

## MEMORANDUM

**TO: STAFF**

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

**FROM: Rich Nahrstadt, Village Manager**

**DATE: December 3, 2010**

**RE: STAFF BRIEFING**

### WEEK OF NOVEMBER 29, 2010

#### SPECIAL BOARD OF TRUSTEES MEETING

The Board held a special meeting on Tuesday, November 30. During the President's Report, a Proclamation was approved proclaiming the month of December 2010, as "Drunk and Drugged Driving (3D) Prevention Month" in the Village of Northbrook. Under the Consent Agenda, Resolutions were passed: authorizing the replacement of the HVAC system in the Fleet Maintenance Garage; authorizing a Contract with Baxter and Woodman, Inc. of Crystal Lake for engineering design work for pedestrian crossing signals at four (4) intersections; approving the renewal of GIS software licenses; and authorizing contracts for the installation of upgraded security cameras and door access controls in conjunction the Village's Buffer Zone Protection Program Grant. During the Planning & Zoning Committee report, Development and Planning Services Director Tom Poupard provided an overview of the four (4) public hearings held for the Comprehensive Plan and the Board consented with the changes proposed from these meetings. Under the Quality of Life Committee report, an Ordinance was approved amending the Northbrook Municipal Code, regarding membership in the Senior Services Commission; the Ordinance changes membership from seven (7) to nine (9).

The next Regular Board of Trustees meeting will be held on December 14, 2010. This will be the only Board meeting in December with the next Regular meeting on January 11, 2011.

#### COMMUNITY RELATIONS COMMISSION MEETING

On December 1, the Commission gathered with the Northbrook Clergy Association for its annual luncheon at Sportsman's' Country Club. President Frum, Trustee Buehler, Village staff, and 35 representatives from Northbrook civic and religious institutions were present to share ideas and discuss how communities of faith and other community organizations can partner in their respective missions. President Frum updated clergy leaders with positive news about the financial condition of the Village and she also shared some initiatives in the areas of infrastructure projects such as the new water tower and cost sharing endeavors among neighboring organizations.

On Saturday, November 6, the Commission sponsored the 6<sup>th</sup> Annual "Welcome to Northbrook" event at Sunset Foods. The Commission eagerly assisted a handful of new residents become acquainted with and learn of the resources the Village has to offer.

In January, publicity will begin and applications will be available for the CRC Award program. This program commends individual(s) for demonstrating the mission of the CRC within the community. The Commission encourages residents to recommend candidates who may be an appropriate recipient. Look for more information about this program on the Village website in January. The next meeting of the CRC is scheduled for January 6, 2011.

### THANKSGIVING MORNING FIRE

Firefighters responded to an early morning (4:30am) Thanksgiving Day fire in the 2400 block of Ash Street. Both occupants had safely evacuated the ranch home before the arrival of the Fire Department. Fire was coming out of the garage door and multiple windows on the side of the house. Fire extended into the attic and caused heavy damage throughout the home. The home next door also had damage from the radiant heat. Fire investigators point to an electrical heater in the garage as the likely cause of the fire.

### CLARIFICATION OF VILLAGE NOISE ORDINANCE – EMERGENCY GENERATORS.

From time to time, the staff has received questions about the applicability of the Village's Noise Ordinance when it comes to the operation of emergency power generators by homeowners and businesses during power outages. The Northbrook Municipal Code (Sec. 16-53) includes an exception to the noise ordinance to deal with emergency situations, such as a power outage. We recognize the importance of maintaining power to homes and businesses and allow this exception.

### NORTHBROOK'S FACEBOOK PAGE

Northbrook's Facebook page has about 95 monthly active uses and 92 "likes." All Northbrook Facebook users are encouraged to "like" Village of Northbrook, Illinois. While Northbrook's main source of information is the Village website at [www.northbrook.il.us](http://www.northbrook.il.us), having a Facebook presence has allowed staff to share weekly meeting notices, community alerts (such as a water main break and a caution about a Glenview "child luring" incident) and friendly reminders (such as where to get flu shots and recycling events) with participants. This tool will be especially useful for sharing breaking Village news. For example, as the Village anxiously waits for the 2010 Census count, expected early 2011, Facebook friends will probably be among the first to know!

