

## MEMORANDUM

**TO:** STAFF

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

**FROM:** Rich Nahrstadt, Village Manager

**DATE:** February 25, 2011

**RE:** STAFF BRIEFING

### WEEK OF FEBRUARY 21, 2011

#### INDUSTRIAL & COMMERCIAL DEVELOPMENT COMMISSION

At the February 24, 2011, ICDC meeting, Development and Planning Services Director Tom Poupard provided the Commission with a status report on the initiatives the Department continues to implement regarding improvements to the development and building permit process. The Commission was pleased to see that a series of forums with representatives of the construction and leasing industry were scheduled and asked to be advised of the dates. Commission members responded that they liked the direction the Department is heading and requested that Director Poupard come back in six months with another update.

The Commission agreed with staff that the next phase of the *Shop Northbrook* campaign will be to continue promoting the general message encouraging residents to shop and dine in Northbrook. This promotion will include such items as streetscape banners, dining/shopping guide, increased use of Village's social media and web page, and storefront posters. The Village will play a supportive role, when appropriate, to specific shopping center/areas promotional campaigns, events, and loyalty programs. The Commission also reviewed its work program for the coming year.

#### SKOKIE VALLEY TRAIL – CMAQ GRANT APPLICATION

As the Board is aware, staff and Trustee Buehler continue to work with representatives from the Villages of Northfield, Glenview, and Wilmette regarding the southern extension of the Skokie Valley Trail. General planning and coordination efforts continue, and staff will present this topic for the Board to consider as it continues to review long-term planning documents such as the Capital Improvement Plan (CIP). Recent discussions with representatives of the Union Pacific Railroad and Commonwealth Edison regarding the use of their properties for a trail have been positive. To use ComEd property for a recreational trail generally does not require any sort of lease payment; however, the Village would need to cover all costs associated with processing the license agreement. The UP is currently in the process of conducting an appraisal for their property, and we hope to hear from them regarding the lease rate by mid-March.

Given the positive nature of the discussions, the four communities intend to jointly submit a grant application for a Congestion Mitigation and Air Quality Improvement (CMAQ) program grant. This program has been successfully used to fund similar trail projects throughout the metropolitan area and provides funding to cover 80% of project costs. The application deadline is March 18 for this funding cycle. The pending grant application would request an 80% grant to cover the costs for Phase 1 and 2 engineering (approximately \$600,000) as well as land acquisition costs (to be determined in March). In regards to the engineering fees, Northbrook's portion is estimated to be \$230,000 (80% grant: \$186,000; 20% Village share: \$44,000). We are also exploring how much of the engineering work can be completed in-house by DPS staff to further reduce expenses. We are working with the other communities to explore grant opportunities to cover the 20% local match.

It should be noted that applying for the grant funds does not commit the Village to this project at this time. The Village Board would have to formally accept any grant that is awarded. If we are successful in receiving the initial CMAQ grant, we would plan on applying for other grants to cover the cost of trail construction. The current construction estimate for the portion of the trail through Northbrook is approximately \$1 million. An 80/20 CMAQ grant would cover \$800,000 of the expenses, with the Village responsible for the remaining \$200,000. Again, we would try to secure other grant funding to cover all or a portion of the Village share. We will keep the Board updated on progress made on the grant application.

#### 14<sup>TH</sup> ANNUAL QUIZ BOWL

On Thursday, the Northbrook Youth Commission hosted their 14<sup>th</sup> Annual Eighth Grade Quiz Bowl. Teams from Northbrook Junior High, Wood Oaks, Maple, Field and St. Norbert's all participated in the competition. Youth Commission members were the moderators, judges, time and score keepers. The event was a success! Each team played well and should be congratulated. This year's winner was the Northbrook Junior High Team comprised of: Scott Mutchnik, Andy Han, Toby Klein and Sammy Gordon.

#### MFT ANNUAL STREET REHABILITATION AND RECONSTRUCTION PROGRAM

As mentioned in previous briefings, we will be partnering with the Village of Glenview on the 2011 Asphalt Street Reconstruction and Rehabilitation Program. These efforts are part of our municipal partnering initiative that is intended to achieve lower costs for both municipalities through larger quantities and increased economies of scale. The Village of Northbrook has budgeted \$930,000 in Motor Fuel Tax (MFT) funds for this work. Final plans and specifications have been prepared and submitted to IDOT for review. The project will be advertised and bid documents released on March 1 with the bid opening scheduled for March 17. Staff will be bringing an IDOT required Intergovernmental Agreement and MFT Fund Appropriation Resolution to the March 8 Regular meeting for the Village Board's consideration.

#### VILLAGE RECEIVES \$20,000 ILLINOIS URBAN FOREST RESTORATION GRANT

The Village has received notification from the Metropolitan Mayor's Caucus that Northbrook was awarded a \$20,000 grant as part of the Illinois Urban Forest Restoration Grant program to aid in the replanting of trees removed in accordance with our EAB Management Plan. This grant will help to defer a portion of the \$96,900 Public Works has requested in the FY2011/12 budget to replace the 323 infested or declining Ash trees we removed during FY2010/11. This grant will reimburse the Village for the cost of 67 replacement trees. The Village will need to budget the full amount, however. Once the trees have been planted, we will be able to submit an invoice to the Metropolitan Mayor's Caucus for reimbursement.

