

MEMORANDUM

TO: STAFF

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

FROM: Richard Nahrstadt, Village Manager

DATE: October 14, 2011

RE: STAFF BRIEFING

WEEK OF OCTOBER 10, 2011

REGULAR BOARD MEETING

The Board of Trustees held their Regular meeting on Tuesday, October 11. Under the Manager's Report, staff presented a status update on the water tower construction project, which is almost complete. During the President's Report, the Board recognized the service of Dick Turner on the ICDC, and passed a resolution to honor the numerous contributions of Father Francis Kamp, SVD. On consent, Trustees approved an agreement with Microsystems, Inc. for document scanning services to help move the Village toward reducing hard copy records, and authorized the purchase of eight security cameras for the water treatment facility. The Board also approved the purchase and installation of ten new walk-in showers at Crestwood Place.

During the Planning and Zoning Committee Report, the Board voted to review an application by the Lodge development of Essex Corporation for a senior living facility at the November 1 meeting at 6:30. Trustees noted that the issues most important to them for the review are the architecture, the affordability of the units, and the extended care services of the proposed development. The next Regular Board Meeting is scheduled for November 8.

RESIDENTIAL BURGLARY

The Police Department is investigating a burglary that occurred on Wednesday evening, October 12. A juvenile had friends visiting the home, and shortly thereafter he noticed that a screen from a living room window had been removed. Nothing has been reported missing from the residence at this time.

DOWNTOWN PLANNING

From October 17-20, the Village will be conducting a four-day long planning "charrette", which is a highly participatory process that will include opportunities for all members of the public – residents, businesses, property owners and local organizations – to be directly involved in creating a vision for the future of downtown. From focus groups to public meetings, a series of meeting will be held during this time period. The general public is invited to participate in the charrette on the following dates and times:

- Monday, October 17, at 7:30 p.m. – Participatory public workshops.
- Thursday, October 20, at 7:30 p.m. – Public presentation/open house of draft plan.



During the charrette process, you can be kept up to date regarding the progress of the week's activities by visiting the project web site at www.northbrook.il.us/downtownplan. If you have any questions regarding the downtown planning process, please contact David Schoon at 847/664-4052 or david.schoon@northbrook.il.us.

JOINT REVIEW BOARD

On October 13 the Joint Review Board held its annual meeting and accepted the FY11 Annual Tax Increment Financing (TIF) report.

In response to a question from Public Member Kahan, staff stated that the Village Board could dissolve the TIF District. After a very brief discussion, Trustee Scolaro indicated that the Board of Trustee's Administration and Finance Committee can consider this issue at its next meeting.

TRAFFIC ACCIDENT CALLS FOR MULTIPLE AMBULANCES

On Saturday, October 8, Northbrook firefighters and paramedics were called to the 28.5 mile marker of the Tri-State Tollway Spur for a multi-vehicle accident. On arrival they found four vehicles with a total of at least eight passengers. While the scene was stabilized by fire and Illinois State Police personnel, paramedics evaluated everyone involved. Due to the number of potential patients involved, additional ambulances from Deerfield, Northfield and Wilmette were called to the scene.

Of the eight passengers, 6 were transported to Highland Park and Evanston Hospitals with non-life threatening injuries. The other 2 passengers signed a waiver and were released. During this incident, Northbrook Fire Stations were covered by On-Call personnel.

CONCRETE STREET PATCHING IMPROVEMENTS - CHARLEMAGNE DRIVE AT DUNDEE ROAD CLOSURE

All contractual concrete patching work included in the Concrete Street Reconstruction and Rehabilitation program has been completed with the exception of the entrance to the Charlemagne subdivision. This year's work in the Williamsburg Subdivision and a portion of the Charlemagne subdivision will total 13,500 square yards of replaced pavement.

Patching of the Charlemagne entrance will require closure of the entrance and exit to the subdivision while concrete is poured and cures. The work will be completed over the weekend of October 22 and reopened on the morning of Monday, October 24. The closure represents the safest, least confusing and least disruptive manner in which to perform this work. As part of this closure a detour route will be put in place directing residents to enter and exit the subdivision off of either Huehl or Sanders Road. The signal detector loops will be re-installed after the new concrete pavement cures. The "rain date" for this work will be Saturday, October 29 through October 31.

Residents in the area will be notified by mail and signage of the detour will be placed on site in advance of the construction work.

