



# MEMORANDUM VILLAGE OF NORTHBROOK

**TO:** Staff

**COPY:** Village President & Board of Trustees – Department Heads

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** November 17, 2017

**SUBJECT:** STAFF BRIEFING

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## WEEK OF November 13, 2017

### BOARD OF TRUSTEES REGULAR MEETING

On Tuesday, November 14, the Board of Trustees held its regular meeting. Under the President's Report, President Frum appointed various members to terms on the Community Relations Commission and the Arts Commission, including the appointment of Arts Commission Chairman Bruce Bondy.

At the meeting, the Village Board approved a number of resolutions and ordinances for items including contracts for procurement of plumbing services; roof maintenance services; rock salt for the 2017/18 winter season; vehicles for the Fire, Police and Public Works Departments and shower installations at Crestwood Place as well as various zoning approvals for a number of properties within the Village.

Under Planning and Zoning, the Board completed preliminary reviews of a request for a special permit to allow automotive detailing at 1902 Techny Road (Understated Detailing, LLC) and a request for a special permit to allow automotive repair with outdoor accessory auto storage and detailing at 1875 Techny Road (Northshore Car Center), both of which were referred to the Plan Commission.

Finally, under Administration and Finance, the Board reviewed and approved an application for a Class 6b Incentive Agreement for JI Realty Company.

The next Board of Trustees meeting will be held on Tuesday, December 19.

### ADMINISTRATION & FINANCE COMMITTEE MEETING

On Tuesday, November 14, the Village Board's Administration & Finance Committee held a meeting. The Committee reviewed the draft Capital Improvement Plan (CIP) for fiscal years 2019/2023 and the proposed property tax levy for 2017. The draft (CIP) will be incorporated into the Village's proposed budget for fiscal year 2018/2019 and is available on the Village's website at the following link: <http://il-northbrook.civicplus.com/231/Capital-Improvement-Plans-CIPs>. The Committee also made a recommendation on the 2017 property tax levy for the Village Board's consideration at its Tuesday, December 19, special Regular Board meeting.

### STORMWATER MANAGEMENT

On Thursday, November 16, the Stormwater Management Commission held its regular meeting. At the meeting, the Commission reviewed the progress of the projects being constructed this fiscal year, most of which are almost complete. The Commission also discussed the Lake County 2017 Homeowners Flood Proofing Expo and Workshop and the one commissioner vacancy. The next regular Commission meeting will be held on Thursday, March 15, 2018.

### ENVIRONMENTAL QUALITY COMMISSION

On Thursday, November 16, the Environmental Quality Commission (EQC) held its regular monthly meeting. At the meeting, the Commission discussed and made a recommendation to the Village Board to create a Green Business Award to recognize Northbrook businesses that are working to minimize their impact on the environment. The Commission discussed a potential ban on coal tar based driveway sealants and will be working on a recommendation at its next meeting. Finally, the Commission discussed the National Wildlife Federation's Mayors Monarch Pledge. The Commission discussed the actions the Village is already taking that meet the criteria and recommended the Village's participation in the program. The next meeting of the EQC is scheduled for Thursday, December 21.

### FIRE DEPARTMENT RESPONDS TO HOUSE FIRE

On November 15, at 11:00 a.m., the Northbrook Fire Department responded to the 1400 block of Wescott Road for a possible fire in a house. First arriving fire units determined there was a small fire inside a wall between the garage and a bathroom. The fire was extinguished quickly minimizing the damage to the home. Mutual aid was received from Deerfield, Glenview and Wheeling. There were no injuries and the cause is under investigation.

### POLICE DEPARTMENT UPDATES

On Monday, November 13, an Investigations Unit Sergeant Glickauf and a School Liaison Officer Ochab participated in a lockdown drill at Maple School. The Police Department representatives assisted the School Principal, Administrators, Teachers and students in the exercises. They discussed the reasons for lockdowns, and what can or might be expected in terms of police response. Such drills are held periodically with all schools.

Early Sunday morning, November 12, Northbrook's Major Crash Assistance Team was called out to assist the Glenview Police Department with the investigation of a vehicle versus bicyclist accident.

### YARDWASTE COLLECTION PROGRAM EXTENDED TO FRIDAY, DECEMBER 8

Due to this year's late leaf fall, Advanced Disposal will be extending its regular yard waste collection program through Friday, December 8. All collections will continue to occur on each resident's normal pickup day. As a reminder, yard waste must be placed in biodegradable bags with yard waste stickers attached or in a 32-gallon can marked yard waste with the sticker attached to the handle. Pickups occur on each customer's regular pickup day.

As a reminder, during the week of Thanksgiving, pick-up for Thursday's customers will be Friday, and Friday customers will be Saturday.

### ELEVEN NEW COMMUTER SPACES ADDED TO THE VILLAGE'S NORTHERN COMMUTER LOT

Due to resident requests, the Village will be adding 11 new parking spots to the northern commuter lot (adjacent to Village Hall). These spots are located along the detention pond – Tower Rink, adjacent to the Village Hall (see map for details) – and will be available for commuter use beginning on Monday, November 20.



