

## MEMORANDUM

**TO: STAFF**

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

**FROM: Richard Nahrstadt, Village Manager**

**DATE: September 16, 2011**

**RE: STAFF BRIEFING**

### WEEK OF SEPTEMBER 12, 2011

#### REGULAR BOARD OF TRUSTEES MEETING

The Board held a Regular Meeting on Tuesday night. Under the President's Report, several commission appointments and reappointments were approved. In addition, three (3) recognition resolutions were approved: Ed Weber and Ed Nadler were recognized for their service on the ICDC (21 and 30 years respectively, and Jeff Sandler was recognized for his 5 years of service on the Plan Commission. Under Consent, Resolutions were passed: authorizing the purchase and replacement of the boiler at Fire Station 11; authorizing the purchase of aluminum sulfate for treatment at the Water Plant; approving the IEPA Form Highway Authority Agreement for 1347 Shermer Road; authorizing the acquisition of Fee Simple Title to property located at 175 Sanders Road; and, approving Change Order No. 1 for the Cherry Lane and Meadow Road Bridge Decks Rehabilitation Project. Also approved were several Ordinances: ascertaining the Prevailing Rate of Wages in Cook County; amending the Annual Fee Ordinance (No. 11-19) to establish a prohibition on groundwater wells in the vicinity of 1347 Shermer Road; and, amending Chapter 2 of the Northbrook Municipal Code to add one member to the Stormwater Management Commission. There were four (4) preliminary reviews under the Planning & Zoning Committee report. The Trustees voiced no opposition over three (3) of these reports; however, the Preliminary Report regarding 2370 Waukegan - Willow North, did cause several Trustees concern, especially in regards to the hours of operation for the proposed Dunkin Donuts.

The next Regular Meeting will be on Tuesday, October 11.

#### ADMINISTRATION AND FINANCE COMMITTEE MEETING

The Administration and Finance Committee met for the quarterly budget meeting. Staff reported on last quarter's financial results as well as projections for next quarter. This included a projection that the original forecast of a \$465,500 annual deficit is now projected to be closer to \$246,500 by the end of the fiscal year. Staff also reported that estimated annual revenues are over budget by \$123,000, offering continued evidence of a slow but sustained recovery in the local economy. Anticipated expenses are under budget by \$95,000, mostly due to staff position vacancies.

The economic conditions of Northbrook were also discussed. The total vacancy rate for Northbrook's retail shopping centers has dropped from about 15% last year at this time to just over 8% at the time of the report. Unemployment rates have remained steady at just under 7%, and local sales tax has been higher in each month through June of this year than during the same period last year. The next quarterly budget review will be held in late November.

#### NORTH SUBURBAN BAR ASSOCIATION AWARD

On Tuesday, September 13, Chief Wernick was honored by the North Suburban Bar Association at their annual Installation and Award dinner with the prestigious L. Sanford Blustin Award. Each year, the NSBA gives service awards to its Board members and officers as well as to outstanding members of the community. The L.

Sanford Blustin award is given to honor an individual who has made a significant contribution to the legal community, not necessarily to an attorney. Past recipients of this award include several Chief Judges, religious institution leaders, past NSBA presidents, and now our Northbrook Chief of Police. Congratulations Chief Wernick!

#### DIVINE WORD FIRE AND POLICE APPRECIATION CELEBRATION

On Wednesday evening, September 14, the Divine Word Mission held their annual celebration for the Police and Fire Departments. Police Chaplain Father Jim Braband, newly appointed Local Superior Quang and the Techny staff honored both departments with a fabulous dinner and 9-11 commemorative key chains. The Divine Word Missionaries of Techny has been hosting this gracious event for ten years and is always well attended and appreciated by Fire and Police personnel.

#### RESIDENTIAL BURGLARY

Subjects, feigning to be laborers at an adjacent property, entered a residence in the 2700 block of Quail Lane on Wednesday, September 14, and while distracting the homeowners, rummaged through their home. The residents were not aware of the compromise until later that evening. No items are known missing as of this writing.

#### CHICAGO BEARS SURPRISE LOCAL TEACHER WITH CLASSROOM "HERO" HONOR

Winkelman School second grade teacher, Karen Reyes, pictured in the middle below, was surprised last Friday by the Chicago Bears and Symetra Financial who came to her classroom and awarded her the honor of "Hero in the Classroom". During the Bears season, the "Hero in the Classroom" program recognizes 16 teachers who are nominated by parents and students and gives out several thousand dollars to local schools. Karen, wife of Police Sergeant Joel Reyes, has been a teacher at Winkelman School for eleven years.

Winkelman School is part of the West Northfield District 31 that includes Field School and serves Northbrook and Glenview.

Police Sergeant Joel Reyes and several members of the Northbrook Police Department have volunteered for several years in the "Read Across America" project at Winkelman School. They volunteer their time to go to Winkelman School and read and talk to the students. Congratulations Mrs. Reyes and thank you for your dedication and your profession to the community.



#### 9/13 COMMUNITY & SUSTAINABILITY COMMITTEE MEETING

The Board's Community and Sustainability Committee met on Tuesday, September 13, to continue their discussion of ongoing and emerging code enforcement issues. Staff presented historical data on the number of zoning and property maintenance complaints addressed by staff over the past year. They also presented data on the number and location of residences in foreclosure.

The Committee then discussed if code changes or increased enforcement was warranted. The only areas that emerged as needing more attention were time limitations on the placement of dumpsters and personal storage devices on property, and the manner in which construction sites should be maintained. Staff was asked to research these areas and return with recommendations on how to amend our codes.

