



# Weekly

## REPORTS

March 17, 2023

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



Mon Mar. 20

[Village Board Regular Meeting](#)

## MEMORANDUM

**To:** Village President Austin and Village Board  
**From:** Kevin Barr, Village Manager  
**Date:** March 17, 2023  
**Subject:** Weekly Report

- **Next Board Meeting** – The next meeting is on Monday, March 20<sup>th</sup> 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 is expected to end on May 11<sup>th</sup>.
- **Chamber Meeting** – Several staff members participated in this meeting in the Board Room on Wednesday morning. Routine issues were discussed including the procedures for outdoor dining as the weather improves. There was a suggestion that the Village consider standards on appearance for outdoor dining equipment and structures.
- **Ann/Byrd SSA Open House** – Finance Director Potempa, Public Works Director McLaughlin, Village Engineer Lee Fell and I attended the Open House on Thursday evening. Just a few residents came to the meeting. We provided a review for those people. This suggests that there are limited concerns moving forward with this project.
- **Elected Official Orientation** – Assistant Manager Creer and I met on Wednesday with the only candidate on the ballot for Village President in the April election. We discussed various areas of responsibility and interests moving into the new term.
- **Small Cell Wireless Discussion** – This item is on the Agenda Monday night for consideration and adoption of the Settlement Agreement with Crown Castle.
- **Evidence Server-** Due to changes in modern policing and court proceedings, the Village is storing more and more digital evidence. This week the Village determined moving forward with using cold storage from a cloud provider was the best option for archival data.
- **Parking in the Downtown -** Patrons of the restaurants and shops downtown are welcome to park for free in the Metra lot after 3 pm weekdays and all day on Saturdays and Sundays.

Enjoy the weekend!

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** March 17, 2023  
**Subject:** Department Report

1. This past Wednesday, Assistant Finance Director Krzemkowski and I touched base with the Sikich audit team to discuss the upcoming audit. In the past few years, we have digitized much of the accounting department, allowing Sikich to begin their fieldwork remotely on Monday and only have to come onsite on Wednesday, March 22nd, through Friday, March 24th. The final audit report will be presented to the Village Board at the June meeting. I will provide any updates on the audit status as it progresses.
2. Staff members Melissa Chandler and Katy Cesarini reviewed Village Accounting & Water Billing records for State approved disposal. It was a lot of work and greatly appreciated.
3. I attended the 2023 Road Improvement Program Open House on Thursday evening to address any financial concerns or questions. This road program will encompass Special Services Area 35.



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## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** March 17, 2023  
**Subject:** Weekly Report

1. Our water main contractor continues to make progress on Burlington Avenue. Intermittent street closures will continue as the work zone progresses to the west.
2. Crews were called out Monday morning for snow operations.
3. A number of trips to the dump were made to make room for additional spoils in our storage bins.
4. Locates were called in to disconnect an old water service at the old Burlington Avenue Fire House. We expect to complete that work next week.
5. An open house on the proposed paving project for Ann and Byrd was staffed by the Public Works Director and Village Engineer.
6. A coordination meeting was held with Westmont Public Works to go over a few items of mutual interest to both communities.
7. Crews completed a number of JULIE locates, new meter installs, and completed other work requests.
8. Crews removed and replaced a light pole in front of Dominos which was accidentally struck by a delivery truck.

## MEMORANDUM

TO: Kevin Barr, Village Manager  
FROM: Jonathan Mendel, Community Development Director  
DATE: March 17, 2023  
RE: Community Development Department Report

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

• 55th/ Rt. 83	Sign provisions	Signs removed
• 300 Block of Ruby	Sign provisions	Signs removed
• 300 Block of Ridge	Sign provisions	Signs removed
• 200 Block of Park	Property Maintenance	Façade conditions corrected
• 200 Block of Walker	Sign provisions	Signs removed
• 200 Block of S. Richmond	Sign provisions	Signs removed
• 200 Block of S. Richmond	Inoperable vehicle	Notice sent
• 200 Block of Walker	Dead tree	Notice sent
• 400 Block of Chicago	Dead tree	Notice sent

General note: The Spruce/Evergreen type of trees are still suffering with the mild winters and are dying in great numbers.

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

There was one item scheduled for this meeting: Continuation of 2/16/23 Public hearing (Case Z511) for a ZBA/PC-initiated text amendment to Section 20.8.2 (Uses Matrix). The amended proposed language was reviewed by the ZBA/PC and staff.

A motion was made to recommend approval of the proposed text amends as outlined in the March 16, 2023 staff report. The motion was approved 5-0.

### 3. Mycroft Row – Phase 2

There is a new owner of Mycroft Row – Phase 2 and the new owner intends to continue the project as originally planned in 2020. Phase 2 will be another mixed-use building with 6 ground floor storefront spaces and 6 townhouse units on the second and third floors with ground floor attached garages.

### 4. Records Disposal

Staffer Valerie Smith reviewed Village Building Dept. records for State approved disposal. This is routine every few years. It is greatly appreciated.

