

ADMINISTRATION & MISCELLANEOUS

Standard Operating Procedures

Standard operating procedures (SOPs) are prepared and revised to ensure uniform handling of recurring Township Road District activities and guidelines. In 1997 sixteen SOPs were drafted (no new policies were drafted in 2010):

Personnel Policy	Drug & Alcohol Policy	Safety Work Rules
Confined Space Entry	Employee Training & Development	On-The-Job Injuries
Job Description - Foreman	Job Description - Mechanic	Job Description - Crew
Snow & Ice Removal	Mailbox Replacement	Flood Control
Storm Sewer Culvert/Ditch	Fleet Preventative Maintenance	Excavation
U.S. Flag Etiquette		

Special Projects

Special projects were undertaken to analyze, research, assist and report on Township Road District programs and services and when appropriate, to recommend various alternatives. Special projects during 2010 included:

Drug & Alcohol Testing - Continued administering the “Omnibus Transportation Employee Testing Act” which requires random drug and alcohol testing for employees who perform safety sensitive functions and are required to possess a commercial driver’s license. During 2010, three (3) random drug screen tests were administered.

Performance Indicators - Updated the performance service indicator benchmarking the status of the Township Road District’s street resurfacing and rehabilitation program.

Storm Sewers - Northbrook West, Citation Lake, Glenview Countryside and Mission Hills storm systems are cataloged. The Township Engineer is updating the storm system maps for Glenbrook Countryside and the remainder of the unincorporated streets.



Recycling Event – Completed 2 full years of our recycling program. Our residents have embraced this event with incredible success. Attached to this report is a spreadsheet that shows the quantities of recycled material taken in.

Community Events - Entered one of the Road District trucks in the Glenview Fourth of July parade. We continued to pick-up food for the Township Food Pantry, using Road District equipment and over 143 man-hours of time in 2010 at a total cost of over \$7,767.00 (See attached report).

April 12, 2011

A contribution of \$250.00 was made to the Glenbrook North Grad Night Committee. Our thanks go to the committee for giving our children a safe and attractive alternative to celebrating graduation.

Block Parties - Coordinated Police, Fire and Road District services for citizens who are planning block parties.

Administrative Activities

The Highway Commissioner provides administrative oversight to the entire Township Road District to ensure an essential and desirable level of public service is provided and to effectively manage the infrastructure and related Township Road District programs. Routine administrative activities include, but are not limited to:

- * Providing general “overhead” for the day-to-day administration including purchasing, photocopying, answering phones, radio dispatching, responding to a variety of inquiries, correspondence and regulations, records and archive maintenance and filing.
- * Maintaining a daily journal of staff productivity and accomplishments.
- * Verification and allocation of labor and equipment usage to provide justification of services being charged to the Northfield Township Sanitary Sewer System.
- * Maintaining maps, atlases, records and maintenance history of Township Road District infrastructure.
- * Preparation of the Township Road District’s annual budget, long range plans, emergency management services, recycling and annual report.

EMPLOYEE TRAINING & DEVELOPMENT

Training in 2010 consisted of on-the-job training and seminars. We have always encouraged employees to participate to the degree possible within operational requirements and budgetary constraints in continuing education.

It is the policy of the Township Road District to permit employee attendance at job related training programs. Such programs may be conducted within the Township Road District or at various public or private facilities and, whenever possible, the most cost effective method will be utilized to obtain any specific type of training.

Attendance at an annual conference by employees may be permitted with the prior approval of the Highway Commissioner and appropriate funding in the fiscal budget. Generally, the standards used in determining the eligibility of an employee for attendance will focus on the applicability of the conference to meet anticipated needs of the Township Road District. Each employee attending a conference shall be responsible for preparing either a

written report or oral presentation of the most relevant information received through participation at the conference.

Full-time employees are eligible for tuition reimbursement subject to the prior approval of the Highway Commissioner. When course work is directly related to the employee's job, the eligible costs, subject to limitations, shall be paid in full.

