



Weekly REPORTS

February 3, 2023

Manager's Report

[Report 1.](#)

Finance Dept. Report

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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

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VILLAGE CALENDAR

See www.clarendonhills.us

Mon Feb. 6

[Village Board Regular Meeting](#)

Thu Feb. 16

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

Mon Feb. 20

[Offices Closed - Presidents Day](#)

MEMORANDUM

To: Village President Austin and Village Board
From: Kevin Barr, Village Manager
Date: February 3, 2023
Subject: Weekly Report

- **Next Board Meeting** – The next meeting is on Monday, February 6th at 6:30 p.m. A virtual option will continue to be offered. As of now, barring potential State legislative action, it appears that the virtual option for elected officials may end on May 11th.
- **DMMC District 3 Meeting** – The Village hosted this meeting at Thassos Greek Restaurant on Wednesday evening. Village President Austin and I participated. Our District 3 County Board members, mayors and managers from neighboring communities attended the meeting. We discussed areas of interest for the region, and it gave us a chance to communicate municipal concerns to the County Board members. This was also a great opportunity to bring area leaders to a Clarendon Hills restaurant!
- **DMMC Manager's Committee** – I participated in this meeting on Thursday morning. Many issues were discussed including stormwater grant issues, water service issues and new State legislation regarding required paid leave for all employees. This last is of particular interest to us because we have more than the typical municipal share of part-time employees as a percentage of our total group. We will keep monitoring this issue.
- **Ambulance Fee Update** – We have received notification of approval for the ambulance fee Medicaid rates submitted to the Illinois Department of Healthcare and Family Services. The basically approved the rates as submitted, which can take effect on January 1, 2023. We are planning to implement these as adopted by the Village Board late last year. We also expect to have further information regarding balance billing issues and shared operations with Hinsdale at an upcoming meeting.
- **Website Refresh** – Assistant Village Manager Creer and Executive Assistant Pries met with Civic Plus to start on a yearlong project of refreshing/redesigning the Village's website. They will be focusing on giving the website not only a fresh look but updated improvements so that our residents will have better accessibility to the information they are inquiring about.

Enjoy the weekend!

MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: February 3, 2023
Subject: Department Report

Utility Billing wants to remind residents that ***Winter weather brings the threat of frozen pipes.*** These tips can help prevent your pipes from freezing:

On extremely cold nights, open kitchen, and bathroom cabinet doors to allow warmer air to circulate around the plumbing.

Let cold water drip from the faucet served by exposed pipes. Running water through the pipe – even at a trickle – helps prevent pipes from freezing because the temperature of the water running through it is above freezing.



452 Park Avenue
Clarendon Hills, Illinois 60514
630.286.4750

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: February 3, 2023
Subject: Weekly Report

1. Meter reading was completed on February 1.
2. Crews performed salt or plow operations on Friday evening, Saturday afternoon and evening, Sunday overnight, and Wednesday night to assist the Fire Department with an ice work zone.
3. Crews performed some painting and shop maintenance this week.
4. Training took place on the Train Station lighting system so that staff can access remotely and make adjustments or place in manual mode if needed.
5. Spoils were hauled to the dump.
6. 100 tons of salt was delivered and prepped for future use.
7. Coordination occurred with the Village Engineer to perform pipe inspections on portions of the storm sewer lines.
8. A kickoff meeting is being scheduled to ensure all is ready to go for the Burlington Water Main project.
9. Plans were finalized with IDOT to bid the resurfacing project on Burlington. They are targeting an April bid opening.



1 N. Prospect Avenue
Clarendon Hills, Illinois 60514
630.286.5412

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Jonathan Mendel, Community Development Director
DATE: February 3, 2023
RE: Community Development Department Report

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

- 270 Block of Middaugh Rd Drainage In process
- 100 Block of Juliet Roof issue Notice of Violation
- 5600 Forest Hill Noise complaint No violation witnessed
- 5700 Holmes Storage complaint No violation witnessed
- Started the 2023 Fire inspections.
- Newarly a dozen of new homes in various stages of building.

2. February 16, 2023 Zoning Board of Appeals/Plan Commission meeting

There is one item scheduled for this meeting: Public hearing (Case Z511) for a ZBA/PC-initiated text amendment to Section 20.8.2 (Uses Matrix)

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 and neighborhood cleanliness

The Community Development Department addresses concerns with property and neighborhood cleanliness. With winter weather upon us, remember that our neighborhoods' perception is important. Therefore, proper cleanliness in our neighborhoods and in/around construction sites is vitally important to the entire community.

5. Winter weather and Downtown customer public parking

With the winter weather, please remember that downtown employees and business owners should avoid long term parking in the prime customer 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 CLARENDRON HILLS POLICE DEPARTMENT



DATE: February 3, 2023
To: Village Manager Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

A graphic featuring the Clarendon Hills Police logo on the left. The main title "Clarendon Hills Police Personal Safety Tips" is in yellow. To the right is a colorful illustration of a yellow car with a lock icon, a shield with a car icon, and two small figures. A list of safety tips follows.

