

MEMORANDUM

TO: STAFF

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

FROM: Richard Nahrstadt, Village Manager

DATE: May 6, 2011

RE: STAFF BRIEFING

WEEK OF MAY 2, 2011

SPECIAL MEETING OF THE BOARD OF TRUSTEES

The Board held a Special Meeting on Tuesday, May 3. After approval of the Warrant List, Village Clerk Ford swore in the new Village Board members. Jim Karagianis and A.C. Buehler were reelected, and Bob Israel was elected to his first term as Village Trustee. Under the President's Report, Kati Spaniak was recognized for her two years of exemplary service to the Village as trustee. Also recognized was Canine Rex, who retired from active duty at the Police Department in January of this year after 8 years of dedicated service to the Community; and, Doug Gerleman, for his 15 years of service on the Environmental Quality Commission. A Proclamation was approved in honor of the "Just Say 'No' Walk and Rally" on May 6 and the Board approved appointments and re-appointments to the Commissions.

Under the Consent Agenda, a Resolution was approved authorizing the purchase of 476 parkway trees, as well as a Resolution renewing an agreement with Crystal Maintenance Services Corp. for custodial maintenance service. Also under Consent, an Ordinance was approved granting a Level Three Design Review Permit to allow collocation of personal wireless telecommunication antennas and related equipment at 1200 Shermer Road in the Village Green Overlay District, as well as an Ordinance amending the Northbrook Municipal Code (1988), as amended, regarding the Boards of Trustees of the Firefighters' Pension Fund and the Police Pension Fund.

During the Planning & Zoning report, a Committee meeting date was set for May 24 at 6:30pm to discuss possible annexation of properties along Techny Road. Three prelims were discussed and all three were sent on to the Plan Commission. Under Administration & Finance, the Board passed a Resolution supporting and consenting to the approval of Class 6B Classification and approving a Class 6B Incentive Agreement for MicroLink Devices, Inc. - 300 Wainwright Drive. The 6b Classification was approved for only the value added to the building, not the entire property. During the Quality of Life report, a Committee meeting date was set for June 14 at 6:30pm to discuss and review the Village's property maintenance codes.

The Regular Board meeting schedule for Tuesday, May 10 has been cancelled. The next Regular meeting will be on Tuesday, May 24.

STUDENT GOVERNMENT DAY

The Village held the 54th Student Government Day on Wednesday, May 4. This fantastic Northbrook tradition provides students with a "taste" of government and offers a behind the scenes view of how local government operates. This year, over thirty eighth graders participated from each middle school that serves Northbrook. The students spent the morning shadowing their "counterpart", either a professional staff member or elected official from the Village of Northbrook. The Park District and Library participated as well. At the end of the evening, the students participated in a mock Village Board meeting. This year's problem asked the students to consider whether they would allow residents to keep chickens on private property. Following student staff presentations and significant discussion, the student Board of Trustees voted 4-3 to allow the chickens.

COMMUNITY RELATIONS COMMISSION MEETING

On April 26 and May 3, the Commissioners hosted a showing of the film "Becoming American: The Chinese Experience" in two parts at the Northbrook Public Library. Both events were well-attended and well received, attracting over 50 viewers at each showing. These two events lead up to the Asian Heritage Celebration on Saturday, May 7, from 11am- 3pm, at the Northbrook Library. Please encourage any who are interested in experiencing a wide variety of Asian art, culture and entertainment to attend. Free ethnic refreshments will be served.

The Commission is eagerly anticipating another successful partnership with the Northbrook Clergy Association for an "Interfaith Walk" on May 15. The kickoff will take place in the gazebo at the Village Green at 12:30pm. From 1pm to 4pm, participants will walk, bike or drive to various houses of worship within the community listed at www.northbrook.il.us/InterfaithWalk. At 4pm, the event will conclude with pizza and games in the Village Hall Board Room. All who are interested in some ecclesiastical education and exercise are invited.

CRC Commissioners will gather on Friday, May 20, at 6pm on the front lawn of the Village Hall for the Flamingo Friday Kick-off. Instructions and pink flamingos (of the plastic sort) will be available, as we anticipate another summer of community in many Northbrook driveways. Those who have hosted and those who will become neighborhood hosts are encouraged to attend.

The next meeting of the CRC is scheduled for June 2, 2011.

