

## MEMORANDUM

**TO: STAFF**

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

**FROM: Philip Kiraly, Acting Village Manager**

**DATE: October 29, 2010**

**RE: STAFF BRIEFING**

### WEEK OF OCTOBER 25, 2010

#### EARLY VOTING

Northbrook Village Hall was one of 44 suburban Cook County Early Voting sites for the November 2 Gubernatorial General Election. The Village Hall was open and staffed from 9 am to 5 p.m., Monday through Saturday, October 12 through October 28. The total number of votes cast in Northbrook during the 15 days was 4,442. Northbrook came in third for the most votes casted during Early Voting, behind Orland Park (5802) and Wheeling (5242). This high level of voter turnout is consistent with every other election where the Village Hall has provided Early Voting for citizens. The Village Hall will also be used as a polling place on November 2.

#### REGULAR BOARD OF TRUSTEES MEETING

The Board of Trustees held their regular meeting on Tuesday, October 26. Under Consent, a Resolution was passed approving the purchase of seven new squad car computers and related equipment. Under Planning and Zoning, the public hearing for the draft Comprehensive Plan was continued. Board members provided their comments on the Plan as well. The Department of Development and Planning Services will be setting up additional community outreach meetings in the 4 areas labeled "transition" areas. Also under Planning and Zoning, three Ordinances were passed: amending the Northbrook Zoning Code to allow electronic message board displays in the I-1 Restricted Industrial District; granting special permits for a business sign and a public service sign with an electronic message board display (3000 MacArthur); and approving the renewal of and minor modifications to a special permit for outdoor storage for Moore Landscape. The preliminary review item regarding limiting applications on properties with tentative plat approval was tabled until the November 9 meeting. Under Public Works, three Resolutions were passed: authorizing a contract with Kramer Tree Specialists, Inc. of West Chicago, Illinois for the installation and removal of holiday lighting in the downtown area; amending FY2010/2011 budget for final payment to Lenny Hoffman, Inc of Wilmette Illinois for the construction of a southbound right turn lane at the Waukegan/Willow intersection; and authorizing a contract with Glenwood Tree Experts of Deerfield, Illinois for removal of Ash Trees and a budget amendment. Under Communications and Legislation several amendments to Chapter 4 of the Municipal Code, Alcoholic Beverages, were approved.

The next regular meeting of the Board of Trustees will be on Tuesday, November 9.

#### PUBLIC SAFETY COMMITTEE

The Public Safety Committee met on Tuesday, October 26 to discuss upgrades to the Village's Reverse 911 system. The Committee concurred with staff's recommendation that the Village enter into a 3-year contract with Dialogic Communicators Corporation. Dialogic provides the most efficient solution for staff to release information to the public in emergency and non-emergency situations, providing a variety of mediums for information delivery. The committee also concurred with staff's recommendation that the Village take advantage of the three year pre-payment option in order to realize the 8% cost savings, for a total cost of \$75,900. This item will be on the agenda of the November 9 Board meeting. Fire Chief Nolan also provided a verbal report on alarm monitoring systems and whether or not the Village should undertake a program of their own. This discussion will be continued at a future committee meeting.

## ICDC MEETING

The following occurred at the October 26 ICDC meeting:

- The Commission reviewed the proposed amendments to the Municipal Code, Chapter 4, Alcoholic Beverages that the Board considered later that evening. The Commission found that the Board's proposed amendments were appropriate and did not forward a formal recommendation regarding them.
- The Commission reviewed the materials presented at the Joint Review Board's October 14 meeting.
- Given that it was the midpoint of the fiscal year, the Commission reviewed the business development marketing activities and economic development work program.

The next ICDC meeting is scheduled for Tuesday, November 23.

## FREE PRESCRIPTION DRUG PROGRAM

This month's newsletter, which was delivered to residents on Thursday, included information on a discount prescription drug program that is being offered throughout the country. The programs are not endorsed or funded by the Village but were provided in the newsletter as a reference for residents. The newsletter included four websites for residents to access for more information and a staff contact for those without Internet access. As of Friday morning, four prescription cards were issued by staff. We were pleased to be able to provide assistance for this program and anticipate more calls.

## VILLAGE WEATHERS STORM

A storm front began moving through the Village of Northbrook on Tuesday, October 26. Billed as the most significant storm of the last 70 years, the storm brought with it strong winds gusting to as much as 49 mph. and modest amounts of rain (0.29 inches). Approximately 1,400 customers were without power on Tuesday afternoon with sporadic outages also occurring on Wednesday and Thursday. Power had been restored to all customers in Northbrook by Thursday. Also on Tuesday and Wednesday, the Public Works Department stayed open until approximately 5:30 p.m. with minimal staff to receive and respond to any emergency calls when residents returned home from work. Public Works crews will continue with self-initiated parkway tree branch collection through early next week. In total, 28 tree calls were received during the three-day storm.

