

**MEMORANDUM**

**TO: STAFF**

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

**FROM: Richard Nahrstadt, Village Manager**

**DATE: July 8, 2011**

**RE: STAFF BRIEFING**

**WEEK OF July 11, 2011**

JULY 11 STORM

The morning storm on Monday, July 11, brought wind gusts of over 70 mph and a quarter inch of rain. The storm caused significant damage to trees within the Village, along with numerous lightning strikes, which caused widespread outages within the Village and across ComEd's service territory. At the peak, approximately 3,700 Northbrook residents were without power. System wide, 847,000 customers were without power at the peak of the outages, making this storm the worst in ComEd's history. As of early this afternoon, all Northbrook customers were restored. This storm was the third in as many weeks to knock out power to Northbrook residents; staff worked through the week with ComEd to see that outages were restored as quickly as possible.

Public Works crews again performed storm clean-up efforts. The Park District has again loaned us their chipper to assist with this task and crews collected debris beginning Monday morning through this afternoon.

REGULAR BOARD OF TRUSTEES MEETING

The Board held their regular meeting on Tuesday, July 12. Under the President's Report, a Resolution was approved recognizing Scott Crane for receiving both the state and national Muscular Dystrophy Association's Personal Achievement Award. His parents were in the audience to accept the Resolution. During Consent, Resolutions were passed authorizing an agreement for electrical repairs at the West Side Reservoir; declaring the Village's official intent to reimburse certain capital expenditures from the proceeds of future debt issues; approving an agreement for engineering design work for the Northbrook East Stormwater Management facility; and, approving a contract for the Cherry Lane and Meadow Road bridge deck rehabilitation project.

The next regular meeting of the Board of Trustees will be Tuesday, July 26.

JOINT MEETING OF THE ELECTRICAL COMMISSION & ACC – JULY 14

The Northbrook Electrical Commission and Architectural Commission (ACC) held a special joint meeting on Thursday, July 14. The primary purpose of the meeting was to have the ACC consider the Electrical Commission's recent recommendations concerning the adoption of (and local amendments to) the 2011 National Electrical Code. The Electrical Commission completed their review of NEC 2011 in June, but wanted to discuss their findings with the ACC before making a formal recommendation to the Board of Trustees. The two commissions spent approximately two hours discussing the NEC 2011 and the local amendments suggested by the Electrical Commission.

Ultimately, the ACC endorsed adoption of the NEC 2011 and all of the Electrical Commission findings, subject to some minor wording changes. The two Commissions also recommended that the new code have an effective date of January 1, 2011. The two commissions thanked DPS Electrical Inspector, Corey Friedman, for his hard work on the code review and suggested amendments.

Following the joint meeting, the ACC discussed its work program for the rest of the year. The ACC will be reviewing the new 2012 Building Codes early next year. They asked that the next meeting include a thorough discussion of how best to amend the zoning regulations concerning FAR, bonus rooms and attics. They also authorized staff to review and approve two single family homes. Consideration of a Level 2 Design Review Permit for a sign alteration was continued to the August meeting. The next ACC meeting will be held on Tuesday, August 11, 2011.

The Electrical Commission also reviewed a wiring issue associated with the new Tiffany's Jewelry store at Northbrook Court.

#### STORMWATER MANAGEMENT COMMISSION

At last night's meeting, the New Master Stormwater Management Plan was unanimously approved by all Commissioners in attendance. Our consultant, HLR, Inc. will try to incorporate the Commissioners' remaining comments—that were provided in writing and verbally at the meeting— as long as this can be easily and reasonably accomplished. The current schedule has the New Master Plan being presented to the Board at a Public Works Committee sometime in August.

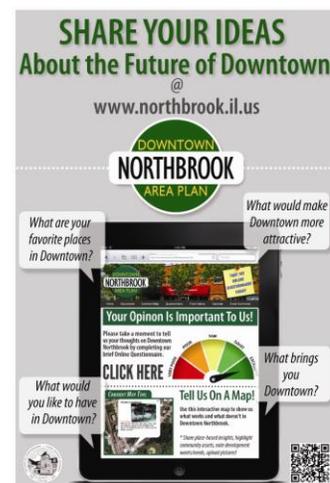
The Commission also provided the Village Engineer with the "frame work" for their cover memo to the New Plan. The draft of this cover memo will be sent to each Commissioner for further review and comment and then finalized by the end of next week.

