

## MEMORANDUM

**TO:** STAFF

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

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** December 21, 2012

**RE:** STAFF BRIEFING

### WEEK OF DECEMBER 17, 2012

#### VILLAGE OFFICES HOLIDAY SCHEDULE

Village offices will close at noon on Monday, December 24. All offices will be closed on Tuesday, December 25 in observance of the Christmas holiday. Offices will reopen at 8:30 am on Wednesday, December 26.

As a reminder, refuse collection will be delayed by one day for all collections regularly scheduled for Tuesday – Friday. Friday customers will have a Saturday pick-up.

The same office and refuse schedule applies next week due to the New Year's Day holiday.

#### PUBLIC WORKS COMMITTEE MEETING

The Public Works Committee held a meeting on Tuesday, December 18. The meeting began with a report from Public Works General Operations Superintendent Paul Risinger regarding the Village's snow and ice control operations. Topics included the process for removing snow and ice, personnel and equipment required for the task, challenges, and common inquiries. The Committee also discussed the implementation schedule developed for the FY 2013/14 capital improvement projects. Staff provided a presentation and recommendation to move the Cherry/Pfingsten signal improvements and two areas of asphalt street rehabilitation to FY 2014/15. The Committee concurred with the recommendation.

The Committee also discussed a staff recommendation for Village membership in the Geographic Information Systems (GIS) Consortium, a group of 20 area communities who jointly staff their GIS efforts. The Committee discussed the various uses and applications for GIS in current and future Village operations and ways to better utilize the data we have in place now, and specifically, how membership in the Consortium would benefit the Village. The Committee concurred with the staff recommendation for membership, and the full Village Board will consider this in early 2013.

#### STORM RESPONSE

Despite predictions for up to 8 inches of snow during the evening hours of December 20, only trace amounts actually fell. Staff was fully prepared for any necessary storm response, but little was required. Salt crews were deployed to keep the roadways from becoming icy due to the changing temperatures. High winds did cause some power outages throughout the community, however, quick action by all front line departments in communicating information to ComEd resulted in relatively short outages for those affected.

### CERT (Community Emergency Response Team) GRADUATION

The 2012 CERT (Community Emergency Response Team) Academy came to an exciting finish as members participated in the drill finale, which simulated an earthquake scenario. Newly trained members utilized their newly enhanced skills in hazard assessment/intervention, search/rescue, medical triage/treatment/transport, and team coordination. Current CERT team members, Webelos Scouts, and Northbrook Firefighters, were used as patients trapped and injured by the simulated collapse. After assessing the scene safety, the new members entered the structure to rescue and retrieve the simulated victims. Upon removing the victims to safety, they were treated for their injuries and constantly assessed for any changes. Thanks to all the volunteers, the event was a huge success and an invaluable training tool for the new team members. For those interested in the CERT program (a program designed to train individuals to deal with emergency scenarios for a period up to 72 hours), training is available online year round through FEMA (Federal Emergency Management Agency) and more information is available by contacting Lt. David Crawford at [david.crawford@northbrook.il.us](mailto:david.crawford@northbrook.il.us).



### NORTHBROOK TOWER 12 ASSISTS NORTHFIELD WITH APARTMENT FIRE

At approximately 11:00 am on Friday, December 14 Northbrook's Tower 12 responded to the 300 block of Happ Road in Northfield for an apartment fire. A fire was reported in a second floor apartment unit of a 4-story apartment complex. Upon arrival, Northbrook's crew was assigned to primary search of the 2<sup>nd</sup> and 3<sup>rd</sup> floor units and ventilation of the structure. There were no injuries reported and Northbrook was covered by call back personnel for approximately three hours while Tower 12 was in Northfield. The cause of the fire is currently under investigation.

### SCHOOL SECURITY

On Tuesday morning, December 18, the Police Department hosted a meeting open to all Northbrook school administrators. Ten Superintendents and staff from the various schools attended along with Chief Wernick, Deputy Chiefs Caruso and Dunham, Investigations Commander O'Malley and Sergeant Strickland, Commander Bekiaris, Community Relations Supervisor Shep, Services Administrator Batalden and GBN School Liaison Officer Szymanski. The discussion included critical incident protocols and uniformity amongst all crisis response programs for schools.