The following list illustrates the variety and extent of investment in training of employees during the calendar year:

1. We continue to be active in the Lower Des Plaines River Watershed Planning Council, which deals with stormwater run-off and reports projects for improvements to the Metropolitan Water Reclamation District (MWRD). Ninety percent (90%) of our stormwater system is directed to the Des Plaines River. (Wally Kehr and Dan Creaney)
2. Snow Plow and Truck Driving safety seminar at NIPSTA (Wally Kehr, Pat Coy, Bob Lorenz, Hernan Castro, Bill Amarantos and Javier Puga)
3. Cook County Township Highway Commissioners Meetings (Peter Amarantos, Wally Kehr)
4. NWMC Public Works Directors Meetings (Wally Kehr)
5. Work Zone Safety Seminar (Bill Amarantos, Bob Lorenz, Javier Puga, Hernan Castro, Pat Coy, Wally Kehr, Robert Hanrahan).
6. Communicating As a Leader (Wally Kehr).
7. Contaminated Soil Disposal (Bill Amarantos, Bob Lorenz, Javier Puga, Hernan Castro, Pat Coy, Wally Kehr, Robert Hanrahan)
8. Chipper Operation Safety (Bennett Baker)
9. Trenching Safety Compliance at NIPSTA (Bill Amarantos, Bob Lorenz, Javier Puga, Hernan Castro, Pat Coy, Wally Kehr, and Robert Hanrahan).
10. Transitioning into a Leadership Role, (Wally Kehr)
11. We continue to be active in the North Branch of the Chicago River Watershed Planning Council. (Daniel Creaney, Engineer)
12. ICS 300 (Wally Kehr)
13. Damage Assessment,(Wally Kehr)
14. Debris Management, (Wally Kehr)



STREETS

The street inventory contains approximately thirty-eight (38) centerline miles. Annually, the Township Road District undertakes a windshield survey of each street's degree of cracking and/or deterioration and the Long Range Resurfacing Plan is adjusted. Consequently, the roads with the worst pavement conditions are scheduled for resurfacing. It is very important to repave a street before it completely deteriorates since it is more cost effective to resurface streets (rating 2) on a timely basis in order to prevent a more expensive failure (rating 1). Under our approach, the street system is better maintained at less expense than if gross deterioration is allowed to occur.

The performance benchmarks established for street maintenance are to: eliminate all grossly deficient streets with a “1” rating; rehabilitate as many “2’s” as possible with the funding available; and to maintain a minimum of 70% of the streets with a rating of “3” or better.

STREET MAINTENANCE

Repairs, maintenance, resurfacing and rehabilitation of the Township Road District Street System infrastructure requires an on-going management program to identify and prevent premature failure of the pavement base and surface and to correct problems on a timely basis as they occur. Last year’s maintenance and repair activities included asphalt patching, pothole repairs, sweeping, grading shoulders and assisting contractors employed by the Township Road District to improve and maintain its roadway system. Because of heavy freeze/thaw cycles, road repairs were a priority and lasted over four months.

ASPHALT STREET IMPROVEMENTS

Asphalt streets identified for major repairs were selected from the “long range resurfacing plan”. The Highway Commissioner prepares the necessary plans, specifications and solicits competitive bids.

LONG RANGE RESURFACING PLAN

2011 thru 2012

Year last Resurfaced	Name of Street	Length of Street	Width of Street	Total Length
-----------------------------	-----------------------	-------------------------	------------------------	---------------------

2011 - \$300,000 Budgeted

1995	Glendale, Glenview	2,564	20	2,564
1994	Glenshire, Glenview	2,564	20	5,128
1995	Glenwood, Glenview	2,573	20	7,701
1996	Huber, Glenview	1,912	21	9,613
1996	Wedel, Glenview	1,251	21	10,864

2012 - \$300,000 Budgeted

1995	Meadow Ln. & Dr.	2,935	20	2,935
1994	Revere	1,272	20	4,207
1996	Greendale	2,573	18	6,780
1994	Hillside	971	18	7,751
1996	Highland Ct.	972	20	8,723
1996	Elmdale	1,032	2	9,755

April 12, 2011

PARKWAY SERVICES

Parkway services encompass a wide range of activities including, but not limited to: tree trimming and removals, reforestation, landscaping and weed cutting services, free brush

pick-up and storm sewer maintenance and repairs. A comprehensive data collection program continues to catalog and inventory all storm sewer lines and trees in the right-of-way.