#### ECONOMIC DEVELOPMENT COMMITTEE

On July 13, the Economic Development Committee held its second semi-annual meeting of the year. The Committee spent some time discussing lessons learned from the MicroLink Devices Class 6b request as well as the charge of the newly formed Board Economic Development Task Force. The Committee also discussed the pros and cons associated with consolidating school districts in the broader context as to whether this would be a way to reduce costs and thus lower property taxes. The meeting ended with an update regarding the CMAP study that looks at the impacts of changing how the State allocates sales tax revenue.

#### DOWNTOWN QUESTIONNAIRE

The responses to the Downtown questionnaire keep rolling in. We thank all the community members that have taken the time to complete the questionnaire. For those who have not done so yet, they should not hesitate, as the questionnaire will close at the end of July. The questionnaire can be found at the project home page [www.northbrook.il.us/downtownplan](http://www.northbrook.il.us/downtownplan). For your information, the software only allows one to take the questionnaire once. However, if someone has already completed the questionnaire, they can always go to the project home page and send us an e-mail or use the Comment Map to share more of their ideas and suggestions.



### BICYCLE TASK FORCE MEETING

On Wednesday, July 13, the Bike Task Force held its bi-monthly meeting. At the meeting, the Task Force heard from a representative of the Active Transportation Alliance on services and activities they could assist the Village on. The Task Force also discussed the status of the Skokie Valley Trail CMAQ grant application, reviewed community event participation and how to improve event notification and, talked about how to get more retail business involvement for providing bike racks to customers.

### HAZARDOUS MATERIALS TEAM CALLED TO WILMETTE HARBOR

On Monday, July 11, Northbrook Haz-Mat Team member Rob Hatch responded to a request for Haz-Mat Advisors into Wilmette. Coast Guard personnel had found an unknown powder on one of the Coast Guard vessels. The unknown powder had been found inside a bag that was inside the cabin of one of the boats. It was determined that a two-person entry team would go in to photograph, sample and test the product. The team donned level B suits, entered the established hot zone, took photographs and metered for radiation, flammability and corrosiveness. The product and samples were given as evidence to the F.B.I. Special Agent in charge of the incident for further analysis.

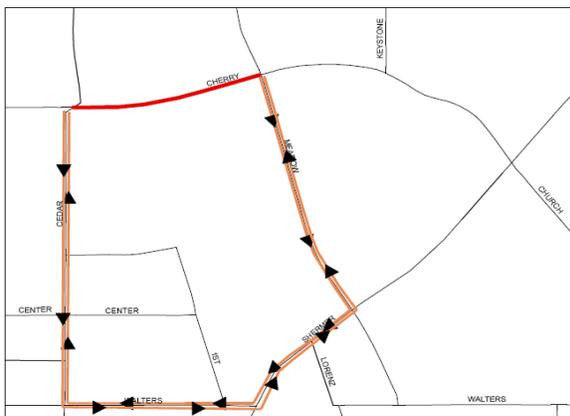
### POWER OUTAGE AT MISSION HILLS CALLS FOR ADDITIONAL HELP

When the power went out at Mission Hills following the storm on Monday, July 11, the residents of the complex became concerned and contacted Mission Hills Security and representatives of the Northbrook Fire Department. As the power outage continued into the afternoon, Mission Hills and FD staff determined a plan to assist elderly and infirm residents to leave the darkened, unventilated buildings. During the late afternoon and evening, Mission Hills personnel, supported by On-Call FD personnel, provided assistance to any residents who felt they could not stay in the dark until the power had returned. Officially, the FD handled 13 "Invalid Assists," but there were an undocumented number of additional requests for help that were handled by both Mission Hills and FD staff. When power was turned back on at the complex Tuesday morning, residents began to return.

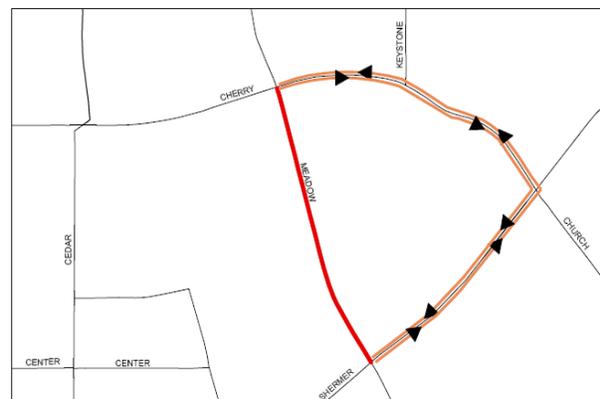
### CHERRY LANE/MEADOW ROAD BRIDGE DECK REHABILITATIONS

The Village Board awarded a contract to Albin Carlson & Co. of Addison, IL for the rehabilitation of the Cherry Lane and Meadow road bridge decks. Work on these bridge decks is necessary to prolong the life of the bridge structures and help to avoid more costly repairs down the road. Work on the bridges will be done one at a time to help minimize the impacts on traffic, however the detours depicted below will be necessary. Information will be placed on the Village's Construction Projects web page to help in notifying residents.

