



MEMORANDUM VILLAGE OF NORTHBROOK

TO: Staff

COPY: Village President & Board of Trustees – Department Heads

FROM: Richard Nahrstadt, Village Manager

DATE: April 28, 2017

SUBJECT: STAFF BRIEFING

WEEK OF April 24, 2017

BOARD OF TRUSTEES REGULAR MEETING

The Board of Trustees held its regular meeting on Tuesday, April 25. At the meeting, Village Clerk Debbie Ford swore in Fire Captain Joel Eaton, Fire Lieutenant Peter Mensching and Police Sergeant Craig B. Roscoe, who were all newly promoted to their positions. Following this, the Board held a public hearing on the proposed budget for fiscal year 2017/2018 and, after closing the hearing, approved two ordinances adopting the budgets for both the Village and the Northbrook Public Library.

Under the President's Report, the Board approved a resolution congratulating NorthShore Glenbrook Hospital on its fortieth anniversary as well as proclamations designating Saturday, April 22 as Earth Day and Saturday, April 29 as Arbor Day.

Under the Consent Agenda, the Board approved a number of resolutions and ordinances related to a number of items including the purchase of a variety of Public Works materials and supplies, automatic external defibrillators and cardiac monitors and new software for managing parking tickets and service requests from the public. Additionally, the Board authorized the execution of a seven-year collective bargaining agreement with the International Union of Operating Engineers, Local 150, the purchase and installation of indoor digital signage and repealed a previous ordinance granting special permits for a child care facility and wall signs at 1000 Skokie.

Under Planning & Zoning, the Board completed a preliminary review of a request to allow a music school at 2165 Shermer. Finally, under Public Safety, the Board reviewed and approved a proposal for on-street valet parking for Lucky Fish (1349 Shermer).

The next Regular Board of Trustees meeting will be held on Tuesday, May 9.

STORMWATER MANAGEMENT COMMISSION

The Stormwater Management Commission held a regular meeting on Monday, April 17. At the meeting, the Commission discussed the schedule for projects programmed in fiscal year 2017/2018 as well as the projects not currently programmed in the Capital Improvement Plan. The next regular Commission meeting will be held on Thursday, May 18.

BIKE TASK FORCE

On Wednesday, April 19, a Special Meeting of the Bike Task Force was held at the Village Hall. The Northbrook Park District and their consultant, Hitchcock Design Group, provided a presentation reviewing the

recently adopted 2016 Comprehensive Master Plan for the Park District. The next regular meeting of the Commission is scheduled for Wednesday, May 10.

ENVIRONMENTAL QUALITY COMMISSION

The Environmental Quality Commission held its regular meeting on Thursday, April 20. As part of the meeting, the Commission completed its preparations for the Earth and Arbor Day Celebration on Saturday, April 22. The Commission also continued work on developing a Green Business Award. The next regular meeting of the Commission is scheduled for Thursday, May 18.

POLICE DEPARTMENT ACTIVITY

On Wednesday, April 26, Community Relations Supervisor Dan Petka gave a presentation to the YMCA on identity theft and scams that affect the elderly. The event was in conjunction with the Northbrook Bank and Trust's Money Smart presentation. Supervisor Petka and a bank representative have been presenting such seminars for several years to the YMCA. Approximately 15 members attended this week's presentation.

On Wednesday, May 3, Sergeant Jim Mayall will retire from the Police Department after serving the community for thirty years. Sergeant Mayall worked in the Patrol Division for 13 years and then transferred to the Criminal Investigations Unit until his promotion to Sergeant in 2003. The Village congratulates Sergeant Mayall on his retirement and thanks him for his service.

CITIZEN POLICE ACADEMY

As part of the Citizen Police Academy curriculum, participants in the Tuesday, April 25 session focused on crime scene investigation. Several Police Department evidence technicians gave a presentation on investigative techniques and, following that, a hands-on session was held with class members taking evidence pictures, fingerprinting and diagraming a crime scene.



