

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES - DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: March 21, 2014

RE: STAFF BRIEFING

WEEK OF March 17, 2014

ASSISTANT TO THE VILLAGE MANAGER

The General Government Department welcomes Rob Sabo as the new Assistant to the Village Manager. Rob has worked at the City of Prospect Heights, for the last three years, as the Assistant to the City Administrator. Rob grew up in Highland Park. He has a Master's degree from UIC in Public Administration and a Bachelor's degree from the University of Iowa in Political Science. Rob's first day was March 17. Welcome Rob!



YOUTH COMMISSION MEETING

On Wednesday, Marcy 19, the Youth Commission held their regularly scheduled meeting. The Commission continued planning for the 5th Annual Youth Film Fest which is scheduled to be held at the Little Theater at Glenbrook North High School on June 9, 2014. Submissions for the Film Fest are currently being accepted. Please see for www.northbrook.il.us/youthfilmfest for more information. The Commission also debriefed the 17th Annual Quiz Bowl. The next regular Youth Commission meeting is scheduled for April 16, 2014.

ENVIRONMENTAL QUALITY COMMISSION

On March 20, the Environmental Quality Commission (EQC) held their regular meeting. Andrea Cline of the Lake County Stormwater Management Commission attended to present information regarding upcoming grant opportunities. The EQC will be working with staff to develop a grant application to retrofit an existing detention basin with native plantings. The Commission also discussed the upcoming Earth and Arbor Day Celebration, which will be held on April 26 at the Village Green Park. (www.northbrook.il.us/EarthDay) The EQC is planning to present information about the recently completed Joint Strategic Sustainability Plan between the Village and Park District. The next regular meeting of the EQC will be held on April 17, 2014.

POLICE ACTIVITY

Detectives identified three suspects in a string of pickpocket incidents in the area. After a two-month investigation in which they collected video of the thieves using the stolen credit cards, they were able to have witnesses positively ID the offenders. They also recovered a fingerprint and DNA evidence linking the main suspect to the thefts. Two of the three were taken into custody from their Englewood home by Northbrook detectives. They were charged with organizing a Continuing Financial Enterprise (Class X) and three counts of Wire Fraud. An arrest warrant will be sought for the third suspect.

Police are investigating a delayed burglary to motor vehicle reported in the 800 block of Cedar Lane. The resident left her wallet in her unlocked vehicle overnight. The following morning she determined her wallet containing cash, credit cards and identification papers were missing.

WORKER FALLS INTO BELOW GRADE VENTILATION AREA

At approximately 10:30am on March 18, Northbrook units were called to the 1700 block of Lake Cook Road for an injured worker in a ventilation pit. Upon arrival, crews found a window washer who had fallen approximately 20 feet into a concrete ventilation pit. Due to the nature of the workers injuries and the challenges in extracting the worker, a Technical Rescue Box alarm was activated bringing in technicians from surrounding communities through the Mutual Aid Box alarm System (MABAS). The worker was successfully removed from the pit and transported to a Level 1 trauma center due to the extent of his injuries. The incident is currently being investigated by local authorities.



FIRE DEPARTMENT STAFF MEETS WITH NORTHBROOK COURT ON EMERGENCY PREPAREDNESS

On Thursday March 20, Fire Department staff members met with management at Northbrook Court to discuss emergency preparedness plans. Staff discussed emergency operations, evacuation plans, and Northbrook Court operations in order to build a better working relationship and preparedness for emergencies at the mall.

SECURITY SURVEY

Police Detectives attended a lock-down drill conducted by Countryside Montessori School's Director of Operations on Tuesday, March 18. The Detectives observed the drill procedures and discussed additional suggestions for future lock-down drills. The Detectives also informed the school about the Concealed Carry Law signs that must be posted on school grounds.

SEWER LINING PROJECT

The Village's contractor, Michels, has completed all of the field work associated with this year's sewer lining project. Sewer lining is a process where the contractor installs a liner into the Village's sewer mains in an effort to seal the pipe and extend its useful life. This work does not require any excavation and provides only minimal service disruption to residents and businesses. Approximately 9,400 feet of storm and sanitary sewers were lined through this project. For an overview of the Village's 2013/14 Sanitary Sewer Lining Program please our website at: www.northbrook.il.us/SewerLining

PARKWAY ASH TREE REMOVALS

Public Works Crews worked this week to remove 20 parkway Ash trees that were dead or dying due to infestation by the Emerald Ash Borer (EAB). Since the beginning of 2014, the Village has removed 142 Ash trees through a combined effort of in-house crews and contractual assistance. Currently, there are approximately 1,700 parkway ash trees remaining with 160 of these identified for removal in the coming months. Parkway Ash trees that have been removed will be replaced through the Village's parkway tree planting program at no direct cost to the adjacent property owner where there is sufficient room in the parkway and conditions warrant.

WATER MAIN BREAKS

Public Works crews worked this week to repair a broken 6-inch water main at the intersection of Cherry and High Point Lanes. The Village’s leak locating contractor, ATS, was brought in to pinpoint the break in an effort to minimize disruption to the intersection. It was discovered that the break was located on the High Point Lane water main underneath Cherry Lane, requiring excavation of the roadway.

WEEK OF March 24, 2014

MON.	3/24		“Spring Break” starts through March 30
		7:30 p.m.	ZBA – Cancelled and rescheduled to 3/31
TUES.	3/25	7:30 a.m.	ICDC – Cancelled
		7:30 p.m.	Board of Trustee Regular Meeting – Cancelled
WED.	3/26		No Meetings
THURS.	3/27		No Meetings
FRI.	3/28		No Meetings