

## MEMORANDUM

**TO: STAFF**

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

**FROM: Richard Nahrstadt, Village Manager**

**DATE: November 4, 2011**

**RE: STAFF BRIEFING**

### WEEK OF OCTOBER 31, 2011

#### CARIBOU COFFEE OPEN HOUSE AND RIBBON CUTTING

Caribou Coffee's open house event will be held on Wednesday, November 9, from 4pm-8pm. A ribbon Cutting is scheduled for 5pm and Trustee Karagianis will be representing the Village.

#### ARTS COMMISSION

The Arts Commission met for their monthly meeting on Thursday, November 3. Sue Young of the Northbrook Community Choir requested a grant for \$3,000 to help defray the cost of a planned concert in March, 2012. The Commission will make a final decision on the request at the December 1 meeting. The Commission then reviewed the budget balance for the current and upcoming year. Commissioners commented that they are pleased with the fiscal operation of the Friends of the Arts. The group also discussed considering different ways to put on the music portion of the Art in the Park event. One of the concerns from last year was the volume of the music. The group voted to form a subcommittee to discuss this issue, and will report back to the Commission for discussion at the December meeting. Based on the popularity of the music at last year's event, and due to the fact that the Commission did not sponsor Gig on the Green this year, the group will also consider a one day music festival for next year. The next scheduled meeting is December 1.

#### PLANNING & ZONING COMMITTEE

On November 1, the Planning and Zoning Committee met to review the proposed independent senior living facility on Founders Drive, which is called The Lodge. After discussing the issues with the Applicant, the Committee concluded the following: (1) the proposed roofline as presented by the Applicant is acceptable; (2) the Applicant's proposed hours of staffing are acceptable as long as the Applicant agrees to the Fire Departments recommendations regarding necessary equipment and operation procedures, which the Applicant has agreed to; (3) the Applicant's changes regarding the definition of affordable units are acceptable, and (4) that the development agreement include a condition that prior to construction beginning the Applicant must secure financial commitments from prospective residents for units consisting of at least 50% of the floor area of all the units. The Committee's recommendations will be presented to the Board of Trustees on November 8.

#### COMMUNITY RELATIONS COMMISSION MEETING RECAP

This month's meeting centered on an update from the Community Relations/Senior Services Commission sub-committee concerning the "Village to Village" project. The sub-committee has decided to focus on our senior residents, as preliminary feedback and research has indicated that they would use this type of service the most. The sub-committee is preparing a survey for inclusion in the Village newsletter to assist in focusing its efforts on the areas of greatest interest and need. For more information, see [www.aarp.org/villagemovement](http://www.aarp.org/villagemovement).

The following CRC events have been placed on the calendar: Village Clergy Luncheon – December 7, 2011; Black History Month Event – February 18, 2012; Asian Heritage Event - May 5, 2012; Welcome to Northbrook/Flamingo Friday Kickoff – May 18, 2012. The next meeting of the CRC is scheduled for December 1, 2011.

### ARE YOU READY FOR THE TEST? 11-9-11

On Nov. 9, at 1pm, the FCC and FEMA will conduct the first nationwide test of the Emergency Alert System (EAS). The broadcast test, which was originally promoted to last approximately three minutes, will only be 30 seconds per an FCC announcement today. The test will be conducted on all radio, TV and cable channels. It may cause an increase to 9-1-1 calls with people calling to ask what's going on. Staff will be including information about the test on Facebook and sending out an email via Northbrook Notify.

As the federal, state, tribal, territorial and local governments prepare for and test their capabilities, this event serves as a reminder that everyone should establish an emergency preparedness kit and emergency plan for themselves, their families, communities, and businesses. Visit [www.Ready.gov](http://www.Ready.gov) for more information about how to prepare for and stay informed about what to do in the event of an actual emergency.

### BURGLARY TO AUTOS

Over the evening of Wednesday, November 2, two vehicles belonging to two different residences parked in the street in the 1900 block of Kiest Avenue were broken into by someone smashing the passenger side windows. A radar detector, electronic equipment and personal items were removed. One of the vehicles had severe body and tire damage done by the offender(s). Both vehicles were processed by Evidence Technicians.

