

MEMORANDUM

TO: STAFF

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

FROM: Richard Nahrstadt, Village Manager

DATE: September 17, 2010

RE: STAFF BRIEFING

WEEK OF SEPTEMBER 13, 2010

REGULAR BOARD OF TRUSTEES MEETING

The Board of Trustees held a regular meeting on Tuesday, September 14. There were three Proclamations under the President's Report proclaiming: the month of September as "School's Open Safety Month" and "National Preparedness Month," and the week of September 20 as "Active Aging Week." President Frum also recognized the service of two Arts Commissioners, Marvin Glick and Al Brottman. Under Consent, Resolutions were approved amending and restating Resolution 06-R-16; authorizing the rejection of sole proposal received for Ash Tree removal services; approving the purchase of one police squad car; authorizing execution of a contract with Majestic Oaks, Inc. for the treatment of Parkway Ash Trees; and, approving an agreement for consulting services for the Techny Road Jurisdictional Transfer Project. AN Ordinance was also approved providing for disposal of surplus equipment at the Northwest Municipal Conference Auction.

Under the Planning & Zoning Committee report, Village Attorney Elrod provided a report on new State legislation regarding the placement of political signage on private property. The Board decided to discuss this further at a Committee of the Whole meeting in November. A Resolution regarding a second extension of tentative plat approval for the Pine Knolls Subdivision was tabled, at the applicant's request, until September 28. A staff report was provided regarding Electronic Message board displays in the I-1 District. The Board decided to discuss this matter further at the Planning & Zoning Committee meeting on September 21. Four preliminary reviews were brought before the Board. Under Administration & Finance, Trustee Scolaro noted that the Village received a Aaa/AAA rating from S&P and Moody's. A Resolution approving a contract for the construction of a new water tower and the associated water main work was approved under the Public Works Committee report. Also presented was a staff report under Communications & Legislation regarding a draft Communications SOP. Economic Director Schoon presented a business development marketing logo and tagline—the Board liked what was presented and voiced their concurrence with the path be taken by the ICDC.

The next Regular Board of Trustees meeting will be held Tuesday, September 28.

SPECIAL SENIOR SERVICES COMMISSION HEARING

The Senior Services Commission held a special hearing on Thursday to hear a grievance from a Crestwood Place resident. Realty and Mortgage Company, the Village's contracted management firm for Crestwood Place, had sent a notice of nonrenewal of lease to the resident based on numerous lease violations last month. The resident appealed the decision based on the Village's grievance standard operating procedure, which culminated in the hearing. Both Realty and Mortgage and the resident were offered an opportunity to enter evidence, call witnesses, and make arguments during the hearing, similar to an adjudication process. The Commission was also afforded the chance to ask questions of all people involved. Commissioners openly deliberated after they heard from both the management company and the resident. The Commission then voted unanimously to uphold the management company's decision to not renew the resident's lease. Nancy Vaccaro, Village social worker, was on hand to assist the resident after hearing, as was a representative of Interfaith Housing of the North Shore. The resident has until October 31 to stay at Crestwood Place, at which time his lease will expire.

ENVIRONMENTAL QUALITY COMMISSION

The EQC met for their regular meeting on Thursday night during which they discussed beginning the framework for the Chicago River Management Plan for a portion of the river located on the Techny property adjacent to the Willow Hill Golf Course. The Commission was provided with an update about the grant received by the Village for \$100,000 to remove and replace lighting at three village buildings with newer technology that is more environmentally friendly. Commissioner Avadek stated he would like to write a small item for the Village newsletter informing residents of the grant which was received and the benefits that the new lights will provide to the community with energy savings. Lastly, the Commission discussed its mission statement and how they can better implement the points in the mission statement. The Commission asked that staff provide a summary of recent accomplishments of the Village Green Team, as well as a list of the current goals and projects the Village is working on. Their next regular meeting is scheduled for October 21, 2010.

BICYCLE TASK FORCE

At the September 15, 2010, Bicycle Task Force (BTF) meeting, the BTF reviewed the success of the bike racks at Northbrook Days, the ITEP grant applications by Glenview and Wheeling for bike facilities that would connect to Northbrook facilities, and steps to update the Northbrook Bike Plan. In addition, most of the meeting was spent discussing the Skokie Valley Trail (SVT) project and the work of the SVT Committee, which consists of elected and staff representatives from Northbrook, Northfield, Glenview, and Wilmette.

