

MEMORANDUM

TO: STAFF

COPY: VILLAGE PRESIDENT & BOARD OF TRUSTEES - DEPARTMENT HEADS

FROM: Richard Nahrstadt, Village Manager

DATE: January 2, 2015

RE: STAFF BRIEFING
WEEK OF December 29, 2014

POLICE DEPARTMENT ACTIVITY

Over the weekend of December 26, unknown persons entered a residence by force in the 1500 block of Sycamore Lane and removed several pieces of jewelry. The residents were away for the holiday. Evidence Technicians processed the scene, a canvas of the neighborhood conducted and the Investigations Unit will follow up on the case.

WINTER WEATHER PREPARATIONS

With extreme cold temperatures in the forecast, and possibly snow, the Village has posted a variety of resources on the Village website at www.northbrook.il.us. Topics include, Frozen Pipes, Hypothermia, Icy Roads and Emergency Shelter information. It is important to be prepared for winter weather before it strikes.

Here are a few important tips:

- Use electric space heaters with extreme caution – avoid placing them near curtains or other flammable materials and turn them off before going to bed.
- Keep heat at adequate levels or leave faucets open with a slight drip to prevent pipes from freezing.
- Heat the spaces where your water meters and lines are located. Prevent them from freezing by heating the area to about 60 degrees.
- Temperature fluctuations and the ground's freeze/thaw cycle contribute to leaks in water mains and service lines. Residents who observe a water main break or do not have water service due to a frozen meter are asked to call the PublicWorks Department during regular business hours (Monday through Friday, 7:00am to 3:00pm) at 847/272-4711 and the Police Department, outside of those hours, at 847/564-2060.

Looking for a Warming Center?

Visit www.cookcountyhomelandsecurity.org/cold-weather-tips/ for a list of Warming Centers. The closest one to Northbrook is Northfield Township, 2550 Waukegan Road, Suite 100, Glenview. They are open Monday thru Friday from 8:30am to 4:30pm. Call 847/724-8300 for information and verification.

One More Winter Reminder: Winter Street Parking

After a snowfall of two or more inches, it is illegal to park on Northbrook's streets until they have been completely cleared. Vehicles in violation are subject to ticketing and towing. If your vehicle has become disabled, call 847/564-2060 to inform the Police Department. Thank you for keeping the streets clear during winter storms for our snow removal operations.

NEW FIRST TUESDAY ELECTRONICS UPDATE AND HOLIDAY LIGHTS RECYCLING REMINDER

Residents are reminded NOT to throw away old or broken holiday lights. Holiday lights can be dropped off for recycling at the Village Hall, Monday – Friday between 8:30am and 4:30pm, or the Public Works Fleet Maintenance Garage behind the Village Hall, weekdays between 7am and 3pm

CFL and Fluorescent Bulbs, as well as Household Batteries, can also be dropped off for recycling Monday thru Friday, during business hours at the Fleet Maintenance Garage.

Household Electronics of any size, are ONLY accepted for recycling on the first Tuesday of every month at the Public Works Fleet Maintenance Garage. If you have old electronics, large or small, please save them for the first Tuesday of the month drop off or for the Annual Earth and Arbor Day Recycling event on April 25, 2015. There are no weekly drop-off bins for electronics.

WEEK OF January 5, 2015

MON.	1/5		No Meetings
TUES.	1/6	7:30 p.m.	Plan Commission – Board Room
WED.	1/7	7:00 p.m.	Senator Morrison Meeting w/Constituents –Board Room
THURS.	1/8	5:00 p.m.	Rural Fire Protection District Meeting- Fire Station 11
		5:30 p.m.	Architectural Control Meeting – Terrace Room
		5:30 p.m.	Electrical Commission – DPS Conference Room
		7:00 p.m.	Senior Services Commission – Cancelled & Rescheduled to 1-15
FRI.	1/9		No Meetings