

## MEMORANDUM

**TO: STAFF**

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

**FROM: Richard Nahrstadt, Village Manager**

**DATE: February 14, 2014**

**RE: STAFF BRIEFING**

### WEEK OF February 10, 2014

#### BOARD OF TRUSTEES REGULAR MEETING

The Board of Trustees held their regular meeting on Tuesday, February 11. During the Consent Agenda, the Board passed the following: approving purchase of uniforms for the Northbrook Fire Department; approving an expenditure for the purchase Of Cybex Fitness Equipment; approving Intergovernmental Agreement for new traffic signal installation at Sanders Road/Lindenwood Lane; authorizing the purchase of a 12' Wausau snowplow; authorizing the purchase of a 2014 John Deere 544K Front End Loader. The Board also passed an ordinance authorizing the plat of consolidation and vacating portion of Public Alley Right-Of-Way 2215 Chestnut Street.

The Board heard a preliminary review of a request for to rezone 2600 Dundee Road from R-3 Single Family Residential to R-5 Single Family Residential and approval for a three-lot subdivision. The Board provided comments and directed this item to the Plan Commission. The next Regular Meeting of the Board of Trustees will be on Tuesday, February 25.

#### FEBRUARY 13 ARCHITECTURAL CONTROL COMMISSION MEETING

The Northbrook Architectural Control Commission held their regular meeting on Thursday, February 13. The Commission reviewed and approved the elevations for two new single family homes:

- 475 Helen Drive (R-3 District) – McGee Architects
- 1244 Church Street (R-5 District) – Z. Wozny - Architect

The Commission also discussed the review schedule for the final version of the 2012 ICC building codes. They decided to devote the March 13 meeting to the topic.

#### ADVANCED DISPOSAL - NEW TRUCKS AND NEW ROUTES MEAN NEW PICK-UP TIMES

Advanced Disposal drivers have new "split routes" which means residential pickup days will not change however, garbage and recycling may get picked up at different times, by different trucks, earlier or later in the day depending on home location throughout the routes. This change is effective immediately. In an effort to make this transition smooth and to avoid missed pick-ups, residents are asked to have both their garbage and recycling out by 6:30am on their pick-up day. Questions? Call Advanced Disposal at 847 272-4145.



### CREWS DIG OUT AFTER SIGNIFICANT SNOWFALL THIS SEASON

Firefighters and Public Works Crews have been working to clear buried hydrants to keep fire hydrants accessible during an emergency. As a reminder to residents and businesses, please assist our staff by clearing hydrants in your neighborhood or by asking your snow plow contractors to make every effort to keep fire hydrants accessible.



### WINTER WEATHER OPERATIONS

Over the past week, crews have been removing snow from sidewalks and working to clear any sightline issues that may exist at intersections throughout the Village. In addition, in preparation for warmer temperatures forecasted for next week, crews have been working to clear inlets and remove any snow that may have accumulated along curb lines to ensure proper drainage. Residents who are concerned about any sightline issues or inlets in their neighborhood can report the issue through the *GO Request* system available on the Village's website [www.northbrook.il.us/GoRequest](http://www.northbrook.il.us/GoRequest) or by calling the Public Works Department at 847-272-4711.

### WAUKEGAN ROAD WATER MAIN BREAK

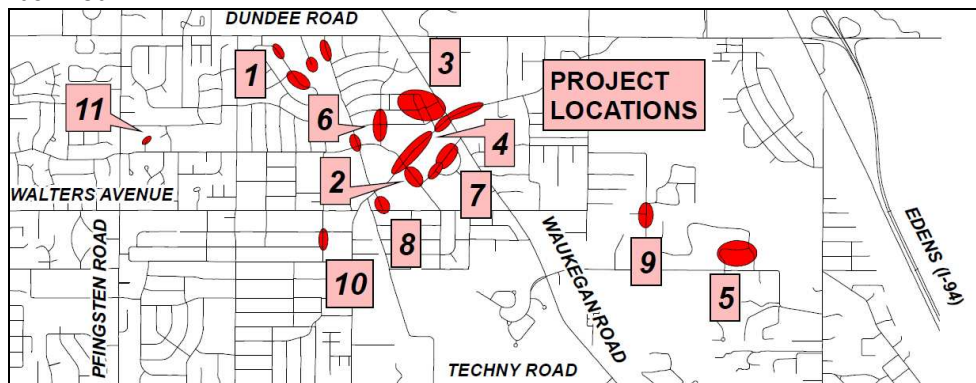
On Wednesday, Public Works crews repaired a broken 6-inch cast iron water main on Waukegan Road, near the intersection of Dundee Road. The location of the broken main, along with flooding and icing issues, required lane closures on both Dundee and Waukegan Roads. Upon excavation, it was discovered that the break occurred near the connection of two water main segments. This required a 2-foot section of the main to be cut out and replaced. In total, the repair took approximately 12 hours to complete and all lanes were reopened by approximately 4:30pm. The photo depicts the broken segment of main after it had been cut out.



### 2014 SANITARY SEWER LINING PROGRAM

Earlier this week, the Village's contractor, Michaels Corporation, began cleaning sanitary and storm sewers in preparation for this year's lining program. Once the cleaning is complete, the contractor will return to install the lining. Sewer lining is a process where the contractor installs a liner into the Village's sewer mains in an effort to seal the pipe and extend its useful life. This work does not require any excavation and provides only minimal service disruption to residents and businesses. While sewer lining is being performed, residents and businesses are requested to refrain from activities that generate excessive amounts of waste water such as operating dish and clothes washers for approximately 12 hours on the day of the lining. Residents and businesses affected by the project are sent a notification letter and a door hanger is distributed prior to the lining taking place.

Below is a map illustrating the locations of this year's work. One of the identified locations is along Shermer Road, generally between Church Street and Whitehall Drive. Work in this location will require a temporary lane closure to ensure the safety of the workers. The contractor is expected to clean the sewer on Shermer Road early next week. To minimize the impact on traffic, the two inside lanes will be closed for approximately 3-hours during a non-rush hour period. Later in the project, when the contractor lines the sewer, the work will be performed overnight and will be finished by the morning rush hour.



#### LEADERSHIP NORTHBROOK

The Police Department hosted the Chamber of Commerce's Leadership Northbrook 2014 class on Friday, February 14. Staff provided an overview of the Police Department, mutual aid response protocols and computer aided dispatch. They also saw Range demonstrations and enjoyed a tour of the building.



The 20 participants also toured the Fire Department and learned about fire suppression, emergency medical response, and mutual aid. Afterwards, the class toured the water filtration plant.

#### WEEK OF February 17, 2014

<b>MON.</b>	<b>2/17</b>		<b><i>PRESIDENT'S DAY- Village Hall Closed for Clean-up Day</i></b>
<b>TUES.</b>	<b>2/18</b>	7:30 p.m.	Plan Commission Meeting - Board Room
		7:30 p.m.	Committee of the Whole - <b>Cancelled</b>
<b>WED.</b>	<b>2/19</b>	7:00 p.m.	Youth Commission –Quiz Bowl 1 <sup>st</sup> rehearsal - Board Room
<b>THURS.</b>	<b>2/20</b>	7:00 p.m.	EQC – Shermer Study
<b>FRI.</b>	<b>2/21</b>		No Meetings
<b>THURS.</b>	<b>2/27</b>	<b>7:30 a.m.</b>	<b><i>Joint Review Board Meeting - Terrace Room</i></b>