Staff reported that the SVT Committee continues to work on a letter to the CEO of the Union Pacific Railroad (UPRR) regarding securing rights to the use the UPRR right of way for the SVT. The SVT Committee is also in the process of reviewing a draft study looking at the ComEd property that runs adjacent to the UPRR right of way. The BTF reviewed these initial findings which show that there appears to be sufficient unobstructed width on the ComEd land through Northbrook to place a trail; however, there are a number of obstacles, mainly parking lots for public and private uses that exist on the ComEd property as it runs through Northfield and Wilmette. These present quite some challenges. It appears that this point Northfield and Wilmette continue to prefer the UPRR right of way for the trail. The BTF discussed the pros and cons of the portion of the SVT that run through Northbrook being constructed on ComEd property, while the remainder through Northfield, Glenview, and Wilmette be constructed on the UPRR right of way. The BTF requested that staff ask TY Lin, the feasibility consultant, how much it would cost for the preliminary engineering work and to submit a lease application to ComEd for use of its property for a trail. They also wanted TY Lin to inform us of state and federal funding sources for the preliminary engineering and the next funding cycles for which we would be eligible.

9-11 CEREMONY AT STATION #11

On Saturday morning, September 11, Northbrook firefighters, Village officials, and residents gathered at Northbrook Fire Station #11 for a short memorial service dedicated to the victims and those affected by the events of September 11, 2001. The remembrance ceremony has become a Northbrook tradition for the past nine years. Police Chaplain Fr. Jim Braband gave opening and closing prayers, Lieutenant Jeff Harris played "Amazing Grace" on bagpipes, and District Chiefs Bob Brogan and Dan Quinn recalled the tragic events. Fire Chief Mark Nolan shared his thoughts on the day, and remembered "an outpouring" of support from the community for firefighters and police officers.



Lt. Harris played *Amazing Grace* during the Ceremony

COOK COUNTY HIGHWAY DEPARTMENT CONSTRUCTION UPDATES

Village Engineer Paul Kendzior listened to a presentation by Cook County Highway Department Planning Division staff regarding their scheduled construction work on Lake-Cook Road. The reconstruction/widening

project between Pfingsten and Waukegan Roads, currently scheduled for next year, has been deferred due to a funding shortfall resulting from lower than anticipated Motor Fuel Tax receipts. The pavement patching and diamond grinding project between Wilmot and Pfingsten Roads is still on schedule for a November Bid Opening and construction starting in the spring of next year.

COMMUTER LOT RESURFACING

Commuter lot resurfacing began as scheduled on September 15. Work was delayed on September 16 due to weather but the contractor has been allowed to work on Sunday, September 19 to complete construction (weather permitting) before Monday, September, 20.



ASPHALT STREET REHABILITATION PROGRAM

The concrete sub-contractor, Suburban Concrete, has started the curb & gutter removal/replacement work at select locations within the Ancient Tree subdivision, Lincoln Avenue, Glenbrook Drive and within the Northbrook East subdivision. Curb & gutter removal/replacement work will begin next week on Sunset Court and continue on the streets within the Northbrook East subdivision where no water main work is occurring. The pavement milling work is anticipated to begin next week, September 20 or 21, at Lincoln, Glenbrook and then within Ancient Tree.

REVERE DRIVE RECONSTRUCTION

Work began on Monday, September 13, and continued throughout the week. Work began at 12:30 p.m. and continued until 8:30 p.m. thru Thursday. Thus far, there have been no complaints concerning these modified work hours. Curb and gutter removal work began along with storm sewer structure installation. New concrete curbs, gutters, and adjacent driveway aprons will begin being installed on Friday on the west side of the road. Curb, gutter, and driveway aprons, will be installed next week on the east side of the roadway.



LAKE-COOK ROAD PATCHING

The reconstruction/widening project between Pfingsten and Waukegan Roads, currently scheduled for next year, has been deferred due to a funding shortfall resulting from lower than anticipated Motor Fuel Tax receipts. The pavement patching and diamond grinding project between Wilmot and Pfingsten Roads is still on schedule for a November Bid Opening and construction starting in the spring of next year.

RAVINE STABILIZATION PROJECT

Brush removal from the ravine adjacent to the Lake Front Pumping Station was completed this week. Staff is working with the Village of Glencoe to secure permits for tree removal and placement of stone at the ravine. Permits are expected to be received next week at which point work will continue. After the brush and tree removal is complete, staff will be working with our consultant to start stabilizing the stream bed with recycle concrete from street repairs. While we will not be able to complete all the work necessary for the stabilization project, the combination of utilizing Public Works staff and recycling material is in an effort to reduce the overall scope of work that will be required in a future contract.