NORTHBROOK FIRE AND POLICE RECEIVE RECOGNITION AT COVENANT VILLAGE LUNCHEON

On Friday, April 21, four Northbrook organizations were recognized at Covenant Village's annual recognition luncheon: the Northbrook Police and Fire Departments, the Northfield Township Food Pantry and the Northbrook Public Library. Donations were presented to all four organizations from the proceeds of Covenant Village's annual Holly Fair. The Departments would like to thank Covent Village for a wonderful afternoon and their generous donation and recognition.



FIRE DEPARTMENT PARTICIPATES IN UL'S "BRING YOUR CHILD TO WORK DAY"

On Thursday, April 27, the Fire Department participated in UL's "Bring Your Child to Work" Day. At the event, Fire Department staff in conjunction with UL's Field Techs demonstrated ground ladder testing and toured the fire engine with roughly 225 children, volunteers and UL staff. This partnership highlights the critical relationship between UL and the fire service.



LONE TREE WATER MAIN PROJECT

This week, the Village's contractor completed the installation of the water main on Sorrel Drive. Additionally, crews completed pressure testing and chlorination of the water main on Bayberry Drive. Next week, crews will begin installing the water services for homes on Bayberry Drive. Staff anticipates that crews will also complete the interconnection between the existing main on Laburnum Drive and new main on Bayberry.

CENTRAL BUSINESS DISTRICT INFRASTRUCTURE AND STREETScape PROJECT

This week, the Village's contractor completed the pouring of sidewalk, curb and gutter on the north side of Shermer Road (between Church Street and Meadow Road), the east side of Meadow Road (between Shermer Road and Cherry Lane), and the south side of Church Street and Cherry Lane (between Shermer Road and Meadow Road). The contractor also began the removal of sidewalk, curb and gutter on the north side of Church Street and Cherry Lane (between Shermer Road and Meadow Road), the south side of Shermer Road (between Meadow Road and Church Street), and the west side of Meadow Road (between Shermer Road and Cherry Lane).

Next week, crews will frame the sections of sidewalk, curb and gutter and begin pouring the concrete for those areas that have been removed. The changeover from the existing traffic signals to the temporary traffic signal at Shermer Road and Church will occur on Tuesday, May 2. Once the temporary traffic signals are activated, the contractor will remove the old traffic signals. The contractor will also be removing the median on Church Street at this time.

Also during the week of May 1, the contractor will begin and complete storm sewer work for the curb bump out on Meadow Road at 1220 Meadow Road. The contractor will also begin saw cutting around utility structures on Cherry Lane and Church Street between (Meadow Road and Shermer Road), Meadow Road (between Cherry Lane and Shermer Road), and Shermer Road (between Meadow Road and Church Street) in the roadway and adjusting them in preparation for the resurfacing work that will begin the following week.

ASPHALT RESURFACING TO BEGIN IN CENTRAL BUSINESS DISTRICT WEDNESDAY, MAY 10

Asphalt resurfacing as part of the Central Business District infrastructure project is scheduled to start Wednesday, May 10 and is expected to take two weeks with paving of the roadway up to binder level completed by Wednesday, May 24 (weather depending). The contractor will begin milling of pavement on Meadow Road, followed by Cherry Lane and Church Street, and lastly on Shermer Road. Milling operations on each of these sections is expected to take 1 day. Once milling is complete, the contractor will complete any necessary base patches to the roadways and following that work, the contractor will begin resurfacing the roadways.

During the resurfacing work, two-way traffic will be maintained on the roadways with flaggers directing traffic. While resurfacing operations are occurring on each street, there will be no on-street parking. As the resurfacing equipment and vehicles move up and down each street, driveways may be temporarily blocked, however all driveways will be ramped and open at the end of the day.

