

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES
DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: September 21, 2012

RE: STAFF BRIEFING

WEEK OF SEPTEMBER 18, 2012

ADMINISTRATION AND FINANCE COMMITTEE AND BOARD MEETING DATE

Due to next week's holiday, the Administration and Finance Committee Meeting is scheduled for Monday evening at 6:30 pm, immediately followed by the Regular Meeting of the Board of Trustees at 7:30.

NORTHBROOK YOUTH COMMISSION

The Youth Commission meeting scheduled for Wednesday, September 19 was cancelled due to a lack of quorum.

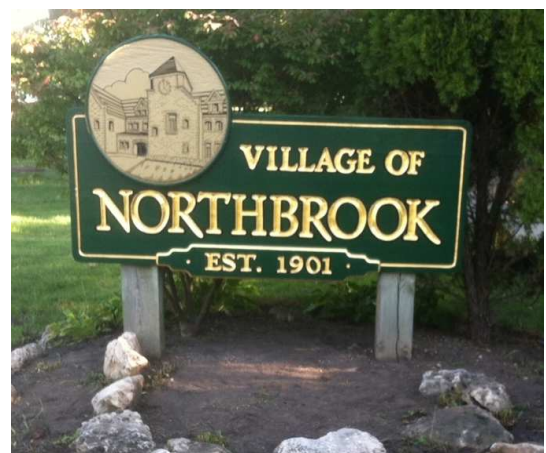
VILLAGE/PARK DISTRICT SUSTAINABILITY PLAN

The Village and Park District are still seeking input from the community on sustainability issues. This information will be used by our consultant in drafting the joint Village and Park District Sustainability Plan. A survey available through Friday, September 28 on the Village's website and can be accessed by visiting www.northbrook.il.us/SustainabilitySurvey or by going to the Village's website at www.northbrook.il.us and clicking on the link in the *Latest News* section on the home page. Residents and businesses are strongly encouraged to participate in the survey and submit responses.

In addition, we encourage those interested in the Sustainability Plan to attend two community forums during the month of October. These have been scheduled for October 3 at 7:00 pm at the Northbrook Village Hall, 1225 Cedar Lane and October 30 at 7:00 pm at the Leisure Center, 3323 Walters Avenue. These meetings will offer an opportunity for residents and business owners to offer their feedback and input on the goals being formulated for the draft plan.

GATEWAY SIGN REPLACEMENT

Earlier this week a Public Works crew replaced the gateway sign on Landwehr Road just north of Willow Road. The replacement sign was previously in service at another location and was refurbished. Refurbishment allows the department to extend the life of the sign and often costs significantly less than the purchase of a new sign. The old sign is currently being evaluated to determine if it can be refurbished.



FIRE STATION 11 GOES TO THE DOGS!

Cindy Gross, the Coordinator for Rainbow Animal Assisted Therapy Crisis Response Team, brought around 20 dogs and their handlers to Fire Station 11 on Saturday, September 15, 2012. The crisis response teams (dogs and handlers) needed to get their annual fire department certification.

The dogs walked over hoses and ladders, greeted firemen in their gear, and sniffed the fire trucks and ambulances. A siren was sounded to make sure these very well behaved dogs did not react to loud sounds. Rainbow is a partner of the American Red Cross and responds with their crisis and disaster teams. The therapy dogs also work in hospitals like Lutheran General ICU as well as other major hospitals in a five county area. These particular therapy dogs are specially trained and are the best of the best!



FIRE IN INDUSTRIAL DUCT SYSTEM

On Monday evening, September 17, 2012 at about 5:00 pm, Northbrook firefighters responded to a fire in the processing area of Spring Fill Industries at 2855 Shermer Road. The fire was contained within the machinery's duct system. Firefighters checked the duct work and filters, confirmed that the fire was out, and ventilated the remaining smoke from the building. There were no injuries as a result of the fire. According to the Manager of the processing plant, a processing press had a failure of its heating element which caused sparking into the machine's ventilation duct system and ignited the built up plastic shavings in the ductwork. A Northbrook Fire Investigator was called to the scene to determine the exact cause of the fire. According to the Manager of the plant, the cost of the ventilation system that needs replacing is estimated at \$50,000. In addition there was lost product and an extensive cleanup process associated with the fire at an additional cost of \$10,000. Northbrook received automatic mutual aid assistance from Glenview Fire Department.



