

MEMORANDUM

TO: STAFF

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

FROM: Rich Nahrstadt, Village Manager

DATE: January 14, 2011

RE: STAFF BRIEFING

WEEK OF JANUARY 10, 2011

REGULAR BOARD MEETING

The Board of Trustees met for their regular meeting on Tuesday. On consent, the Board approved an Ordinance granting a special permit that allows for outdoor auto storage for the business at 1801 Holste Road. Under the Planning and Zoning Report, Trustees heard a verbal report on the Committee meeting that was held before the Board meeting. Trustees voted to approve an Ordinance that granting a special use permit to 2370 Waukegan Road to allow for multiple buildings on a single lot, as well as a drive-through use on the property. The Board included the caveat that no more than 20% of the remainder of the lot can be used for non-retail use.

Trustees also voted on a Resolution authorizing an application to the Regional Transportation Authority (RTA) for a Planning Assistance Funding Grant that will pay for a study to assess the layout of our downtown area. The Village will receive up to \$100,000 with an obligation to fund an additional \$25,000. The next Regular Board Meeting is scheduled for January 25, 2011.

SENIOR SERVICES COMMISSION

The Senior Services Commission met for their regular meeting on Thursday. The Commission discussed the new Village website and felt the senior services page should have an introduction that they would like to write. Commissioner Les Stern will draft a copy for the Commission to review and opine on for their next meeting.

Under new business, the Commission discussed the draft fund budget presented by staff. The Commission voted to recommend a Senior Housing Fund budget to the Board of Trustees that is about \$9,000 under projected FY 2011/12 revenues, and is \$17,000 less than the FY 2010/11 approved budget. Commissioners also discussed the possible need to raise rents in the future. Their next regular meeting is scheduled for March 10, 2011.

ELECTRICAL COMMISSION

The Northbrook Electrical Commission met on Thursday and began their detailed analysis of the 2011 National Electrical Code (NEC). As planned, the Commission reviewed the first two chapters (289 pages) of the NEC. These chapters dealt with general standards and definitions, and wiring and electrical protection requirements. The Commission also reviewed the local amendments that related to these two chapters. The Commission found only a few items that warranted local changes to the model code and in general felt the new code helped address the rapid changes in technology that is being seen in electrical work. The Commission will review chapters 3 and 4 (wiring and general equipment) at next month's meeting, scheduled for February 10.

ARCHITECTURAL CONTROL COMMISSION

The Architectural Control Commission conducted its regular meeting on Thursday whereupon the Commission reviewed two applications. The first item reviewed was Docket No. 10-15: 400 Skokie Boulevard – TD Ameritrade. The ACC originally reviewed this item in October and asked that the applicant return with the specific building materials for the ACC to make a formal recommendation to the Board of Trustees. Following the review of the revised site plan and the building materials the ACC unanimously recommended approval of Docket No. 10-15 to the Board of Trustees.

The second item reviewed by the Commission was an application for 1347 & 1349 Shermer Road (formerly the Northbrook Garage and the existing Carquest building). The applicant originally received approval from the Board of Trustees for the property in 2010, but following approval the tenants of the property changed. The applicant returned now with two new tenants, Sherwin Williams and Caribou Coffee, and a slightly modified site plan. The ACC reviewed the changes to the proposed plan that were made to accommodate the new tenants and unanimously recommended approval of the Level III Design Review application for 1347 & 1349 Shermer to the Board of Trustees.

Lastly the Commission scheduled a second meeting for the month of January to take place on January 27 at 5:30PM whereupon the ACC will review the fee structure for building permits, holding forums with builders and contractors, and the code amendment process.

BICYCLE TASK FORCE

At the January 12 Bicycle Task Force meeting, the task force:

- Was updated regarding the letter from the Union Pacific Railroad CEO regarding the Skokie Valley Trail and continued to discuss the two alternative alignments with the Task Force still being very interested in the use of the ComEd property over the Union Pacific property.
- Discussed a website idea of a way to encourage bicyclists to use the Metra to travel the metro area.
- Continued to work on ideas for updating the Village's Bicycle Plan including establishing specific designations for various types of on-street and trail biking facilities in the community.
- Reviewed a draft work program for FY2011/12.

The next meeting of the Task Force is Wednesday, March 9.

NORTHBROOK RESIDENT STRUCK BY AUTO

Early Friday morning January 14, around 6:45 a.m., a 59 year old woman was struck by a car as she was walking near the intersection of Waukegan and Shermer Roads. The woman suffered multiple injuries and was transported by ambulance to Lutheran General Hospital, where she is in stable condition. Northbrook Police called in their Major Crash Accident Reconstruction Team to investigate and Patrol Tactical (TAC) team.

SUSPICIOUS CIRCUMSTANCE

Police and school personnel are investigating a report of a suspicious vehicle parked near Greenbriar School on Cherry Lane near the playground on Wednesday, January 12, at approximately 12:30 p.m. Children reported to teachers that the occupant of the vehicle motioned for them to come over to his vehicle. The children did not approach the vehicle. Police and school staff are investigating the incident.

ATTEMPTED RESIDENTIAL BURGLARY

An attempted burglary is believed to have occurred to the homeowners in the 1000 block of White Mountain when they were visited on Thursday afternoon, January 13, by subjects feigning to be Village employees working on a water main break. The woman became suspicious and called the Village Hall to verify at which time the subjects left. Nothing appears to have been taken from the home.

