



Weekly REPORTS

November 18, 2022

Manager's Report

[Report 1.](#)

Finance Dept. Report

[Report 2.](#)

Public Works Dept. Report

[Report 3.](#)

Community Dev. Dept. Report

[Report 4.](#)

Police Dept. Report

[Report 5.](#)

Fire Dept. Report

[Report 6.](#)



VILLAGE CALENDAR

See www.clarendonhills.us

Mon Nov. 21

[Village Board Regular Meeting](#)

Thu Nov. 24 - Fri Nov. 25

[Village Offices Closed due to Thanksgiving Holiday](#)

Fri Dec. 2

[Chamber of Commerce Holiday Walk & Market](#)

Mon Dec. 5

[Village Board Regular Meeting](#)

MEMORANDUM

To: Village President Austin and Village Board
From: Kevin Barr, Village Manager
Date: November 18, 2022
Subject: Weekly Report

- **Next Board Meeting** – The next meeting is on Monday, November 21st at 6:30 p.m. A virtual option will continue to be offered.
- **Thanksgiving Holiday** – Village offices will be closed on Thursday, November 24th and Friday, Friday, November 25th for the Thanksgiving Holiday.
- **Chamber of Commerce's Holiday Walk and Market** – This event will be held Friday, December 2nd with the traditional tree lighting at 6 PM at the Village Hall Plaza. It's a great event for our small community and really kicks off the holiday season for many of our residents. Find out all the details of this great event here <https://www.clarendonhillschamber.com/holiday>
- **CY 2023 Budget** – The Budget is on the agenda for first consideration at the November 21 meeting. We anticipate final adoption at the December 5th meeting, along with the formal Public Hearing.
- **Du-Comm Special Meeting** – I participated in this special meeting on Tuesday morning. The purpose was to approve the hiring of a new Executive Director for Du-Comm. The previous Director left his position several months ago. The group is confident that the new Director will successfully move the organization forward.
- **DMMC Business Meeting** – Village President Austin and I attended this meeting in Lisle on Wednesday morning. Routine business was discussed along with a presentation regarding tourist promotion efforts in DuPage County, including an Andy Warhol emphasis planned for summer 2023.
- **DMMC Regulatory Committee Meeting** – Another meeting on Wednesday that I participated in. A presentation was made regarding environmental issues related to the Salt Creek Basin area.
- **DMMC “Meet the Legislators” Event** – Village President and I also attended this event on Friday morning in Naperville. Many State legislators attended the gathering. It was an opportunity to discuss issues of importance to municipalities, including of course maintaining revenue sources such as the Local Government Distributive Fund monies.
- **Anti-Phishing Software** – Sponsored by the Village's insurance pool, the Village is rolling out additional anti-phishing and cyber security tools.

Have a Great Weekend!

MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: November 18, 2022
Subject: Department Report

1. The Final Draft of the CY2023 Budget has been made available for public viewing on the Village website; a hard copy is also available in the Village Hall foyer.
2. On Thursday, I met virtually with Nick Bava from Sikich LLP to discuss dates for the upcoming audit of the CY2022 financials. Due to staffing limitations, Sikich will push the preliminary audit fieldwork from December to January. Fortunately, this will not affect how the Village Finance department prepares for the audit. Final Fieldwork will not be delayed and will commence on March 20th. In the last few years, the finance department has been able to move audit fieldwork from April to March, and this year will be no exception.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: November 18, 2022
Subject: Weekly Report

1. Tuesday morning brought us our first snow of the year. Crews were able to put some salt down before dawn and the warming pavement temperatures did the rest of the work.
2. Crews started to prepping wreaths and other seasonal decorations in the Downtown.
3. Early Friday morning, crews were called out to salt streets, train platforms and Downtown sidewalks.
4. The electrical contractor for the outbound station installed a heater in the building. With supply chain issues, they were not able to get the correct shroud color but will change that out once they receive it.
5. The electricians also made the final connections to the electric panel to activate the heating elements in the sidewalks at the inbound station. This should help with future snow.
6. The street patching scheduled for late this week was pushed back due to snow and cold temperatures. The weather looks better for next week and the following week.
7. Gator bags were collected from newly planted trees.
8. A final mowing was conducted, and the mower was transitioned over to be a snow thrower.
9. The contractor for the environmental cleanup on Eastern completed the sidewalk installation and is waiting for warmer temperatures to pour the curbs.
10. Water samples were taken this week. Monthly reports were submitted to the IEPA. A number of locates were completed.
11. Crews hauled out construction spoils from our storage yard.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Jonathan Mendel, Community Development Director
DATE: November 18, 2022
RE: Community Development Department Report