The performance benchmarks established for parkway services are to: implement a turf mowing policy to ensure grass and weeds do not exceed 8" on Township Road District maintained rights-of-way; annually plant at least two (2) trees; and to remove storm damage immediately after severe weather events.

BRUSH PICK-UP

Free brush pick-up service is provided to residents of unincorporated Northfield Township in the months of May, June, and September.

TREE MAINTENANCE

Tree trimming is performed to maintain shape, remove dead or diseased limbs and to remove potential hazards to pedestrians, cyclists and vehicular traffic. In 2010 all parkway trees in Northbrook West and Glenview Countryside (Meadow, Elmdale, Revere, Countryside and Winkleman) were trimmed and ten (15) large trees were removed due to age or disease.

The Emerald Ash Borer reappeared in Northbrook (five trees removed) and the Gypsy Moth persists to infect pines. The Road District is in compliance with the Illinois Department of Agriculture procedures on the removal of EAB and ALB infected trees. This year we have already recognized four trees with EAB.

STUMP REMOVAL

It is the policy of the Township Road District to grind tree stumps when a tree is removed. Ten (15) tree stumps were ground.

REFORESTATION PROGRAM

In the 2010 Spring/Summer Township Road District Newsletter a cost sharing reforestation program continued to be advertised, offering cost subsidized trees for planting on public parkways fronting unincorporated residences and/or businesses. All species of trees offered cost the residents one hundred fifty (\$150) dollars. Four (4) trees were planted.

CLEANING PARKWAYS OF DEBRIS

Cleaning up road debris, such as automotive parts litter (glass, mufflers, exhaust pipes, belts, tires, tire pieces and accident parts), landscapers' debris and dead animals requires an on-going commitment.

STORM DAMAGE PICKUP/ASSISTANCE

The Township Road District assists its residents in the removal of brush, limbs, and trees that were damaged from severe wind and wet snow storms. The residents are required to stack the brush and logs at the curb for Township Road District pickup. During the year 2010, there were six (6) flooding and three (3) wind weather events that required Township Road District assistance. In 2010, March, April, June and October were extremely wet months this year. For the fourth year in a row we were above normal for rainfall.



SNOW AND ICE CONTROL

Snow and ice removal from the Township streets is one of the most visible and vital functions performed by the Township Road District, and subject to the most variables. The Township Road District strives to be expeditious and efficient in the removal of snow and ice. Using standardized salting and plowing procedures ensures that people move as safely as possible during these inevitable hazardous weather conditions.

The performance benchmark for snow and ice removal is predicated on a snowstorm's intensity and projected duration, time of day, road conditions and traffic volumes. Due to variable conditions each storm presents, the time necessary to complete initial operations is difficult to forecast. In order to measure productivity for a particular storm, each inch of snowfall is equivalent to one hour of work. Thus, for a 4" snow storm, initial plowing and de-icing operations should be completed within four hours after the snowfall has ended.

There were at least thirty four (34) winter weather callout events in 2010/11 that required prolonged and special attention (ice and snow removal) and the third worst blizzard on record.

SALT USAGE

The Township Road District participated in the Cook County Highway Department contract for the purchase of bulk salt for the 2009/10 winter season. Morton Salt Co. was awarded the County contract. The delivered bid price of \$63.35 per ton was guaranteed by the Morton Salt Co. for the purchase of salt without a minimum or maximum purchase.

April 12, 2011

HISTORICAL SALT PURCHASES

Winter Season	Salt Supplier	Per Ton Price	Tons Delivered	Purchase Amount
2011	Morton Salt	63.35	1,140.99	71,896.33
2010	Morton Salt	63.35	1,064.79	67,454.43
2009	Morton Salt	122.90	999.66	122,858.22
2008	Kirschhoffer Truck Service	160.00	50.69	8,110.40
2007/08	Morton Salt	45.20	1,371.99	55,412.91
2006/07	Morton Salt	45.20	785.66	35,511.82
2005/06	North American Salt	33.06	611.07	20,202.42
2004/05	North American Salt	30.06	793.21	23,843.89
2003/04	Morton International	29.33	881.57	25,856.45
2002/03	North American Salt	30.95	809.61	25,074.17
2001/02	IMC Salt Co.	30.95	788.72	24,379.93
2000/01	IMC Salt Co.	26.91	1,169.27	31,465.05
1999/00	IMC Salt Co.	26.38	639.58	16,872.12
1998/99	Detroit Salt Company L.C.	28.67	687.87	19,721.23
1997/98	Cargill Salt	28.83	827.59	23,859.41
1996/97	North American Salt Co.	28.10	859.01	24,138.18
1995/96	North American Salt Co.	28.12	849.66	23,892.43
1994/95	North American Salt Co.	26.92	683.65	18,403.86
1993/94	North American Salt Co.	25.22	960.40	24,221.16
1992/93	North American Salt Co.	23.22	895.03	20,782.60