BURGLARY TO AUTO

A GPS unit was removed from a locked vehicle parked in the garage in the 3100 block of Pheasant Creek. The scene was processed for evidence by Technicians. Investigations personnel are following up on all cases.

MWRD SANITARY SEWER LINING PROJECT ON WAUKEGAN ROAD

The Metropolitan Water Reclamation District's sewer lining contractor, Kenny Construction, began preparatory sewer cleaning work this week and will continue into early next week. During this time, there will be intermittent closures of the outside lane of southbound Waukegan Road between Maple Avenue and Voltz Road during off-peak times of traffic. Beginning the week of January 17, the outside lane of southbound Waukegan Road between Maple Avenue and Voltz Road will be closed around-the-clock for lining work. Lining work is expected to take approximately three weeks and be completed, weather permitting, by February 11.

2767 CANTERBURY DRIVE CULVERT REPLACEMENT

Staff met with a private landscape contractor to review the scope and cost of the restoration issues associated with the adjacent pool deck that will be damaged during the replacement of the deteriorated 36-inch CMP culvert at the rear of 2767 Canterbury. The Easement Agreement for this project is still being finalized. The project should be ready to solicit for competitive contractor bids in late January and is tentatively scheduled for the second meeting in February for the Village Board to make a contract award.

INSTALLATION OF NEW DOWNTOWN SIGNAGE IS UNDERWAY

Installation of the new downtown directional signage by Public Works staff continues. Staff anticipates that the installation of the initial portion of Village produced signs directing people to the downtown parking lots will be completed late in the week of January 17. The Village will be installing signage in front of the West Commuter Parking Lot identifying it as an additional Central Business District parking resource for the general public later this winter.

WINTER WEATHER UPDATE

The Village received 6 inches of snow from a weather system that moved through the area on Tuesday, January 11. Crews were called in at 5:00 am to begin salting operations and crews began full plow operations at 7:30 am. Full plow operations continued until 11:15 pm that night. In total 260 tons of salt were used during this operation and 131.5 hours of overtime were incurred.

DRAINAGE DITCH CLEARED OF DEBRIS

Public Works staff received a call from a resident concerned about debris and a fallen tree blocking a drainage ditch adjacent to their property. Public Works crews were able to clear the drainage ditch of all blockages and ensure that water (which was slightly above freezing) continues to flow freely.



WATER MAIN BREAKS

Repairs to the 30-year old 12-inch main at 4023 Applewood were made on January 11. The break was caused by corroded bolts on an elbow in the water main. Since 1980, the Village has used stainless steel bolts to avoid this problem. A picture of that break is below. Additionally the Village has also had four service leaks located at 2240 Castilian, 1801 Ellendale, 885 Huckleberry, the 3000 block of Walters, and one leaking hydrant to repair this week.



DUNDEE ROAD WATER MAIN BREAK REPAIR

As crews were completing repairs to the water main break in the 900 block of Skokie Boulevard on January 8, we were notified of another break on Dundee Road east of Pfingsten Road and in front of the Dunbrook Shopping Center. Water from this break was contained by channeling it along the gutter to an inlet at the east drive of the Dunbrook Shopping Center to minimize ice build up on Dundee Road. The break occurred on a main installed in 1962 which has had eight breaks in the past. The Village's leak detection company was brought in, but was unable to pinpoint the location of the leak.

Crews began excavating in the parkway at what appeared to be a likely break location prior to turning the water off. Village personnel visited all of the businesses in the shopping center several times to inform and update them on the situation, and all seemed to appreciate our contacting them in advance. However during

our excavation, the main blew out about 15' away where the 2" service line to Dunbrook is connected to the main. Water was off to the center at 6:45 pm and was restored at approximately 9:45 pm.

As things were being wrapped up on the previous break at about 10:45 p.m. another leak on the same main was found. Water was seeping onto the parkway and into the gutter from a large area about 50 feet east of the east drive of the Dunbrook Shopping Center. The lane was heavily salted, barricaded off, and one person was assigned to keep the lane clear with a salt/plow truck until morning.

Crews came back on Sunday at 9:30 a.m. to repair the second break. The second break also required shutting water off to the Dunbrook Shopping Center and again Village personnel visited all of the businesses in the shopping center several times to inform and update them on the situation. Crews completed the second repair by about 3:30 p.m. Staff attributes the cause of these water main breaks to the cold weather.

EAB TREE REMOVALS

Removal of parkway Ash trees continues. In total, 271 parkway Ash trees have been removed by the Village's contractor, Glenwood Tree Care, and Public Works crews. The Public Works Department has received approximately 3-5 calls a day from residents in the areas of the removals inquiring about the removals or when replacement trees will be replanted. Residents with parkway Ash trees were notified by mail prior to trees being removed and have been notified that the trees will be replaced at no cost to them. Residents are also being given the opportunity to select the type of replacement tree that will be planted.

WEEK OF JANUARY 17, 2011

MON.	1/17		<i>Martin Luther King Jr.'s B-Day Observed</i>
TUES.	1/18	9:00 a.m.	Department Head Staff Meeting – Terrace Room
		7:30 p.m.	Plan Commission Meeting – Board Room
		7:30 p.m.	Committee of the Whole – Cancelled
WED.	1/19	7:00 p.m.	Youth Commission – Terrace Room
		7:30 p.m.	4 th of July Association – Station 11
THURS.	1/20	9:00 a.m.	Northbrook User's Group – Terrace Room
		7:00 p.m.	Environmental Quality Commission-- Cancelled
		7:30 p.m.	Stormwater Management Commission – Cancelled
FRI.	1/21		No Meetings