plan, David Schoon will meet with the ICDC subcommittee (Tensley Garris, Pat Lederer, and Mary Schlachter) to discuss the addition of more definitive action steps and tools to evaluate effectiveness of the plan.
- At the suggestion of President Frum, Commission members agreed to discuss potential changes to the composition of the Commission at its next meeting.

## EARTH DAY

Northbrook's 18th annual Earth Day and Arbor Day celebration was held last Saturday at the Village Green. The rain stayed away during the event, and both the expo and recycling portions were successful. Over seventy vendors participated by having a booth to share with residents various energy-efficient products and services, which is by far the largest participation level to date. Over 12,000 pounds of electronic waste and 2,000 pounds of batteries were recycled this year. Special thanks to Veolia for their recycling effort, Sunset Foods, Northbrook Bank and Trust, and Northbrook Park District for their sponsorship and support. Village staff was well represented as well with special thanks to the Public Works Department who helped with this event and all they do to keep our community clean and green and to the Village Green Team for their work on the event.

## EARLY MORNING FIRE ON DUNDEE ROAD

Thursday morning, April 29, at about 2:00 a.m. firefighters responded to the 600 block of Dundee Road for a structure fire. First arriving units found a large volume of fire at the rear of the home and heavy smoke coming from the front door. One occupant was transported by A11 to Highland Park Hospital with burns to his hands—he was treated and later released. A second occupant escaped unharmed. Both are now staying with relatives. Firefighters used three hand lines to control the fire and protect the homes next door. The Northbrook joint Fire and Police Investigators along with assistance from the MABAS Division 3 Fire Investigators Team have determined the cause of the fire to be from an unattended candle. Initial damage estimates for the structure and contents is listed at \$200,000. Paid-on-Call firefighters assisted at the fire scene and also responded to two additional emergencies during this fire. Automatic mutual aid was also received from Highland Park, Glencoe, and Northfield Fire Departments.

## AUTO-AID TO GLENCOE

Thursday, April 29, the Glencoe Fire Department requested an auto-aid engine company for a structure fire in their town. Engine 11 responded to the scene and helped to extinguish a fire in the area behind a porch fireplace. Firefighters used a thermal imager to check hidden areas around the fire for extension. Northbrook Paid-On-Call firefighters covered Station 11 while Engine 11 was in Glencoe.

POLICE DEPARTMENT COUNSELING SERVICES DIRECTOR NAMED PRESIDENT OF THE ASSOCIATION OF POLICE SOCIAL WORKERS (APSW)

Nancy Vaccaro, Police Department Counseling Services Director, has accepted the nomination from her peers as President of the APSW. The APSW is a not-for-profit organization comprised of a membership of mental health professionals dedicated to the development, practice and enhancement of social services provided within law enforcement settings. The APSW was formally organized in 1975 and currently has over forty members in police departments, villages and municipalities in the Midwest with associate members in other countries.

BURGLARY TO AUTO

On Wednesday afternoon, April 28, a patron at Willow Festival reported an unknown person(s) had entered her unsecured vehicle while she was walking around shopping and removed her purse. The scene was investigated and processed for evidence.

PATROL FELONY ARREST

Suspicious purchasing activity called in by Northbrook Court Mall employees led to the investigation and arrest of a male subject. The offender applied for and was approved for new credit applications while also using existing fraudulent cards to make purchases at stores. The investigation, interview and ultimate confession by the subject resulted in felony arrest charges of two counts of unlawful possession of a fraudulent identification card, two counts of identity theft, and two counts of forgery against the subject. The attention to detail by Northbrook Court employees and their quick reaction to summon police assistance is attributed to the arrest of this subject and savings to C. D. Peacock, Neiman Marcus, Lucky Brand Store and several credit card companies.

GRAFFITI INCIDENTS

On Monday afternoon, April 26, while on routine patrol, an officer observed a suspicious male youth at the Village Green Park near the site of a previously reported graffiti incident. Through an interview of this youth and two friends located at the Meadow Tot Lot, all three admitted to three previously reported graffiti incidents and two unreported incidents where gang signs were referenced. All three juveniles were issued local ordinance citations for criminal damage to property.

RESIDENTIAL BURGLARY

Police were dispatched to a home in the 300 block of Buckthorn Circle on Friday evening, April 23, to investigate a possible burglary. The homeowner returned home at approximately 9:45 p.m. and found muddy footprints and a screen window removed. The homeowner is inventorying the home's contents to determine if anything was removed. Evidence Technicians processed the scene and a canvas of the neighborhood was conducted.

WEEK OF MAY 3, 2010

<b>SAT.</b>	<b>5/1</b>	<b>1 - 4pm</b>	<b>Asian American Heritage Celebration – Northbrook Library</b>
<b>MON.</b>	<b>5/3</b>		<b>No Meetings</b>
<b>TUES.</b>	<b>5/4</b>	9:00 a.m.	Department Head Staff Meeting – Terrace Room
		7:30 p.m.	Plan Commission Meeting – Board Room
<b>WED.</b>	<b>5/5</b>		<b>STUDENT GOVERNMENT DAY</b>
		8:00 a.m.	Chamber of Commerce Board Meeting
		<b>8:00 p.m.</b>	<b>SGD Board Meeting – Board Room</b>
<b>THURS.</b>	<b>5/6</b>	7:00 p.m.	Arts Commission Meeting – Terrace Room

		7:00 p.m.	Community Relations Commission – Northbrook Public Library
<b>FRI.</b>	<b>5/7</b>	8:00 a.m.	ICDC Subcommittee Meeting – Terrace Room
		10:00 a.m.	Blood Pressure Testing – Shermer Study
		<b>3:30 p.m.</b>	<b>Just Say No Walk &amp; Rally – Starts Corner of Cherry &amp; Western</b>
<b>SUN.</b>	<b>5/9</b>		<b>Mother’s Day</b>