



WEEKLY MANAGER'S REPORT

WEEK ENDING FEBRUARY 27, 2025

Village Meetings Scheduled for the Coming Week

Tuesday, March 4, 2025

Plan Commission – 7:30 p.m. in the Board Room

Activity Reports

Police Bulletin: The weekly police bulletin has been updated for the week ending on [February 27, 2025](#).

Updates

DOs & DON'TS - Village Hall Plastic Bag Drop off Program:

To support the Climate Action Plan, the Village offers plastic bag recycling behind Village Hall through a partnership with Aargus Plastics. Thank you to the communications team for developing a new promotion aimed at increasing recycling rates thru this program which can only accept grocery and clean Ziploc type bags — as other items like bubble wrap and Amazon mailers damage the plastics recycling equipment. A special thanks to Girl Scout Troop 47197 who helped create this video to clarify the changes.

[CLICK HERE TO WATCH](#)

Building Permit & Business License Activity:

- The RH Outlet located in the former Best Buy space at 1072 Willow Road opened in Willow Festival.
- Fresh Market had its grand opening at 163 Skokie Boulevard in the Village Square Shopping Center.
- A Building Permit has been issued for 1975 Shermer Road which was the former Marathan gas station located on the northeast corner of Techny and Shermer. The proposed scope of work involves renovating the building and constructing a new parking lot and landscaping. The property owner has stated that the sale of the property to Total Link 2 will occur in the next couple of weeks.
- Building permits have been issued for the demolition of existing single-family homes located at 2944 and 2960 Dundee Road; this in preparation for the upcoming development of the new *Rosewater Assisted Care* facility that is to commence construction thereafter.

Temporary Update to Donation of Food Policies

In recent days, the long-standing policy prohibiting Village departments from accepting any donations or gifts—including food donations—from outside entities in the period leading up to a Village election has distracted from our commitment to professionalism, neutrality, and avoiding actual or perceived conflicts of interest.

As public servants, maintaining the public's trust requires us to uphold the highest ethical standards. While we appreciate gestures of recognition for our service, we also recognize that such donations can sometimes be perceived as seeking favor or soliciting business, whether intended or not.

To remove this distraction, internal guidance to Department Directors has been updated for the duration of this election season, with a full review of Illinois statutes, Village Code, and ethical standards forthcoming. This updated guidance, developed in consultation with the Village Attorney's Office, provides that gifts of food and non-alcoholic beverages may be accepted by Department Directors under the following guidelines:

- Donations must be unsolicited and approved by the Department Director PRIOR to being delivered. The Director may decline a donation when the time/date of delivery is not in the best interest of operations, or the donation would violate any requirements or limitations set forth in the Village Code or the Employee Handbook.
- To maintain employee safety, the donating entity must provide a point of contact name, address, and phone number at the time the donation is offered. Additionally, donated food and beverages must have been purchased “ready to eat”. Donations of “left over” food items will not be accepted.

Police Citizens Academy:

The Northbrook Police Department has filled all the available spots Citizen Police Academy for Spring 2025. Please stay tuned for more information on future events and sessions!

Mental Health & Wellness Fair:

Officer Drewes, Therapy K9 Chloe and Social Worker Koso were invited to the Northbrook School District #27 Mental Health and Wellness Fair. Thank you to the PTA council who organized this community event and to the students who volunteered in the activity booths.



Personnel Update:

Congratulations to Police Commander Bryan Meents on his recent promotion for the position of Interim Deputy Chief of Technical Services. Deputy Chief Meents started the new role earlier this week.