

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES
DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: January 20, 2012

RE: STAFF BRIEFING

WEEK OF JANUARY 16, 2012

DEPUTY FIRE CHIEF RON SCHINLEBER RETIRES

After 38 years of service, Deputy Chief Ron Schinleber retired from the Northbrook Fire Department on January 15th (see picture at right). Chief Schinleber joined the department in 1973 as a volunteer firefighter, after serving in the Navy, and was hired as a fulltime firefighter in 1974. Chief Schinleber rose through the ranks and was promoted to Deputy Chief of Operations in 2005. As a lifelong resident of the Village, he had the informal role of department historian, always reminding us of the past, but always embracing the new technologies, acquiring state of the art apparatus and equipment, and enhancing the safety and training of the firefighters. Deputy Chief Schinleber will be recognized at the Village Board meeting on Tuesday, January 24. Please join us in thanking Ron for his dedication and service to the Fire Department, and wishing him the best in his well earned retirement.



AD HOC ECONOMIC DEVELOPMENT COMMITTEE

On Tuesday, January 17, the Ad Hoc Economic Development Committee held its second meeting at which it discussed potential revisions to the guidelines and process for Class 6b applications and the concept of establishing an alternative property tax abatement program for industrial properties. Regarding the Class 6b program, the Committee reviewed and discussed (a) changes to the guidelines raised at the last Committee meeting, (b) the role of the Administration and Finance Committee in the process, and (c) the idea of establishing additional standards for properties vacant for less than 24 months. Regarding an alternative property tax abatement program the Committee discussed (a) what should be the appropriate level of tax savings for a business, (b) when should a business request the Class 6b incentive versus the alternative abatement, (c) what is the process to request the alternative, and (d) what guidelines should the taxing districts use when considering whether or not to grant the alternative abatement. The Committee reached no final conclusions regarding the alternative abatement and plans to meet again in April.

PLAN COMMISSION

On Tuesday, January 17, the Plan Commission conducted a Public Hearing for Docket No. 12-01: 755 Huehl Road, a request for a special permit to allow a child day care service facility. A majority of the discussion held by the commission focused on a proposal made by the Applicant for a drop-off lane on the west side of the building. Due to the length of the lane, and the narrowness, the commissioners were concerned that the proposed drop-off lane could back up onto Huehl and interfere with traffic. Ultimately the Applicant agreed to eliminate the drop-off lane on the west side of the building and to stripe that as a designated Fire Lane. The Commission and Applicant agreed that with proper signage a drop-off area could be designated in the parking lot located to the north of the building. Following the Public Hearing the commission adopted Resolution No.

12-PC-01 recommending approval of the special permit request. The Ordinance for this special permit has been placed on the consent agenda for the January 24 Regular Board of Trustees meeting.

ENVIRONMENTAL QUALITY COMMISSION

The EQC met for their scheduled meeting on Thursday, January 19. The Commission discussed attending a strategic planning meeting that will be held by Congresswoman Jan Schakowsky on Sunday, January 22 to discuss new Environmental Protection Agency regulations and legislative strategy for 2012. The Commission will have a presence at the meeting.

The group then reviewed the eight *Request for Qualifications* documents submitted to the Village and Northbrook Park District for the possible Sustainability Plan that will be discussed later this year. The Commission came to a consensus on the top three firms they feel are best qualified to help draft the Plan. The group's recommendations will be given to the combined Village and Park District planning team, which will make a final list of vendors that will be invited to submit proposals next month. The next EQC meeting is scheduled for February 16, 2012.

BIKE TASK FORCE MEETING

On Wednesday, January 11, the Bike Task Force held its bi-monthly meeting. At the meeting, the Task Force reviewed the status of the Skokie Valley Trail project and recommends that the Village focus on using the Commonwealth Edison right-of-way, rather than the Union Pacific Railroad right-of-way, for the section of Skokie Valley Trail between Dundee Road and Lake-Cook Road. Additionally the Task Force supports staff's efforts to submit grant funding applications through I.D.O.T.'s Illinois Transportation Enhancement Program (ITEP) for reimbursement of small scale projects. The Task Force also requested that any remaining budgetary monies available from the FY11/12 budget be used towards the repainting or replacement of bike chevron pavement markings throughout the Village; this action will be discussed with Public Works to determine the best cost effective options.

FIREFIGHTERS CLEAN UP WATER DAMAGE AT NORTHBROOK COURT

Firefighters from Northbrook and Deerfield assisted Northbrook Court maintenance staff in a soggy prolonged clean-up effort Sunday morning, January 15. The first indications of a problem came just after 9:00am when a discharging fire sprinkler head triggered a full fire department response. Finding water in the floor near the entrance of the second floor *Forever 21* store with no other indication heat or smoke suggestive of a fire, Firefighters removed the door from its hinges and confirmed the absence of a fire as more Firefighters were sent to shut off the water valves to stop the sprinkler head from flowing, at a rate of 35 gallons of water per minute.

A two-hour clean-up was started with 15 Firefighters participating in the effort. Northbrook Court Security and Maintenance staff also had "all hands on" helping out. Firefighters were sent to first floor businesses to assist merchants by protecting or moving their property from the water raining down from above. The *Apple* store seemed to be the hardest hit, reporting a loss of \$200,000 in lost property. Damage to other store's property and to the building totaled another estimated \$50,000. No one was injured during the ordeal. Northbrook's Fire Prevention Bureau is investigating the cause of the sprinkler head activation in the absence of a fire.

