

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES - DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: January 10, 2014

RE: STAFF BRIEFING

WEEK OF January 6, 2014

JOINT ICDC/EDC MEETING

On January 8, the Industrial and Commercial Development Commission and the Economic Development Committee held their annual joint meeting. At the meeting, the commissions heard presentations from both the Northbrook Chamber of Commerce and Industry and the Chicago's North Shore Convention and Visitor's Bureau. Each commission unanimously voted to recommend that the Village continue to fund the Village's memberships with each organization. The commissions were also provided with an update regarding recent amendments by Cook County to the Class 6b classification program as well as updates about development activity in the community. And finally, each taxing district presented an update of activity at each district.

The next regular ICDC meeting is scheduled for February 25, and the next regular EDC meeting will be on July 9.

JANUARY 8 ELECTRICAL COMMISSION MEETING

The Northbrook Electrical Commission met on Wednesday, January 8 to continue their discussion of the request to use "Metal Clad (MC) Cable" by the developer of the proposed apartment building at 770 Skokie Boulevard. MC Cable is a product used as an alternative to placing wire in a metal conduit. The Northbrook Electrical Code does not allow this product. On December 11, 2013, the Electrical Commission discussed the possibility of granting a waiver for the new apartment building, provided certain quality control and installation safeguards could be followed. The Commission asked for additional time to consider the proposal and research the product.

During the January 8 meeting, the Electrical Commission heard additional comments from the developer on the methods they will use to ensure the cable is safely installed and maintained. The Commission also heard from members of the public on the problems associated with MC Cable. Ultimately the Electrical Commission voted unanimously to deny the request to use MC Cable for the apartment building.

BICYCLE TASK FORCE

On Wednesday, January 8, the Bicycle Task Force (BTF) held its bi-monthly meeting. A representative from the local citizen group called "Go Green Northbrook" was present to discuss the feasibility of a recreational bicycle and pedestrian path along the West Fork of the North Branch of the Chicago River between Willow and Techny Roads. The BTF supported the concept and agreed to wait for "Go Green Northbrook" to complete conceptual renderings and obtain written approval from the property owners prior to making any type of further recommendation to the Village Board. The BTF also began examining

the adopted Northbrook Bicycle Plan – Phase I for updates and revisions to be made the document. This document review will be performed over the next couple of meetings and once completed, a revised document will be presented to the Village Board for their consideration. The meeting concluded with event planning for the Village’s annual Earth/Arbor Day event scheduled for April 26. This year the BTF plans to promote education and safety by holding a small bicycle safety program, which will include general knowledge and a small on-bike course for children five and up.

JANUARY 9 ARCHITECTURAL CONTROL COMMISSION MEETING

The Architectural Control Commission held their regular meeting on Thursday, January 9. Prior to the meeting the Staff received word from the developer of 770 Skokie Boulevard that they were withdrawing their request to seek a waiver to use CPVC pipe for the potable water lines in the apartment building. The ACC reviewed and approved a proposed privacy fence for 1301 Shermer Road (within the VGO District). The Commission then reviewed and approved the elevations for a new single family home at 950 Hawthorne Lane (R-4 District).

The majority of the meeting was devoted to a discussion of the duties and responsibilities of the ACC. Member Rubenstein sent an email announcing his resignation and the Commission felt this presented an opportunity to think about the composition and direction of the commission in the future. The ACC asked staff to research the role of appearance commissions in nearby communities and to compare those to Northbrook. They also asked staff to review how other communities review commercial buildings, signs, and landscaping. The results will be presented in March 2014.

SENIOR SERVICES COMMISSION

The Senior Services Commission met on Thursday, January 9, for their regular bi-monthly meeting. The bulk of the meeting focused on a discussion of the Senior Housing Fund budget, which funds the operation of Crestwood Place. The Commission reviewed all aspects of the proposed FY2014/2015 budget, which was developed by the site manager, Realty and Mortgage. The Commission approved budget will be provided to the Village Board in February as part of the Village’s FY 14/15 draft budget.

