

MEMORANDUM

TO: STAFF

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

FROM: Rich Nahrstadt, Village Manager

DATE: March 18, 2011

RE: STAFF BRIEFING

WEEK OF MARCH 14, 2011

ADMINISTRATION AND FINANCE COMMITTEE

The Administration and Finance Committee met on Tuesday night to continue its discussion on the draft FY 2011/12 budget. Prior to the discussion, the Committee listened to an updated contribution request from the Northbrook Nine marketing coordinator. The organization is requesting a contribution of \$6,000, or \$3,000 per Village event included in the "Northbrook Nine" events, Earth Day and Art in the Park. Trustees all commented that grouping community events together lends cohesiveness to the individual programs, and all felt that the contribution to the Northbrook Nine is a good idea.

The Commission then discussed the overall tenor of the draft budget as presented by staff. All commented that while certain items such as health insurance and pensions have increased over the current budget, they are generally pleased with how flat staff has kept the anticipated spending for next year. The full Board of Trustees will vote on the draft budget on April 12.

YOUTH COMMISSION

The Youth Commission held a regular meeting on Wednesday. Commissioners reviewed the Quiz Bowl that took place on February 24, declaring it a very successful event. The Commission also discussed the cross-promotional campaign they are spearheading entitled "Youth in Motion: Rock, Run and Reel." The three events that will be marketed are: Rock the Green- June 10 (Northbrook Arts Commission and Park District), Relay for Life- June 11 (GBN) and the 2nd Annual Youth Film Festival- June 13 (Northbrook Youth Commission). Commissioners also decided that they would like to go back to Lake Cook Terrace this spring and host a bingo event for residents. Currently, the Commission is working on an Annual Report that they intend to present to the Board at an upcoming Board of Trustees meeting. The next Youth Commission meeting will be on April 20, 2011.

SENIOR SERVICES COMMISSION

The Senior Services Commission held its rescheduled meeting on Thursday this week. The meeting was held at Crestwood Place to allow residents of the senior living facility an opportunity to ask questions of the Commission and meet the Commissioners face to face. President Sandy Frum was in attendance, and addressed the Crestwood residents with an update of the state of the Village. She also answered questions the residents wished to ask. Due to the popularity of the meetings that are held at Crestwood, the Commission voted to hold two of the six annual Commission meetings at Crestwood Place.

Frank Lamberti, Director of the Senior Programs at the Northbrook Park District was at the meeting as well. He spoke to the residents about the various services and programs the Park District offers senior citizens. The resident comments were all very positive on their services, and staff was asked to consider rerouting the senior bus once a week to include the Park District Leisure Center as one of the bus destinations.

After the presentations from President Frum and Frank Lamberti, residents held a question and answer session with the two speakers. The next scheduled Commission meeting is set for May 12, 2011.

DOWNTOWN PLAN CONSULTANT SELECTION PROCESS

On Monday, March 14, Phil Kiraly, Tom Poupard, David Schoon, Paul Risinger, Michaela Mitchell and an RTA representative interviewed two consultants to assist the Village with preparing a Downtown Transit-oriented Development Plan. The selection committee was impressed with both consultant teams ability to provide the necessary services. The committee continues to review each teams past work in order to make its final selection. The consultant selection and the finalized scope of work will be scheduled for the Board's consideration at the Board's April 12 meeting.

MARCH 15, 2011 PLAN COMMISSION MEETING

The Northbrook Plan Commission held their regular meeting on Tuesday, March 15, 2011. The Commission held a public hearing on one item:

- Docket No. 11-01: Village of Northbrook - Political Signs. The Plan Commission held their first public hearing on an application by the President and Board of Trustees to amend the Zoning Code concerning the regulation of political signs on private property. Staff and Village Attorney presented an overview of the recent state law that prohibits communities from placing time limits on how long political signs can be posted. They also reviewed an overview of the Board of Trustees' deliberations (particularly by the Planning/Zoning Committee) regarding the size and quantity of political signs. No one from the public testified at the public hearing. After several Plan Commission members voiced frustration that the State of Illinois had preempted a municipality's ability to place reasonable time limits on campaign signs, there was discussion about how to treat signs with a "slate" of candidates listed. Several members noted they did not favor allowing each person on a slate to have a separate sign, and said they had to consider that further. The Plan Commission closed the public hearing and asked staff to prepare a resolution recommending approval for the next meeting – to be held on April 5.