### RESIDENTIAL BURGLARY

On Wednesday evening, November 2, a male subject feigning to be working with Com Ed was allowed to enter a residence in the 700 block of York Court to check the fuse box stating a power outage in the area. The homeowner escorted the male subject to the garage leaving her front door open. After an unusual exist by the male subject, the resident called Police to report the incident. Upon Officer inspection, the resident was missing several items of jewelry. A search of the van's description in the area was negative. Upon canvassing, it appeared no other residents in the area had been disturbed.

### COLLECTION OF UNUSED PRESCRIPTION DRUGS

On Saturday, October 29, the Police Department, in conjunction with the DEA, held another unused prescription drug collection campaign. The last one held in Northbrook was in late April, 2011. Saturday's collection weighed almost 100 pounds in addition to the approximately 300 pounds collected from the Police Department lobby *Save a Star* mailbox over the past 4 to 5 months. All allowed items were delivered to a facility in Indianapolis for destruction. Even though two police department employees were monitoring the items dropped off and instructions were clear on acceptable items, several drop offs included unacceptable items such as syringes and liquids.

### NORTAF MCAT (MAJOR CRASH ASSISTANCE TEAM) CALL OUT

On Tuesday afternoon, November 1, at approximately 4pm, a fatal accident involving a motor scooter and a passenger vehicle occurred at the intersection of Crawford and Dempster Streets in Skokie. The driver of the motor scooter was pronounced dead at the hospital. The driver of the passenger vehicle was issued a citation for failure to yield. Chemical testing was done and Skokie is awaiting the results of the tests. Northbrook's MCAT Evidence Technician representative responded to assist in the investigation.

### PEDESTRIAN STRUCK BY AUTO

On Tuesday, November 1 at about 4:15pm, a pedestrian in the crosswalk was struck by a car at the intersection of Cherry and Meadow. Paramedics treated a 50-year-old male patient and transported him in stable condition to Glenbrook Hospital. Northbrook Police investigated the accident. The driver of the vehicle was issued a citation for failure to yield the right of way to a pedestrian in a crosswalk.

### FIRE DEPARTMENT SPECIAL TEAM MEMBERS PARTICIPATE IN STATE WIDE TRAINING

Three members of the Northbrook Fire Department participated in the State-wide Mutual Aid Box Alarm System (MABAS) Special Operations Team Validation drill held at the Illinois Fire Service Institute at the University of Illinois. Firefighter/Paramedics Joe Klemm and Steve Morris are part of the MABAS Division 3 Hazardous Materials Response Team, and Lieutenant David Schweihs is with the Illinois Urban Search and Rescue Team that participated in the exercise. This year's Validation involved an integration and interaction of these various specialties not previously attempted at this scale. The multiday, around the clock, simulated

large scale disaster tested the ability of the Hazardous Materials Teams, Technical Rescue Teams, and the Illinois Urban Search and Rescue Team to work as a cohesive unit. Lessons learned will help prepare for a large scale deployment and mobilization in the event of a “mega-disaster” as might be experienced from an earthquake, or terrorism incident. The funding for this exercise was through a grant from the Illinois Terrorism Task Force (ITTF), covering the cost of the exercise including overtime/backfill coverage for the responders.

#### FIRE DEPARTMENT DIVERS PROVIDE A SPOOKY HALLOWEEN AT THE YMCA

The Northbrook Dive Team also participated in the annual “Spooky Halloween Party” event held at the North Shore YMCA pool in Northbrook. Divers Darin Boyce, Steve Drummond, Bob Gangloff, and Michael Mariner donned their masks and fins to provide a fun Halloween experience for the swimmers.

#### KITCHEN FIRE CONFINED TO THE OVEN

On November 2, at about 7:35pm, firefighters responded to the 3800 block of Greenacre Drive for a reported kitchen fire. On arrival they found a fire confined to the built-in oven. The fire was extinguished and with the use of a thermal imaging camera, firefighters were able to confirm the fire did not get into the wall or behind the surrounding cabinets. Power was turned off to the oven. Fire damage was estimated at about \$800.

