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# MEMORANDUM VILLAGE OF NORTHBROOK

**TO:** Staff

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

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** December 22, 2017

**SUBJECT:** STAFF BRIEFING

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## WEEK OF December 18, 2017

### SPECIAL VILLAGE BOARD MEETING

On Tuesday, December 19, the Board of Trustees held a Special Meeting. At the meeting, Village Clerk Debbie Ford swore in newly promoted Police Chief Roger Adkins and Police Officer Kyle Pilmer. During the President's report, President Frum recognized Elaine Nekritz for her years of public service, including the past 14 as a State Representative; appointed numerous commissioners, including Plan Commissioner Jennifer Lawrence; and recognized the Illinois Bicentennial Celebration from December 3, 2017- December 2018.

Under the Consent Agenda, the Board approved resolutions and ordinances related to a number of items including the renewal of Microsoft Enterprise agreement and software licenses, emergency underground utility repair services, intergovernmental agreement with Prospect Heights Fire Protection District, purchase of drone equipment, and the approval of a number of zoning permits and variations for properties at 2600 Dundee Road, 1539-1541 Sunset Ridge Road, 1820 B Skokie Boulevard (Your Dog's Guru, Inc.), 1880 Holste Road, 1000 Sunset Ridge Road, and 2600 Dundee Road and 759 Greenwood Road.

Under Planning and Zoning, the Board completed a preliminary review of a request to rezone the majority of 3100 Dundee Road to O-2 Limited Office District, which was referred to the Plan Commission. The Board also heard a preliminary review of proposed modifications to 1000 Skokie Boulevard Apartments and directed staff to prepare a resolution for approval at the January 9 Regular Board meeting.

Under Administration and Finance, the Board held a Public Hearing on the 2017 property tax levy and subsequently approved the levy.

### YOUTH COMMISSION

On Wednesday, December 20, the Northbrook Youth Commission had their final meeting of the year. Student and adult members began planning a spring forum on the excessive use of screen devices such as smart phones, tablets, etc. The topic was chosen due to its popularity as a topic at the fall Youth Forum. At the meeting, Youth Commissioner Gary Moriello submitted his resignation from the Commission after 29 years of serving, as he was recently elected President of the Northbrook Rotary Club. The Commission wishes him the best and thanks him for his decades of service.

### POLICE DEPARTMENT NEWS

Illinois is modernizing communications technology for its first responders. On December 18, Governor Bruce Rauner announced his decision to accept the First Responder Network Authority and AT&T plans to deliver a wireless broadband network to the state's public safety community. FirstNet will bring advanced tools to help Illinois' first responders save lives and protect communities by transforming the way Illinois' fire, police, EMS and other public safety personnel communicate and share information. Chief Adkins and Deputy Chief Dunham attended the signing ceremony at the Mutual Aid Box Alarm System (MABAS) headquarters in Wheeling.



### POLICE DEPARTMENT PROMOTIONS

This week, Chief Adkins announced the following promotions: Investigations Commander Michael O'Malley will be promoted to the rank of Deputy Chief, Sergeant Michael Metrick will be promoted to the rank of Commander and Investigator Bryan Meents will be promoted to the rank of Sergeant. A promotional ceremony will be held on Tuesday, January 2, at 8:30 a.m. in the Board Room of the Village Hall. In addition, there will be a ceremonial swearing-in at the Regular Meeting of the Board of Trustees on Tuesday, January 9 at 7:30 p.m. The Village congratulates all on their promotions.

### TOYS FOR TOTS PROGRAM

Police Community Relations personnel reported that the combined efforts of the Police Department, Fire Department and Village Hall collections brought in over 450 toys for distribution by the for the Marine Corps Reserve's Toys for Tots Program. The Village thanks all donors for their generosity.



### CROSSING GUARD ANNUAL APPRECIATION CELEBRATION

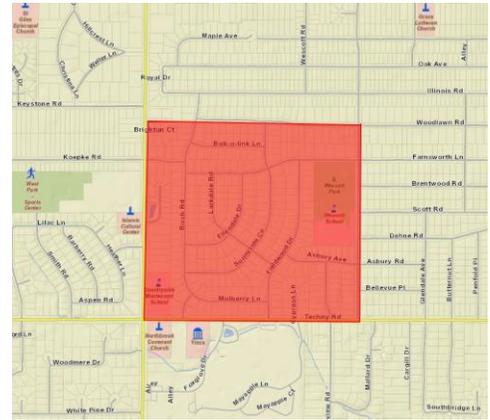
On Thursday, December 21, the Police Department held their annual appreciation luncheon for the Northbrook Schools Crossing Guards. All guards attended the luncheon where they reviewed proper safety procedures for crossing children. The Village thanks and congratulates its crossing guards for the critical service they provide to the community.



### PARKWAY TREE TRIMMING PROGRAM

As part of its on-going public tree maintenance program, the Village will resume tree trimming in early January. This winter's work will be in the area bounded by Techny Road to the south, Western Avenue to the east, Pflugsten Road to the west, and Woodlawn Road to the north (see the map to the right).