WINTER WEATHER

The Village of Northbrook received approximately 6.5-inches of snow this past Saturday and Sunday. Public Works Crews worked over the weekend and throughout this week to clear snow from the roadways, sidewalks, and the commuter parking lots. Throughout this week, the Department has hauled 109 dump truck loads of snow from the commuter lots and on Saturday, January 11, crews are scheduled to haul snow from the Central Business District. During these events, Public Works has maintained the Village’s 537 plow lane miles of roadway and have used 261 tons of salt since the storm on New Year’s Eve.

WATER MAIN BREAKS AND FROZEN WATER METERS

Since last Friday, crews have responded to two service line leaks on the 3100 block of Moon Hill Drive and the 1800 block of Kiest Avenue, as well as three water main breaks in the 2800 block of Cherry Lane, the 1100 block of Walnut Lane, and the 1710 block of Elm Street. The photo depicts the crew working to excavate the water main break on Cherry Lane.



After the weekend snowfall, temperatures dropped well below zero degrees. The low temperatures led to crews responding to 22 calls for frozen water meters.

Temperature fluctuations and the ground's freeze/thaw cycle contribute to leaks in water mains and service lines. Residents who observe a water main break or do not have water service due to a frozen meter are asked to call the Public Works Department during regular business hours (Monday through Friday, 7:00 a.m. to 3:00 p.m.) at 847-272-4711 and the Police Department outside of those hours at 847-564-2060. Residents and businesses can help prevent water meters from freezing by ensuring that warm air is allowed to circulate around the meter.

WINTER WEATHER CHALLENGES FIRE AND POLICE DEPARTMENTS

The Fire and Police Departments met their first big challenge of 2014 with snow and extreme temperatures. Between the periods of January 5 through January 9 the Fire Department responded to 174 calls for service. This is more than double our normal average of 16 calls for service per day. The Fire Department responded to 55 Medical Calls, 10 Traffic Accidents, 27 Fire Alarms, 37 Broken Water Pipes, and 45 other requests for service.

Since January 1st and through the cold spell, the Police Department responded to 45 motorist/citizen aided calls for service, 31 roadway accidents and 7 private property accidents. Also, the department responded to 20 parking complaints most of which related to snow plowing issues.

POLICE ACTIVITY

The Police Department hired new Police Officer Scott Lubiak who will be sworn in on Tuesday, January 14. Scott completed his basic training at the Suburban Law Enforcement Academy (SLEA) where he was hired with the Villa Park Police Department. Officer Lubiak chose to move his career to Northbrook where he tested in the Fall of 2013. We welcome Scott to the team.

UPRR BRIDGE OVER SHERMER ROAD UPDATE

Now that the Union Pacific Railroad (UPRR) has completed the superstructure for the new bridge and re-established full train service, numerous inquiries have been received for the possible temporary re-opening of Shermer Road to vehicle traffic prior to the necessary final roadway pavement and right-of-way restoration. The temporary re-opening of Shermer Road under the new bridge prior to the final restoration work being completed is at the discretion of the Illinois Department of Transportation (IDOT). IDOT is the agency that owns and is responsible for the operation and maintenance of Shermer Road between Willow Road and Old Willow Road (which includes underneath the UPRR bridge).

The Agreed Order between the UPRR, Illinois Commerce Commission (ICC), IDOT and the Villages of Glenview and Northbrook stipulates that Shermer Road is to be restored to its original condition and re-opened by September 30, 2014. Both Villages have previously, and are still in the process of requesting a temporary re-opening of Shermer Road and an accelerated schedule to complete the final restoration work. The UPRR's civil engineering consultant is on schedule to submit interim and final pavement and right-of-way restoration plans to IDOT's Permit Division by the end of this week for their review and hopeful approval.

If IDOT approves a temporary re-opening of Shermer Road to vehicle traffic underneath the bridge, the collapsed and broken segments of the existing storm sewer system that drains the roadway under the bridge must first be repaired. Otherwise, there is no positive drainage outlet for the roadway during rainfall events. The UPRR is still in the process of finishing the wing walls for the bridge substructure.

This work is expected to be completed in the next week, or so. The storm sewer system repair work would start after this. There will also be necessary interim repairs for the roadway pavement to make it safe for vehicle passage. The typical repair material is asphalt, which is not currently available because all the area production plants have closed for the winter season. We have directed the UPRR's consulting engineer to propose an alternative repair material that would be acceptable to IDOT.