NORTHBROOK PROVIDES MUTUAL AID TO GLENVIEW FOR FIRE

At 5:15pm on Wednesday, September 19, 2012, Northbrook Fire Tower 12 responded with mutual aid to Glenview for a fire in a room on the third floor at the Embassy Suites Hotel on Milwaukee Avenue. Tower 12 was utilized because of its ability to gain aerial access to the roof. Northbrook crews cut open the roof to ventilate smoke and check for fire extension in the attic. There were no injuries. Northbrook paid-on-call personnel staffed reserve equipment while others were responding to this call in Glenview.

POLICE DEPARTMENT ACTIVITY

A burglary to a motor vehicle parked at Willow Hill Golf Course was reported on Friday evening, September 14. The front passenger window was smashed and the vehicle owner's purse left in the front seat was missing.

SIDEWALK IMPROVEMENT PROGRAM

Work relating to the annual sidewalk replacement program continued this week throughout the project area. The photo below depicts the removal of a section of sidewalk by the Village's contractor, Suburban Concrete. It is anticipated that work will be completed, weather permitting, the week of September 24.

FY 2012/13 MASTER STORMWATER PLAN IMPROVEMENT PROJECTS

At the August 14 Village Board meeting, a contract was awarded to Engineering Resources Associates (ERA) for the design of five improvement projects including Sunny Acres subdivision, Ridge/Lee Roads intersection, 816-819 Cedar Lane, the Shermer Road/UPRR Underpass and the Western Avenue/Oak Avenue detention. ERA has completed the field survey work and preliminary drawings for the Sunny Acres and Ridge/Lee Roads projects and will soon begin the hydraulic modeling work to ensure that the anticipated project benefits are still being achieved. It is anticipated that the construction of these two projects could begin before the end of this fiscal year.

TECHNY ROAD PROJECT

Construction along Techny Road continued this week with the removal of pavement on the north side of Techny Road. In addition, the contractor continued the installation of the 48-inch storm sewer on Pfingsten Road. Work for next week includes the continued installation of the sewer on Pfingsten Road. The project is now approximately 55% complete and will be completed well before the previously anticipated date of December 31, 2013. The photo below depicts installation of the storm sewer on Pfingsten Road.



WATER MAIN IMPROVEMENTS

Over the last week the Village's contractor, Lenny Hoffman Excavating, installed approximately 1,200 linear feet of water main including a 70 foot section of casing pipe and water main under Pfingsten Road. In the photo to the right workers are using a directional boring machine to auger the water main casing pipe under Pfingsten Road. After the casing was installed, workers inserted the new water main into the steel casing pipe. Weather permitting, it is anticipated that the remaining 1,400 linear feet of water main will be installed by the end of next week. Once that is complete, the contractor will test the new main and begin connecting residential service lines. The entire project is anticipated to be completed by the end of November.



CHERRY LANE BUMP OUTS

The Public Works Department will be removing the existing delineators on the curb bump outs along Cherry Lane and replacing them with yellow bollards next week. The bollards are intended to help make the bump outs more visible to motorists. Earlier this week, a letter was mailed to residents adjacent to the curb bump outs informing them of the upcoming work.

WEEK OF SEPTEMBER 24, 2012

MON.	9/24	6:30 p.m.	Administration & Finance Committee - Terrace Room
		7:00 p.m.	Salceda Manor Homeowners Association - Shermer Study
		7:30 pm	Regular Meeting of the Board of Trustees - Board Room
		7:30 p.m.	ZBA Meeting - Terrace Room
TUES.	9/25	7:30 a.m.	ICDC Terrace Room
WED.	9/26		Yom Kippur
THURS.	9/27		No Meetings
FRI.	9/28		No Meetings