

## MEMORANDUM

**TO:** STAFF

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

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** November 7, 2014

**RE:** STAFF BRIEFING

### WEEK OF November 3, 2014

#### COMMUNITY RELATIONS COMMISSION

The Community Relations Commission (CRC) met on Thursday, November 6. At the beginning of the meeting, the Commission welcomed a few members from the Northbrook Safe Rides program, a student-led initiative consisting of dispatchers and several drive/navigator teams who provide safe rides home for Glenbrook North High School students. Northbrook Safe Rides' goal is to make sure students get home safely with no questions asked. Over the past year, the group has seen ridership grow by 120% and has thrived through its partnerships with Boy Scout Venturing, NCDAA and the YMCA. The group is seeking volunteers to assist in the cause and asked that anyone interested in getting involved should contact Carol Wagner, GBN Parent & Committee Chair at 847-212-7392.

Commissioner Bruce Doughty provided an update on the Sister Cities initiative. He noted that the subcommittee recently met to discuss the initiative and they are currently seeking youth members to serve on the committee. The Clergy Association provided a report on the upcoming Clergy Luncheon, which will take place on December 3, at the Northbrook Police Station. Reports were also provided on Black History Month, which will take place in February; and the Northbrook CRC Awards program, which will open for nominations in early 2015. The next meeting of the Commission will be on Thursday, December 4.

#### POLICE DEPARTMENT

The Consul in Charge of Legal Affairs for the Republic of South Korea and also a Northbrook resident, Mr. Jun-Hyeong Lee, visited Chief Wernick and the Police Department on Thursday morning. Mr. Lee is visiting local police departments to introduce himself and learn how police departments operate in the United States. After meeting with the Chief and members of staff, he was given a tour of the department.

The Police Department donated a "Day at the Police Department" for Westmoor Elementary School's *Bulldog Blast* fundraiser. The winner of the auction for the fundraiser, a Cub Scout Troop from Westmoor School, will get a tour the Northbrook Police Department on Saturday, November 8. Community Relations personnel will conduct the guided tour and distribute take-home materials to the scouts.

On Friday evening, October 31, a home in the 2500 block of Windrush Lane had its basement, emergency escape window broken. It did not appear entry had been gained into the home. The outside of the residence was checked by responding officers and found to be secure.

On Wednesday evening, November 5, Northbrook's Major Crash Assistance Team representatives responded to the 6700 block of Lincoln Avenue in Lincolnwood to investigate a vehicle crash involving a fatality.

#### WAUKEGAN ROAD LANE CLOSURE

On Saturday, November 8, Public Works crews will be working to repair two water valves on Waukegan Road that were found to be malfunctioning through the Village's valve exercising program. This work will require that the two northbound lanes between approximately Jeffrey Lane to Woodhill Drive be closed beginning at 6:00am. Two-way traffic will be maintained, but reduced to one lane in each direction. The intersections with Portsmouth Court and Jeffrey Lane will remain open, but will only allow traffic to turn right onto Waukegan Road. The intersection with Woodhill Drive will be completely closed and traffic should use Hillside Road as a detour.



The necessary repairs will require a water shut-down, which will affect 46 homes and is scheduled from 8:30am to 2:00pm. Should this timeframe need to be extended, Village personnel will notify affected property owners/occupants and provide an updated estimate for restoration of service. Upon completion of the valve repairs, crews will repair the roadway and reopen it to traffic.

#### NORTHBROOK FIREFIGHTERS RESPOND TO PROSPECT HEIGHTS FIRE

On Monday, November 3, at approximately 3:30am, Northbrook firefighters on Truck 12 and Chief Nolan provided mutual aid to an extra alarm fire in the 1200 block of Stratford Road in Prospect Heights. When firefighters arrived, the mother, father, and three of the children were waiting outside the home. The fourth child, a fourteen year old boy, was unaccounted for as fire crews searched the house. The boy was found safe at approximately 9:00am after an extensive search. Prospect Heights police later charged the boy with three counts of aggravated arson.

The mother and a police officer were taken to Northwest Community Hospital and treated for smoke inhalation. Paid-On-Call firefighters covered Station 12.

### NORTHBROOK CERT MEMBERS ASSIST IN SEARCH FOR MISSING PERSON

On November 1, Members of the Northbrook CERT (Citizens Emergency Response Team) were requested by the Cook County Department of Homeland Security to assist in the search for a missing 27 year old male in Palos Hills who had been missing for almost 48 hours. Helicopters, Search and Rescue Dogs, and Ground Teams scoured the Horsetail Lake Forest Preserve in heavy brush conditions from dawn to sun down but did not locate the subject.



Search participants were trained under the direct supervision of the Illinois Search and Rescue Team and a future class is scheduled for the spring to allow new members to join the team.



### PARKWAY TREE PLANTING

The Village's parkway tree planting program will begin the week of November 10. The Village will be planting 246 new trees, including 200 Emerald Ash Borer (EAB) replacement trees, 20 for residents participating in the cost share program, 10 for developer obligations, and 16 for other replacement reasons. Crews are currently working to place stakes and conduct locates of underground utilities in the parkways where trees will be planted.

Residents who receive a new parkway tree this fall will not need to water the tree unless there is a long period of time with no rain or snow. As soon as leaves appear on the tree next spring, residents may begin to water the tree. The tree should be saturated with water every 7-10 days using a slow trickle of water with a hose near the base of the tree. Those residents with automatic irrigation systems are requested to change the timing to allow for longer, less frequent watering (approximately 20 minutes, 2 times per week). This will ensure that the ground surrounding the tree is adequately saturated. It is recommended that a circle of mulch, 2-3 inches deep and 2-4 times the diameter of the root ball be installed. Please keep mulch 4-6 inches away from the trunk and do not plant grass around the base of the tree as these practices can be harmful to newly planted trees.

### POLITICAL SIGNS IN THE PARKWAY

Village regulations do not allow for the placement of political signs within the public right-of-way. During election season, Public Works personnel remove any improperly placed signs and since Monday, crews have removed over 300 political signs from the parkway. Owners of any political sign that was removed may pick it up from the Northbrook Public Works Center (655 Huehl Road) before noon on Wednesday, November 12.

**WEEK OF November 10, 2014**

<b>MON.</b>	<b>11/10</b>		<b>No Meetings</b>
<b>TUES.</b>	<b>11/11</b>		<b>VETERAN'S DAY</b>
		<b>10:30 am.</b>	<b>Veteran's Day Memorial Service - Northbrook Jr. High</b>
		6:30 p.m.	Public Works Committee – Terrace Room
		7:00 p.m.	CRC Subcommittee Meeting-Black History Month- GGCR
		7:30 p.m.	Board of Trustees Regular Meeting – Board Room
<b>WED.</b>	<b>11/12</b>	9:00 a.m.	Fire Pension Board Meeting – Shermer Study
		7:00 p.m.	Bicycle Task Force – Terrace Room
		7:00 p.m.	CRC Subcommittee Meeting – Flamingo Friday – Shermer Study
<b>THURS.</b>	<b>11/13</b>	5:30 p.m.	Architectural Control Commission – Terrace Room
		6:30 p.m.	Planning & Zoning Committee – DPS Conference Room
		7:00 p.m.	Senior Services Commission – Shermer Study
<b>FRI.</b>	<b>11/14</b>	8-11 am	<b>No Meetings</b>