1. Recent Code Enforcement activities, Inspections and Notices of Violation (NOV)

Adjudication cases

- 30 Block of S. Prospect (IPMC violations) Permit process started and continued to December for compliance
- 100 Block of Byrd (IPMC violation) Compliant – CLOSED
- 200 Block of Burlington (Inspection fees violation) Compliant – CLOSED

2. November 17, 2022, Zoning Board of Appeals/Plan Commission meeting

- Case Z510: ZBA/PC initiated Amendments to Section 20.9.6 (Fences) of the Zoning Regulations
 - The ZBA/PC discussed the proposed text and had a minor change to the language to make sure the intent and applicability is as clear and obvious as possible. The ZBA/PC approved a motion to recommend approval of the proposed text amendment with the changes as discussed at the meeting.
 - During the 'Discussion' portion of the agenda, staff raised possible further B-1 zoning district flexibility regarding the permitted/conditionally permitted land uses in relation to ground floor primary and secondary property frontages. This amendment could be designed to permit service and office uses on buildings' ground floor secondary frontages where they are currently prohibited. Codifying additional building/property use flexibility could add further market viability to the many downtown buildings/properties while still maintaining the policy desire to focus active uses/businesses on the primary frontages such as Prospect and Park. The ZBA/PC approved a motion 5-0 to initiate the text amendment process for this and directed staff to proceed with the creation and development of specific text language.

3. Downtown Property Maintenance

Staff always encourages and reinforces care and proper maintenance of the buildings in our downtown area to continue the positive feedback loop such attention represents for our own community and to our valued visitors.

4. Winter weather neighborhood and construction site cleanliness

The Community Development Department deals with concerns about cleanliness property and neighborhood cleanliness. Now that winter weather is upon us, the Dept reminds the community that our neighborhoods' perception is important and proper cleanliness in our neighborhoods and in/around construction sites is vitally important to the entire community.

5. Downtown public parking – employees and business owners

Please remember downtown employees and business owners should avoid long-term parking in the prime public on-street parking spaces, especially along S. Prospect Ave. These parking spaces benefit everyone by providing convenience to our valued customers. Please contact the Village if you need assistance finding long-term public parking in Downtown Clarendon Hills.

**VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT**



DATE: November 18, 2022
To: Village Manager Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

Recent Training, Meetings and Events

- I attended ILETSB police executive training regarding current legal trends.
- I attended IRMA's police chief steering committee meeting.
- Officers are completing Court Smart online training.
- This month's Police Law online training pertains to implicit bias and cultural competency.
- Officer Calderon attended a patrol tactics training class.
- Officers are participating in school response protocol training.

Recent events:

On November 12, 10:21am, a resident from the Clarendon Arms Apartments reported that his tire was slashed overnight.

On November 12, 11:27pm, officers responded to a residence for a subject who was experiencing a mental health crisis. Responding officers deescalated the situation and CHFD transported the subject for evaluation.

On November 13, 2:20am, officers stopped a motorist for speeding on Rte. 83. The driver also had a suspended driver's license. The subject was cited and released to a valid driver.

On November 13, 9:22am, officers responded to an apartment on concord for a theft report. The complaint advised that her packages were stolen from the foyer. It turns out that a neighbor picked them up for her.

On November 13, 10:38am, officers responded to a residence on Oxford for a trespassing complaint. Officers gave advice.

On November 14, 4:27pm, officers responded to a local business for a harassment report. Officers gave advice.

On November 15, 6:48pm, officers took a Matteson resident into custody for 6 outstanding arrest warrants. The subject was unable to post bond and was taken to DuPage County Jail.