The Police Department had an increased police presence at all Northbrook schools this week, especially at arrival and departure hours. This presence will continue after school resumes from the holiday vacation break on January 7.

### BURGLARIES

On Tuesday morning, December 18, residents in a home on the 3000 block of Floral awoke to find their four unlocked vehicles parked in the driveway had been ransacked. Missing items include a camera, radio speaker, cash and a credit card. The home's unsecured garage had also been entered and snowboarding equipment removed. *Residents are reminded to secure their vehicles, even when parked in the driveway, and to remind visiting guests this holiday season to do the same!*

A home in the 2100 block of Crabtree Lane was burglarized on Sunday evening, December 16. Various pieces of jewelry were reported missing.

All scenes were processed for evidence and a canvass of the neighborhoods conducted. Investigations is actively working on all cases.

#### TOYS FOR TOTS

This year, the Village collected over 425 toys for the annual Toys for Tots program. Thank you to the Northbrook community for your generosity!

#### SKOKIE VALLEY BIKE TRAIL

Trustee Buehler and Public Works staff member Jim Baxa attended the Chicago Metropolitan Area for Planning (CMAP) Bike and Pedestrian Task Force meeting in Chicago on Wednesday. As Chairman of the NWMC Bike and Pedestrian committee, Trustee Buehler was representing the communities involved with the Skokie Valley Trail bicycle and pedestrian trail project (Northbrook, Northfield, Glenview, Skokie and Lake County) which are seeking Federal funding assistance for Phase I engineering design. Trustee Buehler gave a presentation outlining the importance of the Skokie Valley Trail being constructed and the benefits to the communities by the extension of this trail system. The project received positive feedback from CMAP's Bike and Pedestrian committee and was encouraged to move forward with submitting an application for the next round of Congestion Mitigation and Air Quality's (CMAQ) call for projects. There is still remains a formal application review process by CMAQ committees prior to being selected for funding, however staff hopes the Skokie Valley Project may be finally receiving it's recognition as a regional multi-use trail project to be constructed within the next five years.

#### WATER MAIN BREAKS

On Tuesday, December 18, Public Works crews responded to and repaired three water main breaks. The breaks occurred on the 200 block of Melvin (8" cast iron main), the 300 block of Park (6" cast iron main), and the 1200 block of Landwehr (8" cast iron main). In all, the work took approximately 10 hours to complete. The photo depicts the conditions as crews arrived to the main break on Melvin.



#### TECHNY/PFINGSTEN SIGNAL IMPROVEMENTS

The Village's contractor, Home Towne Electric will begin installing the wire for the traffic signals at this intersection on Monday, January 7, 2013. Once the wire is installed, Home Towne Electric will begin installing the traffic signal post and mast arms. In the meantime, the contractor is going to place barricades over the traffic signal foundations so that they will be able to locate them if we get a significant snowfall before the work begins.

NORTHFIELD UNION CEMETERY IMPROVEMENTS

The Northfield Union Cemetery is one of two cemeteries managed by the Village and the Public Works Department has been working to improve its appearance. Over the summer, work was done to repair the road traveling through the cemetery and earlier this week a fence was installed to help separate the cemetery from Dundee Road (see photo). New landscaping features will be installed in the spring. Upon completion of the improvements, staff will work to advertise the cemetery in an effort to sell plots, of which approximately 80% are available. Proceeds from the sale of the plots are used to fund ongoing maintenance of the cemeteries.



WEEK OF DECEMBER 24, 2012

<b>MON.</b>	<b>12/24</b>	<b>Village Hall closes at Noon</b>
<b>TUES.</b>	<b>12/25</b>	<b>CHRISTMAS DAY - Village Hall closed</b>
<b>WED.</b>	<b>12/26</b>	<b>KWANZAA (Dec. 26 - Jan 1)</b>
<b>THURS.</b>	<b>12/27</b>	<b>No Meetings</b>
<b>FRI.</b>	<b>12/28</b>	<b>No Meetings</b>
<b>MON.</b>	<b>12/31</b>	<b>Village Hall closes at Noon</b>
<b>TUES.</b>	<b>1/1/2013</b>	<b>NEW YEARS DAY, VILLAGE HALL CLOSED</b>