

## MEMORANDUM

**TO:** STAFF

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

**FROM:** Richard Nahrstadt, Village Manager

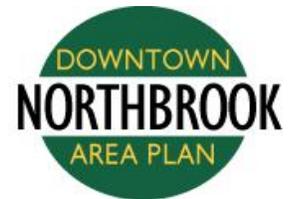
**DATE:** February 3, 2012

**RE:** STAFF BRIEFING

### WEEK OF JANUARY 30, 2012

#### DOWNTOWN PLAN STEERING COMMITTEE MEETING

On January 31, the consultant team headed by Teska Associates reviewed the draft Downtown Plan with the Downtown Plan Steering Committee. Approximately ten members of the public were in attendance, and two of them provided comments on the plan. In response to an inquiry by Committee members at a previous meeting, Village Attorney Stewart Weiss provided a general overview of a municipality's ability to acquire property (voluntarily and involuntarily) for economic development purposes. Following this presentation, the Committee had an engaging discussion regarding how proactive the Village should be in terms of making redevelopment happen in the downtown.



Following its discussion, **the Downtown Plan Steering Committee recommended, by a vote of 7-0 (one member absent), that the Village Board of Trustees adopt the Draft Downtown Plan to guide the future of downtown.** The recommendation also identified the following series of initial steps that the Village should take to maintain positive momentum and begin the implementation of the Plan:

- Strongly consider the establishment of a tax increment financing district;
- Remove the current prohibition regarding the use of eminent domain currently stated in the Village's Business Redevelopment Plan for the Downtown;
- Construct targeted streetscape improvements and entryway design elements at locations identified by the Plan;
- Make the appropriate amendments to the Zoning Code and other Village regulations to implement the bulk, height, and architectural design standards called for in the Plan; and
- Engage in proactive steps to encourage redevelopment.

The Board of Trustees is scheduled to review the draft Downtown Plan and the Committee's recommendation at its February 21, 2012, Committee of the Whole meeting.

#### COMMUNITY RELATIONS COMMISSION MEETING

The finishing touches have been placed on the Commission's upcoming Black History Month event. Professor Vaun Monroe of Columbia College will deliver a presentation entitled, *Tall, Dark and Handsome: The Evolution of the Black Leading Man* at the Northbrook Public Library on February 18, from 1-4 p.m. The presentation will include a showing of various film clips and an interactive discussion.

Please keep the following dates marked on your calendar: Asian Heritage Celebration - May 6, 2012; Welcome to Northbrook/Flamingo Friday Kickoff – May 18, 2012.

The next regular meeting of the CRC is scheduled for March 1, 2012.

### ARTS COMMISSION MEETING

The Arts Commission held a regular meeting on Thursday. An updated was provided on Art in the Park and Commission expectations for the event, including but not limited to volunteer time. The music subcommittee was given approval to proceed with the line-up they had drafted for music on Art in the Park weekend.

Commissioners also discussed the Commission budget, and upcoming events. Some new event concepts that will be discussed in further detail at the March meetings. The new concepts were: two-day pop-up gallery, Gig on the Green reinvention at the YMCA and a Junior High Juried art exhibit.

The next regular meeting of the Arts Commission is scheduled for March 1, 2012.

### TRUSTEE BUEHLER NAMED CHAIR OF THE REGIONAL EMERGENCY DISPATCH CENTER BOARD

February 1, Northbrook Trustee A.C. Buehler was unanimously approved as the Chair of the Regional Emergency Dispatch (RED) Center Board of Directors. RED Center is an intergovernmental agency dedicated to providing the highest quality and cost efficient Fire and EMS Dispatch services for 14 municipalities and Fire Districts. The RED Center Board of Directors is made up of one Trustee from each participating agency. The Board sets administrative policy and adopts the annual budget for the Center. Trustee Buehler had previously served as the Chair of the RED Center Chair Budget Subcommittee for the past four years.

### ARRESTS

Quick work by Detectives on Thursday, February 2, resulted in two arrests. About a month ago a Northbrook Detective assisted a Police Officer from North Carolina on a case. The victim from North Carolina sent several thousand dollars via Western Union to a man in Florida for the purchase of a car from Craig's List. The money was instead picked up in Northbrook at the currency exchange by two unknown men. Our Detective gathered information from the Northbrook currency exchange and sent it to North Carolina. On Thursday, an alert employee at the currency exchange notified our Investigations Unit that the men were back to pick up more money. Our Detectives arrived before the two men could leave. One subject was charged with Unlawful Possession of a Fraudulent Driver's license (a felony) and the other with a Theft warrant from Chicago Police Department. The North Carolina investigation continues.

