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# MEMORANDUM VILLAGE OF NORTHBROOK

**TO:** Staff

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

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** January 19, 2018

**SUBJECT:** STAFF BRIEFING

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## WEEK OF January 15, 2018

### PLAN COMMISSION MEETING

On Tuesday, January 16, the Plan Commission conducted its regular meeting. The Commission welcomed Northbrook resident Jennifer Lawrence as the newest Plan Commissioner. During the meeting, the Commission conducted a public hearing regarding an application submitted by Understated Detailing, LLC requesting special permit approval to allow an automotive detailing facility at 1902 Techny Road. After hearing testimony from the Applicant, and there being no public comments, the Commission closed the public hearing and briefly discussed the application. The Commission found the use to be appropriate and directed staff to prepare a resolution recommending approval of the application scheduled for consideration at their next meeting on Tuesday, February 6.

### ENVIRONMENTAL QUALITY COMMISSION MEETING

The Environmental Quality Commission held its regular meeting on Thursday, January 18. The Commission discussed a proposed Coal Tar Pavement Sealer Ban and made a unanimous recommendation that the Village should ban coal tar based driveway sealants, as well as create a driveway/parking lot seal coating contractor's license to ensure contractors are aware of the Village's regulations. The Commission also discussed the Greenest Region Compact 2 (GRC2). The GRC2 is a regional environmental sustainability guide that presents high-level goals for communities.

### POLICE NEWS

Congratulations to Sergeant Craig Roscoe who graduated from Northwestern University Center for Public Safety School of Police Staff and Command Class, on January 19. Craig has been attending this ten-week course, which covered matters relating to the supervision and management of police operations.

### DOOR-TO-DOOR SOLICITORS

Recently, the Village 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 read and fully understand the terms and conditions of their contract before signing up. Residents are also advised not to share their ComEd or any other account number with a salesperson 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. The law guarantees solicitors the right to solicit in the Village; however they must abide by the regulations in the Village ordinance governing solicitation. The Police Department screens all solicitor permit requests before a permit is issued.

### BE AWARE OF RUSE BURGLARS

A ruse burglar may try to get you out of the house to look at a fence or something in your backyard, while his or her partners enter your home and take valuables and cash. They may identify themselves as a Village employee, a utility worker, or a new neighbor. If someone you don't know contacts you "out of the blue," make sure you do all you can to verify the identity of the visitor. Utility workers and Village employees will have official identification and official, marked vehicles. If you're not 100% convinced of the identity of the visitor, contact the company from a number listed on your bill for verification. If someone indicates they are representing the Village, without identification and/or a Village vehicle, call the Police non-emergency number, 847-564-2060. If you feel the matter is urgent, call 911.

### THE 2018 CONSTRUCTION PROJECT PAGES NOW LIVE ON VILLAGE WEBSITE

This week, staff finished updating the 2018 construction project pages on the Village's website. These pages will provide residents, businesses and other interested parties details on local projects and will be updated throughout the construction season. This list includes Village projects, as well as projects being completed by other agencies. See the full list at the following link: <http://il-northbrook.civicplus.com/190/Construction-Projects>

In addition to these pages, staff has setup five Notify Me e-mail subscription lists for specific construction projects, including the Dundee Road Culvert Replacement; Western Avenue Water Main Replacement and Road Reconstruction; and the three stormwater projects occurring within the community this year. Notify Me allows those who are impacted by the projects to get more frequent e-mail updates on items such as lane closures, detours, and other important information. To subscribe to a list, visit <http://il-northbrook.civicplus.com/list.aspx> and enter your e-mail address in the address box. After signing in, click the e-mail icon next to each project you wish to subscribe.

### ASPHALT STREETING RESURFACING PROGRAM

The Village's sewer lining contractor will complete the lining of the final two segments of sewer on Monday, January 22 and Tuesday, January 23, weather permitting. This work will occur on the 2400 block of Illinois Road and the 2100 block of Oak Avenue. Staff previously delivered notices to all impacted residents. A second notice will be delivered before work begins on each block.

### SKOKIE BOULEVARD/SUNSET RIDGE ROAD INFRASTRUCTURE IMPROVEMENTS

The 1000 Skokie Boulevard developer's consulting engineer notified the Village that they are working to resolve any utility conflicts preventing the construction of the project's public improvements with their respective owners. The consulting engineer anticipates all plan revisions will be completed by the end of the month, with any potential relocations beginning in February, weather permitting.

### CENTRAL BUSINESS DISTRICT INFRASTRUCTURE AND STREETScape PROJECT

The Village's contractor has completed the installation of the new streetlight poles with LED lights on Shermer Road. The contractor has also completed the conversion of existing streetlights in the Central Business District to LED lights. ComEd will be installing electric meters for these lights, which will complete this phase of the project.

### WATER MAIN BREAK AND FROZEN METER ACTIVITY

As of Thursday, January 18, the Public Works Department has completed a total of 29 water main break repairs and 13 frozen meter/service line calls since the beginning of the calendar year. Breaks can occur for a number of reasons, including ground shifting in the freeze/thaw cycle. Frozen water pipes and meters

typically occur when sub-freezing temperatures for an extended period cause pipes in vulnerable areas, such as an unheated space or above a basement ceiling, to freeze and burst. A frozen meter can block water from passing through the meter.

Residents who see water bubbling up from the ground or believe their meter may be frozen, should contact the Public Works Department at 847-272-4711. Outside of regular hours (Monday through Friday, 7 a.m. to 3 p.m.), residents should contact the Police Department's non-emergency line at 847-564-2060.

**WEEK OF January 22, 2018**

<b>MON.</b>	<b>1/22</b>	7:30 p.m.	ZBA Board Room
<b>TUES.</b>	<b>1/23</b>	8:30am - 6:30pm	Village Hall Front Desk Cashier open
		7:00 p.m.	Rescheduled Youth Commission – Terrace Room
		7:30 p.m.	Regular Board of Trustee Meeting – Board Room
<b>WED.</b>	<b>1/24</b>	7:30 a.m.	Joint ICDC/EDC – Terrace Room
<b>THURS.</b>	<b>1/25</b>	7:30 a.m.	Foreign Fire Insurance Board – Fire Station 11
<b>FRI</b>	<b>1/26</b>		<b>No Meetings</b>