**Cherry Lane Bridge Deck  
Rehabilitation Detour**



**Meadow RD Bridge Deck  
Rehabilitation Detour**



### SEWER & WATER MAIN IMPROVEMENTS (LEE WOODS SUBDIVISION, RED HAW LANE & SURREY LANE)

The contractor, Lenny Hoffman Excavating, has completed transferring all the residential water services in the Lee Woods Subdivision from the old water main to the new 8-inch water main. The contractor disconnected and abandoned the old 6-inch water main on Thursday, July 14 and Friday, July 15. On Thursday, July 14, a second crew began asphalt patching of the water main and storm sewer trenches on Edgewood Lane East.

### NORTHBROOK EAST STORMWATER MANAGEMENT FACILITY

The Village Engineer previously prepared the consultant Request for Proposals (RFP) for final engineering design of the proposed stormwater management facility to improve flooding conditions at the Midway-Whitfield Road (south) intersection. The Village Board awarded the consultant services contract to Patrick Engineering Inc. at the July 12th Regular meeting. It is expected that the facility could be constructed by the end of June 2012.

### WATER TOWER UPDATE

The contractor that will paint the new water tower continued installing rigging this week, including the containment support apparatus. The painter expects to begin painting within a week and the work to be finished by the end of August, although this type of work is at the mercy of the weather.



### MARINIER BECOMES OUR NEWEST RESCUE DIVER

July 6 and 7, Firefighter/Paramedic Mike Marinier completed his PADI Rescue Diver Certification held at Haigh Quarry in Kankakee. This 2-day certification is a requirement to participate as a Division III Diver for the Northbrook Fire Department. Mike has also completed his open water and advanced open water certifications prior to this certification.

### BURGLARIES

A resident in the 1700 block of Fieldwood Drive reported that unknown persons had entered his open garage over the evening of July 13 and removed a partial set of youth golf clubs.

On Thursday, July 14, a resident in the 4000 block of Michelline Lane discovered her rear sliding patio doors had pry marks on them. Police checked the premises and the homeowner reported nothing missing.

An attempted burglary was reported to Police occurring over the evening of Monday, July 11, at a business establishment in the 300 block of Pfingsten Road. Unknown persons shattered a warehouse storage room door. It did not appear that entry had been gained and nothing appeared missing or disturbed in the warehouse.

Over the weekend of July 9, an office suite door window in the 300 block of Skokie Boulevard was smashed with a laptop computer removed.

Also, over the weekend of July 9, an office suite was broken into in the 100 block of Revere Drive where a wall mounted television was removed.

Canvases of the neighborhoods were conducted and all burglary scenes processed for evidence. The cases are being worked on by Investigators.

**WEEK OF JULY 18, 2011**

|               |             |           |  |
|---------------|-------------|-----------|--|
| <b>MON.</b>   | <b>7/18</b> |           | <b>No Meetings</b>   |
| <b>TUES.</b>  | <b>7/19</b> | 9:00 a.m. | Department Head Staff Meeting – Terrace Room                         |
|               |             | 6:00 p.m. | Board of Trustees Media Training Workshop - Terrace Room             |
|               |             | 7:00 p.m. | Villas West Homeowners Association – Shermer Study                   |
|               |             | 7:30 p.m. | Plan Commission – Board Room   |
|               |             | 7:30 p.m. | Committee of the Whole – <b>Cancelled</b>                            |
| <b>WED.</b>   | <b>7/20</b> | 3:00 p.m. | Administrative Adjudication Meeting – Glenview Village Hall, PAK, DF |
|               |             | 6:30 p.m. | Villas North Homeowners Association – Terrace Room                   |
|               |             | 7:00 p.m. | Youth Commission - <b>Cancelled</b>                                  |
| <b>THURS.</b> | <b>7/21</b> | 7:00 p.m. | Environmental Quality Commission – Terrace Room                      |
| <b>FRI.</b>   | <b>7/22</b> |           | <b>No Meetings</b>   |