This past week on a traffic stop for speeding, an Officer noticed a prescription pill bottle with the label removed in the back seat. With consent from the driver to search the car, the Officer discovered that the driver had stolen prescription pads and had been filling them under false names. The Officer recovered over 100 pills of Hydrocodone and the offender was charged with Felony Possession of a Controlled Substance.

### BURGLARIES

On February 2, a homeowner in the 1100 block of Whitfield Road reported to police that a generator was missing from the interior of his home.

Two burglaries to motor vehicles were reported this week. A GPS unit and cigarettes were removed from an unlocked vehicle in the GBN parking lot during the day on January 31 and a patron at the Healthsmart store on Shermer Road had his rear window smashed and a backpack stolen on January 31.

Evidence Technicians processed the scenes and canvases of the areas conducted.

### AMBULANCE 10 ASSISTS WHEELING AT MULTIPLE PATIENT INCIDENT WHILE TOWER 12 RESPONDS TO FIRE IN BUFFALO GROVE

On Tuesday, January 31, about 1:00 p.m., Ambulance 10 responded to a factory in Wheeling with over a dozen people overcome with carbon monoxide (CO) exposure. Ambulance 10 transported one patient with CO poisoning to Glenbrook Hospital. The elevated CO was determined to come from a faulty furnace. Additionally, at 1:45 p.m. Tower 12 assisted the Buffalo Grove Fire Department combating a fire in a large commercial building. The fire, which was started by welders, was quickly extinguished, but heavy smoke conditions required an extensive ventilation operation. Tower 12 helped exhaust the smoke using large fans and smoke ejectors.

## SUSTAINABILITY PLAN REQUEST FOR PROPOSALS

Earlier this year, the Northbrook Park District and Village staff met to discuss ways to share services and costs through intergovernmental agreements. One concept that was discussed was the Park District's goal of adopting a Sustainability Plan, a topic that has been discussed by the Village over the past few years as well. Staff determined that sharing the cost and creating a joint plan would be mutually beneficial to both organizations.

As was described in the December 9, 2011 briefing memo, staff published a Request for Qualifications (RFQ) for consultant services for the development of a joint Sustainability Plan and have subsequently narrowed the original field of eight respondents to four based on their credentials. The Plan's purpose is to identify the essential elements of community sustainability, and provide comprehensive analysis and guidelines for the operation of Village and Park District activities. The Plan will include measurable indicators and planning principles for the physical environment, built environment, purchasing, and transportation. The four finalist companies will be issued a Request for Proposals (RFP) this week. A joint team of various representatives from both the Park District and the Village will conduct a review of the proposals and interviews through the rest of the month.

While this Plan is an unbudgeted item, I have identified available funds in the current budget. After a finalist is chosen, staff will present the item to the Board of Trustees for their review under the Community and Sustainability Committee Report at an upcoming meeting.

## WATER MAIN BREAKS

The Village repaired two water main breaks this week. Breaks occurred on the 16-inch diameter cast iron main in the 2000 block of Landwehr Road, the 4-inch diameter cast iron water main in the 1800 block of Kiest Avenue, and the 6-inch diameter cast iron main in the 2200 block of Wood Drive. In addition, crews repaired a leaking fire hydrant on Sunset Ridge north of Voltz Road on the North side of the bridge and completed an emergency repair on the 3200 block of Arnold Lane, where a valve leak was discovered on the 4-inch diameter domestic service feed.



## SEWER DEPARTMENT

On Friday, January 27, the sewer crew repaired a clay storm sewer line in the wooded lot on the northwest corner of Pfungsten and Keystone. This line drains storm water from an inlet located in the parkway in front of 2875 Weller Lane. This is an area that routinely has problems with when we receive large rain storms. Crews installed roughly 10' of 6" SDR-26 PVC pipe which connected the 6" clay tile in the wooded lot to a 10" concrete pipe that connects to a manhole. They also installed a 4" cleanout for easier flushing maintenance in the future. Once crews completed the repair they verified that the line was flowing properly by flushing roughly 840' from the inlet at 2875 Weller to the manhole in the parkway on the northwest corner of Pfungsten and Keystone. This work will aid in the proper drainage of the Weller area.



**WEEK OF FEBRUARY 6, 2012**

<b>MON.</b>	<b>2/6</b>		<b>No Meetings</b>
<b>TUES.</b>	<b>2/7</b>	7:30 p.m.	Plan Commission - Board Room
		7:30 p.m.	Special Regular Board of Trustee Meeting - <b>Cancelled</b>
<b>WED.</b>	<b>2/8</b>	9:00 a.m.	Fire Fighter Pension Board - Shermer Study
<b>THURS.</b>	<b>2/9</b>	5:30 p.m.	Architectural Control Commission - Terrace Room
<b>FRI.</b>	<b>2/10</b>		<b>No Meetings</b>