



Weekly REPORTS

December 2, 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

Fri Dec. 2

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

Mon Dec. 5

[Village Board Regular Meeting](#)

Tue Dec. 13

[Joint Review Board Special Meeting - Ogden TIF](#)

Tue Dec. 13

[Joint Review Board Special Meeting - Downtown TIF](#)

Thu Dec. 15

[Zoning Board of Appeals and Planning Commission Meeting](#)

MEMORANDUM

To: Village President Austin and Village Board
From: Kevin Barr, Village Manager
Date: December 2, 2022
Subject: Weekly Report

- **Next Board Meeting** – The next meeting is on Monday, December 5th at 6:30 p.m. A virtual option will continue to be offered.
- **Chamber of Commerce's Holiday Walk and Market** – As a reminder, this event is TONIGHT, 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>, hope to see you there!
- **CY 2023 Budget** – The Village Board is scheduled to vote on formal approval of the Budget at the December 5th Board Meeting. The formal Public Hearing for the Budget will be held prior to the vote.
- **Ambulance Sale Update** – This item is on the agenda for approval on December 5th. At the request of La Grange, we have let them use the ambulance as of this week. It is standard practice to provide this type of mutual support to neighboring departments in time of need. We felt that, even if the sale does not go through, it's better for the vehicle to be stored inside of a station for the time being.
- **DMMC Manager's Committee** – I attended this meeting on Thursday morning in Oak Brook. Routine business was discussed including formal support for the DMMC 5-year Strategic Plan that was recently completed.
- **Wellness Screenings** – This week the Village offered wellness screenings, sponsored by our health insurance carrier (IPBC) to all employees and spouses included in our health plan. The intent is to provide basic checks and potential early warning of any concerns.

Have a Great Weekend!

MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: December 2, 2022
Subject: Department Report

1. On Thursday December 1st, Senior Accountant Kari Krzemkowski and myself had a virtual conference with the Village auditors Sikich LLP., The Audit scheduled has been set with their preliminary fieldwork for the CY 2022 Audit taking place onsite January 19, 2023. Sikich will conduct the final fieldwork the week of March 20-24. The final audit will be presented to the board in May of 2023.
2. **REMINDER... *A Pet License is Required for anyone that owns a dog or cat in the Village.***

A Pet License can be purchased in person at the Village Hall or Village Police Station. The application shall be on the form provided by the Village and shall contain the name and address of the owner or keeper, name, breed, sex or whether neutered, and color of each animal proposed to be licensed. When completing an application for a dog and/or cat license, the application shall be accompanied by a veterinarian certificate showing that the animal has been given rabies inoculation shots. Every owner of a dog and/or cat shall firmly secure a current Village animal license to the licensed dog and/or cat using a collar.

The Fee for a pet license is \$15.00 per animal.

3. Effective August 1st, a late fee for purchasing Village Vehicle Stickers was applied ...residents are required to purchase a village sticker for each vehicle they will have housed in Clarendon Hills. The annual license period begins July 1st and ends on June 30th of the following year.

Residents can make online purchases at www.clarendonhills.us/stickers, or the link can be accessed by visiting the Village Website and clicking "Online Bill Pay" or "How do I," and a link to the site will be available.

Prices are as follows:

Passenger Car - \$60

Seniors (62+) are eligible for a 50% discount. (\$30.00)

Motorcycle - \$45

4. Just a friendly reminder to residents of the various ways to pay their water bill:

- Online Payments (Quickest, easiest...NO CREDIT CARD FEES!!!)
 - www.clarendonhills.us/greenpay

1. Pay by Credit/Debit Card (*All major credit cards accepted with no additional fees*)
2. Sign up for Auto Debit (ACH – auto-draft a checking or savings account)

- **Pay-In Person/Drive-Up Dropbox**
Village Hall is Open M-F from 9:00 AM to 5:00 PM (closed from noon to 1:00 PM for lunch).
Clarendon Hills Bank has a Drive-up Dropbox is in the outside drive-up lane.
- **Pay by Mail**
Use the enclosed remittance envelope that came along with the bill addressed to:



