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# MEMORANDUM VILLAGE OF NORTHBROOK

**TO:** Staff

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

**FROM:** Richard Nahrstadt, Village Manager

**DATE:** May 25, 2018

**SUBJECT:** STAFF BRIEFING

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## WEEK OF May 21, 2018

### BOARD OF TRUSTEES REGULAR MEETING

The Board of Trustees held its regular meeting on Tuesday, May 22. At the meeting, President Frum recognized the 50th Anniversary of Congregation Beth Shalom, and appointed and re-appointed members to various Village Commissions and Boards.

Under the Consent Agenda, the Board approved the purchase of various water treatment products for the water plant, uniforms for Public Works staff, and three Police Department vehicles; an agreement for parkway tree and stump removal services; the creation of an Administrative Hearing System; a special permit for Wilson Lawn & Landscape (255 Anthony Trail); and an ordinance amending the Board of Fire and Police Commission Rules and Regulations.

During Planning and Zoning, the Board heard a preliminary review for a special permit request to allow a boarding kennel at 1851 Janke Drive (Brooks Canine Center) and a special permit at 3401-3411 Commercial Avenue (Joy of the Game). Both were referred to the Plan Commission for review.

Under Public Safety, the Board approved ordinances prohibiting the possession and sale of certain firearm accessories and prohibiting concealed carry of firearms on any premise where alcohol is sold for on-premises consumption. The Board deferred the discussion of enforcement of the Cook County Assault Weapon Ban Ordinance to the June 12 Regular Board meeting

The next Regular Board of Trustees meeting is Tuesday, June 12.

### STATEMENT REGARDING LAND USE OPTIONS FOR GRAINGER PROPERTY

The Village recently closed on the purchase of the Grainger property at 1657 Shermer Road. For the past several months, the Village has had preliminary discussions with representatives of METRA about the possibility of relocating the train station to the Grainger site. Village staff is in the process of drafting a Memorandum of Understanding (MOU) to work with METRA officials to explore the feasibility of relocating the station. The relocation would increase Northbrook's commuter space inventory by approximately 20% and reduce the amount of time that Shermer Road is blocked by commuter trains stopped at the station. The Village will continue to work with METRA on this idea and will have an MOU on a future Board agenda for discussion.

MAY 22 ICDC MEETING

On Tuesday, May 22, the Northbrook Industrial & Commercial Development Commission (ICDC) held its regular monthly meeting. After receiving an update on recent Village Planning and Development activity, Fire Chief Carlson and Fire Marshal Frangiamore discussed how the Fire Prevention Bureau works with the business community to perform safety inspections and review plans for fire code compliance. The Fire Department received some excellent suggestions on how the business community could become better educated on fire safety rules.

YOUTH COMMISSION

On Monday, May 21, the Youth Commission held its final meeting before summer break. The Commission recognized its graduating seniors: Lucia Bosacoma, Emily Sedlak, Hannah Whitlock, and Jennifer Shin, with engraved pens and short speeches of recognition from Commission members. The next Youth Commission meeting will be held on August 15 to discuss the fall Youth Forum.

NORTHBROOK HOSTS STUDENT GOVERNMENT DAY

On Wednesday, May 23, 31 eighth-grade students participated in Northbrook’s 61st Annual Student Government Day. This event focuses on teaching students about local government and the Northbrook community by pairing students with an elected official or Village, Park District, or Library staff counterpart. The pairs meet during the day and work jointly on preparing for a mock Student Village Board meeting held during the evening. The day proved to be a great learning experience for the students and provided an opportunity for local government staff to highlight the many aspects of our community and municipal government processes. To watch the mock Student Village Board Meeting, visit [www.northbrook.il.us/Student2018](http://www.northbrook.il.us/Student2018)



CITIZEN POLICE ACADEMY

On Tuesday, May 22, the Police Department concluded the annual session of the Citizen Police Academy. Academy classes were held on eight consecutive Tuesdays. The program, attended by 14 residents, offered a behind-the-scenes look at police work, focusing on topics such as police patrol functions and duties, criminal investigations and procedures, emergency 911 Communications Center, collection of evidence at crime scenes, police canine techniques, animal control, defensive tactics, use of force, and a ride-along with a Police Officer. The ultimate goal of this program is to strengthen the partnership between the Police Department and the community. Residents and Northbrook business owners interested in registering for next year’s Citizen Police Academy may call Northbrook Community Relations Supervisor Tom Moore at 847-664-4427 or visit [www.northbrook.il.us/PoliceAcademy](http://www.northbrook.il.us/PoliceAcademy) to apply.