### WATER SYSTEM BUFFER ZONE PROTECTION PLAN (BZPP) GRANT

The Board approved Resolution 2010-124 authorizing \$45,150 for new surveillance cameras and \$32,884 for electronic locks for the water plant, tower and west side reservoir. The work is to be done by the low bidder - Keyth Technologies of Highland Park. The cost of this work will be reimbursed via a \$199,668 Buffer Zone Protection Plan (BZPP) grant (CFDA #97.078) received from the Illinois Emergency Management Agency. Staff is reviewing proposals for manual securitization devices and window blast protection. Staff is also preparing RFPs for physical access barrier installations, cover locks & 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.

### WATER TOWER CONSTRUCTION UPDATE

Work continues on the \$2,539,000 construction of the new water tower at the north end of Huehl Road. The Contractor (CB&I), the 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. About 500 feet of 8-inch PVC and 500 feet of 16-inch ductile iron water main have been installed on the east and north sides of the property. Excavation for the foundation will be complete by week's end, and the footing should be installed early next week, followed by forming work for the foundation. Staff hosted a meeting with the contractor and cell service providers at which, after lengthy discussion, it was determined that the providers could be accommodated without any significant design modifications. Staff is reviewing options for connecting the tower proposed SCADA system to the Water Plant control system. Vertical construction work on the new tower is expected to begin in January 2011.

### MFT ASPHALT STREET REHABILITATION PROGRAM

Preliminary field work and estimates are underway to identify streets that will be rehabilitated with MFT funds during Fiscal Year 2011/2012. Streets likely to be included in next year's program are Edgewood Lane, Holly Court, Wildwood Lane, and Whitehall Drive.

### MWRD VOLTZ ROAD SEWER LINING PROJECT

The Metropolitan Water Reclamation District's (MWRD) contractor, Kenny Construction, completed their last set-up just west of Sunset Ridge Road for their lining work for the Harms Road Interceptor along Voltz Road. Kenny Construction will need to return to make a repair in their liner. The contractor will then complete additional lining work along Sunset Ridge Road in Northfield. The contractor will return in early January to complete the lining work at Meadowhill Park, which will cause a lane closure on Waukegan Road.

### RAVINE STABILIZATION PROJECT

Public Works crews continued stabilization of the 450+ feet of stream bed at the ravine that parallels our lake front pump station access road. Thus far they have removed most of the undesirable brush and debris from the stream banks. They have removed major debris from about 400 feet and rehabilitated about 390 feet of the stream bed by removing large amounts of debris and mucky soil and installing approximately 550 tons of recycled concrete (most of which was procured at no cost from a local contractor). After the stream bed and slope bottom stonework is complete, additional stabilization of the slope above the stream bed will be completed. This part of the project will involve a combination of stone placement and vegetative enhancements. Work 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. This project seems to be attracting the attention of other public and private agencies and we have had a number of visitors who are contemplating similar projects.

### TREE TRIMMING

The Village's tree trimming contractor, Nels J. Johnson Tree Experts, to date has trimmed 680 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>

### BRIDGE DECK REHABILITATIONS

Staff will be preparing a draft Resolution for the Board's consideration at the December meeting to award a design contract to prepare the necessary plans, specifications and estimates for the scarification, patching, and overlay of the Cherry Lane and Meadow Road bridge decks. Construction will be completed next fiscal year.

### 2011/2012 WATER MAIN REPLACEMENT PROJECT

Staff is beginning work on the design for next year's water main replacement program planned for the Edgewood Subdivision, which has the new main located in the roadway. It is anticipated to coordinate next year's street resurfacing program immediately following this project to complete the necessary the pavement restoration work.

### 2767 CANTERBURY DRIVE CULVERT REPLACEMENT

Staff is still in the process of finalizing easement negotiations with the homeowner for the replacement of the rear yard deteriorated 36-inch CMP culvert. The project should be ready to solicit for competitive contractor bids shortly and a contract award is tentatively scheduled for consideration by the Village Board in January.

### WEEK OF DECEMBER 6, 2010

<b>MON.</b>	<b>12/6</b>		<b>No Meetings</b>
<b>TUES.</b>	<b>12/7</b>	9:00 a.m.	Department Head Staff Meeting – Terrace Room
		7:00 p.m.	Plan Commission – Board Room
<b>WED.</b>	<b>12/8</b>	7:00 p.m.	Bicycle Task Force – <b>Cancelled</b>
<b>THUR.</b>	<b>12/9</b>	7:30 a.m.	Chamber of Commerce Board Meeting
		5:30 p.m.	Architectural Control Commission – Terrace Room
<b>FRI.</b>	<b>12/10</b>		<b>No Meetings</b>