

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES
DEPARTMENT HEADS

FROM: Rich Nahrstadt, Village Manager

DATE: November 5, 2010

RE: STAFF BRIEFING

WEEK OF NOVEMBER 1, 2010

PLAN COMMISSION

At its November 2 meeting, the Plan Commission held a public hearing on an application by Melvin-Arches LLC, as owner of the properties commonly known as 330 Melvin Drive, for the purposes of special Permit approval to allow a special trade contractor, Ceisel Masonry, Inc., to have outdoor storage. In addition to hearing from the applicant, the Commission heard from one adjacent property owner that has safety and aesthetics concerns with the existing outdoor storage, and from one neighbor who supports the Applicant's request. In general, the Commission felt that outdoor storage is appropriate in this location, but the manner in which the applicant was proposing was not acceptable. The Commission requested that the applicant work with staff to come up with a more acceptable outdoor storage plan. The Commission continued the public hearing on this request to its January 4, 2011, meeting, in order to give staff and the applicant ample time to work out a more acceptable solution.

COMMUNITY RELATIONS COMMISSION MEETING

The Commission, having decided to move forward with the idea of hosting a "community forum," is looking for topic suggestions. The Commission will soon meet with staff to gather a list of topics, discuss formats and prepare guidelines for holding such an event. Please submit topics you may feel are of particular relevance to the community at large to batalden@northbrook.il.us.

On December 1, the Commission will gather with the Northbrook Clergy Association for its annual luncheon. Village staff, Trustees and other civic organizations are also invited to share ideas and information and discuss how the various communities of faith and other community organizations can partner in their respective missions.

The Commission is also excited to announce the 6th Annual "Welcome to Northbrook" event. The event will take place on Saturday, November 6 from 10am-12pm at Sunset Foods. Please encourage new residents to attend, as well as anyone interested in learning more about the Northbrook community.

The next meeting of the CRC is scheduled for December 2, 2010.

ICSC CHICAGO DEAL MAKING SESSION

On October 28 and 29, Economic Development Coordinator David Schoon staffed a Village booth at the International Council of Shopping Centers Chicago Deal Making session. This trade show is similar to the Annual ICSC Las Vegas event, but focuses on the Midwest. The show provided 2400 attendees and over 200 exhibitors with the opportunity to come together and attempt to develop deals for existing retail space and potential new retail development projects.

Attendance at the show was slightly up from last year. A few brokers representing retailers approached the Village's booth regarding potential locations. Most of the attendees that approached the booth were commercial developers and brokers gauging the market for potential development opportunities.

This is the second year the Village has had a booth at this show, and the first time the Village used its new logo and tagline for marketing efforts. Enclosed is a copy of the Village's new marketing piece directed to potential retailers and retail brokers. David found the booth an excellent opportunity to let the retail development community know what retail space is available in Northbrook, what development activity is occurring, and why a retailer/restaurant would want to locate in Northbrook. We are planning to have a booth once again next year.

SENIOR SERVICES SUBCOMMITTEE

At the last regular meeting of the Senior Services Commission, the Chairman directed two Commissioners to work as a subcommittee to study the services available to Northbrook seniors and to determine if other services should be offered based on need. The subcommittee looked at what services both the Village and other organizations offered to Northbrook residents, and compared them to other area communities. The subcommittee has met twice over the past two weeks, and has determined that between the Village, the Park District and the North Shore Senior Center, Northbrook seniors have a substantial number of quality services available to them, and that any additional services offered by the Village would be redundant. The subcommittee plans to report back to the Commission at their next regular meeting, scheduled for next Thursday, November 11. They will also suggest that the Village better communicate the services available through other agencies via the Village website and newsletter.

FAMILY DINNER

The Village held its 45th Annual Family Dinner on Wednesday at the Village Hall. Appointed commissioners, local and State legislators and Department Heads attended the dinner, which was hosted in gratitude for the volunteer services the community receives from Northbrook's commissioners. Thank you for all your hard work and dedication.

ARTS COMMISSION MEETING

The Arts Commission held a regular meeting on Thursday, November 4. Erin Melloy from EM Events was present. EM Events has been selected as the new contractor for *Art in the Park*. Erin introduced herself to the Commission and explained her show philosophy. EM Events currently does about 6-9 shows each year including shows in Batavia, Geneva and Lakeview. Prior to the full Commission meeting, the Art in the Park subcommittee met with Erin to discuss contract details, Commission and Contractor deliverables, a show budget and a marketing plan. While this took up a large portion of the meeting, Commissioners also performed a SWOT analysis of the Commission as a whole, noting what is working well and areas that could be improved.