#### TWO CAR ACCIDENT LEADS TO EXTRICATION BY FIREFIGHTERS

On Thursday evening, November 3, Northbrook firefighters responded to the intersection of Waukegan and Thornwood for a motor vehicle accident at approximately 4:45pm. Firefighters extricated the driver of one of the vehicles, while Paramedics evaluated and stabilized the patients.

Due to a high number of ambulance calls in Northbrook at the same time, a Deerfield ambulance and a Northbrook reserve ambulance staffed by On-Call personnel responded to the scene to handle the two patients from this incident. Both patients were transported to local hospitals with non-life threatening injuries. Additional On-Call personnel staffed Squad 12 during this incident.

#### EAST SIDE BIKE TRAIL CLEAN-UP

Weather permitting, Public Works Crews have been working to remove any downed limbs and other obstructions in the drainage course that runs along the bike path on the east side of town. Crews began at Dundee Road and have been working their way south chipping up the debris as they go. In the last two weeks crews nearly completed the section between Dundee and Sunset Ridge. Staff has removed roughly four truck loads of wood chips. The work will be completed within the next couple of weeks and help to improve the flow of storm water through the drainage swale adjacent to the bike path.

#### NORTHBROOK EAST STORMWATER MANAGEMENT FACILITY

The Village will hold the first of two Project Information Meetings with the Northbrook East neighborhood at the Village Hall on the evening of November 10 at 7:30pm. Following the meeting, Patrick Engineering will begin on the final engineering drawings and bid package. The second Project Information Meeting will be held right before construction starts. It is hopeful to have the facility constructed by the end of June 2012.

#### NEW MASTER STORMWATER MANAGEMENT PLAN

The New Master Stormwater Management Plan will be discussed with the CIP before the combined Administration Finance/Public Works Committee acting as the Committee of the Whole on November 15.

#### ANNUAL SANITARY & STORM SEWER LINING PROGRAM

Preparatory work (cleaning & televising) continues with actual sewer lining work scheduled to start the week of November 7.

#### PUBLIC WORKS AND THE NORTHBROOK PARK DISTRICT WORK TOGETHER ON WINTER PREPARATIONS

The Public Works Department and the Northbrook Park District are working together to prepare for the winter weather. The Public Works Department will again be providing the Northbrook Park District with rock salt for deicing the parking lots and sidewalks of their facilities. In exchange for providing the Park District with rock salt, the Village will be allowed to use the parking lot at the Meadowhill South Park for a snow dumping site

when the Public Works Department clears snow from the downtown.

**MELODEERS WIN SIXTH INTERNATIONAL CHAMPIONSHIP**

The Melodeers Chorus just returned from the Sweet Adelines International Chorus Competition in Houston, TX where they made history with a record-breaking score, setting a new standard of excellence in the world of barbershop harmony as a six-time International Championship Chorus. The Melodeers Chorus is comprised of 140 women who love to sing four-part a cappella harmony. Tenacity to sing with their director, Jim Arns, drives members from four states each week for rehearsals in Northbrook. They are also known for their choreography, created by Renee Porzel, and their high levels of energy and comedy. Visit their website at [www.melodeers.com](http://www.melodeers.com) Guests are welcome to join rehearsals every Wednesday night from 7:30 to 10:30 at St. Peters United Church, 2700 Willow Road, Northbrook.

**WEEK OF NOVEMBER 7, 2011**

<b>SUN.</b>	<b>11/6</b>		<b>Daylight Savings Time ends – <i>Fall back 1 hour</i></b>
<b>MON.</b>	<b>11/7</b>		<b>No Meetings</b>
<b>TUES.</b>	<b>11/8</b>	7:30 a.m.	Downtown Plan Steering Committee – Terrace Room
		7:00 p.m.	Administrative & Finance Committee – Terrace Room
		7:30 p.m.	Board of Trustees –Board Room
<b>WED.</b>	<b>11/9</b>	7:00 p.m.	Bicycle Task Force – Terrace Room
<b>THURS.</b>	<b>11/10</b>	5:30 p.m.	Architectural Control Commission- <b>Cancelled</b>
		7:00 p.m.	Senior Services Commission – Terrace Room
		7:30 p.m.	Northbrook East Stormwater Management – Board Room
<b>FRI.</b>	<b>11/11</b>		<b>Veterans' Day</b>