NORTHBROOK EAST STORMWATER MANAGEMENT FACILITY

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.

ANNUAL SANITARY & STORM SEWER LINING PROGRAM

The Village of Northbrook partnered with seven local communities to jointly bid our sanitary and storm sewer lining work for and in doing so realized a savings of \$20,000. Work is scheduled to start in late October or early November. Residents that may be impacted by the lining program will be notified in writing about one week in advance of the work starting. More information on the sewer lining program, including a map of the areas where lining will occur is available on the Village's website at:

<http://www.northbrook.il.us/index.aspx?page=482>

NEW MASTER STORMWATER MANAGEMENT PLAN/PUBLIC WORKS COMMITTEE

The Public Works Committee concluded their discussions regarding the New Master Stormwater Management Plan on Tuesday and Thursday evening of this week. Staff provided the Committee with a brief explanation and background for all twenty-two projects and answered questions as they arose. The Committee concluded the discussion with their comments and thoughts and then took testimony from the public in attendance. Following this, the Committee unanimously passed a recommendation to the full Board that accepted the New

Master Stormwater Management Plan as presented by the Stormwater Management Commission and staff excluding Project 14-Shermer Road Outlet, because it has been completed and accelerating the implementation schedule for Project 7-Curb Failure along WFNBCR. The Committee's recommendation also included an emphasis on Code enforcement as it relates to possible adverse drainage impacts and flooding causes and that the Architectural Control Commission, Plan Commission and Stormwater Management Commission meet jointly to recommend certain Code provisions to limit impervious coverage increases and other development activities that could increase flooding impacts to the community. The Committee also recommended that a 5% contingency (5% of the total plan cost) be set aside for the purchase of any lots that are strategically located to provide neighborhood detention and for the inclusion of any additional projects that reduce structure flooding in the Plan as recommended by the Stormwater Management Commission and the Public Works Committee and approved by the full Board.

The New Master Stormwater Management Plan will next be discussed at the November 15th Administration & Finance Committee meeting (acting as a Committee of the Whole) as part of the draft Five-Year Capital Improvement Plan (CIP).

COMMUNITY RELATIONS COMMISSION MEETING

At Thursday night's meeting, the commission was updated by the Community Relations/Senior Services Commission sub-committee concerning the "village movement" project. The sub-committee has met twice and has begun work on a white paper that will discuss the possibility of starting a project to "link neighbors together to help one another". The sub-committee has decided to focus on our senior residents, as preliminary feedback has indicated that they would use these services the most. Areas of service might include: daily household chores, transportation, technology help and senior benefits help. For more information, see www.aarp.org/villagemovement.

The CRC's Black History Month event has been scheduled for February 18, 2012. The Commission's next meeting is scheduled for November 3, 2011.

WEEK OF OCTOBER 17, 2011

SAT.	10/15	9am-Noon	Fire Open House at Station 11, 740 Dundee Road
MON.	10/17	7am-10pm	Downtown Charrette – Board Room, Shermer Study, Tower Room
		7:30 a.m.	Downtown Charrette - Steering Committee Meeting - Board Room
		7:30 p.m.	Downtown Charrette - Participatory Public Workshop – Board Room
TUES.	10/18	8am-10pm	Downtown Charrette – Board Room, Shermer Study, Tower Room
		9:00 a.m.	Department Head Staff Meeting – Cancelled
		7:30 p.m.	Plan Commission – Cancelled
		7:30 p.m.	Committee of the Whole – Cancelled
		7:00 p.m.	Villas West Homeowners Association – Terrace Room
		7:30 p.m.	Downtown Charrette – Boards & Commissions Workshop – Board Room
WED.	10/19	8am-10pm	Downtown Charrette – Board Room, Shermer Study, Tower Room
		6:30 p.m.	Villas North Homeowners Association – Terrace Room
		7:00 p.m.	Youth Commission – DPS Conference Room
		7:00 p.m.	Downtown Charrette - Steering Committee Meeting – Board Room
THURS.	10/20	8am-10pm	Downtown Charrette – Board Room, Shermer Study, Tower Room
		7:00 p.m.	Environmental Quality Commission Terrace Room
		7:30 p.m.	Downtown Charrette - Public Presentation Open House – Board Room
FRI.	10/21	9:00 a.m.	Clean Air Counts – Board Room