### CENTRAL BUSINESS DISTRICT INFRASTRUCTURE AND STREETScape PROJECT

This week, crews completed installing the new traffic signal at the intersection of Church Street and Shermer Road and put it into operation. The contractor also completed striping work on Shermer Road between the bridge and Waukegan Road. Next week, the contractor will be installing street signs and continuing final restoration.

### OAK AVENUE AND ILLINOIS ROAD RESURFACING PROJECT

This week, the Village's contractor finished paving the final layer of asphalt, as well as any impacted driveway aprons. Next week, crews will focus on completing restoration needed in the area. Beginning on Monday, November 27, the Village's sewer lining contractor will begin lining the sanitary sewer mains on Oak and Illinois. This work will take about eight business days and begin at 7 a.m. and be finished no later than midnight each day. Notices to affected residents will be delivered this week and again the day before work begins.

### DUNDEE/SKOKIE STORMWATER PROJECT

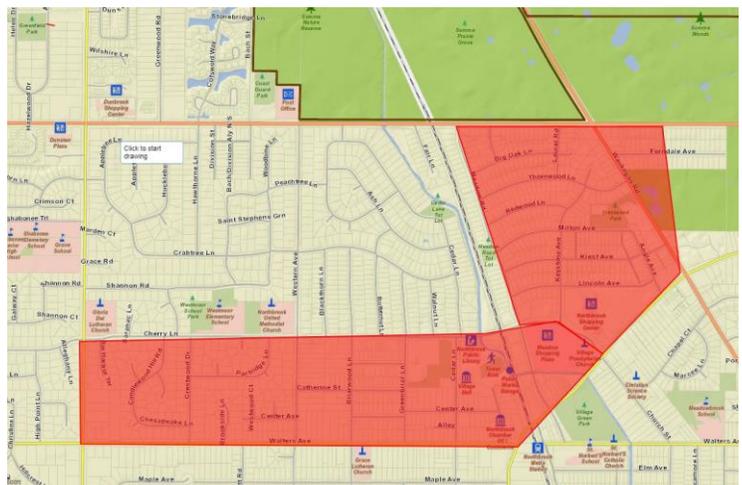
This week, the Village's contractor completed some site restoration and paved the new asphalt driveway apron for Henrici Drive. Next week, crews will focus on completing final restorations.

### HOLIDAY LIGHTING IN THE CENTRAL BUSINESS DISTRICT

This week, the Village's contractor began the maintenance and installation of holiday lights in the Central Business District. This work will be completed next week, so that the lights may be turned on at the close of business on Wednesday, November 22, for the Thanksgiving holiday.

### COMED TREE TRIMMING

ComEd is continuing to trim trees and branches that interfere with power lines, creating safety hazards and increasing the likelihood of power outages. Trimming is occurring in two areas, the first area is bounded by Dundee Road to the north, Oakleaf Terrace to the east, Cherry Lane to the south, and Meadow Road to the west. The second area is bounded by Shermer Road to the east, Cherry Lane to the north, Pfingsten Road to the west, and Walters Avenue to the south. For more information about ComEd's tree maintenance project please visit [comed.com/trees](http://comed.com/trees) or call 1-800-Edison-1.



NORTHBROOK INTERFAITH COMMUNITY SERVICE

All are encouraged to celebrate and give thanks on Wednesday, November 22, at 7pm, at the Northbrook Clergy Association’s Annual Interfaith Community Thanksgiving Service. This year, the service will be held at the Village Presbyterian Church, 1300 Shermer Road. Attendees are asked to bring some canned goods and other non-perishable food items or grocery store gift cards to benefit and help stock the Northfield Food Pantry.

NORTHBROOK’S 116<sup>TH</sup> BIRTHDAY CELEBRATION

On Sunday, November 12, about 100 guests, including members of the Northbrook Arts Commission, attended Northbrook’s birthday celebration at the Historical Society. To enhance the celebration, a gallery of artwork featuring Northbrook landscapes painted during the Northbrook Arts Commission Plein Air Painting Festival was on display. The artwork will remain on display, and for sale at the Northbrook Historical Society, 1776 Walters Avenue, for the next few months. The Historical Society hours are Thursday – Saturday, 1-4 p.m. and Sundays, 2-4p.m.



WEEK OF November 20, 2017

<b>MON.</b>	<b>11/20</b>		<b>No Meetings</b>
<b>TUES.</b>	<b>11/21</b>	8:30am -6:30pm	Village Hall Front Desk Cashier open - <i>hours extended</i>
		7:30 p.m.	Plan Commission – Board Room
<b>WED.</b>	<b>11/22</b>	<b>7:00 p.m.</b>	<b>Interfaith Thanksgiving Service – Village Church</b>
<b>THURS.</b>	<b>11/23</b>		<b>Thanksgiving Day</b> <b>Village Hall closed</b>
<b>FRI.</b>	<b>11/24</b>		<b>Day after Thanksgiving</b> <b>Village Hall closed – SHOP NORTHBROOK!</b>