On November 16, 2:37pm, officers responded to the 300 block of Hudson for a missing person report. The person was eventually found.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: November 18, 2022
Subject: Weekly Department Report 2022-29 (2 weeks)

1. Fire Prevention Bureau Activity.
 - This week Lt. Godek has followed up several construction projects in the village to make sure they are on track.
 - Over the last 2 weeks Lt. Godek has made several inspections and visits to the MyCrost Development on Burlington assisting them with final inspections for fire alarm and sprinkler systems. Lt. Godek is now working with the builder on a few final items that must be completed before a temporary occupancy permit can be given to them.
 - This week Lt. Godek conducted some final inspections for the new English Garden. Follow up inspections will be required before acceptance. Dave is now working with the occupants to secure a TCO in the near future so they can open in the new location.
 - Over the past 3 weeks Lt. Godek has conducted twenty (20) Regular Fire/Life Safety Inspections.
2. Training Report:
 - Daily on duty training sessions were conducted.
 - Wednesday evening, November 16th, fifteen (15) Firefighters attended weekly suppression training, Practical training was done on ropes and SCBA.
3. COVID 19 Report:
 - EMS personnel continue to take full PPE precautions during all EMS calls.
4. Emergency Medical Services Report:
 - Wednesday evening November 9th, eighteen (18) Firefighter EMT's and Paramedics attended monthly continuing education.
 - On Tuesday morning I attended the virtual meeting of the Loyola EMS Coordinators.
5. Clarendon Hills/Hinsdale/Westmont FD sharing of services report:
 - No report
6. Emergency Management Report:
 - No report.
7. Du-Comm Report:
 - On Thursday morning I attended the virtual meeting of the Du-Comm Fire Chiefs. Most of the meeting time was spent going over details of Starcom Radio submissions to the ETSB.
8. Vehicle Maintenance:
 - No report.

9. On Monday, November 7th, Chiefs from Downers Grove, Westmont and Clarendon Hills met at the Addison Consolidated Dispatch center to discuss the shared microwave equipment related to Du-Comm and ACDC. More to follow on this in the future.
10. The Fire Department provided one (1) ride to school that was purchased at a silent auction for the Prospect PTO.
11. On Thursday, November 10th I attended the virtual quarterly meeting of the IRMA Fire Chiefs.
12. On Wednesday, November 9th I attended the meeting of the MABAS Division 10 Fire Chiefs.
13. Mutual Aid Calls:
 - Ladder 86, Medic 86, Chief 86 and ISO 86 responded to assist the Hinsdale Fire Department with a structure fire at 618 N. Washington St. in Hinsdale. CH fire crews were on the scene for about two (2) hours.
14. Fire/Rescue/EMS calls:
 - The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills eight (8) times.
 - The Westmont Fire Department responded Automatic Aid to Clarendon Hills four (4) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale five (5) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Westmont three (3) times.
 - Clarendon Hills Medic 86 responded to three (3) EMS calls in Hinsdale.
 - Clarendon Hills Medic 86 responded to one (1) EMS call in Westmont.
 - Saturday, November 5th at 9:05 AM. Ladder 86, Engine 86, Squad 86, Chief 86 along with Hinsdale Engine 84, Westmont Engine 182, Ladder 183 and Chief 183 and Tri State Ladder 122 responded to a structure at 38 Golf Ave. Upon arrival firefighters found significant smoke in the house. Upon investigation it was determined that ComEd turned power back on in the area when this house had a downed wire. Damage was contained to a small area and the basement and significant electrical damage. Damage is estimated to be over \$50,000.
 - Saturday, November 5th between 9AM and 4 PM, the fire department responded to 5 wire down calls due to the extreme wind.
 - Sunday, November 6th at 6:10 AM. Ladder 86, Medic 86, Engine 86, Squad 86 and Hinsdale Engine 84 and Westmont Engine 182 responded for an oven fire in an apartment at 31 58th St. Firefighters extinguished the oven quickly and damage was minor.
 - Thursday, November 19th, Ladder 86 and Medic 86 responded for leaves on fire near Chicago and Prospect Avenues.
 - Thursday, November 10th at 10:26 PM. Medic 86, Squad 86 and Hinsdale Engine 84 responded to a vehicle accident with injuries on 55th St. at Holmes Ave.

The Fire Department responded to fifty-one (51) emergency calls in the past two (2) weeks.

If you have any questions or require any additional information, please contact me.

