

## MEMORANDUM

**TO: STAFF**

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

**FROM: Richard Nahrstadt, Village Manager**

**DATE: September 30, 2011**

**RE: STAFF BRIEFING**

### WEEK OF SEPTEMBER 26, 2011

#### REGULAR BOARD MEETING

The Board of Trustees held their regular meeting on Tuesday, September 27. Under the Manager's Report, staff gave a report on the Senior Citizen Taxi program. The Board of Trustees had asked that the Senior Services Commission review the eligibility requirements of the program, and make a recommendation to the Board on the appropriate age parameters for eligibility. The Board will hold a follow-up discussion as part of the 2012/2013 Budget process.

Under the President's Report, representatives from the Youth Commission gave an update on the events the group organizes throughout the year, including the Quiz Bowl and Police/Fire Appreciation Barbeque. The Board recognized Rick Brust's service on the Plan Commission, and proclaimed October 9 through 15 as "Fire Prevention Week". On Consent, the Board approved an agreement to replace the fire sprinkler systems at fire stations 10 and 12. Also approved was an Ordinance for the donation of an ambulance to the North Regional Major Crimes Task Force (NORTAF) for use as a special vehicle.

Under the Planning and Zoning Report, Trustees made a preliminary review of a request by the Northbrook Park District to annex and rezone part of the old Annetsberger manufacturing property for future use as a recreational property. The next Village Board meeting is scheduled for Tuesday, October 11.

#### INDUSTRIAL & COMMERCIAL DEVELOPMENT COMMISSION

On September 27, the Industrial & Commercial Development Commission (ICDC) held its regular monthly meeting. As requested by the Commission, Tom Poupard presented a semi-annual report regarding the building permit and inspection process. In addition, the Commission was provided an update regarding the recommendation of both the Architectural Control and Electrical Commissions that the Village Board adopt the 2011 National Electrical Code (NEC) with proposed local amendments. Commission members asked a few questions regarding the NEC and the proposed local amendments. The Commission chose not to forward a formal recommendation regarding the issue.

The Commission was provided an update regarding discussions at the regional, state, and federal level that could have an impact on how sales tax revenue is allocated. The Commission was informed that staff will continue to monitor these developments. The Commission was also provided with an overview of the draft Master Stormwater Management Plan as it relates to business areas of the community. Commission members had questions regarding the plan and specific projects, but the Commission made no formal comment/recommendation regarding it. The Commission asked to be kept informed of the progress of the plan through the approval process.

During the general community planning & economic development report, Commission members spent some time asking questions regarding the Board's position on the proposed Phase II of the Willow North development. Commission members were trying to understand why some Trustees had such strong concerns about the proposed project as most Commission members found that the project met a community need and

was desirable. The Commission asked that they be provided an opportunity to weigh-in should the applicant submit a formal application.

#### SHERMER ROAD BRIDGE DECK & BEAM REPLACEMENT

The Village received notification on Monday from the Illinois Department of Transportation (IDOT) that they will be opening competitive contractor bids on November 18 to replace the bridge beams and deck for the Shermer Road bridge over the Middle Fork North Branch Chicago River. Shermer Road will be closed between Lee and Dundee Roads during the project. The Contract Special provisions do not permit any lane closures until May 1, 2012. We have requested additional information from IDOT concerning the anticipated start and completion dates, detour routes, etc. and will provide updates when this information received.

#### ELECTRICAL FIRE AT 933 SKOKIE

Thursday evening firefighters were called to 933 Skokie Blvd, The Renaissance Hotel, for an electrical fire in a dumpster. Fire companies found the dumpster in a loading dock area, under an overhanging portion of the building. Smoke was emanating from the wiring feeding an electrical control box that powered a compactor attached to the dumpster. Renaissance employees had been fighting the fire with hand extinguishers unsuccessfully. Firefighters were able to confine and extinguish the fire with extinguishers from their apparatus.

The building was checked for the extension of smoke and fire and they determined that it had all been confined to the area around the dumpster. A fire investigator was called to the scene, but as of this writing has not determined the exact cause but preliminary results suggest a failed electrical component. There were no injuries suffered as a result of this fire and the initial fire damage loss has been listed as being \$2,000.

#### MABAS DIVISION 3 MULTI-COMPANY COMBINED FIRE DEPARTMENT TRAINING

Northbrook firefighters participated in a cooperative training exercise held at the Northeastern Illinois Public Safety Training Academy (NIPSTA). In-service fire companies took part in one of 18 training sessions (two sessions a day, three per week, over a three week period). Special consideration was given to not deplete any geographical area of fire coverage and to not initiate hire-backs to cover the in-service training companies. MABAS Division 3 Instructors (including several of our own departments personnel), presented multiple scenarios based on post-tornado issues that fire companies can expect to deal with. These scenarios include structural collapse/search, mass casualty, extrication, hazardous materials, forcible entry, utilities, as well as structural firefighting. Training with our neighboring communities for auto-aid and mutual-aid are mandated training requirements by Insurance Service Office, Inc. (ISO) and Illinois Department of Labor (IDOL).