CITIZEN POLICE ACADEMY

On Wednesday, March 23, the Police Department will host the next session of the Citizen Police Academy. 23 individuals have signed up for this session. This popular ten-week program will provide a behind-the-scenes look at police work, focusing on topics such as patrol functions and duties, criminal investigations and procedures, the Emergency 911 Communications Center, crime scenes evidence collection, Police Canine techniques, animal control, defensive tactics, use of force, and a ride-along with a Police Officer. The goal of this program is to strengthen the partnership between the Police Department and the community. For more information about the class call Community Relations Supervisor Mike Shep at 847/564-2060, ext. 2155.

ATTEMPTED BURGLARY

On Saturday morning, March 12, Police responded to a possible burglary in progress call in the 4200 block of Yorkshire Lane. A resident called police to report that a window had just been broken in their home causing their dog to bark uncontrollably. Entry was not gained to the residence. A canvass of the area revealed two homes on Yorkshire had two incidents of a suspicious nature.

COVENANT VILLAGE MAKES DONATIONS TO FIRE AND POLICE DEPARTMENTS

Covenant Village generously donated funds from their Annual Holly Fair to the Northbrook Fire and Police Departments, as well as the Northbrook Public Library. Representing the Fire Department were; Chief Nolan, Deputy Chiefs Richards and Schinleber, the Police Department; Deputy Chief Ross, and from the Library Chad Raymond and Eric Robbins attended. These three organizations were recognized during a luncheon held on March 15. Covenant Village has been a long standing supporter of these Village services. The Fire and Police Department donations will be used toward various services provided by the Departments. In the past, the Fire Department has purchased training materials and medical equipment for use by firefighters and also equipment for the CPR program. The Police Department has utilized these funds for crime prevention materials and enhancements to the training facilities at the Police Department.

MOTOR VEHICLE ACCIDENT ON TRI-STATE

Tuesday evening, March 15, a single car accident on the Tri-State Tollway sent five teenage occupants to area hospitals with non-life threatening injuries. The southbound car left the roadway and rolled over several times before coming to rest against a tree. All five occupants crawled out of the crashed car before Illinois State Police and Northbrook Fire Department vehicles arrived. Northbrook Ambulances 10, 11, and 12 transported the occupants to Glenbrook Hospital and Highland Park Hospital while Paid-on-Call firefighters staffed alternative vehicles.

MFT ANNUAL STREET REHABILITATION AND RECONSTRUCTION PROGRAM

As mentioned in previous briefings, we will be partnering with the Village of Glenview on the 2011 Asphalt Street Reconstruction and Rehabilitation Program. These efforts are part of our municipal partnering initiative that is intended to achieve lower costs for municipalities involved through combining quantities to realize increased economies of scale. The Village of Northbrook has budgeted \$930,000 in Motor Fuel Tax (MFT) funds for this work.

The Bid Opening was held on Thursday and the apparent competitive low bid contractor is Arrow Road Construction. Northbrook's work came in at our budgeted amount, despite higher oil prices. A resolution to award a contract will be placed on the agenda for the Village Board's consideration at their April 12 meeting.