There is no December meeting. The next meeting will be on January 6, 2011.

EXTRA ALARM FIRES IN GLENCOE AND WHEELING

Early Friday morning, November 5, Northbrook firefighters assisted at a MABAS Box Alarm fire in Glencoe. Engine 11 and Battalion 11 responded to a house fire near Sheridan and Lake Cook Road in Glencoe around 7:00am. The residential structure sustained heavy fire damage. At 9:45am, Tower 12 responded to assist the Wheeling Fire Department at a Box Alarm fire in their town. Paid-On-Call firefighters staffed Northbrook reserve equipment.

SMALL FIRE BUT MUCH SMOKE AT NEW NESTLÉ BUILDING ON SUNSET RIDGE

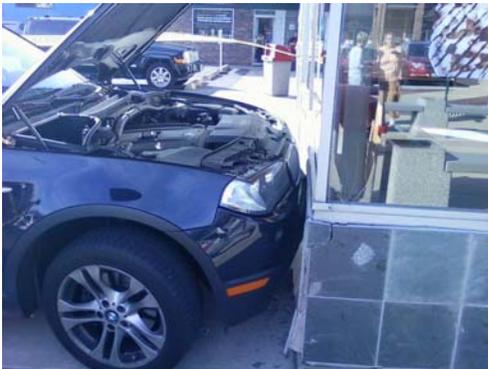
On Thursday, November 4, around 1:15pm, firefighters responded to a fire in the new Nestlé building at 885 Sunset Ridge Road. Construction personnel reported a fire on the second floor in the walk-in cooler. Firefighters encountered a lot of smoke in the area of the cooler, but little fire. The fire was quickly extinguished, but extensive ventilation was required to clear the building of smoke. Three people were treated and released on the scene for minor smoke inhalation. Initial investigation found plastic screening too close to a light fixture had ignited, causing most of the smoke. While the fire itself appears to be minor in nature, the smoke may have caused greater damage to the ventilation system of the walk-in coolers. According to the general contractor, the cooler issue should not cause a delay for their anticipated opening in mid-December. Northbrook received assistance from Glencoe, Highland Park, and Northfield Fire Departments, bringing 30 firefighters to the incident.

HOTEL FIRE SAFETY TALK AT MAPLE SCHOOL

Prior to embarking on Maple Junior High School's annual trip to visit Washington, D.C., Fire Prevention Bureau Director Kevin Frangiamore gave a talk to approximately 100 junior high school students about some basic tips of hotel safety.

WOMAN HIT BY TRAIN AT LAKE COOK ROAD TRAIN STATION

On Friday afternoon, October 29, about 2:00pm, a 29-year-old Lake Forest woman was struck and killed by a southbound freight train at the Lake Cook Road Train Station in Deerfield (Rural Fire Protection District). Northbrook paramedics checked the conductor and engineer on the train, as well as other witnesses, to make sure they all were unhurt. Firefighters assisted with securing the scene. The scene was turned over to Metra Railroad Police.



CAR STRIKES DAIRY QUEEN

On Saturday, October 30, at approximately 2:30pm in the afternoon, a parked vehicle was struck and pushed into the building at 2770 Dundee Road (Dairy Queen). No injuries were reported. The structural integrity of the building was inspected by the Development and Planning Department and appeared to be intact. The building did sustain some cosmetic and window damage, which was being handled by a Board Up Service. The Dairy Queen was able to re-open the same day.

WATER TOWER CONSTRUCTION UPDATE

Work has started on the construction of the new water tower. The general contractor (Chicago Bridge and Iron, "CB&I"), the project engineer (Strand Associates), various subcontractors and staff have met several times to develop and implement procedures that will expedite the project and protect the interests of property owners adjacent to the project site. Tree, perimeter construction fence, and electrical permits have been applied for and initial brush clearing was completed this week. Staff and the project engineer are reviewing the initial submittals for piping, concrete and foundation details. CB&I's subcontractor, W.F. Johnston, plans to complete tree removal next week and to begin water main work within the next two weeks.

MFT ASPHALT STREET REHABILITATION PROGRAM

The remaining curb, gutter, and sidewalk removal and replacement work has been completed in Northbrook East. Pavement milling, patching, and installation of the leveling course for Longaker Road were completed this week as was the milling of Marshall Road. Whitfield Road will be milled on Monday. The leveling binder and surface courses will be completed on Longaker Road, Marshall Road, and Whitfield Road and the remaining cul-de-sacs next week.