Each year, the Village of Northbrook trims parkway trees using contractual assistance. Trees are trimmed to prevent unnecessary damage during storms, protect pedestrians and motorists from low hanging branches, promote the health of the tree, and lastly to ensure that the tree is aesthetically pleasing. Trees are trimmed during their dormant periods, approximately between October and April, to minimize trauma to the tree.



### 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 one area bounded by I-94 to the east, Sunset Ridge to the West, Tower Road to the south and Chipili Drive to the north. For more information about ComEd's tree maintenance project, please visit [comed.com/trees](http://comed.com/trees) or call 1-800-Edison-1.



### SOLICITATIONS

Recently, the Village has received a number of reports from residents regarding an increase in the number of calls and/or door-to-door and mail solicitations regarding changing their electrical supplier. While customers are free to sign a contract with any supplier of their choice, the Village encourages all residents to carefully read and fully understand the terms and conditions of their contract before signing up. Residents are also advised not to share their ComEd account number with a salesperson or anyone else unless they intend to change their supplier. Please note that the Village will not contact you by telephone regarding electricity purchasing and will never ask for your ComEd account number.

To file a complaint about a misleading solicitation, residents are urged to contact the Illinois Commerce Commission at (800) 524-0795 or by going to [www.icc.illinois.gov/consumer/complaint](http://www.icc.illinois.gov/consumer/complaint)

“No Solicitors” signs/stickers can be obtained at local hardware stores, at the Village Hall and the Police Department, or made up by homeowners. If you have a “No Solicitors” or any other similar notice on your property, a solicitor should not ring your doorbell or hang any type of flyer on your door handle.

### COMMUTER PARKING LOT AND METER SURVEY

In an effort to better understand how commuters use the Metra lots and the Village's parking meters, the Public Works Department is conducting an online survey for commuters through Friday, January 12. The results of this survey will help staff determine which changes, if any, to seek in renegotiating the Village's parking meter maintenance agreement and collect feedback for future improvements to the lots. Commuters can take the survey now by visiting [www.northbrook.il.us/commutersurvey](http://www.northbrook.il.us/commutersurvey).

WINTER REMINDERS

Motorists are reminded that the Village of Northbrook’s on-street parking ban is in effect when there is two inches or more of snow. Vehicles parked on the street are a safety obstruction that will delay the removal of snow from Village roadways. Cars parked on the street will be ticketed and towed. Parking on the street may resume after plowing operations have been completed. Your cooperation is appreciated!

HOLIDAY REMINDERS

- **Village Administrative offices will be closed** on Monday, December 25 and Monday, January 1. Also, please note the Village Hall Front Desk will close at 4:30 p.m. on Tuesday, December 26 and January 2.
- **Advanced Disposal Pickup:** Garbage pickup will be delayed by one day during the weeks of Monday, December 25 and of Monday, January 1. There is no pickup on Monday, and Friday customers will have pickup on Saturday.
- **Advanced Disposal Christmas Tree Collection:** Advanced Disposal will collect Christmas Trees from individual customers throughout the Village beginning the week of Tuesday, January 2. Collections will occur on each customer’s pickup day. In order for a tree to be collected, customers must remove all plastic bags, ornaments and other non-organic materials prior to placing it curbside.
- **Christmas Lights Recycling:** The Village holds drop-off Christmas light recycling weekdays between the hours of 7:00 a.m. and 3:00 p.m. at the Maintenance Garage (1227 Cedar Lane) and 8:30 a.m. to 4:30 p.m. in the Village Hall lobby (1225 Cedar Lane). Bins will also be out during any electronics recycling collection days.
- **Electronics Recycling:** Are you expecting to get new appliances or electronics for the holidays? Recycle your old electronics! Electronics Recycling will be held on the first Tuesday of the month (January 2) from 7:00 a.m. to 3:00 p.m. and the first Saturday of the month (January 6) from 9:00 a.m. to Noon at the Fleet Maintenance Garage (1227 Cedar Lane). Staff will be available to assist, just drive around behind the Village Hall.

WEEK OF December 25, 2017

<b>SUN.</b>	<b>12/24</b>		<b>Christmas Eve</b>	
<b>MON.</b>	<b>12/25</b>		<b>Christmas Day - Village Hall Closed</b>	
<b>TUES.</b>	<b>12/26</b>	7:30 a.m.	<b>ICDC - Canceled</b>	
		8:30am -4:30pm	Village Hall Front Desk Cashier closes early on Tuesday 12/26 & 1/2/18	
		7:30 p.m.	Regular Board of Trustee Meeting – <b>Canceled</b>	
<b>WED.</b>	<b>12/27</b>	8:00 a.m.	Special Meeting Board of Fire & Police Commissioners-Police Department	
<b>THURS.</b>	<b>12/28</b>		<b>No Meetings</b>	
<b>FRI.</b>	<b>12/29</b>		<b>No Meetings</b>	
<b>SUN.</b>	<b>12/31</b>		<b>New Year’s Eve</b>	
<b>MON.</b>	<b>1/1/18</b>		<b>New Year’s Day - Village Hall Closed</b>	