

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES
DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: May 21, 2010

RE: STAFF BRIEFING

WEEK OF MAY 17, 2010

MAY 18 COMMITTEE OF THE WHOLE MEETING

The Board of Trustees met in Committee of the Whole on Tuesday evening. Public Works Director Kelly Hamill and Village Engineer Paul Kendzior provided a summary of the May 13 rain event, noting that those residences that have participated in the Overhead Sanitary Sewer Service Conversion Cost Participation Program (approved at the December 8, 2009 Board meeting) had no flooding issues. The meeting then moved to a discussion of various other storm water management initiatives. Staff was seeking direction regarding the selection of the consultant for the new Master Storm water Plan. Staff was directed to go with the lowest responsible bidder and to place this item under the consent agenda on the upcoming Board meeting on May 25. The Board also directed staff to move forward with finalizing the Techny Road (Shermer-Pfingsten) Jurisdictional Transfer agreement with the Cook County Highway Department—an item also placed under the consent agenda on the May 25 agenda.

The Board discussed the availability of grant funding related to downtown transit oriented development. Staff was directed to follow-through with submittal of an application for the RTA Community Planning Grant. The final agenda item for the evening was in regards to the Skokie Valley Trail extension and how the Village should utilize a \$50,000 Illinois Department of Commerce and Economic Opportunity (DCEO) grant awarded to the Village in 2008, and which must be committed for use by the end of this month, May 31, 2010. Staff had proposed using a portion of the Village of Northbrook grant funds (\$13,400) for an amendment to the original feasibility study. The amendment would investigate the general feasibility of an alternative trail alignment on Commonwealth Edison property as opposed to Union Pacific Railroad property. Staff was directed to prepare a Resolution authorizing T.Y. Lin International Great Lakes, Inc. to study the feasibility of constructing a trail on this alternate trail route.

The next Regular Meeting of the Board of Trustees will be held on Tuesday, May 25.

MAY 13 ARCHITECTURAL CONTROL COMMISSION MEETING

The Northbrook Architectural Control Commission held their regular meeting on Thursday, May 13. The Commission granted a six-month extension to an expired building permit for a room addition that was under construction and nearly completed. They also reviewed and approved the elevations of five new single family homes:

- 2219 Crabtree
- 2512 Woodland Drive
- 1243 Church Street
- 651 Alice Drive
- 4140 Sunset Lane

This is the greatest number of new homes reviewed in a very long time and is viewed as a sign that the local economy is gradually improving.

The Commission also asked that staff look into what types of contractors should be licensed by the Village. In general, the feeling was that too few contractors are licensed.

A majority of the meeting was devoted to discussing new initiatives by the Department of Development & Planning Services to help enhance the Village's building review and inspection process. The Commission fully supported a number of new initiatives, including:

- Continued simplification of permit application forms (staff has eliminated many pages of attachments that are no longer necessary for processing the applications).
- Establishment of Village of Northbrook cover sheets with pre-approved standard notes and data tables for different types of permit applications.
- Inspection status forms and postings that would remain on-site for easy viewing by property owners, contractors and inspectors. The posting would also include important contact numbers in case a problem is identified.

The ACC viewed these initiatives as major improvements that would aid all involved and offered to assist staff in developing these tools.

MAY 18 PLAN COMMISSION MEETING

The Plan Commission held their regular meeting on Tuesday, May 18 and devoted the entire meeting to a review of the Transportation Element of the draft Comprehensive Plan. No major issues were identified, but the Commission did have several excellent suggestions on key intersections that need to be monitored for improvement and encouraging the identification of low-volume "bike friendly streets" throughout the community. The hearing was continued to June 1, which is expected to be the last major review of the Plan before a formal recommendation is made to the Board of Trustees.

MAY 20 ENVIRONMENTAL QUALITY COMMISSION

The EQC met for their regular meeting on Thursday, May 20. The Commission discussed this year's Earth Day celebration, and discussed what went well and what could be improved for next year. The Commission decided that the next project they will work to accomplish is to design a planting and rehabilitation plan for the area of the West Fork of the North Branch of the Chicago River, adjacent to Willow Festival. Members of the Commission have already been in contact with the Society of the Divine Word property, as well as the MWRD. Commissioners have also identified grant opportunities to pay for any work that is considered. The plan is currently being written by members of the Friends of the Chicago River. The next regular meeting for the EQC is scheduled for June 17.

MAY 20 ELECTRICAL COMMISSION MEETING

At their meeting on Thursday, May 20, the Electrical Commission completed its review of electrical issues associated with the Northbrook Days event. The Civic Association was pleased with the outcome and glad the issues were completely resolved in advance of the event, rather than in the field.

Most of the meeting was devoted to the future work program for the Electrical Commission and how they (like the Architectural Control Commission) can be used as a resource to help develop more clear explanations of Village code and inspection concerns. Staff and Commission agreed that the goal is to avoid situations where major issues are identified in the field AFTER a permit has been issued and construction is well underway. The Commission will also be reviewing the 2011 National Electrical Code, which is now in draft form.