#### COMMERCIAL BURGLARIES

Two commercial burglaries were reported this week. The Mobile Town Car Wash/Gas Station on Waukegan Road was broken into on Wednesday morning and had cash removed from an unlocked safe.

The revolving door to the Dominick's Food Store on Dundee Road was broken and a case of beer stolen on Sunday morning, September 25.

#### POLICE DEPARTMENT PERSONNEL NEWS

Congratulations to Deputy Chief Jeff Ross, Records Clerk Patti Burmeister and Community Service Officer Marty Quill on their retirements from the Police Department. Jeff has been with the department for 33 years, Patti 17 years and Marty two years. We wish them all well in their well-earned retirements.

On Monday, October 3, a promotional ceremony will be held for Deputy Chief Scott Dunham, Commander Joel Reyes and Sergeant Jamie Hanselman. The ceremony will be held at 7pm in the Police Department classroom. Congratulations to all!

### TALK AROUND TOWN, NCTV 17

Animal Control Officer Gina Manski appeared on Jack Coombe's show 'Talk Around Town' on Tuesday, September 27. Gina's topic of discussion was regarding wildlife and skunks. During the interview she discussed unlawful trapping, services available to residents, coyotes, fox and humane approaches to dealing with wildlife conflicts. Gina advised that she is available for consultation by contacting the Police Department and that informational brochures are also available at Department headquarters. The cast and crew were captivated with Gina's presentation, which is her second time appearing on the show. The show will be aired 3 times a day on Channel 17.

### ASPHALT STREET REHABILITATION AND RECONSTRUCTION PROGRAM

The 2011 Asphalt Street Rehabilitation and Reconstruction Program is nearly complete. The Contractor will be installing the road surface on Walters Avenue, between Sanders Road and Lori-Lyn Lane, and a small stretch on Ridgeland Drive early next week, weather depending. After this has been completed the contractor will be completing parkway and shoulder restorations.

### NORTHBROOK EAST STORMWATER MANAGEMENT FACILITY

The Village Board awarded the consultant services contract to Patrick Engineering Inc. at the July 12, 2011 Regular meeting for the final engineering design of the proposed stormwater management facility to reduce flooding impacts at the Midway-Whitfield Road (south) intersection. The consultant has completed the initial field survey work and submitted the pre-final plan submittal to Village staff for review. Village staff have completed their review of the pre-final plan and provided comments to the engineer. The first of two Project Informational Meetings with the neighborhood will be held in October.

### ANNUAL SANITARY & STORM SEWER LINING PROGRAM

The Village's sewer lining program was jointly bid with other municipalities as part of the Municipal Partnering Initiative. As a result of the combined work and larger economies of scale, the Village realized a \$20,000 savings attributable to lower unit pricing. The contractor, Insituform, is scheduled to start work in mid-October. Prior to the contractor working, residents affected by the lining work will be notified by mail. Residents interested in getting more information on sewer lining can visit the Village's website at: <http://www.northbrook.il.us/index.aspx?page=482>.

### PUBLIC WORKS CREWS CONSTRUCT WATER MAIN INTERCONNECTION BETWEEN RED HAW AND SURREY LANE

Public Works crews worked to construct an interconnection between the dead end water mains that run along Red Haw and Surrey Lanes. Interconnecting or "looping" these water mains provides a redundancy for water customers should a water main break occur in the area, thereby minimizing the number of customers without water. Looping also helps maintain a pressure throughout the mains, and better circulates the water. The work is expected to be completed early next week.



**WEEK OF OCTOBER 3, 2011**

<b>MON.</b>	<b>10/3</b>	7:00 p.m.	Swearing In Ceremonies – Police Department
<b>TUES.</b>	<b>10/4</b>	9:00 a.m.	Department Head Meeting – Terrace Room
		7:30 p.m.	Plan Commission – Board Room
<b>WED.</b>	<b>10/5</b>		No Meetings
<b>THURS.</b>	<b>10/6</b>		<b>Yom Kippur begins at Sundown</b>
		5:00 p.m.	Rural Fire Protection District Meeting – Station 11
		7:00 p.m.	Arts Commission – Terrace room
		7:00 p.m.	Community Relations Commission – <b>Cancelled, rescheduled to 10/13</b>
<b>FRI.</b>	<b>10/7</b>		<b>Yom Kippur</b>