

## MEMORANDUM

**TO: STAFF**

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

**FROM: Richard Nahrstadt, Village Manager**

**DATE: October 1, 2010**

**RE: STAFF BRIEFING**

### WEEK OF SEPTEMBER 27, 2010

#### REGULAR BOARD OF TRUSTEES MEETING

The Board of Trustees held a Regular Meeting on Tuesday, September 28. Under the Manager's Report, three new paid-on-call firefighter candidates were sworn in. Three Proclamations were presented during the President's Report: Proclaiming the Month of October 2010 as "Illinois Arts and Humanities Month" and "Domestic Violence Awareness Month" in Northbrook, and Proclaiming the Week of October 3-9, 2010, as "Fire Prevention Week" in Northbrook. Under Consent, Resolutions were passed approving: a contribution to Youth Services of Glenview and Northbrook; an agreement with Cook County for the 2009 Energy Efficiency and Conservation Block Grant; an HVAC replacement unit for the Police Department; the purchase of two (2) SCADA system controllers for the Public Works Department; and, an agreement with Hampton, Lenzini and Renwick, Inc. of Elgin, Illinois for consulting services for the Techny Drain Project Phase IV Design Engineering. Also approved were Ordinances granting a special permit for a Tae Kwon Do training facility (3141 Dundee Road - K. H. Kim's Tae Kwon Do Academy) and authorizing the issuance of General Obligation Bonds, Series 2010.

Under the Planning & Zoning Committee (P/Z) Report, a summary was provided of the September 21 Committee meeting. The three items discussed at that meeting will be brought before the Board at a later date. A Resolution approving a second extension of tentative plat approval and rezoning for the Pine Knolls Subdivision (3895, 3925, 3955 Dundee Road) was passed. Development & Planning Services Director Tom Poupard presented a staff report on computing attic space in residential Floor Area Ratio (FAR). The report focused on clarification between an attic and unfinished floor area. Director Poupard also presented a report on uses and structures allowed in front yards, a discussion spurred by the front yard garden at 2737 Shannon. The issue was referred to the Communications & Legislation Committee (C/L). A meeting date to discuss the issue will be determined at the October 12 C/L meeting. Three Preliminary Reviews were also heard under the P/Z report: a request for an assisted senior living facility on Founders Drive; a special permit for an automotive repair facility with outdoor auto storage at 1801 Holste Road; and a request for a Zoning Code Text Amendment to allow One-On-One Sports Training Facilities in the I-1 District (Metro Chicago Fencing Center).

The next Regular Meeting of the Board of Trustees will be October 12, 2010.

#### MUNICIPAL PARTNERING MEETING

On Thursday, staff met with representatives from 18 area communities to discuss opportunities for joint contracting and purchasing of common services in order to achieve better pricing through economies of scale. Potential areas include joint bidding of public works construction and maintenance projects, joint contracting for plan review services, and shared computer hardware/software applications.

A working list of potential projects will be compiled so that each community can indicate their anticipated needs in each functional area. The group will meet again next month to review the combined needs in each area in order to better define the partnership opportunities that exist.

### HELICOPTER TRANSPORT IN NORTHBROOK

Around 9:00am, Thursday, September 30, Northbrook Paramedics were called to a home in the 2300 block of Greenview for a patient having fallen. Paramedics determined helicopter transport was the best method of transportation since the patient suffered a serious injury from the fall. UCAN Helicopter out of the University of Chicago responded to Glenbrook North High School where it met a Northbrook Ambulance on the football field. The landing site was secured by Northbrook Police and Glenbrook High School Staff. The patient was transported to Lutheran General Hospital for further evaluation and care.



### STATE OF ILLINOIS CAPITAL PROGRAM AND MOTOR FUEL TAX FUNDING

The State of Illinois' capital program includes \$500 million in additional Motor Fuel Tax (MFT) funding through 2012 for local governments. The State of Illinois announced the release of the first \$100 million installment of additional MFT funding on Friday, September 24, of which Northbrook will be receiving an allotment of roughly \$150,000. The Village's regular allotment for 2010 will be roughly \$865,000. With the additional allocation, the combined total for this year brings funding up to levels that we experienced a couple a years ago. MFT funds have restricted use which includes design, engineering, construction and maintenance of roadway pavement improvements. The Village has traditionally used these MFT allocations to fund our annual asphalt street rehabilitation program. It is anticipated that the Village should receive these funds by mid-October.

### HANDICAPPED ACCESSIBLE AUTOMATIC DOOR OPENERS AT VILLAGE HALL

Electrical work for the installation of handicapped accessible, automatic door openers at Village Hall began this week. The openers are being installed on the rear doors located under the terrace that enters into the hallway between the main lobby and the Board room. Work will be completed before early voting begins on October 12. The work is necessary to ensure the Village Hall is accessible to all customers.

### MFT ASPHALT STREET REHABILITATION PROGRAM

Leveling binder will be installed next week starting on Monday for the public streets within Ancient Tree, Glenbrook Drive, Lincoln Avenue, Gregg Road, Northbrook Avenue, and the Colonnades subdivision.

### RAVINE STABILIZATION PROJECT

Permits for removal of approximately 19 trees and stone installation at the ravine have been approved by the Village of Glencoe. Tree removal work began this week and will continue into next week. Stone installation will also occur next week. The work is necessary to stabilize the slopes of the ravine and prevent possible damage to our 24" raw water main and further erosion of the access road to the Lake Front Pumping Station.