#### ENVIRONMENTAL QUALITY COMMISSION

The EQC met for their regular meeting on Thursday, September 15. Under the Chairman's report, Jeremy Reynolds introduced the Commission's two newly appointed members, Aparna Rao and Scott Robson. Chairman Reynolds also gave the Commission an update on the Northbrook Community Garden, reporting that the Crestwood site will be updated with a permeable sidewalk within the next few weeks, made possible by donations from the Buehler Foundation, the Northbrook Civic Foundation, and the Women's Club.

The Commission discussed the rain garden that will be installed at the Village Hall on Saturday morning. All members plan to attend the work party, at 8:00 am behind the Village Hall. The public is welcome to attend to help plant the garden as well. The rain garden will act as on-site detention for a specific portion of all rain water that sheet drains from the roof above the Board Room, and will serve as a test site for the Village to consider using rain gardens on a larger scale in the future.

Member Fred Paul asked if the Village has considered buying electricity in bulk from some of the new resale electricity companies. Liaison Kaup will look into this and report back to the Commission at the next meeting, which is scheduled for October 20, 2011.

#### FIRE DEPARTMENT PROVIDES HONOR GUARD FOR 9/11 CONCERT

On September 11, in remembrance of the heroes of 9/11, members of Northbrook Fire Department Honor Guard (District Chief Jim Richards, Lt. Jeff Harris, Lt. David Crawford, and Firefighter/Paramedic Steve Luecht), presented the colors as The Northbrook Symphony Orchestra played "Fanfare For The Common Man." Upon completion of the Honor Guard flag presentation, the New Tradition Choir and all members of the audience rose to their feet and sang "The Star Spangled Banner" kicking off the "From Sea to Shining Sea" concert which consisted of nearly three hours of choral and orchestral masterpieces performing to a sell-out crowd of about 1,300 people. Northbrook Fire Chief Mark Nolan and Village President Sandra Frum were present at the event and President Frum shared some touching words recognizing 9/11 and those who serve.

#### MASTER STORMWATER MANAGEMENT PLAN OPEN HOUSE

The Public Works Committee held its first open house for the Master Stormwater Management Plan (MSMP) on Wednesday, September 14 in the Board Room of the Village Hall. The open house was well attended by residents with approximately 40 residents coming out to provide written comments and seek more information on the MSMP 's 22 projects. Staff from the Public Works Department and the Village's Consulting Engineering Firm, HLR, were available for residents were available to answer questions about specific projects and the MSMP. The next open house will be Saturday, September 24 from 9:00 a.m. to Noon at the Village Hall. Comments received from the open houses will be compiled and included in the packets of information for the next Public Works Committee meeting.

#### FOUR-WAY STOP SIGN INSTALLATION AT EASTERN INTERSECTION OF ASH AND PEACH TREE LANES

The Public Works Department will install stop signs at each approach to the eastern intersection of Ash and Peachtree Lanes late next week. The stop sign installation at this intersection was requested by the residents in this neighborhood and installed due to safety concerns. Motorists are asked to be aware of the new signs as they travel through the neighborhood. Drive safely!



### SHERMER ROAD UNDERPASS CONSTRUCTION UPDATE

The Union Pacific Railroad (UPRR) has notified the Village of Northbrook that construction on the railroad bridge over Shermer Road will continue through September and into early October. As a result, Shermer Road, south of Willow Road will remain closed until construction is completed. Businesses affected by the closure have been notified of the extended closure by UPRR.

### CERT TRAINER ATTENDS CLASSES TO ENHANCE CERT TRAINING

This past weekend Lt. Dave Crawford completed the Ground Search and Rescue Course taught by the Illinois Search and Rescue Council. The course is a 16 hour course that is comprised of 4 hours of classroom (NIPSTA) and 12 hours of hands on practical's (Somme Wood Forest Preserve- day and night searches). The course provided a broad overview of SAR fundamentals, lost person behavior, operations, resources, techniques, and search positions. The course also provided the necessary training to meet the ESDA Administrative Rule for emergency providers who may become involved in a search incident. Dave completed the course to further enhance our recent CERT training and share his experiences and knowledge with his fellow coworkers and continue to educate future CERT members to prepare them to serve in this capacity.

### SMOKE IN THE AREA

Tuesday afternoon, Emergency Call Takers at the Northbrook Police and RED Center began to receive multiple calls reporting the odor of smoke in widely scattered locations around town. As fire companies chased down the reports, it began to look like more was going on than was immediately obvious. Further investigation which was confirmed by the National Weather Service proved that the odor we were smelling was caused by a forest fire in Northern Minnesota and was being carried by a cold front that was working its way through our area. By nightfall the odor seems to have moved on.

### WEEK OF SEPTEMBER 19, 2011

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<b>SUN.</b>	<b>9/18</b>	<b>Noon-4pm</b>	<b>SHERMERFEST – Village Green</b>
<b>MON.</b>	<b>9/19</b>		<b>No Meetings</b>
<b>TUES.</b>	<b>9/20</b>	9:00 a.m.	Department Head Staff Meeting – Terrace Room
		7:00 p.m.	Villas West Homeowners Association – DPS
		7:30 p.m.	Plan Commission Meeting – Board Room
		7:30 p.m.	Committee of the Whole – <b>Cancelled</b>
<b>WED.</b>	<b>9/21</b>	6:30 p.m.	Villas North Homeowners Association – Terrace Room
		7:00 p.m.	Bicycle Task Force – General Government Conference Room
		7:00 p.m.	Youth Commission – DPS Conference Room
<b>THURS.</b>	<b>9/22</b>		<b>No Meetings</b>
<b>FRI.</b>	<b>9/23</b>		<b>First Day of Autumn</b>