

MEMORANDUM

TO: STAFF

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

FROM: Richard Nahrstadt, Village Manager

DATE: November 18, 2011

RE: STAFF BRIEFING

WEEK OF NOVEMBER 14, 2011

NEW MASTER STORMWATER MANAGEMENT PLAN

The Stormwater Management Commission approved the New Plan at their July 14 meeting and that the initial presentation to the Board occurred at the Public Works Committee meeting on August 30. The Plan and supporting information has also been posted on the Village's website at www.northbrook.il.us/StormwaterManagementPlan

Two Open House meetings were held with all interested members of the community. Continued discussion of the New Plan was held before the Public Works Committee on October 11 and 13. The New Plan was discussed with the CIP before the Administration Finance Committee acting as the Committee of the Whole on November 15.

ENVIRONMENTAL QUALITY COMMISSION

The EQC met for their regular meeting on Thursday. The group discussed enhancing the Village's GIS mapping system by adding a layer showing all rain gardens in Northbrook, and would like to have the information eventually reflect the amount of square footage of detention from the gardens in the future. The Commission also expressed interest in applying for public grant opportunities to help offset the cost of a trail alongside the river basin adjacent to Willow Festival. Commissioners voted to have a subcommittee form to discuss the project between now and the next meeting. The December meeting has been canceled due to the holiday season.

YOUTH COMMISSION

The Youth Commission held a regular meeting on Wednesday, November 16. At the meeting, members discussed the concept of a possible "Youth Forum." This forum would provide youth in the community an opportunity to share their voice on various matters that affect them as well as the community at large. After a lengthy discussion, commissioners developed a concept for a series of forums. The series would consist of three sessions in which high school students would speak to different audiences. One session would be directed to parents of kindergarten through fifth grade-aged students, informing them on a variety of ways to talk to their children about important topics. Another session would be geared towards junior high aged students and their parents regarding what to expect in High School. The final session proposed would be geared towards underclassman and their parents and the proposed discussion topic would in regards to applying for college. This concept is still preliminary and will be discussed in greater detail at future meetings.

The December meeting of the Youth Commission has been canceled. In its place, the Youth Commission will meet on Wednesday, December 14, at Lake-Cook Terrace to work on crafts and sing carols with the residents.

BURGLARY TO MOTOR VEHICLE

On Wednesday afternoon, November 16, a patron at the YMCA, 2705 Techny Road, left her purse in her locked vehicle and unknown persons smashed the passenger side window stealing the purse.

RESIDENTIAL BURGLARIES

A home in the 2000 block of Glendale Avenue was entered through an open front door while the resident was in the shower on Wednesday, November 16, at approximately 9:15am. The resident's purse hanging on a stair banister was taken.

On November 11, between 8:30am and 6:45pm, unknown persons entered the residence in the 900 block of Meadow Road and removed a safe from an upstairs bedroom closet and jewelry. A rear kitchen window had been pried open to gain entry.

While residents were at work on November 11, between 1:15 and 9pm, a home in the 800 block of Cedar was broken into and jewelry removed.

A third home in the 2300 block of Ash Lane was broken into and jewelry and a strong box safe removed on November 11, between 2:30 and 7:45pm. Entry was gained through an open window.

All scenes were processed by Evidence Technicians and canvasses conducted. Investigations is working on all cases.

PREPARING FOR WINTER AND THE HOLIDAYS

Public Works has been in the process of preparing Village roads and buildings for the winter season. This week we completed the road restoration from the water main break adjacent to 2501 Dundee road. We continue to perform as much road patching and pot hole filling as possible prior to the cold weather. Crews have cleaned and restored parkways from the fall parkway tree removals which included removal of all stumps. Crews have started the transition to holiday decorations on light poles through-out the Central Business District. Our contractor has inspected and repaired any inoperable holiday lights on the trees and they are ready as well. All decorations will be installed and ready for the Thanksgiving weekend.

CONCRETE STREET PATCHING IMPROVEMENTS

Our contractor and sub contractor have completed all the scheduled pavement patching and joint sealing work in the Williamsburg Square and Charlemagne Subdivisions.

SEWER & WATER MAIN IMPROVEMENTS (LEE WOODS SUBDIVISION, RED HAW LANE & SURREY LANE)

The contractor has completed the project including the final punch list.

ANNUAL ASPHALT STREET RESURFACING PROGRAM

We will once again be partnering with the Village of Glenview as part of our municipal cooperative purchasing arrangement initiative to obtain lower unit price bids based on "economies of scale" due to the larger quantities and lower mobilization costs due to the close proximity of both Villages. Staff is currently working on advanced data collection for the streets being considered for resurfacing.

ANNUAL SANITARY & STORM SEWER LINING PROGRAM

The preparatory work (cleaning & televising) has been completed and the actual lining work began last week and continues in the Northbrook Knolls subdivision.

TECHNY ROAD (SHERMER TO PFINGSTEN) JT PROJECT

This week our consultant HLR, Inc. submitted the final engineering drawings and bidding documents for the reconstruction of Techny Road between Second Street and Pfingsten Road. This project will also include Phase 3 of the comprehensive Techny Drain project, which is a storm relief sewer between Second Street and Pfingsten Road. The Village is partnering with the Cook County Highway Department (CCHD), which will transfer jurisdiction of the roadway when the construction contract is awarded. Phase 4 of the Techny Drain project (Pfingsten Road storm relief sewer) will be included as a bid alternate. The anticipated schedule has the project being advertised for competitive contractor bids by mid-December with contact award in late January. Construction would then begin in spring and continue until the end of 2013.

FIRE DEPARTMENT PARTICIPATES IN NIGHT DRILLS

November 15, 16 and 17, Fire Department Career and Paid-On-Call personnel participated in night drills both in town and in partnership with other local fire departments. Insurance Service Organization (ISO) and Office of the State Fire Marshal (OSFM) requires that every Fire Department perform night drills at least twice each year. These night drills give firefighters the opportunity to become familiar with performing firefighting tasks in low or no light conditions and to keep them familiar with temporary, portable lighting of incident scenes. While some companies drilled at their own stations or other fire stations, one company each evening joined with fire companies from Winnetka, Glencoe, Northfield and Wilmette at the Winnetka Drill tower to run combined company drills.



HOLIDAY SCHEDULE

Scavenger Services – There will be no garbage pick-up on Thursday due to the Thanksgiving holiday. Garbage and recycling normally collected on Thursday, Nov. 24, will be picked up on Friday, Nov. 25. Friday customers will have garbage pick-up on Saturday, Nov. 26. Please note the Village Hall will be closed Thursday and Friday, Nov. 24 & 25 for the Thanksgiving Holiday.

WEEK OF NOVEMBER 21 2011

MON.	11/21	No Meetings
TUES.	11/22	7:30 a.m. ICDC – Terrace Room 7:30 p.m. Regular Meeting of the Board of Trustees – Cancelled
WED.	11/23	No Meetings
THURS.	11/24	 Thanksgiving
FRI.	11/25	Day after Thanksgiving – Village Hall Closed