## NORTHBROOK COMMUNICATORS

Representatives from the Village, Chamber of Commerce, Northbrook School Districts, Northfield Township, Northbrook Library and the Park District met to discuss current communication issues in Northbrook. This month the group discussed social media and policies for the various organizations as well as the Village's recent launch of our Facebook page. The District 225 representative shared information about the school's upcoming *Communication Survey* which will be conducted November 7-8, 2010. Approximately 300 randomly chosen households in Glenview and Northbrook will be part of a phone survey. Questions will include whether or not households have Internet access, use smart phones and access social media applications such as Twitter and/or Facebook. Data from the survey will be shared with the group when it is available. The group also discussed the importance of and ways to encourage community partnerships; including everything from Northbrook Jr. High School's food preparation project with Prairie Grass Café (which includes their chef cooking for the students and a cooking demo) to this groups sharing of ideas and future joint webinar events with participants. The next Northbrook Communicator's meeting, scheduled for Jan. 14, will be held at the Fire Station and will include an overview of the Emergency Operations Center so all the local "communicators" are aware of the facility and its operations.

## SHOPLIFTING ARREST

On Friday evening, October 22, an in progress, retail theft call was received by the Communications Center from the Coach Store at the mall. Units responded and the two offenders were spotted, but fled. After a brief foot chase, one offender was apprehended. The second subject entered her vehicle and attempted to drive away, but was curbed by another responding police unit. Both subjects, who have prior criminal histories, were taken into custody with felony charges. Dozens of stolen items from several stores at the mall were recovered from the offenders' vehicle. The subjects indicated in an interview that they came to Northbrook from Milwaukee and while shopping seized an opportunity to shoplift. Through the alertness of the Coach Store employees and all responding police units, these subjects' "shopping spree" was cut short.

### RESIDENTIAL BURGLARY

Residents in the 4300 block of Exeter Lane returned home from work on Monday evening, October 25, and found a pane of glass in the front door broken. Unknown persons entered the residence through the front door and removed several items of jewelry. A canvas of the neighborhood was conducted with no results. Evidence Technicians processed the scene.

### MARINE HERO RIDE

Sunday, October 24, firefighter motorcyclists paid homage to our "Fallen Heroes." This year's ride was in support of "Gold Star Family Members," and those many parents, children, spouses and families who have lost a loved one while deployed and serving our Country.

Northbrook on-duty and paid-on-call firefighters paid respect to the riders as they passed through Northbrook, by setting up the aerials on Waukegan and displaying a large American flag as the bikers passed through.



### MULTIPLE MOTOR VEHICLE INCIDENTS

Saturday morning, October 23, was a busy one for Northbrook Firefighters on our highways. Beginning at 10:47 a.m., companies responded to the 25-mile marker of the Tri-State for a multiple vehicle accident with numerous minor injuries. Sixteen minutes later a second ambulance responded for an additional minor injury. Then, at 12:20 p.m., Engine 11 responded to the 29-mile marker on the Edens Expressway for a minivan that had caught on fire. The vehicle was fully involved in fire on their arrival and was a total loss. The occupants of the van had been transported to the Deerfield Police Station by a passerby just before the fire broke out. Investigation of the incident has been turned over to the Illinois State Police. Immediately after that incident, at 12:26 p.m., firefighters and paramedics were called to a multi-vehicle incident at Willow Road and Quail Lane. One patient was transported to Glenbrook Hospital with minor injuries.

### NEIGHBORS HELP EVACUATE HOME

Saturday evening, October 23, firefighters were called to a home in the 1500 block of Chapel Court for a reported fire in the home. While still en route, RED Center informed companies that a pillow had been placed in a microwave oven and that it had begun to smoke. As firefighters arrived, neighbors Bruce Bondy and Roger Sandstrom had run into the home and helped remove a child from the second floor and also removed the smoldering pillow.

Paramedics checked all of the occupants and rescuers for injuries while other firefighters checked for extension of the fire and ventilated the home. An investigation of the situation found that one of the occupants had placed a "warming pillow" in the microwave to heat it up and left it unattended. The pillow overheated and had begun to smoke, not actually having caught on fire. None of the rescuers or occupants of the home required further medical treatment and damage was limited to the microwave and light smoke. A special thank you to the fast acting neighbors who jumped into action at the first sign of a problem.

### MFT ASPHALT STREET REHABILITATION PROGRAM

Curb, gutter, and sidewalk removal and replacement work will be completed by the subcontractor, Suburban Concrete, in Northbrook East on Friday. Pavement milling, patching and installation of the leveling course for the streets where the water main work occurred are scheduled for Thursday and Friday of next week. Remaining punch list items, such as installation of pavement markings, for all other streets repaired under this program will be completed by early-November.