SNOW AND ICE CONTROL RESTORATIONS

Invariably, minor property damage occurs during snow removal operations. Restoration of residents' mailboxes was limited to repair or replacement of a standard "rural" type box and a 4" x 4" wood post as stated in the Township Road District Standard Operating Procedure for Mailbox Replacement. Upon notification of lawn damage, a service call is made to immediately "roll back" the sod, if possible. After the initial response, a follow-up visit occurs when black dirt is available. This ensures any further areas needing restoration are completed. During 2010/11, four (4) mailboxes and posts were replaced. No parkways required sod replacement.

STORM SEWERS

The storm sewer infrastructure contains approximately 16 miles of storm sewers, 28 miles of ditch line; 467+ inlets, catch basins and manhole structures to store and convey storm water runoff in order to minimize localized flooding. The Township Road District performs a reactive maintenance program which includes cleaning manholes, storm grates, dye testing storm sewer lines, pipe and culvert replacement, grouting and responding to storm drainage problems reported by citizens to ensure the storm sewer system is functioning as designed and constructed.

April 12, 2011

Drainage cannot be overemphasized. Water affects the entire serviceability of a road. Water allowed to remain on top of a blacktopped road weakens the surface and, combined with traffic, causes potholes and cracking. If improperly channeled, water causes soil erosion and a breakdown of pavement edges.

During periods of heavy and/or prolonged rainfall, crews are assigned to clean debris from storm sewer inlets. In addition, crews are immediately dispatched to respond to calls by residents whose basements are flooding due to plumbing backups, sump pump failures, overland flooding, or seepage. In 2010, there were six (6) moderate/severe rainfall events.

The performance benchmarks established for storm sewer maintenance are to respond to storm water complaints within 2 hours of notification, repair minor deficiencies and/or temporarily restore flow of known service failures in the storm sewer infrastructure within one work week from receipt of notification, annually replace or rehabilitate deficient storm sewers and annually grade, reshape and clean drainage ditches.

STORM SEWER MAINTENANCE

Periodic maintenance to storm sewer structures is required to maximize the life expectancy of the system and to ensure the overall structural integrity of the infrastructure. During 2010, the Township Road District staff repaired and/or rebuilt fourteen (14) storm sewer inlets, catch basins, or manholes, twelve (12) spot repairs to damaged storm sewer lines and twelve (12) pipe joint repairs (washouts in parkways).

TELEVISIONING

Televisioning is primarily used to verify suspected structural problems. In 2010, two (2) sewer lines were televisioned.

FLUSHING/CUTTING STORM SEWERS

Approximately 3,800 feet of storm sewers were cleaned by the Township Road District staff as a preventative measure and to open blockages in the system.

STORM SEWER MAIN LINE REHABILITATION

2,800 linear feet of storm sewer main line was installed in Northfield Township: in Glenview on Beechnut, Walnut Circle, Prairie Lawn Rd., Knollwood Ln., Highland Ave. Holly Ln., and Maple Ave. Restoration work was done with all installations.

STORM LINE MANHOLE/CATCHBASIN INSTALLATION

In 2010, we installed eight (8) manholes, seven (7) parkway drains and five (5) catchbasins.

DRAINAGE DITCH MAINTENANCE

a monthly drainage ditch inspection program was continued to ensure unobstructed flow of storm water. Routine and emergency maintenance activities included: cleaning debris; isolated weed cutting; and regrading/reshaping drainage ditches. Approximately 2,500 feet of ditch was regraded.