**NORTHBROOK FIRE AND POLICE  
RECEIVE RECOGNITION AT COVENANT VILLAGE  
LUNCHEON**

On Friday, May 18, four Northbrook organizations were recognized at Covenant Village’s annual recognition luncheon. The Northbrook Police and Fire Departments, the Northfield Township Food Pantry, and the Northbrook Public Library all received donations from the proceeds of Covenant Village’s annual Holly Fair. The Departments would like to thank Covent Village for a wonderful afternoon and their generous donation and recognition.



**MAY 20-21 RAINFALL EVENT**

Between Sunday, May 20 and Monday, May 21, the Village received approximately 2.02 inches of rain. The heaviest rainfall occurred Monday morning when the Village received approximately 0.53 inches of rain between 7:00 and 8:00 a.m. and an additional 0.73 inches between 10:00 a.m. and 12:00 p.m. Public Works crews responded to 54 calls related to street and yard flooding, which were quickly resolved.

Through Tuesday, May 22, Public Works crews continued monitoring the Village’s sewers and detention basins and responded to reports of standing water or localized flooding. The Engineering Division of the Public Works Department has been following up with residents who requested review of a specific issue and will continue doing so through next week.

**WESTERN AVENUE WATER MAIN REPLACEMENT & RECONSTRUCTION PROJECT**

This week, the Village’s contractor installed water main on Western Avenue between Illinois Road and Oak Avenue, as well as storm sewer at Western’s intersections with both roads.

Next week, staff anticipates crews will begin installing water service lines from individual properties to the new water main located between Techny and Asbury Roads, pressure testing the new main between Scott and Illinois Roads, and placing new main between Oak and Maple Avenues.

For more information on this project, please visit the Village’s website at [www.northbrook.il.us/western](http://www.northbrook.il.us/western).

**CHARLEMAGNE WATER MAIN REPLACEMENT PROJECT**

This week, the Village’s contractor completed installation of the new 8-inch water main on Bordeaux Drive (pictured right). Next week, crews will pressure test and chlorinate the new main and begin installing new water service taps.

For more information on this project and copies of notices, please visit [www.northbrook.il.us/charlemagne](http://www.northbrook.il.us/charlemagne).



**ASPHALT STREET RESURFACING PROGRAM**

Staff anticipates work on this year’s street resurfacing program will begin on Tuesday, May 29, starting on Raintree, Snowbird and Sunburst Lanes. For more information on this project and a listing of streets to be included, please visit [www.northbrook.il.us/2018asphalt](http://www.northbrook.il.us/2018asphalt)

**AMERICAN PUBLIC WORKS ASSOCIATION 2018 CHICAGO METRO EXPO AND CONFERENCE**

On Wednesday, May 23, Public Works Department staff participated in the 2018 American Public Works Association’s Chicago Metro Expo and Conference. As part of this event, a Loader Competition is held where each Department can send up to two competitors to test their loader operator skills. With 42 operators participating, Maintenance Worker Dan Cook placed second overall and Maintenance Worker Bill Brey placed in the top half of all competitors. Maintenance Worker Kirk Ruesch served as a judge at the competition. At the conference, Assistant Public Works Director Matt Morrison participated as part of a panel on Clean Construction Demolition Debris and its impact on municipalities.

**2018 SPRING TREE PLANTING PROGRAM**

As part of its on-going forestry program to promote the number and diversity of trees, the Village plants parkway trees in locations where a tree has been previously removed and there is sufficient room for proper placement. Parkway tree plantings typically occur twice a year, and the Village’s contractor will complete the spring program during the week of Tuesday, May 29. Approximately 170 new trees will be planted as part of this program. Any impacted residents have been notified. Residents with questions may call the Public Works Department at 847-272-4711 during regular business hours.

**WEEK OF May 28, 2018**

<b>MON.</b>	<b>5/28</b>	<b>Memorial Day – Village Hall Closed</b>
		<b>10:30 a.m. Memorial day Parade, starts corner of Cherry and Western</b>
<b>TUES.</b>	<b>5/29</b>	<b>No Meetings</b>
<b>WED.</b>	<b>5/30</b>	<b>No Meetings</b>
<b>THURS.</b>	<b>5/31</b>	<b>No Meetings</b>
<b>FRI.</b>	<b>6/1</b>	<b>8:30-4:30pm Vehicle Stickers go on Sale</b>
<b>SAT.</b>	<b>6/2</b>	<b>Village Hall open Saturdays from 9am-noon in June for Vehicle Sticker Sales</b>
		<b>9am-Noon -Electronic Recycling, PW Garage behind the Village Hall</b>