

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES
DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: September 2, 2011

RE: STAFF BRIEFING

WEEK OF AUGUST 29, 2011

DOWNTOWN PLANNING

On Wednesday evening, August 31, the Downtown Plan Steering Committee held its second meeting. At the meeting, the project consultant Teska Associates reviewed the Downtown Existing Conditions Report, which can be found on the project website – www.northbrook.il.us/downtownplan and which includes the results to the online questionnaire completed by the community this past summer. This information will be used as the background for the planning charrette activities in October. A highlight of the Committee's discussion was the trying economic times we are currently facing and the challenges of redeveloping the target sites in the near future.



Also at the meeting, the Committee finalized the vision statement to be used to guide the development of the downtown plan. The Committee started with the overall downtown goal statement from the newly adopted Comprehensive Plan and elaborated on it. The agreed upon vision statement reads:

The Village's downtown will evolve into a vibrant gathering place and transportation hub that is the symbolic center of the community. The downtown will be a friendly environment that attracts shoppers, diners, and residents and takes advantage of its unique assets, including its core existing and enhanced retail and restaurant anchors, the river, open space and rail service. The downtown will offer a walkable environment for families and residents of all ages. Enhancing the downtown by means of public-private partnerships will be a high priority of the Village.

Teska Associates then reviewed the four-day planning charrette process scheduled for Monday, October 17 through Thursday, October 20. The general public will be invited to attend and participate during the following two sessions of the charrette:

- Monday, October 17, at 7:30 p.m. – Participatory public workshops.
- Thursday, October 20, at 7:30 p.m. – Public presentation/open house of draft plan.

If you have any questions regarding the downtown planning process, please contact David Schoon at 847/272-5050, ext. 4281 or david.schoon@northbrook.il.us.

COMMUNITY RELATIONS COMMISSION MEETING

At Thursday evening's meeting, the Commission, along with Senior Services Commission Chair Mort Wax, considered a project to "link neighbors together to help one another". The "village movement", as it is known, began in Boston in 2001 and is growing throughout the country. The Commission has decided to form an exploratory, joint subcommittee to research the possibility of starting a similar program here in Northbrook. For more information, see www.aarp.org/villagemovement. The next meeting of the CRC is scheduled for October 13.

ARTS COMMISSION MEETING

Newly appointed Arts Commission Chair Julia Miller was greeted with a round of applause as she chaired her first meeting. During the meeting the Commissioners discussed the placement of the fence slats that were painted at Art in the Park. The slats will be used as a partial fence around the community garden at Crestwood Place. The Commission is in the process of streamlining details of a banner painting contest to promote Earth Day. The banners would be displayed on light poles around the Village during April 2012.

The Commission discussed details of the Artists Studios' tour on Sunday, October 9, from 11am-4pm. Six of the twelve Northbrook artists participating this year will be showcasing their artwork at Village Green Center, 1810 Walters. New this year is the addition of a Young Artists' Display at Sunset Foods. Students from the Special Gifts Theatre may also perform at the event. Commissioners are organizing their 9th Annual Northbrook Originals juried art exhibition at the Northbrook Library from January 3-31, 2012. Details will be included in the October newsletter, at www.northbrookarts.org and mailed to Northbrook Artists. The Commissioners are looking for volunteers to assist with the "Scarecrow" project at Shermerfest on September 18. Anyone interested may contact Kendal Dean at 847/272-5050, ext. 4223.

NEW STAFF PHONE NUMBERS AND UPDATED EMAIL ADDRESSES COMING SEPTEMBER 12

The Village will be rolling out new telephone numbers for all Village staff beginning on Monday, September 12. These direct-dial numbers will allow members of the public to reach staff directly rather than being routed through the Village's automated attendant or live operators. Telephone numbers will be posted on the Village website, and some have been included in the September edition of *Northbrook!* All existing main numbers (including 847/272-5050 and other departmental main numbers) will remain in service. Additionally, those who reach the Village's automated attendant will still have the option of dialing a staff number, pressing "0" for an operator, or may dial by last name to reach employees.

Additionally, email addresses for staff are changing to a new format that will now include first and last names (firstname.lastname@northbrook.il.us rather than lastname@northbrook.il.us). This is being done to help alleviate confusion that sometimes takes place when emails are sent to certain staff with the same or similar last names. Again, these will be posted on the Village's website. Old email addresses will still function while we phase them out over the next several months.

We appreciate your patience and understanding as we transition to a more service-focused way of communicating with the community as a whole.

BOB BROGAN PROMOTED TO DEPUTY FIRE CHIEF

On Wednesday, August 31st, District Chief Bob Brogan was promoted to Deputy Chief of Mission and Support at a ceremony at Fire Station #11. Village Clerk Debbie Ford swore-in Deputy Chief Brogan to his new position with family, friends, Village staff, and co-workers in attendance. Chief Brogan is a 29 year veteran of the Northbrook Fire Department. He has held the ranks of Firefighter/Paramedic, Lieutenant, Captain, and since 2003, District Chief, serving as a shift commander and the Logistics officer for the Fire Department. Chief Brogan holds a Bachelors Degree in Fire Science Management from Southern Illinois University, and was a charter member of the regional Technical Rescue Team. Chief Brogan is currently part of the Village Management's negotiations committee, and will continue as the Department's labor/management liaison. Please join us in offering congratulations and best wishes to Deputy Chief Bob Brogan, his wife Cindy, and their children Jason and Kelsey.



