

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES - DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: November 26, 2014

RE: STAFF BRIEFING

WEEK OF November 24, 2014

INDUSTRIAL & COMMERCIAL DEVELOPMENT COMMISSION

The Industrial & Commercial Development Commission held a regular meeting on November 25. The Commission discussed the Village's current regulations regarding rack shelving in retail stores. It was determined that rack shelving in certain big box retail stores has become more common and that businesses have operational guidelines for using such shelving. As a result of the discussion, the Commission unanimously recommended that the Village eliminate its local amendment to the national building codes. In response to the Shuttle Bug presentation last month by the TMA of Lake-Cook, the Commission decided to gather more information regarding installing bus shelters along Commercial Avenue, South Shermer, and Skokie Boulevard so that employees of Northbrook businesses could be protected from the weather while waiting for buses. The Commission continued its review of the in-person business survey which it plans to conduct in early 2015.

POLICE ACTIVITY

Over the weekend of November 21, unknown persons entered three storage trailers at 1912 Willow Road and removed landscaping equipment. Evidence Technicians processed the scene and canvassed the surrounding area.

A Northern Illinois Police Alarm System Emergency Services Team callout was requested on Saturday afternoon, November 22, for a barricaded subject in Waukegan.

On Tuesday, November 25, a Glenview man was arrested after investigation of a complaint. Charges of Felony Intimidation and Solicitation of Child Pornography were approved by the Cook County State's Attorney.

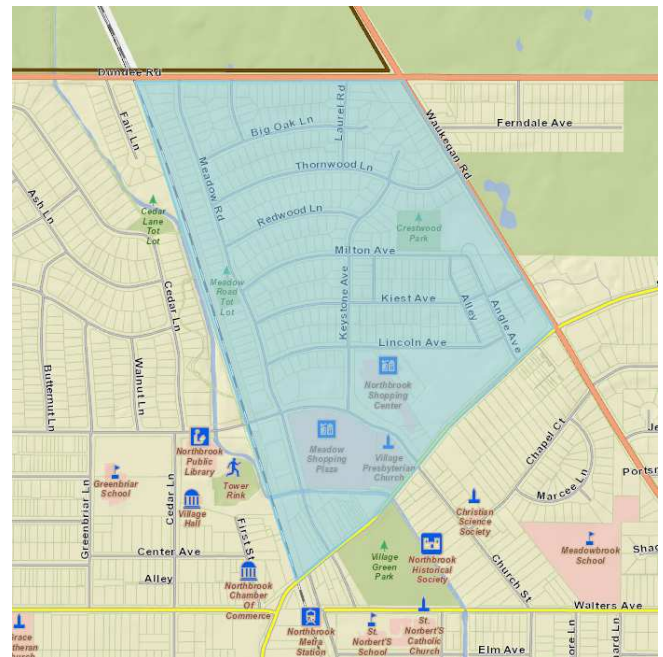
FIRE DEPARTMENT AND CERT MEMBERS ATTEND SPECIAL TRAINING SESSION

On Saturday, November 22, members of the Northbrook Fire Department and Northbrook Citizens Emergency Response Team (CERT) attended a class on large animal rescue. The class took place at Wagner Farm in Glenview and was taught by members of the Illinois Fire Service Institute. The "large animal" designation includes horses, cows, pigs, sheep, lamas, alpacas, and exotic animals. The class addressed emergency incident responses, evacuations, scene management, transportation methods, special rescues (water, below grade etc.) and barnyard/wild land fire responses. Though this isn't a common occurrence in Northbrook, Fire personnel may also be called upon to respond to such situations in surrounding communities through mutual aid.