REVERE DRIVE RECONSTRUCTION

The remaining paving work on Revere Drive, which included the entrance and exit at Lake-Cook Road, was completed on Saturday, October 30. The parkway lawn restoration work has been completed as well, with only "punch list" items remaining. Punch list items will be completed by mid-November.

MWRD VOLTZ ROAD SEWER LINING PROJECT

The Metropolitan Water Reclamation District's (MWRD) contractor, Kenney Construction, has one more set-up for their initial lining work for the Harms Road Interceptor along Voltz Road (Grant to Sunset Ridge). This last set-up will be just west of Sunset Ridge Road and should begin in mid-November and continue for 1-1/2 weeks. The contractor will then complete additional lining work along Sunset Ridge Road in Northfield. The temporary traffic signal will be provided for both of these operations. The contractor will return to Northbrook in late December or early January to complete the lining work west of Waukegan Road (Meadowhill Park).

RAVINE STABILIZATION PROJECT

Public Works crews continued stabilization of the 400+ feet of stream bed at the ravine that parallels our lake front pumping station access road. Thus far they have removed almost all of the undesirable brush and debris from the stream banks. They have rehabilitated about 250 feet of the stream bed by removing large amounts of debris and mucky soil and installing approximately 400 tons of recycled concrete (most of which was procured at no cost from a local contractor). Work on the stream bed and slopes will continue throughout the winter, weather permitting. 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.



NORTHBROOK EAST WATER MAIN PROJECT

The Contractor, Trine Construction Corporation, has completed patching of the roadway base on Berglund Place, Dalton Place, and Whitfield Road. The Contractor also completed restoration of all lawn areas that were disturbed by the water main project. Driveway restoration work is scheduled for next week.

SANITARY SEWER LINING PROGRAM

Michels Corporation, the Village's sanitary sewer lining contractor completed lining in the areas of Summerfield Road, Woodlawn Drive, and Landwehr Road near Field Middle School. In total, the contractor has lined 6,651 linear feet of sanitary sewer. Remaining lining work will be completed next week. Residents will receive an additional notice from the contractor prior to the sanitary lining work requesting them to refrain from any heavy or discretionary waste water producing activities (clothes and dish washing) for approximately 12 hours. A map identifying the sites to be lined is located on the Village website at:

<http://www.northbrook.il.us/documents/lining2010.pdf>

BUFFER ZONE PROTECTION PLAN GRANT FOR WATER PRODUCTION PLANT

Staff is currently reviewing proposals for work related to the BZPP grant (CFDA #97.078) received from the Illinois Emergency Management Agency Buffer Zone Protection Plan grant. These proposals include manual and electronic lock devices, window blast protection, and camera installations and upgrades. Staff is also preparing RFPs for physical access barrier installations, cover locks, and vent protection devices. The term of the grant agreement, which was approved by Resolution 10-R-75, is from May 20, 2010 through December 31, 2011. The Village will be reimbursed for expenses not to exceed \$199,668.00 for the work listed above. It is intended to complete all the items listed in the Scope of Work prior to the end of this fiscal year so that expenses and reimbursement can occur within the same fiscal year.

TREE TRIMMING

The Village's tree trimming contractor, Nels J. Johnson Tree Experts, started tree trimming work this week and will continue throughout the winter. Residents living in areas where tree trimming work will be performed were mailed letters by Public Works staff. 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>

WEEK OF NOVEMBER 8, 2010

SAT	11/6	8am-2pm	NCDAAs Parent University – Glenbrook North High School
		10am-Noon	6th annual “Welcome to Northbrook” – CRC event – Sunset Foods
SUN.	11/7		 DAYLITE SAVINGS TIME ENDS
MON.	11/8		No Meetings
TUES.	11/9	6:00 p.m.	Communications & Legislation Committee – Board Room
		7:30 p.m.	Regular Board of Trustees Meeting – Board Room
WED.	11/10	7:00 p.m.	Bicycle Task Force – Terrace Room
THUR.	11/11		VETERANS DAY
		7:30 a.m.	Chamber of Commerce Board Meeting
		10:30 am	Veterans Day Celebration – Northbrook Jr. High
		5:30 p.m.	Architectural Control – Terrace Room
		7:00 p.m.	Senior Services Commission – GGCR
FRI.	11/12	8:00 a.m.	Leadership Northbrook – Board Room
SUN.	11/14	2-4pm	(109th) Happy Birthday Northbrook Open House – Northbrook Historical Society

ATTACHMENTS:

- The Village's new marketing piece directed to potential retailers and retail brokers.