

MEMORANDUM

TO: STAFF

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

FROM: Rich Nahrstadt, Village Manager

DATE: December 17, 2010

RE: STAFF BRIEFING

WEEK OF DECEMBER 13, 2010

OUT OF THE OFFICE

I will be out of the office starting Monday, December 20 and will not return until Monday, January 3. Assistant Manager Phil Kiraly will be the Acting Village Manager during that time. Happy Holidays!

REGULAR BOARD OF TRUSTEES MEETING

The Board held their regular meeting on Tuesday, December 14. Under the Manager's Report, Village Engineer Paul Kendzior discussed the installation of speed tables on Church Street on a trial basis—this matter was referred to a Public Works Committee Meeting. Also discussed was the installation of a four-way stop at the intersection of Walters Avenue and Cedar Lane. In lieu of installing a 4-way stop sign, staff is recommending new pavement markings on Walters Avenue to better delineate where vehicles can park and improve sight lines for motorists approaching the intersection. Staff will continue to monitor this intersection. Under the President's Report, Mitchell Abrams was appointed to the Senior Services Commission. During the Consent Agenda, Resolutions were passed approving: the Village's withdrawal from the Northern Illinois Municipal Natural Gas Consortium; the third annual installment payment for Microsoft Software Licenses; transferee assumption agreements – Techny Estates Subdivision, 1912, 1915, 1924, 1927, 1936, 1939, 1948, and 1951 Alexandra Court; and an agreement for engineering design work for Cherry Lane and Meadow Road Bridge Deck rehabilitations. Also passed was an Ordinance amending the Northbrook Zoning Code to allow custom picture framing in the O-3 General Office District.

Under the Planning and Zoning Committee report, the item regarding the Willow North Development (Chase Bank) was tabled and moved to a Committee meeting for further discussion. Also under Planning and Zoning, an Ordinance was passed repealing the Village's current Comprehensive Plan (1982), as amended, and adopting the new Plan. During the Administration and Finance report, the Board approved the purchase of new server equipment and also passed the Property Tax Levy Ordinance. Under the Communications and Legislation report, an Ordinance was passed: increasing the number of Class G licenses (Renaissance Hotel), changing Walgreens; CVS, and WineStyles to Class "B-1" (retail sale in original package of beer and wine only); changing Willowhill Golf Course, Green Acres Country Club, and Sportsman's Country Club to Class "J" (Golf Course).

The Special Meeting of the Board of Trustees scheduled for December 21 has been canceled. The next Regular Board of Trustees meeting will be on Tuesday, January 11.

DECEMBER 16 ELECTRICAL COMMISSION MEETING

The Northbrook Electrical Commission met on Thursday, December 16, to continue discussing the merits of adopting the 2011 National Electrical Code (NEC). The Village of Northbrook is currently utilizing the 2005 NEC with a few local amendments. The Commission agreed that many new technologies have emerged since 2005 and amendments are almost certainly warranted. The Commission will begin a chapter-by-chapter, detailed review of the 2008 and 2011 NEC in January. The Commission was also

briefed on some of the electrical issues being confronted by inspectors in the field during the past month. A number of major electrical violations were identified by staff and corrected by contractors.

NESTLE'S OPENING

On Thursday, December 16, President Frum, Trustees Ciesla and Spaniak, and a number of Village staff members attended Nestle's Pizza Division Headquarters opening ceremony. The event included speeches, a toast, and lunch catered by Francesca's North. During his speech, the president of the pizza division mentioned several times Nestle's great appreciation to the Village for our cooperative and professional efforts to get them into the facility within their tight timeline.

Everyone present was given the opportunity to tour the new offices, which the Nestle employees have occupied since Monday, December 13. The test kitchens and pilot plant will be operational at a later date. DiGornio, California Pizza Kitchen, Jack's and Tombstone Pizza are all Nestle products. President Frum welcomed the approximately 180 Nestle employees to their new workplace in Northbrook and encouraged all to shop and dine in Northbrook!



LIGHT TRUCK 10 RESPONSE TO GLENVIEW

Friday night, December 10, Fire Department Light Truck 10 was called out to the 1500 block of Milwaukee Road in Glenview to assist at the scene of a motor vehicle accident investigation. Two Paid-On-Call firefighters staffed the vehicle for the extent of the incident.