DUNDEE ROAD INTERSECTION IMPROVEMENTS

This week, crews continued work on the Illinois Department of Transportation's intersection improvement work at Dundee Road and Pfingsten Road as well as Dundee and Landwehr Road. Crews poured curb at both intersections and continued sidewalk work. Over the next several weeks, the contractor will focus on completing improvements to the street lights and traffic signals at both intersections.

METRA STATION IMPROVEMENTS

This week, the Village's contractor completed the installation of all concrete stairs, ramps, and platforms at the Commuter train station. The railings for the concrete stairs and ramp were cored into the new concrete and installed. Window installation at the station will be completed by Monday, May 1. On Saturday, May 6 and Sunday, May 7, the contractor will begin work on the tile floor replacement inside the station.

LEE ROAD RECONSTRUCTION PROJECT

The Village is currently working on a project to reconstruct and convert the section of Lee Road between Lake-Cook Road and Williamsburg Drive from concrete to asphalt. This week, the Village's contractor began removing the outer drive lanes and driveway aprons to make space for new concrete curb and gutter. Next week, new sidewalk and concrete aprons will be poured. In addition, the remaining concrete panels will be removed. At that time, Lee Road will be closed for thru-traffic from Rudolph Road to Lake Cook Road. A detour will be in place utilizing the ring-road of the Northbrook Court Shopping Mall.

SEWER LINING PROGRAM

This week, the Village's contractor continued sanitary and storm sewer lining. Sewer lining, which is performed by inserting a plastic liner into existing pipes, extends the serviceable life of the sewer for 75 to 100 years without any excavation and with minimal service disruption to the surrounding area. As part of this year's project approximately 5,500 feet of sanitary sewers and 1,400 feet of storm lines will be lined in the area generally bounded by Dundee Road, Waukegan Road, Lee Road and Walters Avenue.

2017 ASPHALT STREET REHABILITATION PROGRAM

This week, the Village's contractor completed patches on Spenser Court, Pheasant Creek Drive, and Wilshire Lane. These patches address localized failures on roadways that otherwise are in good shape in order to prolong their life until it is time for the entire roadway to be resurfaced. The contractor will begin the initial phase of the resurfacing program during the week of Monday, May 15 beginning on Noble Court and continuing on to Greenacre Drive, Kingsport Court and Maple Avenue. Simultaneous to the resurfacing program, crews will complete the remaining patches.

EARTH AND ARBOR DAY CELEBRATION

The Village, Park District and Northfield Township Road District held the annual Earth & Arbor Day Celebration on Saturday, April 22 from 8:30am to noon in and around Village Green Park and the Metra Station. As in prior years, the event featured a recycling center, exhibition, child-friendly activities and volunteering. In total, over 500 residents dropped off items to be recycled and roughly 1,000 people visited the exhibition and Go Green Northbrook's "Earth Day 4 Kids" event. Additionally, a number of individuals and groups, including many Boy Scout and Girl Scout troops, volunteered to clean up in the community. The Village's Green Team thanks all who helped make the event possible, including the Public Works Department, which assisted in setup and ran the recycling center; the Fire Department's Community Emergency Response Team (CERT), which provided traffic control at the recycling center, and the Police Department, which managed traffic on Shermer Road.



CELEBRATION OF CULTURES

The Community Relations Commission held its second annual Celebration of Cultures event on Sunday, April 23 from 2pm to 4pm at the North Suburban YMCA (2705 Techny). Representatives from 10 different cultures and the Northbrook Public Library attended and shared art, music, food and dance with the roughly 500 attendees at the event.



WEEK OF May 1, 2017

MON.	5/1		No Meetings
TUES.	5/2	6:30 p.m.	Ad Hoc Facilities Committee Meeting – Terrace Room
		7:30 p.m.	Plan Commission – Board Room
WED.	5/3		No Meetings
THURS.	5/4	7:00 p.m.	Community Relations Commission –Historical Society, 1777 Walters
		7:00 p.m.	Arts Commission – Terrace Room
FRI.	5/5		No Meetings