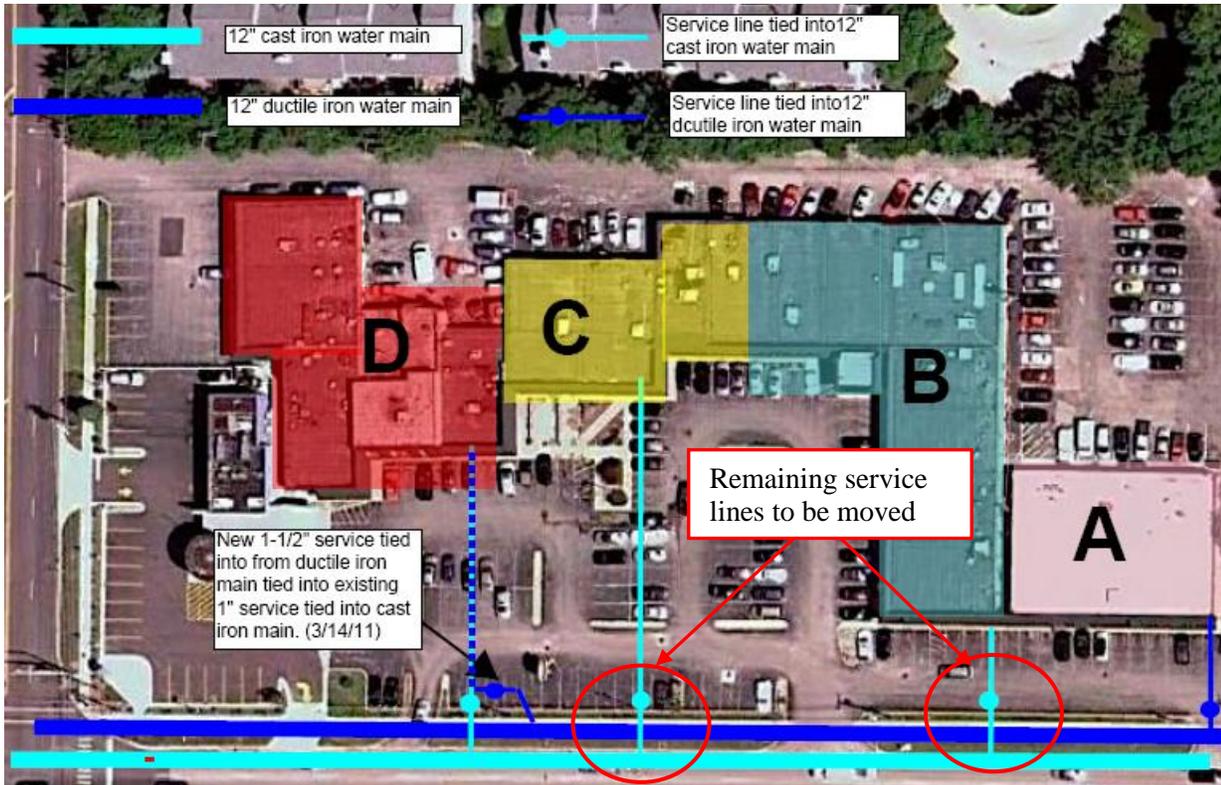
WATER TOWER CONSTRUCTION UPDATE

Work on the new water tower continued this week as crews continued construction on sections of the main column of the tower (pictures below). These sections being lifted into place where final assembly and welding will occur. To move these sections of the column, a transportable crane will lift the tower sections up to the height of 90 feet. At this time they will also install an access tube in the center that will reach the top of the tower. The contractor cleared away about 100 cubic yards of surface mud left over from the foundation excavation and placed several truckloads of road gravel to stabilize the area where crane will be situated. When the access tube is secured and in place, a crane will be mounted at the top of the structure and will be used to assemble the ball of the tower. The tower is expected to be on line by summer's end.



RELOCATION OF WATER SERVICE FOR DUNBROOK SHOPPING CENTER

Last week Public Works crews began working to relocate three water services (see diagram below) for the Dunbrook Shopping Center to a section of water main on Dundee Road with a history of fewer breaks. The first service line relocation work was completed on Monday, March 14 with minimal interruption in water service to businesses identified in section D of the complex. The next service relocation will affect the line serving section B of the complex and is scheduled for Monday, March 21. Relocation of the service line for section C of the complex will be scheduled work is completed next week.



TREE STUMP REMOVALS

The Village's stump removal contractor, Accurate Tree Service, continues to grind the tree stumps that remain after 375 dead or declining parkway trees and parkway Ash trees were removed in accordance with the Emerald Ash Borer (EAB) Management Plan. As stumps are removed, sites are restored by Public Works crews with black dirt and grass seed. Staff anticipates that the contractor will complete removal of the stumps by next week.



WEEK OF MARCH 21, 2011

SAT.	3/19	9am-5pm	Early Voting – Board Room
SUN:	3/20		FIRST DAY OF SPRING PURIM
MON.	3/21	9am-5pm	Early Voting – Board Room
TUES.	3/22	7:30 a.m.	ICDC – Cancelled
		9am-5pm	Early Voting – Board Room
		2:00 p.m.	Police Pension Board Meeting – Police Headquarters
		7:30 p.m.	Regular Board Meeting – Board Room
WED.	3/23		9am-5pm Early Voting – Board Room
THURS.	3/24		9am-5pm Early Voting – Board Room
		7:00 p.m.	Environmental Quality Commission – Terrace Room
FRI.	3/25		9am-5pm Early Voting – Board Room
SAT.	3/26		9am-5pm Early Voting – Board Room