COMMUNICATOR AND DIALOGIC SOFTWARE UPGRADES

Staff from Village Hall, Police, Fire and Public Works attended a webinar training session to review features included in the upgraded Dialogic and Communicator software. The system enables the Village to generate a massive notification, such as a call-out, to the community, or to a specific mapped area of the community, for Village emergency and non-emergency alerts. Once the new software is incorporated into the redesigned Village website, which is scheduled to launch mid-to late January, residents will be able to sign-up to receive news and emergency alerts. Part of the new software upgrade enables users to specify how they prefer to be notified, e.g. cell, e-mail, text, and what notices they would like to receive, e.g. meeting notices, construction reports, emergency alerts. The system also offers communication options for internal usage, such as calling in staff from various departments to assist for emergency weather events.

WATER TOWER CONSTRUCTION UPDATE

Work continues on the \$2,539,000 construction of the new water tower at the north end of Huehl Road. Excavation for the foundation and the pouring of the ringwall footing was completed last week. Work on the ring wall began this past week, and concrete may be poured by early next week. Staff is also currently reviewing options for connecting the tower's proposed SCADA system to the Water Plant control system.

RAVINE STABILIZATION PROJECT

The initial phase of work on the ravine that parallels our lake front pump station access road has been completed. The goal of the next phase will be to stabilize more of the slope of the ravine above the streambed. Staff will meet with the Village's consultant early next week to plan this next part of the project, which will involve a combination of stone placement and vegetative enhancements. Work will

continue throughout the winter as conditions permit. The project is necessary to secure the slopes of the ravine and prevent possible damage to our 24" raw water main, as well as the station's power and gas lines, and to stabilize the access roadbed prior to its repaving next year.

TREE TRIMMING

The Village's tree trimming contractor, Nels J. Johnson Tree Experts, to date has trimmed 1,045 trees. Residents living in areas where tree-trimming work will be performed have been notified by mail. The Village conducts routine trimming of each parkway tree every eight (8) to nine (9) years. Trees are trimmed to prevent unnecessary damage during storms and protect pedestrians and motorists from low hanging branches, promote the health of the tree, and lastly ensure that the tree is aesthetically pleasing. Staff has updated the Public Works Department's webpage with current information on the upcoming tree trimming work. The address of the webpage is:

<http://www.northbrook.il.us/Government/Departments/PW/TreeTrimming/TreeTrimming.php>

EAB TREE REMOVALS

Removal of parkway Ash trees is underway. In total, 110 parkway trees have been removed by the Village's contractor and Public Works crews. Residents with parkway Ash Trees were notified by mail prior to trees adjacent to their property being removed. Residents are being given the opportunity to select the type of replacement tree that will be installed at no cost to them.

EAB PLAN PRESENTATIONS

Public Works was asked by representatives of the Morton Arboretum and the Metropolitan Mayor's Caucus to speak on the process for developing, and the scope of, the Village's EAB Management Plan at a grant workshop on December 15. An EAB Management Plan is a required component of the Urban Forest Restoration Grant from EPA and U.S. Forest Service that will be administered by the Metropolitan Mayor's Caucus. We will be submitting an application for this grant to assist with the planting of parkway trees where Ash trees were removed. The maximum award amount that the Village may receive is \$20,000, which would plant 67 parkway trees.

WATER MAIN BREAKS

The Village repaired nine water main breaks this week, five of which occurred on Thursday, December 16. In total, 103 customers were affected by these outages. The Public Works Department incurred 89.75 hours of overtime and 10.5 hours of double time to complete these water main break repairs. Of these overtime hours, 46.25 are attributable to the Skokie Boulevard water main break which necessitated being repaired after hours due to the restaurants and hotel being served by that particular water main.

When notified of a water main break where overtime may be incurred (either at the end of the day or overnight), the Public Works Department's policy is to assess the break and determine if the flow of water can be throttled down and allowed to run overnight without causing a risk to public safety and then fixed the next day during regular business hours or if it is an emergency (i.e. is flooding or degrading the structural integrity of the street) and needs to be repaired immediately.

The causes of these water main breaks are likely attributable to the age of the infrastructure (the water mains that broke were installed between 1928 and 1963) and the lower than average temperatures experienced over the last week causing the ground to shift, thereby damaging our water mains.