TRAFFIC CONTROLS

The Township Road District traffic infrastructure consists of a myriad of traffic control signs and pavement markings to safely control and direct the flow of traffic within the community.

The Township Road District Policy established for traffic control maintenance is to: report malfunctions of any traffic signal to the appropriate agency within one hour of being notified; report non-township sign deficiencies to the appropriate governmental agency within 1 work day from receipt of notice; manufacture intersection street name and traffic control signs within one work day, or to order and receive specialized traffic control sign(s) within two work weeks; replace stop signs within 2 hours of notification; and replace all other missing and/or defaced township traffic control signs within 2 work days from receipt of notification.

STREET SIGN MAINTENANCE



Repairs, removals, additions and enhancements of signs and pavement markings within the traffic control system infrastructure are generated by verbal and written requests from residents, Police reports, and other governmental entities or from Township Road District staff after visual inspection of traffic control infrastructure.

Traffic control infrastructure work accomplished during 2010 included the replacement and/or repair of fifteen (15) signs and fifteen (15) signposts, all according to the Manual on Uniform Traffic Control Device standards.

PAVEMENT MARKING

The Northfield Township Road District is in compliance with all State Statutes and the Manual on Uniform Traffic Control Devices.

BARRICADE MAINTENANCE

The Township Road District maintains a working inventory of about 50 portable

April 12, 2011

barricades. Periodic maintenance including changing batteries, lights, replacing cross supports, straightening legs, painting and other tasks to ensure the units are in “working order” when needed. In the winter of 2010/11 all fifty (50) barricades were rehabbed with new lights, paint, and reflective sheeting. The paint used was from our recycling event.

The Township Road District provides the necessary barricades, temporary traffic signs and manpower support for road closures (block parties); and numerous sanitary main breaks excavation sites and roadway restoration projects.

FLEET MAINTENANCE

The computerized fleet maintenance and inventory program is a behind-the-scenes service, which supports all operations and encompasses all activities involving the repair of the Township Road District’s fleet. The Township Road District’s fleet is comprised of a wide spectrum of trucks and tractors, as well as a host of other specialized mechanical equipment. The vehicle’s safety and reliability is directly dependent on timely preventive fleet maintenance and not exclusively related to the vehicle’s age and mileage. The Township Road District has instituted an aggressive Preventive Maintenance (PM) program in order to consistently meet the service requirements recommended by vehicle/equipment manufacturers. The PM program ensures that all motorized equipment receives a consistent level of on-going mechanical maintenance with the goal of extending the serviceable life of the unit and thereby reducing down time and overall cost of ownership. The primary goal of the Township Road District’s fleet Maintenance Program is to provide the Township Road District Crew with a dependable, well-maintained fleet at the lowest practical cost.

The performance benchmarks established for fleet maintenance services are to ensure that motorized vehicles that are powered by their own engine receive a consistent level of on-going mechanical maintenance as recommended by the manufacturers’ specifications and to resolve observed mechanical deficiencies within two workdays from receipt of notification. The maintenance covered under this program is limited to engine oil service, ignition and carburetion, braking system, engine cooling system, transmission service and hydraulics.

Miscellaneous maintenance included but was not limited to:

- 6,751 gallons of diesel fuel used
- 4,380 gallons of no lead fuel
- 22 State of Illinois Safety inspections
- 3 anti-freeze services
- 3 brake services
- 12 large equipment tune-ups and 14 small equipment tune-ups
- 40 oil changes
- 3 sets of tires replaced
- 2 plows welded
- 3 plow completely overhauled

April 12, 2011

- 5 sets plow blades replaced
- 1 hydraulic systems completely overhauled
- 2 trailer electrical systems overhauled
- 2 spring leaf replacements
- 2 tows
- 1 warranty claims to dealer
- 0 vehicle recalls to dealer
- 1 Bobcat engine overhaul

SMALL EQUIPMENT CHECK/MAINTENANCE

A computerized inventory and preventive maintenance program performed on a weekly, monthly, quarterly, and/or annual basis was continued to ensure the Township Road District’s construction tools and equipment were ready for routine and emergency response. The inspections entailed checking the fluids, battery life and running the equipment for a specified period of time. Deficiencies were promptly reported to the fleet maintenance staff for repairs. Such equipment included, but was not limited to: locators, pumps, generators, saws, mowers and other fuel powered tools and equipment.