It is important to note, that if IDOT approves a temporary re-opening of Shermer Road under the UPRR bridge, an additional road closure in the future will be necessary to complete the permanent pavement and right-of-way restoration work.

COMED TO PERFORM TREE TRIMMING IN NORTHBROOK

Earlier this week, the Village received notification that ComEd will be performing tree trimming operations during the months of February and March in various locations throughout the community. Trees around power lines are trimmed to reduce the likelihood of a power outage during severe weather events. This work will be performed on all trees that interfere with electric wires running from pole to pole. Residents and businesses in the affected area have received notifications from ComEd informing them of the pending work.

VILLAGE HALL WATER DAMAGE

On Tuesday afternoon and night, two components of the fire suppression system at the Village Hall froze and flooded portions of the building. The Fire Department responded to the scene and was able to shut off the water while Public Works personnel worked to clean up the affected areas of the building. Much of the flooding occurred in the General Government Department and the main stairwell. Staff is currently working to repair the damaged fire suppression system and make the necessary repairs to the building. Along with the repairs, staff is evaluating improvements to the fire suppression system to prevent a similar situation from occurring in the future.

WINTER WEATHER REMINDERS

The Village would like share the following information with residents and businesses.

Concerns about Ice Dams

Ice dams usually occur after a heavy snowfall and several days of freezing temperatures. Warm air inside leaks into the attic and will warm the underside of the roof causing snow and ice on the roof to melt. The melted water will drain along the roof, under the snow, until it reaches the cold overhang. The overhang tends to be at the same temperature as the outdoors and the melted water will refreeze and form an ice dam and icicles. The ice dam can cause damage to the roof, which results in water leaks inside. Frequently the result will be a water spot on the ceiling, under the roof damage. Here are a few tips:

- Don't get on your roof to solve this problem, it could be dangerous.
- Avoid standing on the ground and "chipping away" at the ice. Not only could this cause damage to your roof, but you can be seriously injured by falling ice, debris, or tools.
- Contacting a roofing contractor to fix your roof leak will not prevent future ice dams.
- Seal air leaks and sealing duct air leaks to your attic to stop warm air leakage (the source of the problem).
- After sealing leaks, add additional insulation in your attic.
- Provide adequate attic ventilation so that the underside of the roof and outside air are at the same temperature. Check to make sure attic insulation is not blocking roof ventilation.

- Clean leaves and other debris from gutters before the first snow. This will help prevent ice build-up in gutters.

How To Prevent Frozen Water Pipes From Bursting

Keep heat at adequate levels or leave faucets open with a slight drip to prevent pipes from freezing. It's important to heat the spaces where your water meters and lines are located. Prevent them from freezing by heating the area to about 60 degrees. (See below for Space Heater safety Tips)

Space Heater Safety Tips from Our Friends At UL:

- Keep all space heaters at least 3 feet away from household combustibles.
- Use space heaters only as a supplementary source of heat. These devices are not intended to replace the home's heating system.
- Do not use extension cords with space heaters unless absolutely necessary. Inspect the heater's cord periodically to look for frayed wire or damaged insulation. Do not use a space heater with a damaged cord.
- Check periodically for a secure plug/outlet fit. If the plug becomes very hot, the outlet may need to be replaced by a qualified technician. This could be the sign of a potential home wiring issue.
- Heaters should be placed on a flat, level surface. Do not place heaters on furniture since they may fall and become damaged or break parts in the heater.
- Unless the heater is designed for use outdoors or in bathrooms, do not use in damp, wet areas.

Visit www.northbrook.il.us for more weather tips.

WEEK OF January 13, 2014

MON.	1/13		No Meetings
TUES.	1/14	7:30 p.m.	Regular Board of Trustee Meeting – Board Room
WED.	1/15	7:00 p.m.	Youth Commission – Terrace Room
		7:00 p.m.	Rescheduled EQC – Shermer Study
THURS.	1/16	6:30 p.m.	Stormwater Management Commission – Cancelled -rescheduled to January 21
.FRI.	1/17		No Meetings