



# Weekly REPORTS

December 16, 2022

Manager's Report

[Report 1.](#)

Finance Dept. Report

[Report 2.](#)

Public Works Dept. Report

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Community Dev. Dept. Report

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Police Dept. Report

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Fire Dept. Report

[None](#)



## VILLAGE CALENDAR

See [www.clarendonhills.us](http://www.clarendonhills.us)

**Mon Dec. 19**

[Village Board Regular Meeting](#)

**Wed Dec. 21**

[Chamber of Commerce Meeting](#)

**Fri Dec. 23**

[Village Offices Closed due to Christmas Eve Holiday](#)

**Mon Dec. 26**

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

## MEMORANDUM

**To:** Village President Austin and Village Board  
**From:** Kevin Barr, Village Manager  
**Date:** December 16, 2022  
**Subject:** Weekly Report

- **Next Board Meeting** – The next meeting is on Monday, December 19<sup>th</sup> at 6:30 p.m. A virtual option will continue to be offered.
- **ILCMA Training Event** – I participated in a virtual training event over the lunch hour on Tuesday.
- **Website Update-** Staff met with the Village's website vendor CivicPlus to discuss the upcoming website refresh again this week. And has begun cleaning up pages in advance of the new page implementation
- **Telecommunications Upgrade-** Staff continued the update to the Village's telephone system but moving fax lines onto alternative devices in anticipation moving the phone server to a hosted solution at the end of the month.
- **IRMA Board Meeting-** AVM Creer represented the Village at IRMA (Village Insurance Pool's) quarterly meeting. Coming out the meeting the pool is expecting make a \$14 million rebate to members based on investment returns and lower than expected claims rates.

Have a Great Weekend!

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** December 16, 2022  
**Subject:** Department Report

1. This week was the kick-off of CY2022 audit preparations for the January onsite prelims. Sikich LLP has opened an online portal that allows me and Kari Krzemkowski to begin the submission of audit work papers and various documents.
  
2. Just a friendly reminder to residents of the most efficient way to pay your water bill:
  - **Online Payments (Quickest, easiest...NO CREDIT CARD FEES!!!)**
    - [www.clarendonhills.us/greenpay](http://www.clarendonhills.us/greenpay)
      1. Pay by Credit/Debit Card (*All major credit cards are accepted with no additional fees*)
      2. Sign up for Auto Debit (ACH – auto-draft a checking or savings account)



**Signup for “GreenPay” today and receive your Water bill by Email.**  
[www.clarendonhills.us/greenpay](http://www.clarendonhills.us/greenpay)

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** December 16, 2022  
**Subject:** Weekly Report

1. Snow had crews out on Thursday night to salt. Our contractor was in on Friday morning to salt the train station, Village Hall and Downtown sidewalks. Operations continued throughout the day.
2. Crews responded to the train station last Friday afternoon to address an outage in the lighting system. An electrician accidentally left it offline after working their earlier in the day. Lights were restored around 6:30 PM.
3. A new low flow storm pump was installed last week at the Park Avenue Basin. Final adjustments were made this week to drain the minor water accumulations that occur between storms.
4. Crews cleared leaves and debris from a number of catch basins as rain was expected throughout the week.
5. Time was spent reviewing the engineering plans and easement language for the MyCroft Row development in an effort to get the alley that starts in front of Tierra Distillery to connect to the new driveway at MyCroft Row. It appears that the developer does not plan to construct this connection, resulting in a dead-end alley. The old access drive is on his private property and due to insurance concerns the owner will no longer permit it to be used to access the alley.
6. The Chestnut Alley Pump Station was serviced on Thursday to address a technical issue related to the pump operations.
7. Water operators work included collecting monthly samples for lab testing, new meter install appointments, and new service installation inspections.
8. A ditch on Oxford was cleaned out and we worked with the resident to improve the operation of his sump pump.

## MEMORANDUM

TO: Kevin Barr, Village Manager  
FROM: Jonathan Mendel, Community Development Director  
DATE: December 16, 2022  
RE: Community Development Department Report

- 1. December 15, 2022 Zoning Board of Appeals/Plan Commission meeting**
  - a. The regularly scheduled ZBA/PC meeting for December 15, 2022 was cancelled for lack of cases or items for review or discussion. The next regularly scheduled meeting is January 19, 2022
- 2. 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.
- 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. 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 16, 2022  
To: Village Manager Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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While shopping during this holiday season, please make sure you lock your car and remove all valuables from the passenger compartment. Be aware of your surroundings, and do not let your cell phone distract you. Carry your purse in front of you, or not at all. If you carry a wallet, put it in your front pocket.

**Recent Training, Meetings and Events**

- I attended training regarding the Safe-T Act.
- Sergeant Porter attended ALICE training.
- Officers are participating in Taser recertification training.
- This month's Police Law training pertains to officer mental wellness.

**Recent events:**

December 10, 1:16am, officers responded to the 10 block of Norfolk for the report of juveniles throwing things at passing cars. Officers were unable to make contact.

December 10, 2:40am, officers came across a confused, elderly female walking in the business district. Officers helped her get home and advised family members about the incident.

December 10, 11:51am, officers spoke with a resident regarding an identity theft complaint. An unknown subject was attempting to rent property using the victim's credentials. Pending

December 10, 2:17pm, officers responded to Jewel Foods for a dispute. Management advised officers that a man, playing the accordion in the parking lot, refused to leave. The man eventually left after speaking with officers.

December 12, 6:40am, officers spoke with two residents from Concord Ln. who reported that unknown subjects entered their unlocked car and stole items.

December 12, 2:47pm, officers met with a resident who reported that the Christmas lights on her bush had been cut in several places.

December 12, 3:20pm, officers spoke with a resident regarding a revoked FOID card. The card was surrendered.

December 13, 6:00am, officers responded to an apartment on Concord Ln. for a domestic dispute. Officers gave advice.

December 13, 2:00pm, officers spoke with a resident regarding an identity theft. Unknown offenders opened multiple credit cards using the victim's credentials. Pending.

December 14, 6:47pm, officers spoke with a resident regarding mental health issues. Advice and resource options were given.