WEBSITE REDESIGN, WEB STREAMING AND AGENDA MANAGEMENT UPDATE

Staff has been working with IQM2, the Village's web streaming vendor, to establish web streaming services along with our agenda management software. We are aiming to have live web-streaming available for the Regular Board of Trustees meeting to be held this upcoming Tuesday or at the first meeting in June (June 8). Our Agenda Management portal is currently being developed by IQM2. We will start training on this program during the month of June and are intending to launch it at the first Board meeting in July.

Staff had a conference call with our Project Manager from Vision Internet earlier this week and mapped out a timetable for public launch of the new website. We are working towards a December, 2010 launch. The website staff committee will be meeting next week to discuss further project details.

UNWANTED PRESCRIPTION DRUG DISPOSAL PROGRAM

Chief Wernick met with Mr. David Katz, Board Director for DEA Educational Foundation, this week regarding the *Save a Star Drug Disposal Program*. This program, founded in 2007 by Mr. Katz' family, is committed to the safe disposal of unwanted and unused medications with the intent of keeping these medications out of the hands of those who might otherwise become victims of medication overdoses. While the Save a Star program has several other missions—such as raising awareness of drug abuse, providing educational tools, counseling resources and support to help drug users, their families and communities—its most recent focus is to provide a secure collection site, such as a police department, for the disposal of unwanted medications. More information on the program can be found at www.SAVEASTAR.org. Chief Wernick is evaluating the program and will meet with staff to determine if Northbrook could benefit from participating.

CARBON MONOXIDE ALARM CAUSES AN UPGRADED ALARM

On Monday, May 17, an ambulance was on a call at 3085 Pheasant Creek Drive, when the carbon monoxide (CO) monitor carried by the ambulance company alerted personnel to a significant carbon monoxide presence in the building. The incident was upgraded to include the on-duty shift commander and a fire inspector to research the cause of the unusually high levels of CO. Crews armed with 4-gas meters quickly checked the building and found a plumbing company using a gas powered sewer rodding machine in the parking garage. The machine was shut down and the building ventilated. Further investigation found that not only had the machine been operating in the confined space of the garage, but several components of the garage ventilation system were not operating. The management company was informed to get maintenance for the ventilation system and told that the use of gas powered equipment in the building was prohibited. Fortunately no one was negatively affected by the high CO levels.

FIRE DEPARTMENT AUDITED BY OFFICE OF THE STATE FIRE MARSHAL (OSFM)

On May 19, the Northbrook Fire Department was audited by Steve Sullivan from the Illinois Office of the State Fire Marshal. The comprehensive audit examined personnel standards, OSFM certifications, mandated training records, driver training and licenses, and data maintenance. The Fire Marshal congratulated the Fire Department for successfully meeting the NFPA 1401 standard of "Recommended Practice for Fire Service Training Reports and Records," passing the audit with flying colors.

STATION 10 SPRINKLER REPAIRS AT NO COST

In October 2009, Fox Valley Fire and Safety performed the required annual testing of the sprinkler system at Station 10. However, Fox Valley's service personnel did not properly drain the system. Water remained in the pipe until it froze and burst the pipe in late November. Fox Valley agreed to fix the system without charge and it was repaired and placed back in service on April 21, 2010. Repairs were delayed until temperatures remained above freezing.

MULTIPLE AMBULANCES NEEDED

Thursday evening, May 20, Northbrook firefighters were called to a two motor vehicle accident at the intersection of Waukegan and Dundee Roads. The four occupants of the vehicles were evaluated by paramedics and three ambulances were called in to transport three patients. Deerfield-Bannockburn Fire Protection District provided an ambulance for this incident as one of Northbrook's ambulances was on another call. None of the injuries were reported as life threatening.

NORTAF CALL-OUT

On Friday evening, May 14, at approximately 5:35 p.m. NORTAF (North Regional Task Force) MCAT (Major Crash Assistance Team) was activated to assist the Winnetka Police Department with a reported personal injury hit and run crash that occurred at Winnetka Avenue and Green Bay Road involving a pedestrian. A vehicle traveling southbound on Green Bay Road struck a 17 year old pedestrian who was crossing the street. The victim was transported to Evanston Hospital by the Winnetka Fire Department and remains in critical but stable condition. Charges against the offender are pending per the Assistant State's Attorney.

WEEK OF MAY 24, 2010

MON.	5/24	7:30 p.m.	Zoning Board of Appeals – Board Room
TUES.	5/25	7:30 a.m.	ICDC - Terrace Room
		6:00 p.m.	Administration & Finance Committee – Terrace Room
		7:30 p.m.	Regular Board of Trustee Meeting – Board Room
WED.	5/26	7:00 p.m.	Cook County Board of Review – Board Room
		7:00 p.m.	Youth Commission – Terrace Room
THUR.	5/27	(24hrs. to 6/1)	Vietnam Veterans Memorial Wall – Village Green – <i>sunset service nightly 8pm</i>
FRI.	5/28	7:30 p.m.	Retiring Flags Ceremony
SAT.	5/29	10:30 a.m.	“500+ Legion Riders” motorcycle riders - Memorial Wall Ceremony
		6-9 p.m.	Posting of Flags on Veterans Gravesites – Sacred Heart Cemetery, Lee Rd.
MON.	5/31		<i>Memorial Day – Village Hall Closed</i>
		10:30 a.m.	Memorial Day Parade – Starts corner of Cherry & Western