

## MEMORANDUM

**TO:** STAFF

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

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** July 26, 2013

**RE:** STAFF BRIEFING

### WEEK OF JULY 22, 2013

#### REGULAR MEETING OF THE BOARD OF TRUSTEES

The Board held a regular meeting on Tuesday night. Under the Manager's Report, Fire Lieutenants David Schweihs and Richard Martin were promoted to the position of Captain. During the President's Report, Sergeant Terry Ryan was recognized for his 35 years of service to the Village. Also under this Report, Scott Cyphers was appointed Vice Chairman of the Plan Commission. During the Consent Agenda, several Resolutions were passed: approving an agreement with Call One, Inc. for telecommunications services, the purchase of AEDs and a cardiac monitor, the purchase of mechanical CPR machines, resubdivision of the Northbrook United Methodist Church; authorizing a contract for the Cedar Lane Stormwater Improvement Project; and, rejecting all proposals for the treatment of parkway American Elms for Dutch Elm Disease. Two Ordinances were also passed: repealing Ordinance 06-45 and amending an existing special permit for landbanked parking in the O-4 Boulevard Office District (400 Skokie Blvd.); and, granting a Level III Design Review Permit for a new window and relocation of an existing awning at 1346 Shermer Road. During the Planning & Zoning Report, a Public Hearing was held regarding a request by Ron of Japan for a proposed outdoor seating area. After the Hearing was closed and the Board provided comments, a Resolution was passed allowing an outdoor seating area accessory at this location. Under the Administration & Finance Committee report, two Ordinances were approved: authorizing the issuance of General Obligation Bonds, Series 2013A; and, authorizing the issuance of General Obligation Library Bonds, Series 2013B. The staff report regarding a contribution request for the NCDAA was tabled to the next meeting.

The next regular meeting of the Board of Trustees will be on Tuesday, August 13.

#### ADVANCED DISPOSAL SERVICE CHANGE ANNOUNCEMENT

Next week, residents will receive a mailing from Advanced Disposal which provides information on the new residential refuse, recycling and yard waste collection agreement set to begin on September 1, 2013. This mailing details the four (4) service level options that will be available with the new contract as well as provides information on the available cart sizes for refuse (curbside collection only) and recycling (both curbside and backdoor collection). The mailing provides a brief survey in which residents are asked to select the service level and cart sizes for their residence. There are three options to complete the survey:

1. Online: A quick survey at <https://www.surveymonkey.com/s/Northbrookrefuse>
2. Mail: A survey is included in the mailing that can be filled out and sent to Advanced
3. Phone: Residents can call 847/272-4145 to speak with a customer service representative

More information regarding the new agreement can be found on the Village's website at [www.northbrook.il.us](http://www.northbrook.il.us) or by visiting [www.AdvancedDisposal.com/Northbrook](http://www.AdvancedDisposal.com/Northbrook).

### CHAMBER OF COMMERCE BUSINESS EXPO

On Monday, June 22, President Frum and Economic Development Coordinator David Schoon attended the Annual Chamber of Commerce Business Expo. Fifty businesses and community organizations had booths to display their goods and services while 350 individuals, including exhibitors, attended the event. It was a great opportunity for the Village to network with small businesses and entrepreneurs from throughout the area. For those who stopped by the Village both, the two greatest issues of interest were the proposed development projects along Skokie Boulevard and the major road construction projects in the area.



### TWO FIRE CAPTAINS SWORN-IN

Two firefighters, David Schweihs and Richard Martin, were promoted to Captain and sworn-in at the Board meeting on July 23.

Captain David Schweihs started with Northbrook in 2001 after four years as a firefighter/paramedic with the



Libertyville Fire Department. David was promoted to Lieutenant in 2011. He served in the US Navy and Naval Reserves for six years, earning the Southwest Asia Service medal with one Bronze Star and the National Defense Medal. David holds a Bachelor of Science degree from Southern Illinois University and a Master of Public Administration from the University of Illinois, Chicago. He is the Northbrook Fire Department's Team Leader for our Technical Rescue Team, and also is a member of the MABAS-IL Urban Search and Rescue Task Force 1. He has earned dozens of certifications from the Office of the State Fire Marshal, including: Fire Officer II and Incident Safety Officer. In addition, he has completed the National Incident Management Systems Courses for Command Officers. Captain Schweihs is the Department's Quarter Master, overseeing all uniform purchases; is an instructor for our Community Emergency

Response Team (CERT), and is a member of the Fire Department Safety Committee.

Captain Richard Martin began his career as a firefighter/paramedic with Northbrook in 1996 and was promoted to Lieutenant in 2002. Richard holds a Bachelor of Science degree in Fire Science Management from Southern Illinois University, and a Supervision of Fire Personnel Certificate from Northwestern University. He is the Northbrook Fire Department's Team Leader for our Hazardous Materials Response Team, and is an instructor at the Northeastern Illinois Public Safety Training Academy (NIPSTA). He has earned dozens of certifications from the Office of the State Fire Marshal, including: Fire Officer III, Incident Safety Officer, and Hazardous Materials Incident Command, and is a member of the Fire Department Safety Committee. Captain Martin is the Fire Department's Respiratory Protection Officer, and coordinates all OSHA and NFPA training, testing, and respiratory equipment requirements for Fire, Public Works and Police. He also wrote the grant that provided over \$300,000 to replace all of the Self Contained Breathing Apparatus (SCBA) in the Fire Department.