NORTHBROOK EAST WATER MAIN PROJECT

The contractor, Trine Construction Corporation, is currently connecting the residences on Longaker Road to the new water main. Meanwhile, a second crew is replacing storm sewer structures on Whitfield Road. The new water mains on Whitfield Road, Berglund Place, and Dalton place are undergoing testing to ensure that they have been properly sanitized during the chlorination process. Once this has been verified, the contractor will begin connecting the residences on those streets to the new water main.

VOLTZ ROAD SEWER LINING

The Metropolitan Water Reclamation District's (MWRD) contractor, Kenny Construction, continued the 24-hour lining operations along Voltz Road (Grant to Sunset Ridge), with the current set-up just west of Sunset Ridge Road Drive. Work is anticipated to continue through the month of September into mid October with the temporary traffic signal in place to maintain traffic in each direction.

YOUTH COMMISSION- 6TH ANNUAL FIRE/POLICE APPRECIATION BBQ

On Sunday, September 12, the Youth Commission hosted their 6th Annual Appreciation BBQ for the Police and Fire Departments. The event was held at the Police Department and is the Commission's way of thanking the Village's Public Safety departments for their dedication to the protection of Northbrook. We thank Glenbrook North High School for donating the food.

BUSY TUESDAY MORNING

On Tuesday, September 14, at about 9:30 a.m. Fire Department crews responded to an elevator equipment room fire at 1417 Lake Cook Road in the Rural Fire Protection District. After extinguishing the fire, there remained a great deal of smoke. There were no injuries, but occupants had to evacuate the four story office building. At the same time, fire companies responded to an accident on the Spur, and an ambulance call for a person that fell on Rudolph, and a third ambulance call for two patients on Commercial. There was a call back for Paid-On-Call personnel to staff the stations, and Northbrook received mutual aid from Deerfield,

Highland Park, and Wheeling Fire Departments. Shortly after, two more ambulance calls came in at Gidwitz Place on Lake Cook Road, and on Skokie Boulevard.

ATTEMPTED ARMED ROBBERY

On Friday evening, September 10, at approximately 8:15 p.m. an individual, brandishing a handgun, at the Subway Restaurant on Dundee Road demanded that the clerk turn over the money from the cash register. The clerk slammed the cash drawer closed and ran into the back area to dial 911. A description of the subject was given and the area checked with negative results. It was noted that a similar type robbery had occurred in Glenview just ten minutes prior. Investigators from both departments are reviewing video tapes.

BURGLARIES

Over the evening of September 12, unknown persons entered the Subway Restaurant on Dundee Road through an air conditioning vent on the roof and removed currency from the cash register. The main safe was also moved, however, apparently not opened.

On September 16, a patron at J. Alexander's Restaurant reported to police that an unknown person broke the rear passenger window to her vehicle and removed a company owned laptop from the front passenger seat. Other items were in plain view and not taken.

Both cases are being investigated.

ALERT POSTAL CARRIER CALLS IN A WOODEN DECK FIRE

On Monday, September 13, at about 2:00 p.m., firefighters responded to the 2800 block of Woodmere Court for a wooden deck fire. Nobody was home at the time and a United States Postal Carrier noticed and reported the fire. Firefighters were able to quickly extinguish the fire and contained the estimated \$5,000 damage to the wood decking materials. The preliminary fire investigation indicated carelessly discarded smoking materials were most likely the cause of the fire.

CAR FIRE ON EDENS

Wednesday afternoon, rush hour traffic on the southbound Edens slowed nearly to a stop because of a car fire just south of Dundee Road. Responding Northbrook Fire Department units found the 2007 Nissan Sentra with heavy flames coming from the engine compartment and the driver standing on the side of the road watching helplessly. Traffic was affected for more than a half hour until a tow service arrived to remove the car. Damage was estimated at \$15,000.

WEEK OF SEPTEMBER 20, 2010

			Yom Kippur begins at Sundown
SAT.	9/18		Yom Kippur
SUN.	9/19	Noon-4pm	SHERMER FEST – Village Green Park
MON.	9/20		No Meetings
TUES.	9/21	9:00 a.m.	Department Head Staff Meeting – Terrace Room
		6:30 p.m.	Planning & Zoning – Terrace Room
		7:30 p.m.	Committee of the Whole - Cancelled
		7:00 p.m.	Villas West Homeowners Association – Shermer Study
		7:30 p.m.	Plan Commission – Board Room
WED.	9/22		No Meetings
THUR.	9/23		First Day of Autumn
			Sukkot

6:30 p.m. Stormwater Management – Public Works Center
FRI. 9/24 – 9/25 Illinois Municipal League Annual Conference