

MEMORANDUM

TO: STAFF

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

FROM: Richard Nahrstadt, Village Manager

DATE: October 7, 2011

RE: STAFF BRIEFING

WEEK OF OCTOBER 3, 2011

PLAN COMMISSION MEETING

At its Tuesday, October 4 meeting, the Plan Commission considered the following two docket applications:

Docket No. 11-06: The Lodge by Essex Corporation on Founders Drive. The Commission adopted a resolution recommending approval of the Applicant's requested changes to the proposed independent senior living with one exception. Though the Applicant has requested to no longer be required to provide staff on-site 24 hours a day seven days, the Plan Commission's recommendation includes a condition that the Applicant should still be required to provide 24/7 on-site staffing.

Docket No. 11-03: Multi-Sports Complex – Old Willow Road. The Commission held its first public hearing on a request for zoning and subdivision relief to allow the construction of an indoor multi-sports complex with outdoor paddle tennis courts on the property commonly known as 1850, 1864, 1868, & 1870 Old Willow Road. After hearing testimony from the Applicant, the Commission heard from members of the public, which included a nearby property owner on old Willow Road, who was opposed to non-industrial uses locating in the area. Also, three members of the public spoke in favor of the project and the need for such a facility in the community. After hearing from the public, the Commission closed the public hearing and discussed the application. Commission members asked the Applicant to work with staff at addressing further (a) traffic impacts, in particular the potential need for any turning lanes at Shermer & Old Willow Road as well as traffic control for larger events, (b) issues related to proper screening from the adjacent properties (types of landscaping material and location of fencing), (c) adequate drop off and pick up queuing for automobiles on the site, and (d) the potential to reduce any of the proposed non-required parking to minimize the amount of paved surface on the property. The Commission continued the public hearing on this item to its November 1 meeting.

The October 18 Plan Commission meeting has been cancelled due to the Downtown Charrette occurring the week of October 17-20.

CONCRETE STREET PATCHING IMPROVEMENTS

The contract was awarded to Schroeder & Schroeder, Inc. of Skokie at the August 9 Regular meeting. The pavement patching work was completed in the Williamsburg Square subdivision on Thursday, October 6. The patching work in the Charlemagne subdivision has also been completed; however one additional street may be added if budgeted funds are still available. For next year, it is anticipated to complete the remaining work in the Charlemagne subdivision as well as all necessary work in the Sutton Point subdivision.

2011 SEWER & WATER MAIN IMPROVEMENTS (LEE WOODS SUBDIVISION, RED HAW & SURREY LANE)

The contractor, Lenny Hoffman Excavating, has completed the restoration of all areas disturbed by the project. The preliminary punch list has also been completed. Staff will verify that all residential water service valves are still operable. A final punch list will then be generated, as necessary.

LEAD COPPER SAMPLING

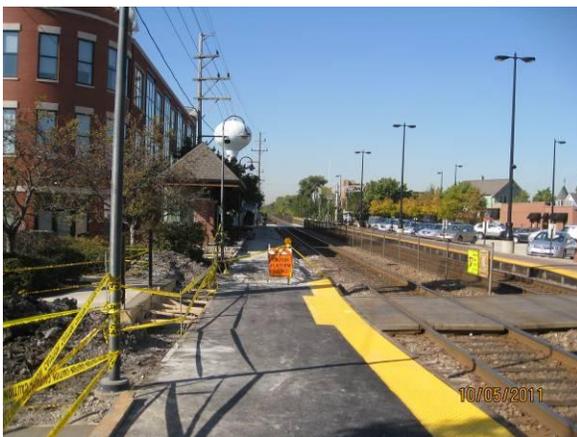
Public Works has completed the lead/copper sample collection for 2011. In accordance with Federal and State regulations, thirty samples were taken from homes with lead service lines or those constructed after 1982 with lead solder joint plumbing. The USEPA has established an "action level" for lead of 15 micrograms per liter (mg/l). Only one sample was found that marginally exceeded the action level, indicating that the corrosion control measures initiated by Northbrook in 1995 the Village continue to be effective.

RED HAW – SURREY WATER MAIN LOOP

Public Works crews completed installation of the 8-inch water main connection between Red Haw and Surrey, thus eliminating two dead end mains. Such looping helps fire protection, water quality and can lessen the number of homes affected in the event of required shut-offs for main repairs. During installation the crew, working in a very tight corridor, overcame steady rain, bad ground, a tangle of communication cables, gas lines, storm and sanitary sewers and electric lines. The line has been successfully pressure tested and will be disinfected next week.

METRA PLATFORM WORK

The pictures below depict the status of work on the Metra platform as of Wednesday, October 5, 2011. The platform has been completed in front of the Metra station and the platform crossing is also open. Work is still underway north of the station from the crossing to Shermer Road.



NORTHBROOK EAST STORMWATER MANAGEMENT FACILITY

The Village Board awarded the consultant services contract to Patrick Engineering Inc. at the July 12 Regular meeting for the final engineering design of the proposed stormwater management facility to reduce flooding impacts at the Midway-Whitfield Road (south) intersection. The consultant has completed the initial field survey work and submitted the pre-final (75%) plan submittal to Village staff for review, which has been completed as well. Patrick Engineering is in the process of revising the plan submittals to address the Village's

review comments. The first of two Project Informational Meetings with the neighborhood will be held in October. It is hopeful to have the facility constructed by the end of June 2012.