Village of Clarendon Hills
PO Box 5671
Carol Stream, IL 60197-5671

Signup for “GreenPay” today and receive your Water bill by Email.
www.clarendonhills.us/greenpay





452 Park Avenue
Clarendon Hills, Illinois 60514
630.286.4750

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: December 2, 2022
Subject: Weekly Report

1. Road patching occurred on Monday and Tuesday at a number of locations across the Village.
2. The water system monitors were moved from the old fire house on Burlington to Village Hall. This will allow the Village to move forward with the demolition of the old fire house next year.
3. Staff met with the Train Station contractor to review punch list items and move forward with closing out the contract.
4. Coordination occurred with IDOT to prepare plans and specifications for the Burlington Avenue Resurfacing next year. Due to federal funding, IDOT will be the agency putting the contract out to bid.
5. Crews prepared for the Christmas Walk on Friday.

MEMORANDUM

TO: Kevin Barr, Village Manager
 FROM: Jonathan Mendel, Community Development Director
 DATE: December 2, 2022
 RE: Community Development Department Report

1. November 2022 permits update

Permit #	Date	Address	Permit Type	Contractor	Construction Value \$
2022-0260	11/03/22	265 Terrace	RR Driveway/Flatwork	Lagrange Concrete	23,500.00
2022-0261	11/04/22	325 Park Ave.	Basement Remodel / Porch	Bradford & Kent	55,000.00
2022-0262	11/07/22	140 Chicago	Halfway House Hinsdale Country Club	DeJames Builders	560,000.00
2022-0263	11/08/22	10 Oxford	Roof Extension	Quality Carpentry & Roofing	6,111.36
2022-0264	11/08/22	1 Mohawk	Kitchen	Tate Enterprises	65,000.00
2022-0265	11/09/22	112 Hiawatha	Deck	Platinum Decking	40,000.00
2022-0266	11/10/22	429 Williams Ct	Patio/Island/Fire Pit	Vital Landscaping	90,000.00
2022-0267	11/10/22	335 Ruby St.	Solar Panels	Reficiency LLC	41,840.00
2022-0268	11/14/22	112 Tuttle	New SF Cons.	Design First Builders	881,549.00
2022-0269	11/15/22	Ogden ROW	Directional Bore	We-Bore-It	26,700.96
2022-0270	11/16/22	31 Arthur	Solar Panels	Certasun LLC	36,264.99
2022-0271	11/18/22	11 Chestnut	Replace Portion of Driveway	Concrete Renovation DAL	6,050.00
2022-0272	11/28/22	15 Oxford	Paver Patio/Grill/Fireplace	CNC Landscapes	17,500.00

Community Development issued the above permits in November 2022. Additionally, the Dept. accepted 14 permit applications for a variety of projects totaling \$658,055 of construction value.

2. 2022 Jan-Nov permit applications – fee revenues and project values (compared to 2022)

	Permit Type	Nov-2022		CYTD - 2022		Nov-2021		CYTD - 2021	
		Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value
Single Family	Demolition			3	\$ 23,000			4	\$ -
	New	1	\$ 881,549	12	\$ 10,883,549	1	\$ 500,000	13	\$ 9,270,000
	Addition/Remodel	11	\$ 407,967	198	\$ 6,644,125	13	\$ 341,433	56	\$ 2,719,493
	SF SUBTOTAL	12	\$ 1,289,516	213	\$ 17,550,674	14	\$ 841,433	73	\$ 11,989,493
Multiple Family	Demolition				\$ -				\$ -
	New				\$ -				\$ -
	Addition/Remodel			10	\$ 418,486			8	\$ 642,316
	MF SUBTOTAL		\$ -	10	\$ 418,486		\$ -	8	\$ 642,316
Commercial	Demolition				\$ -				\$ -
	New	1	\$ 660,000	1	\$ 660,000				\$ -
	Addition/Remodel			21	\$ 1,126,151	7	\$ 70,120	27	\$ 1,693,163
	COM SUBTOTAL		1	\$ 660,000	22	\$ 1,786,151	7	\$ 70,120	27
Misc Permits				27	\$ 367,310			158	\$ 4,245,951
TOTAL		13	\$ 1,949,516	272	\$ 20,122,621	21	\$ 911,553	266	\$ 18,712,819

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

- 400 Block of 55TH St. – Sign removed
- 200 Block of Coe Rd. – Sign removed
- 500 Block of Carlyle (Animal Droppings) – No violation witnessed

4. 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.