### REVERE DRIVE RECONSTRUCTION

Pavement removal and replacement operations continued this week. Work occurred during the hours of 12:30pm to 8:30pm to minimize traffic disruption. The bituminous base course has been installed for approximately 1/3 of the new roadway. Pavement removal and the placement of the bituminous base course is anticipated to be completed on Friday and Saturday. Construction is still on schedule to be completed by mid November.

### COMMUTER LOT RESURFACING

Pavement milling and resurfacing work on the south section (sections E, F, and G) of the West Commuter Lot began Wednesday and will be completed by Sunday. During this work, commuters have been urged to use the available parking at the Lake-Cook and The Glen Metra stations. The lot will be available for commuters to use on Monday morning.

### MWRD VOLTZ ROAD SEWER LINING PROJECT

The Metropolitan Water Reclamation District's (MWRD) contractor, Kenney Construction, has completed lining work for the Harms Road Interceptor along Voltz Road between Grant and Sunset Ridge Roads. The contractor will return this winter to complete lining work on Voltz Road west of Waukegan Road.

### NORTHBROOK EAST WATER MAIN PROJECT

The Contractor, Trine Construction Corporation, has completed the removal of old fire hydrants and water valves on Longaker Road. The trench in which the Longaker water main was installed was "jetted" with water to compact the backfilled material and minimize future settlement of the trench. All residences on Whitfield Road have been transferred to the new water main. Two crews continue to transfer water services to the new water mains on Berglund Place and Dalton Place. It is anticipated that the Contractor will complete the transfer of all water services by the middle of next week. The Contractor will then remove old fire hydrants and water valves on Whitfield Road, Berglund Place, and Dalton Place.

### NORTHBROOK COMMUNITY NETWORK MEETING

Counseling Services Director Nancy Vaccaro hosted the quarterly Northbrook Community Network (NCN) meeting at the Police Department on Thursday morning, September 30. Representatives from the school districts, social service agencies, YMCA, Historical Society, NCDAA, interested residents and Police staff attended. Chief Wernick spoke on the Police Department's Summer Plan statistics (noting the department's focus on zero tolerance enforcement with regard to underage drinking) and the newly implemented RX disposal program. Mrs. Vaccaro summarized activity coming in to the Counseling Services Unit and discussed trends of social services needs of the community.

### 911 TELECOMMUNICATOR ATTENDS HOMELAND SECURITY TRAINING

Telecommunicator Tina Fischer recently completed Homeland Security Training at the Center for Domestic Preparedness (CDP) located in Anniston, Alabama. The CDP is operated by the United States Department of Homeland Security's Federal Emergency Management Agency and is 100% fully funded, costing the Village nothing. The CDP provides training for emergency responders from across the United States in multiple disciplines, including Public Safety Communications. Students gain critical skills and confidence to be better prepared when responding to local incidents.

### BURGLARIES

On Friday, September 24, a resident in the 2500 block of Illinois Road reported to police that unknown persons had entered his open garage door and removed over \$1,000 worth of new power tools. The complainant, a sales representative for a power tool company, reported the tools were brand new and in their original shipping cases. The garage door was mistakenly left open.

A job site in the 800 block of Sunset Ridge Road was burglarized over the evening of September 28. Unknown persons cut the gate lock and removed various equipment items and machines. A special watch has been placed on the area.

Two burglaries to autos were reported to the Police Department on Wednesday morning, September 29, in the 3800 block of Bordeaux Drive. Unlocked vehicles were parked in residents' driveways overnight and unknown persons entered them and removed prescription bottles and a flash light. These items were recovered in a nearby yard. The scenes were processed for evidence.

The Investigations Unit will follow up on all cases.

MULTI-VEHICLE ACCIDENT ON SPUR IN CONSTRUCTION ZONE

Sunday, September 26, Fire Department personnel were called to the 26 mile marker, eastbound (west of the toll booth) for a multiple vehicle accident involving four vehicles with four patients that had sustained minor injuries. These patients were transported to Highland Park Hospital for further evaluation and treatment. Cause of this incident is being determined by the Illinois State Police.

While there has been an increase of accidents during the tollway spur reconstruction, (18 accidents and 26 patients since May) none of the incidents has been as large or dramatic as what we experienced two years ago when both I-294 and the Edens Expressway (I-94) were being reconstructed. Northbrook Fire Department staff has been working closely with representatives of the Toll Highway Authority and the various Contractors to minimize the frequency and intensity of accidents during the construction. With the weather being the deciding factor, the project is expected to be completed by December 12.

CAR VS. 7 ELEVEN

On Monday evening, September 27, a female driver accidentally drove into the front glass of the 7 Eleven on Shermer Road. Police and Fire units were on the scene and Tom Poupard assessed the damage. The car did not go into the store but shattered the glass and came to a stop. It appears the woman sustained only minor injuries. Thankfully, no one else on the scene was hurt.



WEEK OF OCTOBER 4, 2010

<b>MON.</b>	<b>10/4</b>		<b>Fire Prevention Week</b>
			<b>No Meetings</b>
<b>TUES.</b>	<b>10/5</b>	9:00 a.m.	Department Head Staff Meeting – Terrace Room
		7:30 p.m.	Plan Commission Meeting – <b>Cancelled</b>
<b>WED.</b>	<b>10/6</b>	6:00 p.m.	Parenting for Biracial Families – Board Room (NCDAA)
<b>THUR.</b>	<b>10/7</b>	7:00 p.m.	Arts Commission – Terrace Room
		7:00 p.m.	Community Relations Commission – Northbrook Public Library
<b>FRI.</b>	<b>10/8</b>		<b>No Meetings</b>
<b>SAT.</b>	<b>10/9</b>	<b>9am-Noon</b>	<b>Fire Department Open House, Fire Headquarters, 740 Dundee Rd.</b>