DIVERS CALLED TO EVANSTON'S LAKE FRONT TO SEARCH FOR MISSING WOMAN

Around 2:00 AM on Friday, September 2nd, the Evanston Fire Department requested assistance from the Mutual Aid Box Alarm System (MABAS) Division 3 Dive Team to search for a woman last seen swimming near a break wall in Lake Michigan. Northbrook Dive Team members responded with Dive Rescue 10 and the underwater sonar unit to assist in the search. The Chicago Fire Department, Coast Guard helicopters and boats also assisted in the search. After a few hours, the search was called off, as it was believed the woman may have gotten out of the water on her own. This was the second MABAS Division 3 Dive Team response this week to Lake Michigan for missing persons.

Additionally, on Saturday, August 27, the Wilmette Fire Department requested a Mutual Aid Box Alarm System (MABAS) Box Alarm for the Division 3 Dive Team to Gilson Park Beach for a person in the water. Northbrook Dive Squad 10 responded with one diver and one support person. The Northbrook Rescue Diver joined other MABAS Division 3 Divers searching for a male juvenile that had disappeared while swimming with friends. The water was extremely rough and the divers reported nothing after their first pass. During their second pass the individual was recovered and a resuscitative event was started and continued to the hospital. The youth was pronounced at Evanston Hospital. On-Call personnel provided supplementary staffing until our personnel were back in service.

MULTIPLE REQUESTS FOR MUTUAL AID

Sunday evening, August 28th, Northbrook Tower 12 was requested for mutual aid to Northfield for a fire in a single family residence. While many North Shore towns were tied up in Northfield, Northbrook Ambulance 11 responded into Winnetka on an ambulance call in the 1300 block of Sunview. A 21 year old resident of the home was transported to Highland Park Hospital with non-life threatening complaints.

ATTEMPTED BURGLARY

Over the evening of Tuesday, August 30th, police responded to a telephone alarm at a residence in the 2900 block of Floral Drive. The resident was not at home at the time of the alarm. On an exterior premise check a window screen was found to be partially removed. An interior check revealed nothing out of order. A canvas of the area was conducted by Officers and Canine Rex which revealed no signs of criminal activity.

FEDERALLY MANDATED STREET SIGN REPLACEMENT REQUIREMENTS WAIVED

The 2009 edition of the Manual on Uniform Traffic Control Devices (MUTCD) mandated that agencies responsible for streets and their signage replace current signs with those that meet new reflectivity and larger lettering standards to make roadway signage easier to read, by 2015. The Village was notified this week that the deadline for signage replacement has been waived and municipalities, counties, and states are now permitted to replace signs as they reach the end of their useful life or as they are knocked down. Since the 2009 MUTCD was issued, the Village has been replacing signs as needed with those that meet the new standards.

CONCRETE STREET PATCHING IMPROVEMENTS

The contract was awarded to Schroeder & Schroeder, Inc. of Skokie at the August 9th Regular meeting. Patching work will occur in the Williamsburg Square and Charlemagne subdivisions for this year's project. For next year, it is anticipated to complete work in the Charlemagne subdivision as well as begin and finish the necessary work in the Sutton Point subdivision. Work will begin in the Williamsburg subdivision the week of September 5th.

MEADOW ROAD BRIDGE DECK REHABILITATION

Construction work on the deck of the Meadow Road Bridge that goes over the West Fork of the North Branch of the Chicago River has been completed and the bridge was reopened at noon on Friday. The re-opening was slightly delayed by a few days due to rain and a change order for an emergency storm sewer repair that had collapsed and was leaking behind the bridge abutment wall.

ANNUAL ASPHALT STREET REHABILITATION AND RECONSTRUCTION PROGRAM

The curb & gutter removal and replacement work associated with the MFT funded Asphalt Street Rehabilitation and Reconstruction program has been completed. The binder and surface courses have been completed in the Dehne/Northbrook Park Subdivision. Pavement milling operations will continue next week in the Garden Court III and Dunsten Green subdivisions.

SEWER IMPROVEMENTS AND CURB INSTALLATION

The homeowners at 1026, 1036, and 1042 Hillside were experiencing extreme wash out of the road, driveways, and parkway because this roadway had no curb or gutter. The homeowners paid to have a curb installed in front of all three of their homes and the Village coordinated the work with our existing concrete contractor. We installed a 24" x 24" concrete structure in the flow line of the new curb and connected it to a catch basin in the parkway at 1036 Hillside with roughly 8' of SDR-26 PVC pipe.



Additionally, this week Public Works staff removed roughly 35' of 15" metal culvert pipe at the intersection of Summerton and Scott. The old pipe was in poor condition and did not have enough cover over it for the road resurfacing. The old pipe entered the ditch on the east side of Summerton at a 90° angle which caused a restriction in the flow of storm water. Staff installed a pipe at more of an angle and roughly 75' of 15" SDR-26 PVC pipe with two 15" 22.5% elbows at the ends to reduce any restrictions in the flow. Crews also graded 85' of drainage ditch downstream of the new pipe and will do some grading up stream of the new pipe. To finish it off, wash stone will be placed at the bottom of the new graded ditches to improve the appearance.

WEEK OF SEPTEMBER 5, 2011

MON.	9/5		LABOR DAY – Village Hall Closed
		7:30 p.m.	Plan Commission Meeting – Cancelled
WED.	9/7	5:00 p.m.	Board of Fire & Police commissioners – Police Department
THURS.	9/8	5:00 p.m.	Board of Fire & Police Commissioners – Police Department
		5:30 p.m.	Architectural Control Commission – Terrace Room
		7:00 p.m.	Senior Services Commission – Terrace Room
FRI.	9/9		No Meetings
SAT.	9/10	10am-Noon	“Touch a Truck” Event – Techny Prairie Park and Fields
SUN.	9/11		PATRIOT DAY
		7:30 a.m.	911 MEMORIAL - Station 11
		4:00 p.m.	Youth Commission Appreciation BBQ – PD Headquarters
		4:00 p.m.	10th Anniversary 911-Commemorative – Sheely Center at GBN