ARTS COMMISSION MEETING

The Arts Commission held their regular meeting on Thursday, May 5. Prior to the regular meeting at 7pm, the Art in the Park subcommittee met at 5:30pm to continue discussion on plans for the upcoming festival. Erin Melloy from EM Events provided an artist update: currently we have about 70 artists paid, and we anticipate having at least 80 by the festival date. Also discussed at the subcommittee meeting was volunteer needs, sponsorship and the community art project. During the regular meeting, Ms. Melloy showed a power point with works of approximately 40 of the accepted artists for the show.

The poetry session that was originally scheduled for April 16 at the library was cancelled due to a small sign-up number. The plan is to organize this event for a fall date with increased promotion, especially to the schools. The last artist workshop of the year, an oil painting lesson, will take place this weekend at the Village Green Center. The deadline for submission to the Rock the Green contest was this past Friday. Ten submissions were received. This year, the contest is part of the state-wide Battle of the Bands competition. The winner of the Northbrook event will go on to compete for a chance to perform at the Illinois State Fair. Gig on the Green has been cancelled this year, but the Commission has voted to replace the event with a concert series at Centennial Plaza. The concerts would take place on the last three Fridays in July as well as the first two Fridays in August. The music subcommittee will begin recruiting musical acts for these dates.

The next meeting of the Arts Commission will be on Thursday, June 2.

NEW MASTER STORMWATER PLAN

Staff has worked with HLR, Inc. to prepare the current draft of the New Master Stormwater. The Plan will be finalized by the Stormwater Management Commission at their next scheduled meeting on May 12. It is anticipated that the New Plan will be presented to the Board sometime in June.

2767 CANTERBURY DRIVE 36-INCH CULVERT REPLACEMENT

Mosele & Associates, the contractor hired to replace a segment of culvert pipe on the property located at 2767 Canterbury Drive, will be beginning work on Monday, May 9. The delivery of the replacement culvert pipe is scheduled for Tuesday, May 10, with the pipe installation beginning shortly thereafter.

The culvert pipe being replaced was installed as part of the development of the Willow Creek Subdivision, which occurred in the mid 1950's under Northfield Township control. This pipe is intended to convey storm water contained in the Techny Drain-South Fork and has deteriorated to a state of partial collapse. If not replaced, this property, as well as those upstream, will experience flooding when the pipe eventually fails.

2011 SEWER & WATER MAIN IMPROVEMENTS (LEE WOODS SUBDIVISION)

Staff held a pre-construction meeting reviewing sanitary sewer and water main improvements with Lenny Hoffman Excavating on Thursday, April 28. The contractor will be submitting a schedule and material submittals during the week of May 9. The Contractor anticipates commencing with preliminary site work, including traffic control setup and saw-cutting, on Thursday, May 12. The contractor will begin with the installation of the Edgewood Lane sanitary force main starting at Grant Road and Wildwood Lane the week of May 16.

The replacement of the water mains and the sanitary sewer force main in the Lee Woods Subdivision will require that the new facilities be installed under the existing roadway pavement. Replacement of water mains on Edgewood Lane, Holly Court and Wildwood Lane is necessary due the high number of main breaks resulting in numerous water outages for residents. These breaks, combined with low water flow throughout this neighborhood, make this section a high priority for replacement. The size of this water main will be increased from 6 inches to 8 inches. Staff has coordinated this work so that all the water and sanitary work will be completed by an underground contractor prior to road rehabilitation being completed later this year. All the necessary road base patching will be completed by our MFT road contractor, Arrow Road Construction, prior to resurfacing the road with final surface.

PRIVATE PROPERTY DRAINAGE INVESTIGATIONS

Because of this very wet spring, staff continues to receive and respond to numerous requests (22 since April 15 alone) from property owners regarding standing water and other drainage concerns on their respective properties. Some of these investigations are quite involved as staff offers technical advice, pursues compliance with storm sump pump discharge lines being connected to the Village's storm sewer system, completes limited topographical surveys, prepares concept plans and explains eligibility for the Village's Private Property Drainage Improvements Reimbursement Program.

WATER TOWER CONSTRUCTION

The tower "roof" was installed this week. The crane mast will be dismantled by early next week. The Contractor will be removing the temporary brackets, support hardware and safety lines. Painting is expected to begin in early June. Electrical work and completion of the water mains should begin in late summer and the tower should be on-line this October.



BURGLARIES

A residential burglary was reported to police on Tuesday, May 3. A resident in the 2500 block of Peachtree Lane returned home from vacation and discovered several pieces of jewelry missing and a TV. A sliding door was found to be unlocked.