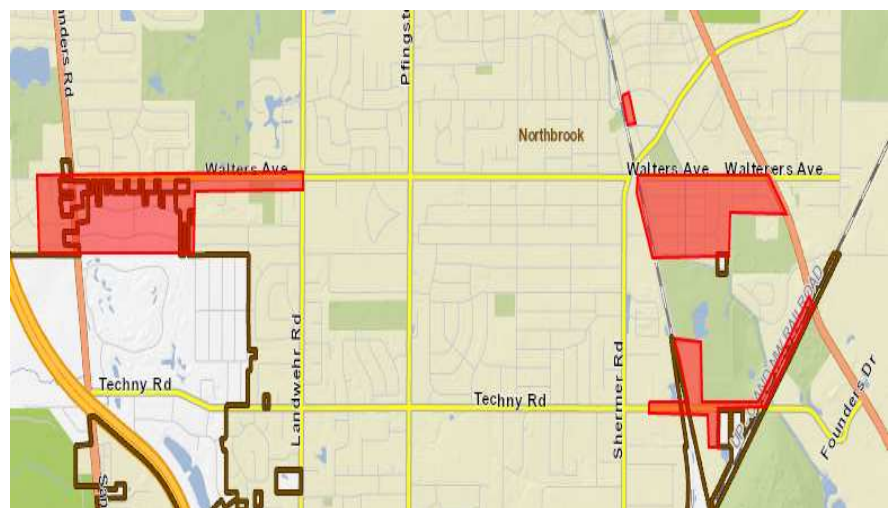
PARKWAY TREE TRIMMING

On Monday, December 1, the Village's contractor, Nels J. Johnson Tree Experts, will begin the Village's parkway tree trimming program in the area north of the Central Business District. Each year approximately 1,700 parkway trees are trimmed to prevent unnecessary damage during storms, protect pedestrians and motorists from low hanging branches, promote the health of parkway trees, and ensure that trees are aesthetically pleasing. Trimming work is done in accordance with professional standards and is scheduled for the dormant season to avoid unnecessary damage or trauma to the tree. The Village is currently on a 6-7 year trimming cycle.



COMED TREE TRIMMING

The Village recently received notification that ComEd will be performing tree trimming operations during the months of December and January in the west and central portions of Northbrook, including part of the Central Business District (see map). 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.



HOLIDAY DECORATIONS

The Village's contractor has completed installation of holiday lights on trees throughout the Central Business District. In addition, Village crews have installed holiday decorations on light poles throughout the downtown area. The holiday lights will be illuminated during the evenings beginning tonight and through New Year's Day.

SHOP NORTHBROOK FACEBOOK CAMPAIGN



Beginning on Friday, November 28, the Northbrook Chamber of Commerce and the Village will debut its new **Northbrook Shopping Elf** Facebook campaign. The goal is to promote Northbrook shopping this holiday season with fun, interactive social media connections to the community. Facebook users who follow the Nicki the Northbrook Shopping Elf's page will see local shop owners demonstrating their most popular gift options, and will get advance notice of flash sales, trunk sales, and other special promotions. The Facebook promotion complements other Northbrook shopping programs spearheaded by the Chamber and the Village, including [broadcast commercials](#) that showcase Northbrook Court and other popular Northbrook shopping venues. Facebook users can find the Northbrook Shopping Elf by visiting Facebook and typing [Northbrook Shopping Elf](#) in the search bar.

The program is being coordinated by Creative Marketing Associates and all Northbrook retailers and restaurateurs are encouraged to participate in the campaign. Interested businesses should send the following type of information to Creative Marketing Associates:

- Unique and fun gift ideas
- Discounts or special offers
- Holiday related events
- Holiday entertaining ideas
- Shopping trends that you have identified
- Supporting photography

Businesses' cooperation is the only cost for participating. Information should be sent by e-mail to:

Creative Marketing Associates
Nancy Gerstein
Nancy@cmacreative.com

Beth Congbalay
beth@cmacreative.com

We are asking everyone, Northbrook residents and businesses alike, to help us get the word out regarding the Facebook campaign by personally and professionally following the Northbrook Shopping Elf page and to actively share, comment and tag the posts.

Any questions regarding the program should be directed to Tensley Garris (847/498-5555 ext. 3) at the Chamber or David Schoon (847/664-4052) at the Village.

NORTHBROOK FIRE DEPARTMENT ENCOURAGES COMMUNITY MEMBERS TO GIVE THANKS. GIVE BLOOD.

If you have the gift of good health, please consider supporting patients in need and donate at the inaugural Northbrook Fire Department Fall Blood Drive on Sunday, November 30, from 8am – 2pm at Station 11, 740 Dundee Road. Walk-ins welcome or preregister at www.lifesource.org where you can schedule an appointment by scrolling down and searching by group code: 329D or contact LifeSource at 1-877-LIFESOURCE (877/543-3768).

COOK COUNTY LONG RANGE TRANSPORTATION COMMITTEE TO HOST OPEN HOUSE IN NORTHBROOK

Nine months into the development of Cook County's first Long Range Transportation Plan in 70 years, the County is hosting several open houses seeking resident and business input on transportation priorities and potential long-range scenarios. Cook County wants to produce a plan that links transportation to jobs and economic development, supports more livable and sustainable communities, and addresses infrastructure needs for the next 25 years. Please consider attending the Cook County Open House at the Northbrook Village Hall on Wednesday, December 3, from 4 to 7pm. For more information about the plan, visit www.connectingcookcounty.org or call or call 630/534-6400.

WEEK OF December 1, 2014

SUN.	11/30	8am-2pm	Blood Drive & Bone Marrow Registry - Fire Station 11
MON.	12/1		No Meetings
TUES.	12/2	7:30 p.m.	Plan Commission – Cancelled
WED.	12/3	4:00 p.m.	Cook Co. Dept. of Highways and Trans. Open House – Board Room
THURS.	12/4	7:00 p.m.	Arts Commission – Terrace Room
		7:00 p.m.	CRC Meeting – Board Room
FRI.	12/5		No Meetings