

MEMORANDUM

TO: STAFF

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

FROM: Richard Nahrstadt, Village Manager

DATE: November 11, 2011

RE: STAFF BRIEFING

WEEK OF NOVEMBER 7, 2011

REGULAR BOARD MEETING

The Board of Trustees met for their Regular meeting on November 8. During the Manager's Report, staff gave a brief update on skunk complaints in Northbrook. Trustees decided to discuss the issue further at a future Public Works Committee meeting. Assistant Manager Kiraly explained staff research regarding electric aggregation, which will allow Northbrook residents to purchase electricity from a vendor other than ComEd. The initiative would require a referendum, and may be considered as a larger intergovernmental effort with other municipalities. A more in depth report will be presented at the November 29 Special Meeting of the Board of Trustees.

Under the President's Report, the Board recognized Police Deputy Chief Jeff Ross and Police Records Clerk Patti Burmeister for their 33 and 17 years of service to the Village, respectively.

On consent, the Board approved the annual intergovernmental agreement with Wheeling Township for snow and ice control services on Forestview Drive, as well as the purchase of a new Police vehicle and an Ordinance authorizing the issuance of general obligation bonds.

During the Planning and Zoning report, Trustees authorized the annexation of the 1603-1609 properties, and approved the development of Techny parcel Ec-2A for the Lodge by Essex Senior Living Facility on Founders Drive. The next Regular meeting for the Board of Trustees is scheduled for November 29.

VETERANS DAY CELEBRATION AND MEMORIAL SERVICE



ceremony ended outside with a rifle salute followed by Taps.

Both young and old turned out to honor our local Veterans at today's memorial service. President Frum gave a wonderful speech reminding all to remember and to be thankful everyday for those who fought and continue to fight for our freedom. Special recognition was also given to our Northbrook Police and Fire Departments. The Northbrook Jr. High band played the four songs from each branch of the Armed Forces and as they did, Veterans of each branch were asked to stand. The



SUNSET FOODS 50th BIRTHDAY IN NORTHBROOK



Northbrook's Sunset Foods celebrated their 50th year in Northbrook. President Frum read a proclamation proclaiming Friday, November 11, 2011, Sunset Foods' Day in Northbrook and encouraged all citizens to join in celebrating Sunset Foods 50 years of service in Northbrook. Congratulations to Sunset Foods!

CARIBOU COFFEE OPEN HOUSE

Northbrook Village Trustees A.C. Buehler and Jim Karagianis, along with Chamber President Tensley Garris welcomed Caribou Store Manager Becky Bonneau, Caribou Senior Director of Operations Den Torrenga and Caribou District Manager Mieke Fonteyne to Northbrook at the Caribou Coffee Open House on Wednesday evening. The Coffee shop is located in the former Northbrook Garage at 1347 Shermer.



SENIOR SERVICES COMMISSION

The Senior Services Commission met for their regular meeting on November 10. The Commission discussed the "Village to Village" concept of helping elderly residents stay in their homes longer by developing a network of low-cost services, thereby helping them avoid needing assisted living care. The subcommittee, formed by members of the Senior Services and Community Relations Commissions, presented a draft survey that may be sent out to Northbrook seniors to gauge the desire to stay in their independent living homes, as well as to find what services are most important to them. The subcommittee will report back to both Commissions within the next few months.

Under new business, the Commission discussed a number of service requests for Crestwood Place, including traffic concerns, the use of an unoccupied apartment, a proposal to change all door knobs to levers, and energy efficiency throughout the building. Staff will research the issues and report back to the Commission in January. The next scheduled meeting for the Commission is January 12, 2012.

DOWNTOWN PLAN STEERING COMMITTEE

On Tuesday, November 8, the Downtown Plan Steering Committee met to select a preferred development option for each of the identified redevelopment sites. The preferred development options as selected by the Committee are as follows:

- Metra Lot – New residential development and structured parking for Metra users.
- Weiszmann Property – Preserve existing buildings and expand commercial space along Meadow Road.
- Meadow Shopping Plaza – Two development options for this site will be further studied and presented in the draft plan:
 - Redevelopment of site consisting of commercial space, 5-story residential, and surface and structured parking, and
 - Modest rehabilitation of existing structure with store fronts added facing Meadow Road.
- C1 Properties Along Shermer Road - Retain Existing Structures, Add New Buildings Along Shermer and Office Buildings Behind.

Based upon this input, the consultant team will further refine the preferred development option and prepare the draft downtown plan for presentation to the Committee in January.