A tenant in the 3400 block of Dundee Road office complex was in the process of vacating his suite during which time several items including typewriters, entertainment equipment, and lamps were removed. A review of the building's surveillance cameras revealed the cleaning crew was responsible for moving the equipment. The complaint allowed the building's management company to settle the incident.

ARMED ROBBERY

On Saturday afternoon on April 30, an armed robbery occurred at a jewelry store in the 800 block of Sanders Road. A male subject, brandishing a hand gun, entered the store and ordered the owner and salesperson into the bathroom. The subject smashed the display cases removing an estimated \$100,000 in jewelry after disabling the surveillance system. An ISPERN message was dispatched and Canine Jack was summoned for tracking. A canvas was conducted of the area with negative results.

POLICE OFFICER MEMORIAL CEREMONY

Chief Wernick and representatives from the Police Union groups, Investigations and Patrol attended ceremonies this week in Springfield in honor of National Police Week. This annual event is attended by thousands of law enforcement personnel to honor fellow Officers who have given their lives in the performance of their duties. The department's motor unit, represented by Officers Chris Lacina and Tom Fiedler, rode the department's motorcycles in the three-mile long motorcade. The ceremonies included a morning church service and a state ceremony held on the Capitol grounds concluding with the playing of taps. National and county memorials will be held later in May. As is tradition, Father Jim Braband led the representatives in a prayer and sent the troops safely on their way after a blessing of the bikes.



NATIONAL TAKE BACK INITIATIVE (NTBI)

On Saturday, April 30, from 10am to 2pm, the Police Department, in connection with the DEA, collected three boxes of unused prescription drugs for proper destruction. A table was manned in the Police Department lobby by Community Service Officers Dan Petka and Marty Quill who after collecting the drugs delivered them to the DEA staff at a post in Arlington Heights. The drugs were then transported to a facility in Indianapolis for destruction.

MULTI-PATIENT VEHICLE ACCIDENT

In the late afternoon of Wednesday, May 4, Fire Department crews responded to an accident on the Edens Spur near Lee Road. Fire crews found a four vehicle accident with a total of seven patients, several requiring extrication from their vehicles. The Mutual Aid Box Alarm System (MABAS) was used to bring in help from six surrounding communities. Mutual Aid companies and Paid-On-Call personnel covered Northbrook's fire stations while Northbrook companies operated at the accident.

Three of the seven patients signed a medical release and refused transportation to the hospital. Two of the remaining four were transported to Evanston Hospital, while the last two were transported to Lutheran General Hospital. The Edens Spur was shut down for just over an hour. Once the patients were transported, the scene was turned over to State Police for their investigation.

DEERFIELD POLICE OFFICER INVOLVED IN HEAD-ON COLLISION

On Monday, May 2, Northbrook units were dispatched to a motor vehicle accident at Waukegan and Chestnut Roads in our Rural Fire Protection District. Crews found two vehicles with severe front end damage; one of them was a Deerfield Police car responding to a medical alarm at the Red Roof Inn. The Police Officer was transported to Lutheran General Hospital by Ambulance 12. The driver of the second car was transported to Highland Park Hospital by Highland Park Ambulance 32. Both patients had non- life threatening injuries.



NEW AMBULANCE FINAL INSPECTION

Next week, Deputy Chief Schinleber and Captain Smeltzer will complete a final inspection of the new Ambulance on-site in Bradenton, Florida. They will be leaving on Monday, May 9, returning on Tuesday, May 10, and 100% of the expenses for the vehicle inspection will be reimbursed by Foster Coach. The contract for the purchase of this new Ambulance was signed in 2009. Delays were caused by new anti-pollution requirements initiated by the Environmental Protection Agency; also, the ambulance factory was moved from Indiana to Florida in mid-production. We expect delivery of the new ambulance in June.

WEEK OF MAY 9, 2011

SAT.	5/7	11am-3pm	Asian-American Heritage Celebration – at the Library
		1:00-2:30pm	Senator Dold’s Town Hall Meeting – Board Room
SUN.	5/8		Mother’s Day
MON.	5/9	7:00 p.m.	Salceda Homeowners Association – Terrace Room
TUES.	5/10	7:30 p.m.	Regular Meeting to the board of Trustees - Cancelled
WED.	5/11	7:00 p.m.	Bicycle Task Force – Terrace Room
THURS.	5/12	5:00 p.m.	Electrical Commission – DPS Conference Room
		5:30 p.m.	Architectural Control – Terrace Room
		7:00 p.m.	Sr. Services Commission – Terrace Room
		7:00 p.m.	Stormwater Management – Public Works Center
FRI.	5/13		No Meetings