Clarendon Hills Police Personal Safety Tips

- Always lock your home and car
- Always be alert and aware of your surroundings and the people around you
- Whenever possible, travel with a friend
- Stay in well-lit areas as much as possible
- If you see something say something (DIAL 911)

Recent Training, Meetings and Events

- Sergeant Leinweber is attending executive leadership training.
- Sergeant Robak attended liability training.
- I attended the ILACP 2023 Legislative Bill Review.

Recent events:

January 28, 2:48pm, officers responded to 285 N. Richmond for the report of an armed robbery. The complainant advised that they went to the apartment building to sell a phone to an acquaintance, at which time the acquaintance stole the phone at gunpoint (later determined by officers to be a "lookalike" BB gun). Officers were able to locate the offender and take them into custody. The offender was charged with a class X felony and transported to DuPage County Jail.

January 28, 11:16pm, officers responded to the 200 block of Jackson for an underage drinking party. Officers spoke with a parent of the host regarding the party.

January 29, 5:38pm, officers responded to a business on 55th for a battery complaint involving two employees of the business. Ultimately, management decided to handle the incident internally.

January 30, 11:10am, officers spoke with a resident regarding an identity theft complaint. The victim discovered fraudulent charges on their credit card statement.

February 1, 2:01pm, officers spoke with a resident who wanted advice on obtaining an order of protection.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: February 3, 2023
Subject: Weekly Department Report 2023-03

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.
 - Fire/Life Safety inspections for 2023 have been started this week by Lt. Godek
2. Training Report:
 - Metra first responder training was conducted at the Hinsdale Village Hall on Monday evening and Tuesday & Wednesday mornings this week. This was classroom training was attended by area fire departments, police departments and public works departments.
 - Two (2) Clarendon Hills Firefighters continued their Basic Operations Firefighter classes this week. We are receiving great progress reports on both of them.
3. COVID 19 Report:
 - EMS personnel continue to take full PPE precautions during all EMS calls. COVID related calls have stabilized.
 - This week we acquired additional free N-95 masks from the DuPage County Health Department.
4. Emergency Medical Services Report:
 - No report
5. Clarendon Hills/Hinsdale/Westmont FD sharing of services report:
 - Clarendon Hills and Hinsdale Chiefs and Deputy Chiefs met at Du-Comm on Wednesday to go over and exercise our revised dispatching procedures and box alarm cards in the CAD system. While there we also met with the new Du-Comm Executive Director and Deputy Directors to discuss various topics of mutual interest.
6. Emergency Management Report:
 - No report.
7. Du-Comm Report:
 - On Wednesday morning, I attended the Du-Comm Support Services meeting virtually.
8. Vehicle Maintenance:
 - On Wednesday morning Medic 86 (2022 Ford) was taken out of service and taken to the Ford Dealer in Downers Grove for warranty repairs. M86r (2014) Freightliner back up ambulance was placed in service. M86 was brought back that same afternoon and placed back in full service.

9. We have completed the first draft of the 2022 Fire Department Annual report. In the next few weeks, we will be reviewing it for accuracy and then it will be released in February.
10. On Thursday afternoon, on duty firefighters and paramedics conducted a CPR and first aid demonstration class for about thirty girl scouts at the fire station. This class was for the girl scouts to earn their first aid badges.
11. Fire/Rescue/EMS calls:
 - The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills nine (9) times.
 - The Westmont Fire Department responded Automatic Aid to Clarendon Hills four (4) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale two (2) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Westmont two (2) times.
 - Clarendon Hills Medic 86 responded to one (1) EMS call in Hinsdale.
 - Hinsdale Medic 84 responded to one (1) EMS call in Clarendon Hills.
 - Saturday, January 28th at 10:22 PM, Medic 86, Squad 86, Hinsdale Medic 84 and Engine 84 responded for a vehicle accident injury on Rt. 83 southbound at the BNSF bridge.
 - Tuesday, January 31st at 7:33 AM, Ladder 86, Engine 86, Squad 86, Medic 86, Chief 86, Hinsdale Engine 84, Chief 84, Westmont Engine 182, Engine 181, Medic 182 and Chief 183 responded for a structure at the Hinsdale Golf Clubhouse at 140 Chicago Ave. Upon arrival firefighters found workers working on the boiler system with significant smoke coming from the west side of the building. Firefighters stretched a preconnected hose line to the fire and extinguished a small fire. Minimal damage due to their quick response.
 - Wednesday, February 1st at 7:39 PM, Ladder 86, Engine 86, Squad 86, Medic 86, Hinsdale Engine 84 and Westmont Engine 182 responded to an automatic fire alarm at CHMS 301 Chicago and the Park District 315 Chicago. (which is all one building). Upon arrival, firefighters found a broken sprinkler pipe in the front glass vestibule of the Park District section of the building. Significant amounts of water flowed into the Park District section of the building. Firefighters were able to shut the water off to the sprinkler system quickly. Firefighters assisted with the cleanup of the water in the building. Also, the Clarendon Hills Public Works Department assisted with the spreading of salt on the sidewalks, parking lots and roadway.

The Fire Department responded to twenty-five (25) emergency calls during the past week.

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