### POLICE ACTIVITY

Community Relations Supervisor Michael Shep will be retiring from the Police Department on August 5. Community Relations Officer Dan Petka will assume Mike's duties. In May, part time Community Relations Officer Charlie Tanner was hired and the Unit is in the process of interviewing for a second part time

Community Relations Officer. Our thanks and best wishes go out to Mike for his years of dedicated service to Northbrook and the years of relaxation ahead.

For the last year, a prolific pickpocket crew has been victimizing the suburbs of Chicago. Their MO is to steal wallets from shoppers and then immediately use the victims' credit cards to purchase untraceable gift cards and high end (easily fenced) electronics. Det. McGuinness participated in a meeting on an ad hoc task force run by the Special Prosecutions unit of the Cook County State's Attorney's office on Monday July 22, 2013 to form a plan to deal with the crew. On Tuesday, July 23, an alert loss prevention agent at Northbrook Court spotted the crew and notified the Police Department. Patrol units responded and eventually took five people into custody. Three of the offenders were held and interviewed by police agencies. One offender was charged with being an *Organizer of a Continuing Financial Crimes Enterprise*, a Class X felony. Two others were charged with a *Continuing Financial Crimes Enterprise*, a Class 1 Felony. Over a dozen towns were involved in this complicated investigation and many more charges are forthcoming. This was a real team effort from the members of the Northbrook Police Department as well as other agencies.

Police are investigating a burglary to motor vehicle which occurred the morning of Tuesday, July 23 at Northbrook Court. A Fed Ex truck, parked in a loading dock at the mall, had over \$40,000 worth of computer equipment for the Apple store removed from the truck. Northbrook Court Security and Northbrook Police are working together reviewing video and interviewing possible witnesses.

On July 19, a homeowner discovered a burglary and reported it to the Police. Close to \$10,000 in proceeds was taken. Det. Terry linked a Found Property report to the burglary and through an interview with the Victim's son was able to determine that he had in fact taken the items.

#### CONCRETE STREET REHABILITATION PROJECT

The concrete street rehabilitation project continued this week with the Village's contractor, Triggs Construction, beginning to remove concrete panels on the second half of the streets throughout the project area. Next week, the contractor will continue removing concrete panels and will begin installing new concrete. In addition, the contractor is scheduled to begin installing a sealant in the Sutton Point Subdivision to help prevent water from infiltrating under the concrete panels.

#### ASPHALT STREET RESURFACING

The annual asphalt street resurfacing program continued this week with the Village's contractor, Curran Contracting, completing patching of the street base in Area 3 (see map). Next week, Curran will begin installation of the first layer of pavement on all of the public streets. The Villas North Homeowners Association has hired the Village's contractor to resurface the private cul-de-sacs within their subdivision. This work is being completed concurrently with the Village's project and the contractor is scheduled to complete the installation of pavement on these private streets next week. It is anticipated that by mid-August, all of the work related to this project will be substantially complete.

#### CEDAR LANE STORMWATER IMPROVEMENT PROJECT

On Tuesday, the Village Board authorized the execution of a contract with Lenny Hoffman Excavating of Wilmette, Illinois for the construction of the Cedar Lane Stormwater Improvement Project. This project includes the installation of 265 feet of storm sewer pipe with additional inlets to reduce roadway, parkway, and front yard surface flooding. The storm sewer will be installed within the roadway and an existing side yard easement. Construction is expected to begin in late August and be completed by early October.

**WATER MAIN BREAK REPAIR**

On Wednesday, Public Works crews worked to repair a water main break on The Court of Cobblestone in the Ancient Tree subdivision. Approximately 45 water customers were without service for two hours while work was being conducted to repair the 10-inch cast iron main. The photo depicts the repaired water main which is encased in a stainless steel sleeve to prevent further leaking.



**WEEK OF JULY 29, 2013**

<b>MON.</b>	<b>7/29</b>		<b>No Meetings</b>
<b>TUES.</b>	<b>7/30</b>	7:00pm	Downtown Zoning Committee - Terrace Room
<b>WED.</b>	<b>7/31</b>	<b>6-10pm</b>	<b>Northbrook Days Opens</b>
<b>THURS.</b>	<b>8/1</b>	<b>6-10pm</b>	<b>Northbrook Days</b>
		7:00pm	Arts Commission - Terrace Room
		7:00pm	Community Relations Commission - Library
<b>FRI.</b>	<b>8/2</b>	<b>6-11pm</b>	<b>Northbrook Days</b>
<b>SAT.</b>	<b>8/3</b>	<b>9-11:30am</b>	<b>Fun for People w/Special Needs - Northbrook Days</b>
		<b>Noon-11pm</b>	<b>Northbrook Days</b>
<b>SUN.</b>	<b>8/4</b>	<b>1-9pm</b>	<b>Northbrook Days</b>