5. 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.

6. 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: December 2, 2022
To: Village Manager Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

Over the past few weeks, surrounding municipalities have experienced an increase in car burglaries. Continue to be vigilant by locking up your cars and homes. Avoid leaving valuables or garage door openers in your cars. **Do Not** confront suspicious people. Call 911 instead.

Recent Training, Meetings and Events

- This month's Police Law online training pertains to officer mental wellness
- Officer Pech attended a high-risk traffic stop training class.
- Sgt. Finfrock responded to a MERIT Drone callout.

Recent events:

On November 24, 4:30pm, officers responded to an apartment on Forest Hill Dr. for a verbal domestic. One of the parties agreed to leave for the day.

On November 25, 3:24pm, officers responded to an apartment on Forest Hill Dr. for a report of a threat. Officers gave advice.

On November 25, 6:10pm, officers responded to a residence on Gilbert for a dispute. The resident advised that a pizza delivery driver took offense when no tip was given and feared reprisal. Advice given.

On November 26, 1:55am, officers stopped a vehicle on 55th for speeding. The driver had open cannabis in the car and open liquor bottles. Officers determined the driver was not intoxicated and released her after issuing citations.

On November 26, 3:27pm, officers responded to an apartment in Forest Hill for a mental health crisis. The person in question was transported for observation.

On November 27, 10:18pm, officers took a Chicago resident into custody for aggravated unlawful use of a weapon, possession of cannabis by a driver, open alcohol in a vehicle, failure to secure children in a safety belt, and speeding. This arrest stemmed from a traffic stop where officers smelled cannabis and searched the car. The search revealed a loaded pistol and other contraband. The driver was taken to DuPage County Jail.

On November 28, 3:51pm, officers responded to a residence for a report of computer fraud. The victim received a "pop-up" on their computer advising that the computer was infected and to call the number provided. During the call, the victim gave remote access to the subject on the line. Ultimately, the victim gave \$500 in gift card codes to the scammer. Pending.

On December 1, 8:56am, officers stopped a motorist for speeding on Ogden Ave. The driver also had a suspended driver's license. They were cited for the misdemeanor driving offense.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: December 2, 2022
Subject: Weekly Department Report 2022-30 (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.
 - Over the past 2 weeks Lt. Godek has conducted fifteen (15) Regular Fire/Life Safety Inspections.
2. Training Report:
 - Daily on duty training sessions were conducted.
3. COVID 19 Report:
 - EMS personnel continue to take full PPE precautions during all EMS calls. There seems to be a slight uptick in COVID-related calls in the past few weeks.
4. Emergency Medical Services Report:
 - On Thursday of this week, Lt. Godek exchanged expiring drugs and medications from Medic 86 at the Loyola Medical Center Pharmacy.
5. Clarendon Hills/Hinsdale/Westmont FD sharing of services report:
 - No report
6. Emergency Management Report:
 - No report.
7. Du-Comm Report:
 - Hinsdale Chief Gianelli and I will be meeting with the Du-Comm Deputy Director of Operations regarding a few operational issues that may streamline dispatching.
8. Vehicle Maintenance:
 - No report.
9. With the cold weather upon us, Fire apparatus pumps and plumbing are drained and kept dry to prevent freezing.

10. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills five (5) times.
- The Westmont Fire Department responded Automatic Aid to Clarendon Hills two (2) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale eight (8) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont two (2) times.
- Clarendon Hills Medic 86 responded to five (5) EMS calls in Hinsdale.
- Clarendon Hills Medic 86 responded to one (1) EMS call in Westmont.
- Monday, November 28th at 9:52 AM. Medic 86, Squad 86 and Hinsdale Engine 84 responded for a vehicle accident on Rt. 83 northbound at 55th St. for a vehicle accident with injuries.

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.