In 2010, we purchased one (1) weed wacker, one (1) blower and one (1) chop saw. Two (2) lasers were certified – recalibrated.

RECYCLING PROGRAM

In November of 2008, in an effort to promote recycling throughout Northfield Township, Highway Commissioner Peter Amarantos implemented a recycling program open to all Township residents. The response to this program was extremely positive and the decision was made to continue the program and hold additional events throughout 2010. Many residents were amazed at the ease in which they were able to drop off recyclables.



We are partnering with other organizations to build on the successful events we’ve already held. Glenkirk’s Opportunity Secure Data Destruction provides our on-site shredding service and we are working with volunteers from other organizations. By working together, we are offering a user-friendly service to our residents. We are fortunate to have partners like Abt Electronics and United Cerebral Palsy.

This free recycling program accepts the following items: Art supplies, batteries, bikes, toys, cell phone/pagers, clothing, computer hardware, electronics, engine oil, eyeglasses, flags, household paint (oil & latex), hydraulic oil, ink/toner cartridges, metal, paper, Styrofoam, televisions, therapeutic equipment, tires and transmission fluid.

There were 8 recycling events in 2010 that the Road District accepted recyclable materials. No recycling events were held in the months of November, December, January and February and one every month not mentioned on the third Saturday of that month.

Saturday, March 27, 2010
Saturday, April 17, 2010
Saturday, May 15, 2010
Saturday, June 19, 2010
Saturday, July 17, 2010
Saturday, August 21, 2010
Saturday, September 25, 2010
Saturday, October 23, 2010

RECYCLING PROGRAM MISSION

Northfield Township's commitment to comprehensive environmental protection employs only the most socially and environmentally responsible recycling practices.

We believe that our residents want to be responsible and recycle in an environmentally conscientious way. Our purpose is to offer simple and convenient solutions to management of recyclables that reward our residents' environmental integrity.

Our environmental mission includes:

1. Environment - Dedicated to meeting or exceeding the requirements of relevant environmental law and regulation to keep our landfills free of unnecessary pollutants and to reducing energy use.
2. Transparency - To keep Northfield Township's recycling practices as clear as possible and free of charge so that each of our residents feels secure in using the service.
3. Convenience - Dropping off the recyclable must be quick and trouble-free.
4. Operations - Regularly evaluate our operation to respond to relevant emerging environmental issues and to improve our management practices to guarantee the ongoing integrity of our environmental mission.
5. Reuse - Northfield Township believes that reuse should come first and strives to find partners that will find second homes for all electronics that we accept. Items that cannot be reused will be recycled responsibly.

Peter Amarantos
Highway Commissioner

April 12, 2011

Emergency Management 2010/11 Update

CONTINUITY OF OPERATIONS PLANNING

Northfield Township Road District has taken steps to formalize a Continuity of Operations Plan (COOP). Continuity planning facilitates the performance of essential functions during an emergency situation that disrupts normal operations and/or the timely resumption of normal Road District operations once the emergency has ended.

The purpose of the formal COOP Plan development is designed to provide the Road District with the means to address the numerous issues involved in performing essential functions and services during an emergency in order to reduce or eliminate the potential risk of leaving Road District residents without vital services in what could be their time of greatest need.

The goals of our COOP Plan are to:

- A. Make sure that the plan is executable with or without warning.
- B. Protect essential Road District facilities, equipment, records, and assets.
- C. Ensure the continuous performance of Road District essential functions and operations during an emergency.
- D. Mitigate the duration, severity, or pervasiveness of disruptions that do occur.
- E. Achieve the timely and orderly resumption of Road District essential functions and the return to normal operations.
- F. Meet the operational requirements of the Road District in order to be activated within minutes and allow the organization to be fully operational no later than 12-hours after activation.
- G. Meet the ongoing needs of the Road District for sustained continuity operations for up to 30-days or longer, if necessary.

Upon completion of the Continuity of Operations Plan, a series of staff trainings will be conducted, followed by the development of a training exercise based on the principal components of this plan utilizing the Homeland Security Exercise and Evaluation Plan (HSEEP).

