

MEMORANDUM

TO: STAFF

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

FROM: Richard Nahrstadt, Village Manager

DATE: January 29, 2010

RE: STAFF BRIEFING

WEEK OF JANUARY 25, 2010

REGULAR BOARD OF TRUSTEES MEETING

The Board of Trustees held their regular meeting on Tuesday, January 26. On Consent, the Board approved a special permit for a medical office for Northbrook Occupational Medicine Center at 605 Academy Drive, a Level III Design Review Permit for a building addition and parking lot reconfiguration for EpcO Paint located at 1340 Meadow Road in the Village Green Overlay District and the Resolution and both Ordinances in regards to 4140 Sunset Lane. Both the Ordinance under Public Safety amending the Annual Fee Ordinance to lower speed limit on Church Street between Shermer to Walters, and the Resolution under Communications & Legislation approving and authorizing the execution of an Intergovernmental Agreement establishing the Northern Illinois Municipal Gas Franchise Consortium, were moved to Consent and approved. Two Resolutions from Consent, one approving an agreement with the low responsible bidder (Michels Corporation) for lining of storm and sanitary sewers and the other approving the purchase of an Uninterrupted Power Source (UPS) for the Village Hall server room, were pulled from Consent and moved to Public Works and Communications & Legislation respectively where both were approved.

QUALITY OF LIFE COMMITTEE

The Quality of Life Committee met on Tuesday to discuss a Village positioning statement, gateway/event signage and a policy for Village donations. The Committee and fellow Board members believed staff was on the right track with the positioning statement but suggested several modifications to the draft. Staff will take these suggestions and present the next draft to the full Board for approval. Once approved, the positioning statement will be used to help guide the redevelopment of the Village's website. In regards to signage, the Committee opted not to consider a community bulletin board but shifted attention to event signage. Several types and locations were discussed. Chair Spaniak directed staff to come back with a report detailing signage options, costs and possible locations. The last topic of discussion was in regards to a policy for Village donations. It was decided that organizations – those who have received funding in the past as well as those seeking funding now— would attend the first budget workshop (tentatively scheduled for March 2), provide a 3 to 5 minute presentation and written report detailing the purpose of their request along with a description of the outcome from last year's funding.

INDUSTRIAL & COMMERCIAL DEVELOPMENT COMMISSION

At its January 26 meeting, Tom Poupard presented a summary of the draft Comprehensive Plan. After a very brief discussion, the Commission continued its discussion of the plan to its February meeting in order to give the Commission time to reflect on the contents of the document prior to forwarding comments to the Board of Trustees.

The Commission requested that it be provided an opportunity to review and comment on the potential amendment to allow electronic changeable copy signs in the I-1 Restricted Industrial District (this assumes the Applicant will submit a formal application). It has been the Commission's standard practice to review potential Code changes that could impact the business community.

911 CALL FROM NILES

Today over 60% of all 911 calls into the Northbrook Public Safety Answering Point (PSAP) come in as wireless. In 2001, when the Northbrook PSAP started receiving wireless 911 calls, nearly all wireless callers were nomadic, traveling on area interstate highways, expressways, and local roadways. This is no longer the case as more residents choose to eliminate their home land line phone and use cellular phones as a primary means of communication. On Wednesday, January 27, at approximately 9:30 a.m., a wireless 911 call was placed from an elderly resident of Niles reporting her friend in Northbrook was having trouble breathing. The call was initially received at the North Suburban Emergency Communications Center (NSECC) in Des Plaines, who dispatches for Niles, and routed to Northbrook. The caller provided a local address which was immediately recognized as an invalid number for this particular street. The caller was sure of the street, but not the house number. An ambulance was sent to the area as dispatchers continued to track down the correct location. In-house property master files and CAD records were checked and comparisons made against the resident's last name. Soon, confirmation was made on an exact address and reported to responding Police and Fire units. Upon arrival, an 80-year old female was located in an unresponsive condition and subsequently transported to Glenbrook Hospital. It was learned that the resident suffers from brain cancer. A return call to the friend was made and the correct street address was provided in the event it was needed in the future. Dispatchers handling that call were Brian Riley and Mike Nicholson. We are grateful for their extra efforts.

SPRINKLER SYSTEM ACTIVATION

On Sunday, January 24, firefighters were called to Northbrook Court for a water flow alarm. Arriving units found an activated sprinkler coming from the cooking hood of Zen Kitchen. Further investigation revealed that the system had activated accidentally. The sprinkler system was shut down and firefighters worked with maintenance personnel to minimize any damage caused by the activation. FPB Director Frangiamore and Sanitarian Bernier were contacted. Operation of the food service at Zen Kitchen was stopped until the sprinkler system was repaired.

WEEK OF FEBRUARY 1, 2010



MON.	2/1	No Meetings Scheduled
TUES.	2/2	ELECTION DAY
	6am-7pm	Precincts 2 & 29 in Board Room
	9:00 a.m.	Department Head Staff Meeting – Terrace Room
	7:30 p.m.	Plan Commission – Terrace Room
WED.	2/3	7:30 a.m. Foreign Fire Insurance Board Meeting-Fire Station #11
	7:00 p.m.	Comprehensive Plan Public Forum – Field School
THURS.	2/4	9:00 a.m. Site Plan Meeting – Cancelled
	7:00 p.m.	Arts Commission - Terrace Room
	7:00 p.m.	Community Relations Commission – Northbrook Public Library
FRI.	2/5	No Meetings Scheduled