#### FEMA REIMBURSEMENT FOR 2011 BLIZZARD

The Village of Northbrook identified and submitted \$141,690 in reimbursable expenses to the Federal Emergency Management Agency (FEMA) for the blizzard that occurred earlier this month. To become eligible for reimbursement from FEMA, communities in Cook County needed to have incurred costs of \$3.27 per person or more than \$17 million for snow removal efforts. The Illinois Emergency Management Agency (IEMA) announced that Cook County communities incurred slightly under \$22 million in reimbursable expenses and that they will be working with FEMA on a first review of these expenses. As developments occur in this process, staff will provide the Village Board with updates.

#### WATER MAIN BREAKS ON WHITEHALL DRIVE

Public Works was notified of a water main break at 1032 Whitehall Drive on the morning of Thursday, February 24. The break on the 6-inch diameter main (1956) was located under a large pine tree that had to be removed to complete repairs. While making repairs to this break, 13 homes were without water. These customers were notified by phone before the water was shut off.

After completing repairs to the water main, a second break occurred adjacent to a fire hydrant located in the cul de sac in front of 1047 Whitehall Drive. The second repair was complicated by two water services that were directly adjacent to the break. Crews had to use the Village's Vactor to excavate the break site instead of

digging with the backhoe to avoid damaging the resident's water service. For a second time, water had to be shut off on Whitehall Drive, affecting the same 13 homes. Repairs were completed and water was turned back on at 4:45 p.m. A picture of the water bubbling out of the ground is located below.



A third water main break was reported by the Police Department at 5:00 p.m. in front of 2018 Big Oak Lane. The break was on a 6-inch water main (1956) that is located in the parkway approximately 5-feet deep. Six homes were affected during the repair and were without water service from 7:30 p.m. to 9:45 p.m. A portion of the driveway apron for 2018 Big Oak Lane needed to be removed in order to complete the repairs to the water main.

#### NORTAF MCAT CALL-OUT (Major Crash Assistance Team)

Early Thursday morning, an MCAT call-out was requested to investigate a vehicle crash that occurred at Oakton and Callan in Evanston. Northbrook's team responded. The deceased driver of the vehicle was extricated. The accident and cause of death are being investigated.

#### THEFT REPORT - DELAYED

A resident in the 800 block of Bach called Police on Monday, February 21, to report that thousands of dollars worth of jewelry has been removed from the residence over the course of the past month. The Investigations Unit has been assigned to the case.

#### UNDERWRITERS LAB HOSTS MABAS DIVISION 3 DIVE DRILL

On February 17, the retention pond on the Underwriters Lab property was used by MABAS Division 3 Underwater Rescue and Recovery Team divers from local fire departments. The divers used the pond in the old clay pit at Underwriters to hone their skills for working on frozen and almost frozen water. Northbrook Fire Department provided a standby ambulance at the dive site.

#### ICY CONDITIONS INCREASE CALL VOLUME

February 21 saw an increase in calls for service from the Fire Department for falling incidents due to the very slippery conditions. Between 7:00 a.m. and 9:00 a.m., we responded to ten calls, eight were requests for ambulances. The on-duty shift commander reacted quickly, bringing in on-call personnel to staff additional apparatus. We also received mutual aid from both Deerfield and Lincolnshire for ambulances to handle the additional calls.

### TRI-STATE ACCIDENT

On Wednesday evening, February 23, as the weather changed from a light mist to heavy snowfall, Northbrook and Glenview crews responded to a two-car accident on the Tri-State requiring extrication. Ambulance 10 treated and transported one patient who sustained chest and back trauma to Lutheran General Hospital. Glenview Ambulance 7 transported two patients with minor injuries. Battalion 10 was assigned to maintain safety at the scene.

### WEEK OF FEBRUARY 28, 2011

<b>MON.</b>	<b>2/28</b>	7:30 p.m.	Zoning Board of Appeals – Board Room
<b>TUES.</b>	<b>3/1</b>	9:00 a.m.	Department Head Staff Meeting – Terrace Room
		6:00 p.m.	Red Center Budget Sub-Committee – Terrace Room
		7:30 p.m.	Plan Commission Meeting – <b>Cancelled</b>
<b>WED.</b>	<b>3/2</b>	12:00 p.m.	Downtown Consultant Selection Committee – Terrace Room
		7:00 p.m.	<i>Rescheduled</i> Bicycle Task Force Meeting - Terrace Room
<b>THURS.</b>	<b>3/3</b>	6:30 p.m.	Administration & Finance Budget Workshop #1 – Terrace Room
		7:00 p.m.	Arts Commission Meeting – Shermer Study
		7:00 p.m.	Community Relations Commission – Northbrook Public Library
<b>FRI.</b>	<b>3/4</b>		<b>No Meetings</b>