HAZARD MITIGATION

The Central Rd. corridor has historically experienced significant adverse impacts to residents and businesses arising from inadequate stormwater drainage. The principal contributing factor for this ongoing issue is the inadequacy of the storm sewer system which runs under Central Rd. which is designed to convey stormwater from this drainage area west to the Des Plaines River.

This stormwater drainage system under Central Rd. is owned and maintained by the Illinois Department of Transportation, and was installed more than 40 years ago, long before much

April 12, 2011

of the development, or the re-development of the property in the drainage area occurred. As a consequence this system is incapable of effectively conveying the volume of stormwater run-off which occurs frequently in heavy rainfall, especially those of intense, but short durations. The Illinois Department of Transportation has recognized and acknowledged the inadequacy of this system; however they have also advised us of the economic budget realities which will preclude them from making the necessary infrastructure improvements in order to help solve this problem.



The Northfield Township Road District has been collaborating with the jurisdictions of the Village of Glenview, and Maine Township, in an effort to identify and explore alternative solutions to stormwater management along the Central Road corridor. These efforts have included the identification of potential sites which would allow for the development and installation of stormwater retention, or detention utility systems in an effort to diffuse the amount of stormwater

runoff which inundates and overloads the stormwater sewer system during these periods of heavy rain.

If suitable alternatives are identified and qualified are goal is to work with these our coalition partners to assess funding alternatives, with the primary objective being the pursuit of Hazard Mitigation Grant Funds provided by the Federal Emergency Management Agency (FEMA), and administered by the Illinois Emergency Management Agency (IEMA), in or to minimize the direct impact of the cost of implementing these projects to the local tax payers.

As part of these efforts Initial discussions were conducted with the owners of two of the four sites identified to determine the opportunity of these sites wither through acquisition, or the initiation of either a utility easement, conservation easement, or some other alternative access agreement to allow for these sites to be used for the purpose of stormwater management utility systems.

From these preliminary efforts the following initiatives have ensued:

- The identification of four separate and distinct locations where alternative stormwater utility systems could potentially be installed.
- The completion of initial Drainage Analysis and Detention Alternative Analysis engineering studies on two of the four locations identified.
- The initiation of soil boring analysis studies at one specific site to determine the depth of a potential stormwater utility system, and assess whether or not the anticipated stormwater detention volume could be achieved at this site.
- Pending the conclusion of the soil boring tests; if this site is determined feasible, the next step for this property would be to establish system specifications, and an initial development budget to develop this system.

April 12, 2011

- The development of preliminary stormwater retention or detention concept design proposals for two additional properties.
- Pending the review and approval of those concept designs, Detention Alternative Analysis engineering studies and soil boring studies would then also be conducted for these additional sites to assess and determine whether or not the anticipated stormwater detention volume could be achieved at these sites based on the specific design schemes for each location.

EMERGENCY MANAGEMENT TRAINING EXERCISES

The primary response and recovery functions for the Northfield Township Road District fall into the areas of damage assessment and debris management for natural disasters. In order to test the capabilities of the organization to perform these critical missions it is important to gauge the preparedness of the organization, by conducting periodic field training exercises.

Northfield Township Road District has initiated a field training exercise program utilizing the Homeland Security Exercise and Evaluation Program (HSEEP). This program is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning.

The Homeland Security Exercise and Evaluation Program (HSEEP) constitute a national standard for all exercises. Through exercises, the National Exercise Program supports organizations to achieve objective assessments of their capabilities so that strengths and areas for improvement are identified, corrected, and shared as appropriate prior to a real incident. The HSEEP is maintained by the Federal Emergency Management Agency's National Preparedness Directorate, Department of Homeland Security.

Northfield Township Road District will be conducting a field based functional training exercise in 2011 in order to assess the organizations response capabilities for damage assessment following a natural disaster. At the conclusion of the exercise an After Action Report will be developed and an Improvement Plan implemented to correct or remedy any shortfall in damage assessment capabilities in order to enhance the organizations capabilities in this critical response mission function.

Road District residents will be informed in advance of the conduct of this exercise, and some residents may be invited to passively participate, depending on the final exercise design. The overall results of this exercise and future operational planning changes which may arise as a result of conducting the exercise will be shared with Road District residents.