NEW MASTER STORMWATER MANAGEMENT PLAN

The Stormwater Management Commission approved the Master Stormwater Management Plan at their July 14th meeting. The recommended Plan was presented to the Board at the Public Works Committee meeting on August 30th. The Plan and supporting information has also been posted on the Village's website. Two Open House meetings were held with all interested members of the community. Continued discussion of the New Plan has been scheduled before the Public Works Committee on October 11 and 13. The New Plan will be discussed with the CIP before the combined Administration & Finance Committee acting as a Committee of the Whole on November 15th.

ANNUAL ASPHALT STREET RESURFACING PROGRAM

We are 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. The low bid contractor is Arrow Road Construction. Arrow completed the paving of Walters Avenue (Sanders – Lori Lyn) and a segment of Ridgeland Lane, which substantially completes the project. Final restoration of the disturbed parkway lawn areas remains.

ANNUAL SANITARY & STORM SEWER LINING PROGRAM

We once again partnered with local communities to secure very competitive unit price bids to complete lining work for our selected sanitary and storm sewer mains. This year's contractor is Insituform with a contract amount of approximately \$230,000. More information concerning this program will be distributed next week to areas of the community where this work will be performed.

UNDERWRITERS LABS (UL) FIRE TRIANING OPPORTUNITY

Underwriters Labs (UL) reached out to Northbrook Fire Department with a training opportunity this week. Tuesday afternoon Chief Nolan was contacted by Steve Kerber from UL and was advised that they will be tearing down a 30' x 50' roof prop early next week. Steve leads a team that studies fire science and fire service practices at UL and realized the value of the prop from a fire department training perspective. All three fire companies that staff Northbrook Truck 12 were able to practice ventilation techniques. The training proved to be highly beneficial given the companies were able to practice on an actual 24" constructed roof center with 5/8" roof sheeting covered with asphalt shingles. The fire department is extremely grateful to Steve and UL for this highly valuable training opportunity.



NORTHBROOK C.E.R.T. PARTICIPATES IN REGIONAL SKILLS TRAINING AND AT THE CHICAGO MARTHON

On Saturday, October 1st, 12 members of the Northbrook's Citizen Emergency Response Team (CERT) took part in the Prairie State Challenge sponsored by the Illinois Emergency Management Agency. The event took place in Glenview at Northeastern Illinois Public Safety Training Academy (NIPSTA) and included over 75 volunteer victims, evaluators, and participants from the surrounding area. Over a dozen regional CERTs participated in ten events which included patient triage, freeing trapped victims, damaged building assessments, evidence search, patient search and rescue, fire suppression, patient treatment, disaster management, and team coordination. Each team was given 30 minutes per station to complete the task at hand and received a score based on completing predetermined objectives (safety, completion time, etc.). This was the second year the Northbrook Team has participated in the event. In addition, on Sunday, Oct 9th, Eight members of our Northbrook CERT volunteered to help at the Chicago Marathon, providing assistance at the rehab and first aid

stations for the runners. The Fire Department would like to recognize our CERT volunteers and acknowledge their dedication and efforts to enhance the safety of our community.

WATER TOWER

The new water tower is in the final stages of construction. Painting, which was delayed due to the wet, windy weather in September, has been completed. The remaining work includes disinfection and sampling of the tank, pouring of the interior floor and construction of the interior masonry equipment room, installation of the circulating pump, installation of security cameras, final electrical work, Supervisory Control and Data Acquisition (SCADA) equipment installation and site restoration (including the rain garden). This work is scheduled to be complete by the end of October. After completion staff will begin bringing the tower on line, by gradually filling to minimize possible ill effects to the distribution system and develop operational procedures. Ideally the tower will be fully operational by early December.

LAKE FRONT RAVINE STABILIZATION

Public Works has continued work on the lake front pump station ravine stabilization project. Prior to this PW had expedited hauling about 200 cubic yards of concrete to the lake front pump station beach when we were unexpectedly informed that the North Shore Congregation Israel was about to rebuild its parking lot. We thus avoided running a large number of loaded trucks over the newly paved lot. This week PW personnel continued selectively re-shaping and lining the lower stream banks with concrete and stone from three to six feet above the stream bed.

SCHOOL SAFETY

Community Relations Supervisor Michael Shep has been meeting with the School Districts this week to discuss safety procedures in emergency situations. Each year the Police Department schedules lock down drills at the schools where school staff, Police and Fire personnel review procedures and conduct onsite building plan inspections.

BURGLARIES

Four commercial burglaries occurring at the Waukdee Plaza were reported to the Police Department between September 30 and October 1. All establishments had their glass doors or windows broken to gain entry. Cash that was in the registers was removed.

WEEK OF OCTOBER 10, 2011

SUN.	10/9	11am-4pm	Northbrook Artists' Studios Tour – <i>Bike the Tour, starts Vil. Green Center</i>
			Fire Prevention Week
MON.	10/10	7:00 p.m.	Salceda Homeowners Association – Terrace Room
TUES.	10/11	6:00 p.m.	Public Works Committee Meeting – Board Room
		7:30 p.m.	Regular Meeting of the Board of Trustees – Board Room
WED.	10/12	7:00 p.m.	Bicycle Task Force – Cancelled
THURS.	10/13	7:30 a.m.	Chamber Monthly Board Meeting
		7:30 a.m.	Joint Board of Review – Terrace Room
		5:30 p.m.	Architectural Control Commission – DPS Conference Room
		6:00 p.m.	Public Works Committee Meeting – Board Room
		7:00 p.m.	Rescheduled Community Relations Commission – Terrace Room
FRI.	10/14		Sukkot
SAT.	10/15	9am-Noon	Fire Open House – Fire Headquarters Station 11, 740 Dundee Rd