PROPOSED NORTHBROOK EAST STORMWATER MANAGEMENT FACILITY INITIAL PROJECT INFORMATIONAL MEETING

On Thursday evening, Public Works Director Kelly Hamill, Village Engineer Paul Kendzior, Village Forester Terry Cichocki along with representatives from Patrick Engineering conducted the initial Project Informational

meeting for the proposed stormwater management facility in the Northbrook East subdivision. The purpose of the proposed facility is to reduce flooding impacts to the Midway/Whitfield-South intersection, 11 structures and 29 properties that flood during moderate to severe rainfall events. The meeting was attended by approximately 25 residents. Following a presentation by Village staff and Patrick Engineering, the meeting was opened up to a Question & Answer session. Most of the questions revolved around the proposed tree removals (a total of 239), the proposed tree reforestation which exceeds the Village's Tree Preservation requirement and additional screening measures that are being proposed (spruce trees to be planted on private property and an 8-foot tall cedar board-on-board fence along the abutting residential property line). The remaining questions involved the causes of the flooding (undersized storm sewer system and no current detention) and the other alternative locations evaluated for detention.

The current project schedule has Patrick Engineering completing the final engineering drawings and specifications by the end of this month, soliciting for competitive contractor bids in December and presenting a construction contract for the Board's consideration in January 2012. Construction would then start in either February or March, depending upon favorable weather conditions and be completed by the end of June.

BURGLARY TO VEHICLES

On Thursday morning, November 10, unknown persons smashed the front passenger side window of a vehicle parked at 765 Sanders Road. A purse sitting on the passenger side seat was removed.

Cash from a wallet left in a resident's unlocked vehicle parked at his home in the 2100 block of Butternut Lane was removed. Nothing else was taken from the wallet nor from the unlocked garage.

RESIDENTIAL BURGLARIES

A resident in the 1900 block of Butternut Lane reported to police on November 10 that cash and her I-Phone and I-Pad had been removed from the kitchen area. She believes the kitchen sliding glass door was left unsecured.

Residents notified Police on Thursday, November 10, at approximately 11am, that cash from their basement office located in the 2100 block of Greenview Road had been removed. The resident advised, prior to calling the Police, she found an unlocked rear door from the yard to the garage which is normally locked but can easily be compromised. Cash was also removed from a wallet located in the same basement office.

Upon awaking in the morning of November 10, residents in the 2400 block of Asbury Road discovered their home had been entered during the overnight through a possibly left open kitchen door. An Apple I-Pad 2, and Apple I-Pod Nano and cash were removed from the kitchen table.

All scenes were processed by Evidence Technicians and canvases conducted where appropriate. Investigations personnel are following up on the cases. One person of interest is in custody and a second is being sought by Police in the Butternut Lane and Asbury Road burglaries.

ROBBERY

On Friday evening, November 4, at approximately 8pm police responded to Sunset Foods parking lot for the report of a robbery. A female patron had put her purse in the front seat and was loading her groceries into her car when a male subject opened her car door and grabbed her purse. He then fled on foot through the lot and disappeared. Several police units canvassed the area and a Wheeling Police Officer monitoring the flash APERN message sent out by Northbrook Communications responded with his canine partner and searched the area. The victim's cell phone was in her purse and Communications arranged for her cell phone provided to ping the phone which came back with a location near the Cherry Lane bridge overpass. Despite all efforts by many officers, neither the subject nor the purse were located. The Investigations Unit is working with the victim compiling a sketch of the offender and will continue investigating the case.

BULLYING SYMPOSIUM

Northbrook School District 28 held a symposium this week regarding bullying. The event was presented by sixth grade students. Chief Wernick attended the symposium and addressed how devastating bullying and cyber bullying has become more prevalent and harmful. Students, teachers and parents discussed concerns and measures to reduce bullying and its emotional affects on our school children.

FIREARMS TRAINING SIMULATOR (MEGGIT SYSTEMS)

Sworn Police personnel will be going through an intensive virtual training simulator over the next several weeks. This training will reinforce the Officer's knowledge and understanding of the laws, court decisions and department policies regarding the use of deadly force. The officer will participate in an interactive firearm simulator to measure and improve the officer's survival skills, weapon handling skills and ability to make appropriate decisions related to the use of deadly force. The simulator, set up in the Police Department classroom, is being loaned free of charge from North East Multi-Regional Training (NEMRT). Over the years NEMRT and Northbrook have worked together closely developing a mutually beneficial relationship. NEMRT has regarded Northbrook as a favored police department and offers Northbrook such training opportunities as this simulator on a preferential basis.

CAR FIRE ON SKOKIE BLVD.

Wednesday, November 9, Engine 11 responded to the office complex at 400 Skokie Blvd for a car fire and found a 2001 Pontiac with fire and smoke coming from the engine compartment. Firefighters extinguished the fire making sure that it did not extend to any nearby cars. Firefighters on the scene were unable to determine the probable cause of the fire. Property loss from this fire was listed at \$2,450. No one was injured during this incident.

