

## MEMORANDUM

**TO:** STAFF

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

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** November 15, 2013

**RE:** STAFF BRIEFING

### WEEK OF NOVEMBER 11, 2013

#### BOARD OF TRUSTEES REGULAR MEETING

The Board of Trustees held their regular meeting on Tuesday. Frank Blecker was appointed to the Bike Task Force; Thomas Washburn was appointed to the Industrial and Commercial Development Commission; Steven Sussholz was appointed to the Zoning Board of Appeals; and Kelli Christenson was appointed to the Youth Commission. The Village Board approved the 2014 meeting calendar and noted that next year's Halloween Trick or Treat hours would be from 3 to 8pm on Friday, October 31. President Frum encouraged residents to shop and dine locally and to support Northbrook merchants throughout the holiday shopping season, but especially on Black Friday and Small Business Saturday. President Frum thanked the Plan Commission and staff for their efforts to communicate information about the Walmart proposal, which has been withdrawn.

Under Hear from the Audience, residents expressed comments, both pro and con, about the proposed synagogue at 3465 Techny Road. During the Consent Agenda, the Board passed the following resolutions: authorizing the purchase of a control system for a sanitary sewer lift station; approving an Intergovernmental Agreement with Wheeling Township for snow and ice control services on Forestview Drive; authorizing a contract for televising of sanitary and storm sewers; approving payment to for engineering services related to rehabilitation of the Cedar Lane water tower foundation; authorizing a renewal of a contract for document scanning services; approving a tentative plat of subdivision, variations and a shared driveway for 1435 Pfingsten Road. The Board also passed an ordinance amending the District Zoning Map to Rezone 1435 Pfingsten Road from the IB Institutional Building District to the R-4 Single Family Residential District.

The Board heard four preliminary reviews: A request for an extension of the tentative plat approval for Pine Knolls Subdivision, which was extended for twelve months; a cell tower at 2705 Techny (YMCA), which was directed to the Plan Commission; the Waterway Carwash and Gas Company for car wash and gas station at 2370 Waukegan Road, which was directed to the Plan Commission; and a request for special permit for construction of 3-story mixed use building at 1312 Shermer Road, which was directed to the Plan Commission.

Under the Community and Sustainability Committee Report, Trustee Israel provided an update on their last Committee meeting, which was held to discuss the Village's Joint Sustainability Plan with the Northbrook Park District and a report on the outcome of the 4<sup>th</sup> of July events that were planned and executed by Village and Park District Staff. In 2014 and beyond, Trustee Israel indicated that his committee recommended that the Village and Park District continue their partnership on 4<sup>th</sup> of July event planning, and that an updated Intergovernmental Agreement would be brought to the Board for review. Assistant Manager Kiraly provided

a report on the draft Sustainability Plan, which the Board unanimously voted to accept and directed that staff use it as a guide for developing policies and recommendations in the future.

The Board's Regular Meeting scheduled for Tuesday, November 26 has been cancelled. The next Regular Meeting of the Board of Trustees will be on Tuesday, December 10.

#### NORTHBROOK PROVIDES AMBULANCE COVERAGE DURING HOUSE FIRE IN LAKE FOREST

At approximately midnight on November 10, Northbrook Ambulance 11 was requested to Lake Forest Fire Station 1 to provide coverage, as Lake Forest units were committed to a house fire in the 1100 Block of Keswick Drive. Northbrook responded to one EMS call while housed in the Lake Forest fire station for approximately 4 hours.

#### NORTHBROOK UNITS RESPOND TO EARLY MORNING KITCHEN FIRE

At approximately 3:00am on November 12, Northbrook units responded to the 4000 block of Lake Cook Road for the report of smoke in the building. Upon arrival crews found a small fire in the kitchen area that had been partially extinguished by a cleaning crew that reported the burning odor in the building. The cause of the fire is under investigation and damages are being estimated.

#### COMED JOINT OPERATIONS CENTER DRILL

On Monday, Public Works Management Analyst Andrew Letson attended a drill with representatives from ComEd and other North Shore communities. The purpose of the drill was to run through how the Joint Operations Center (JOC) would operate during a large scale power outage. The purpose of the JOC is to provide an opportunity for municipalities and ComEd to communicate regarding outages and restorations of critical facilities such as hospitals, nursing homes, and public safety facilities. Drills are held on an annual basis if a JOC has not been opened in the past year.

ComEd has also developed various tools to provide customers with information during a power outage including outage alerts via text message and an online outage map that includes information such as the cause of the outage and an estimated restoration time. Information regarding these tools can be found on ComEd's website (<https://www.comed.com/customer-service/outage-information/Pages/default.aspx>).

#### PARKWAY TREE PLANTING

The Village's fall parkway tree planting program took place this week. The Village planted a total of 164 new trees, including 93 Emerald Ash Borer (EAB) replacement trees, 40 trees for residents participating in the cost share program, 21 "fee-in-lieu of" trees, and 10 trees to replace those removed during private construction.

Residents who receive a new parkway tree are asked to help maintain the tree come next spring. The area surrounding the tree should be saturated with water every 7-10 days. Those residents with automatic irrigation systems are requested to change the timing to allow for longer, less frequent watering (approximately 20 minutes, 2 times per week). This will ensure that the ground surrounding the tree is adequately saturated. It is recommended that a circle of mulch, 2-3 inches deep and 2-4 times the diameter of the root ball be installed. Please keep mulch 4-6 inches away from the trunk and do not plant grass around the base of the tree as these practices can be harmful to newly planted trees.



STREET SWEEPING UPDATE

The Public Works Department continues to have our street sweeping equipment out cleaning the Village’s roadways and is anticipating that the fall clean-up will likely be completed the week of November 25. Each day the department is collecting 20-30 dump truck loads of debris using the Village’s two sweepers. This work each fall is important to ensure that the gutters of our streets are clear allowing rainwater to flow to our sewers unimpeded and that those sewers do not become clogged with debris. Residents are reminded that the Village does not collect leaves from private properties and the Municipal Code prohibits placing leaves from private properties in the street.

DETENTION BASIN WORK COMPLETED

Work on the Techny Drain detention basin’s spillway was completed this week by Public Works crews and the Village’s contractor. This routine maintenance work included lowering the spillway by removing dirt and replacing the stone outfall. This work will allow the detention basin to better drain after rain events.



WEEK OF NOVEMBER 18, 2013

<b>MON.</b>	<b>11/18</b>		<b>NO MEETINGS</b>
<b>TUES.</b>	<b>11/19</b>	6:30 p.m.	Administration and Finance Committee – Terrace Room
		7:30 p.m.	Plan Commission – Board Room
		7:30 p.m.	Committee of the Whole - <b>Cancelled</b>
<b>WED.</b>	<b>11/20</b>	7:00 p.m.	Youth Commission – Terrace Room
<b>THURS.</b>	<b>11/21</b>	6:30 p.m.	Stormwater Management Commission – Public Works Center
		7:00 p.m.	Environmental Quality Commission – Shermer Study
<b>FRI.</b>	<b>11/22</b>		<b>NO MEETINGS</b>