PROPANE EXPLOSION AT UNDERWRITERS LABORATORIES

Thursday, January 19, at about 2:05pm firefighters responded to a propane explosion in a test building at Underwriters Laboratories (UL). A 20-lbs propane tank ruptured during a pressure test causing a fire and knocked out a section of the wall of the lab room. Firefighters were able to quickly extinguish the fire, and check for additional hazards. No one was hurt during this incident. Fire Prevention fire investigators and UL staff are investigating the cause of the cylinder failure. Northbrook was assisted by the Glenview, Wheeling, and Lincolnshire Fire Departments through our automatic mutual aid agreements.

NCTV TECHNICAL DIFFICULTIES

Programming on Northbrook Community Television, including meeting playback, will not be seen as part of the regular schedule due to technical difficulties. Staff is working with equipment vendor and expects to have

equipment repaired/replaced by January 30. Residents may still tune to NCTV- Cable Channel 17 for bulletin board messaging for community notices and emergency alerts. Local news items are also posted at www.northbrook.il.us.

CANCELLATION OF IDOT'S FY 13 RAILROAD CROSSING SURFACE PROGRAM

The Public Works Department received notice late last week from the Illinois Department of Transportation (IDOT) that due to the drastic reductions in the State of Illinois' upcoming Budget for Fiscal Year 2013 (July 1, 2012 to June 30, 2013), funding for the statewide Railroad Crossing Surface Program will be cut from the requested amount of \$1.5 million to zero. This funding cut impacts the proposed crossing replacement and rail adjustment work that was scheduled for the Union Pacific Railroad's crossing at Dundee Road, just east of Fire Station No. 11, which was anticipated later this summer.

WATER MAIN BREAKS

Public Works crews repaired a total of five water main breaks this week. Breaks occurred on the 8-inch diameter water main in the 1300 block of Coventry Lane, the 6-inch diameter main in the 1100 block of Crestwood, and the 8-inch diameter main in the 1700 block of Longvalley.

Friday morning crews worked to repair a water main break at 2794 Appletree Lane before the snow started to fall. The break occurred on a 6-inch diameter cast iron water main that has had four water main breaks on it. While repairs are being made, 15 homes will be affected by a water shutdown and will be without water for 2 to 4 hours. While working the Appletree Lane water main break, a water main break occurred at 2750 Crabtree. Crews will also be repairing this break this morning.



Appletree Lane Water Main Break



Appletree Lane Water Main Break

PUBLIC WORKS CREWS READY FOR WINTER WEATHER

Public Works crews are preparing for a storm that could drop as much as 5 to 7 inches of snow by midnight Friday, with a chance of Lake effect snow to follow. Crews will respond as necessary to weather conditions. Residents wanting more information on the Village's winter weather operations can visit the Public Works page of Northbrook's website.

On a related note, there have been several articles in the newspapers that have indicated that road salt will be less effective due to the colder temperatures. Northbrook treats its salt with Calcium Chloride to maintain its effectiveness at lower temperatures.

WATER MAIN IMPROVEMENTS

Public Works staff met with the owner of the Meadow Shopping Center to review plans on water main work. The water main work will include moving water services for the businesses on the west side of this shopping center to a different water main to limit the impact of any future water main breaks on their operations. The RFP for the Meadow Road service improvements are scheduled to be mailed out next week.

WEST FORK BANK STABILIZATION PROJECT

The USACOE Regional Permit-Maintenance has been submitted to stabilize approximately 125-feet of the north bank on the West Fork behind Do-It Best Hardware. The construction contract award has been placed on the January 24 Regular meeting agenda for the Village Board’s consideration.

EMERALD ASH BORER REFORESTATION GRANT

The Public Works Department has applied for a grant through the Metropolitan Mayor’s Caucus and the U.S. Forest Service to help defray the costs of replacing 233 Ash trees that have been or will be removed this fiscal year. Last year the Village received a grant in the amount of \$20,000 to help replant 67 of the more than 320 Ash Trees that were removed.

BURGLARY TO MOTOR VEHICLE

On Tuesday morning, January 17, unknown persons smashed a vehicles driver’s side window parked in the parking lot of 1033 Skokie Boulevard and removed a radar detector.

ATTEMPTED RESIDENTIAL BURGLARY

On Wednesday afternoon, January 18, a male subject feigning to be checking on the resident’s water, in the 2500 block of Windsor Drive, due to a water main break in the neighborhood, was allowed into a home. The subject began a walkie-talkie conversation with another individual and the homeowner became suspicious and asked the subject to leave, which he did. Canvases of the area were conducted and Evidence Technicians processed the scene.

COMMERCIAL BURGLARY

Over the evening of Thursday, January 19, unknown persons broke into a building on the 3600 block of Commercial Avenue. Investigators are working with the owners determining the items missing.

Investigations personnel are working on all cases.

WEEK OF JANUARY 23, 2012

MON.	1/23	7:30 p.m.	ZBA - Cancelled
TUES.	1/24	7:30 a.m.	ICDC - Cancelled
		7:30 p.m.	Regular Meeting of the Board of Trustees - Board Room
WED.	1/25	7:30 a.m.	Foreign Fire Insurance Board Meeting - Cancelled
		Noon	Special Firefighters Pension Board Meeting - Park Ridge
		7:00 p.m.	Rescheduled Youth Commission Meeting - Terrace Room
THURS.	1/26		No Meetings
FRI.	1/27		No Meetings