UNATTENDED OUTSIDE FIRE STARTS SHED ON FIRE

Sunday, November 6, Firefighters responded to the 4300 block of Timberlane Drive, in the Rural Fire Protection District, for a reported fire. The homeowner was burning yard waste in the back yard and embers from that fire started a nearby shed on fire. The homeowner, who was inside the house, was notified of the fire by a neighbor. The two grabbed garden hoses and put the fire out before firefighters arrived. The fire department arrived to confirm the fire was out, removing some of the ceiling to check for any signs of extension. This shed was sitting next to a large wooden deck which was attached to a large two story house. A Cook County Sheriff's Deputy was on the scene, but chose not to issue a citation for the open burning violation. There were no injuries as a result of this fire, but the shed suffered an estimated \$1,500 in damages.

CREATIVELY CARING HONORS NORTHBROOK FIRE DEPARTMENT

Creatively Caring is a local non-profit organization providing families with

children opportunities for hands-on community service projects. Creatively Caring and Northbrook Public Library Youth Services Department joined together for Kids Care Week to provide children with an opportunity to design and create an art project. The Northbrook Fire Department

was chosen as the recipient of the week's community service project. The children individually created paper hands representing "high fives" to the Northbrook Fire Department and for all that they do to make a difference every day. These individual hands were combined together into three final, finished pieces of artwork. The artwork was proudly accepted by Northbrook Fire Chief Mark Nolan and the framed work of art has been hung in each fire station.



CONGRESSMAN DOLD VISITS RED CENTER



On Wednesday, November 9, Congressman Dold toured the Regional Emergency Dispatch (RED) Center in Northbrook. Trustee A.C. Buehler, Chief Mark Nolan, and RED Center Director Jim Clausen welcomed the Congressman to the facility on Shermer Road. Congressman Dold stopped by RED Center to learn about the 14 fire department member intergovernmental agency and watched the on-duty dispatchers handle a number of emergency incidents. Dold discussed the challenges of funding for local governmental agencies for the ever changing technology involved in emergency

dispatching. Additionally, the Congressman talked of how he might help with possible grant requests and future congressional action to enhance public safety dispatching. Chief Mike Hanson (Lincolnwood FD), Chief Jim Dominick (Wilmette FD), Deputy Chief Tony Ugaste (Lincolnshire/Riverwoods FPD), and Jim Schwall, RED Center Assistant Director, also participated in the visit with Congressman Dold.



LEE WOODS FIRE HYDRANT FLOW TESTING

Public Works staff conducted fire hydrant flow testing in the Lee Woods Subdivision to assess the capacity of the distribution system after the replacement of the existing 6 inch diameter water mains with larger 8 inch water mains. The test results showed significantly more flow from the larger diameter pipe. The higher rate of flow helps to ensure the Fire Department has sufficient amounts of water to fight fires. The improved flow rate from larger mains combined with the history of water main breaks are two criteria used when identifying mains for inclusion in the CIP as candidates for replacement.

VILLAGE CONTRACTOR STARTS TREE TRIMMING

The Village contractor Nels J. Johnson Tree Experts, has started our parkway tree trimming program east of Pfingsten and south of Cherry. Notices were mailed to residents as well as posting information and a map on our website. Visit www.northbrook.il.us and see "latest news."

FACILITY ANALYSIS RFP

We have completed our pre-bid facility walk through of all the buildings with the contractors interested in bidding. The purpose of the Facility Analysis is to have a building professional assess our facilities and help develop a comprehensive preventative maintenance schedule and replacement schedule for building components such as doors, windows, roofs, and mechanicals. This will help the Public Works Department to better budget and plan for maintenance and equipment replacement. Bids will be accepted through November 29, 2011 by 10:00am.

CONCRETE STREET PATCHING IMPROVEMENTS

Quality Saw and Seal has completed the sealing of the joints in the Williamsburg Square Subdivision. The sealing of the pavement joints on Charlemagne Drive and Brittany Road in the Charlemagne subdivision will be completed over the next week. This will complete the 2011 Concrete Street Patching Improvements project.

WEEK OF NOVEMBER 14, 2011

MON.	11/14	7:00 p.m.	Salceda Manor Homeowners Association – Terrace Room
TUES.	11/15	6:30 p.m.	Administration and Finance Committee – Terrace Room
		7:30 p.m.	Committee of the Whole – Cancelled
		7:30 p.m.	Plan Commission – Cancelled
WED.	11/16	1:00 p.m.	Fire Fighters Pension Board – Shermer Study
		7:00 p.m.	Youth Commission – Shermer Study
THURS.	11/17	No Meetings	

6:30 p.m. Stormwater Management Commission – **Cancelled**

7:00 p.m. Environmental Quality Commission – Terrace Room

FRI. 11/18

No Meetings