### SANITARY SEWER LINING PROGRAM

Michels Corporation, the Village's sanitary sewer lining contractor, completed lining in the areas of Walters and Waukegan, Stanley Field Junior High, Elm Ridge Drive, Jeffery Lane, Woodlawn Drive, and Farnsworth Lane. In total, the contractor has lined 4,346 linear feet of sanitary sewer. Preparation and lining work will continue in the areas of Summerfield Road, Dehne Road, and Jeffrey Court, Northbrook Park, and Northbrook Knolls next week. Residents will receive an additional notice from the contractor prior to the sanitary lining work, requesting

them to refrain from any heavy or discretionary waste water producing activities (clothes and dish washing) for approximately 12 hours. A map identifying the sites to be lined is located on the Village website at: <http://www.northbrook.il.us/documents/lining2010.pdf>

#### RAVINE STABILIZATION PROJECT

Public Works crews continued stabilization of the 400+ feet of stream bed at the ravine that parallels our lakefront pump station access road. They have rehabilitated about 200 feet of the stream bed by removing large amounts of debris and unstable soil. Crews have installed approximately 330 tons of recycled concrete, most of which is being recycled from a local contractor. Work on the stream bed and slopes 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.



#### REVERE DRIVE RECONSTRUCTION ON SCHEDULE

Paving of the northern section (from approximately 125 Revere Drive to Lake-Cook Road) of the roadway was postponed last week due to weather. Work will be completed this Saturday, including the entrance and exit at Lake-Cook Road. Restoration of parkways will continue. Completion of punch-list items and installation of pavement markings will be completed by mid-November, weather permitting.

#### MWRD VOLTZ ROAD SEWER LINING PROJECT

The Metropolitan Water Reclamation District's (MWRD) contractor, Kenny Construction, has one more set-up for their initial lining work of the Harms Road Interceptor along Voltz Road (Grant to Sunset Ridge). This last set-up will be located west of Sunset Ridge Road and should be started the last week of October and continue for 1-1/2 weeks. The contractor will then complete additional lining work along Sunset Ridge Road in Northfield. The temporary traffic signal will be provided for both of these operations. The contractor will return to Northbrook in late December or early January with lining work west of Waukegan Road (Meadowhill Park).

#### NORTHBROOK EAST WATER MAIN PROJECT

The Contractor, Trine Construction Corporation, has completed installation of the new water mains and residential service connections. The roadway pavement patching work is scheduled to be started on Monday and be completed by Thursday of next week.

#### TREE TRIMMING

The Village's tree trimming contractor, Nels J. Johnson Tree Experts, will begin work the week of November 1 continuing throughout the winter. Residents living in areas where tree trimming work will be performed were mailed notification letters this week by Public Works staff. 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 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.

### EMERALD ASH BORER VIDEO

In conjunction with the Village's Emerald Ash Borer Management Plan staff has produced an informational video. That video is attached to this briefing and will be cablecast on NCTV in the coming months. Staff would like to thank Detroit Public Television for allowing the Village to use their material in developing our own.

### WEEK OF NOVEMBER 1, 2010

<b>SUN:</b>	<b>10/31</b>	<b>2-7pm</b>	<b>Halloween - Trick or Treat Hours</b>
<b>MON.</b>	<b>11/1</b>	9:00 a.m.	<b>No Meetings</b>
<b>TUES.</b>	<b>11/2</b>	<b>6am-7pm</b>	<b>ELECTION DAY – Precincts 2 &amp; 29 in Board Room</b>
		9:00 a.m.	Department Head Staff Meeting – Terrace Room
		7:30 p.m.	Plan Commission Meeting – Terrace Room
<b>WED.</b>	<b>11/3</b>	<b>6-8pm</b>	<b>45<sup>th</sup> Annual FAMILY DINNER – Village Hall</b> <i>"Celebrating Community Service."</i>
<b>THUR.</b>	<b>11/4</b>	7:00 p.m.	Arts Commission Meeting – Terrace Room
		7:00 p.m.	Community Relations Commission – Northbrook Public Library
		7:00 p.m.	Basement Flooding Mitigation FEMA Community Workshop– Board Room
<b>FRI.</b>	<b>11/5</b>	10am-Noon	Blood Pressure Testing – Shermer Study
<b>SAT</b>	<b>11/6</b>	<b>8am-2pm</b>	<b>NCDA Parent University – Glenbrook North High School</b>
		<b>10am-Noon</b>	<b>6<sup>th</sup> annual "Welcome to Northbrook" – CRC event – Sunset Foods</b>