## **5. 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.

## **6. Spring weather coming and neighborhood cleanliness**

The Community Development Department addresses concerns with property and neighborhood cleanliness. With spring 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.

## VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: March 17, 2023

To: Village Manager Barr

From: Chief P. Dalen

Subject: Weekly Activity Report

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### **Recent Training, Meetings and Events**

- Officer Dziekan is attending forensic evidence training.
- Sergeant Finrock attended MERIT Drone Unit training.
- This month's Police Law training covers Miranda and interrogations.
- I attended the ETSB monthly meeting.

### **Recent events:**

March 10, 4:45pm, officers responded to the Business District for a hit and run crash. After a thorough investigation, officers discovered a delivery truck hit the pole. Restitution pending.

March 11, 10:15pm, officers responded to a neighboring town to assist with a subject in their booking room.

March 12, 3:00am, officers responded to 57<sup>th</sup> St. to assist county officers with a domestic battery. Dispatch advised that one participant was breaking out windows.

March 14, 8:00am, officers responded to a hit and run property damage crash at Walker and Park. An unknown vehicle backed into a parked car. Pending.

March 15, 9:51pm, officers responded to a residence on Jane for a verbal domestic. Officers calmed the situation and suggested available resources.

March 15, 10:03pm, officers responded to a residence on Ogden for a verbal domestic. Officers assisted the family.

March 16, 1:12am, officers responded to a neighboring town to assist with locating a suspicious person.



**MEMORANDUM**

**To: Kevin Barr, Village Manager**  
**From: Brian Leahy, Fire Chief**  
**Date: March 17, 2023**  
**Subject: Weekly Department Report 2023-09**

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.
  - Last week Lt. Dave Godek conducted eight (8) Fire/Life Safety Inspections.
2. Training Report:
  - Probationary Paid-on-Call Firefighter Geoff Klein completed and graduated from the NIPSTA Glenview Basic Operations Firefighter Academy on Friday, April 10, 2023. He is now scheduling to challenge the Illinois State Fire Marshal test for certification.
  - One (1) Clarendon Hills Firefighter continued his Basic Operations Firefighter classes this week at COD.
  - Wednesday evening, seventeen (17) fire department members attended regular evening training. The evening was devoted to training on the new Box Alarm cards for Clarendon Hills and Hinsdale that went into effect on March 1<sup>st</sup>. Du-Comm will be handling all Box Alarms dispatching for Clarendon Hills, Hinsdale and Darien Woodridge beginning on April 1<sup>st</sup>. Also, radio training occurred on the use of new fire ground channels that will be assigned by the ETSB soon.
3. COVID 19 Report:
  - EMS personnel continue to take full PPE precautions during all EMS calls. COVID related calls have stabilized.
4. Emergency Medical Services Report:
  - EMS Coordinator Lt. Dave Godek and FF/PM Jesus Hernandez have been going over both ambulances in preparation for the upcoming Illinois Department of Public Health (IDPH) annual inspection that will occur in early April.
5. Clarendon Hills/Hinsdale/Westmont FD sharing of services report:
  - No report.
6. Emergency Management Report:
  - No report.



7. Du-Comm Report:

- The Fire Chiefs from Clarendon Hills, Hinsdale and Westmont are working with Du-Comm, ACDC and the DuPage County ETSB to correct some CAD mapping problems in the 55<sup>th</sup> St. and Rt. 83 area that is causing dispatching errors. When working on this area we discovered a few other problems with the CAD map for Clarendon Hills and Hinsdale. All of these corrections should be completed early next week. These CAD mapping errors have caused a few dispatching errors in both towns for both the fire and police departments.
- On Thursday morning, I attended the monthly virtual meeting of the Du-Comm Fire Chiefs. Normal business was conducted. Two (2) big topics are the issuance of the new portable radios to all DuPage County Fire Departments. Additional programming problems were discovered with the radios and the distribution is now delayed indefinitely until a solution is found by Motorola. Another big problem involves Du Comm, ACDC and the ETSB regarding the City of Des Plaines becoming a member of the DuPage County ETSB and then having their fire and police departments dispatched by ACDC. Du Comm has already decided that they do not have the capability to handle Des Plaines due to staffing shortages. ACDC has these same staffing challenges as Du-Comm has but has offered to dispatch for Des Plaines. Du-Comm is still concerned because when ACDC gets overloaded with 9-1-1 calls they automatically get routed to Du-Comm which could then overload Du-Comm. This situation continues to be discussed at the ETSB.

8. Vehicle Maintenance:

- No report.

9. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills two (2) times.
- The Westmont Fire Department responded Automatic Aid to Clarendon Hills two (2) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale three (3) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont one (1) time.
- Clarendon Hills Medic 86 responded to three (3) EMS calls in Hinsdale.
- Tuesday, March 14<sup>th</sup> at 9:19 AM. Medic 86 and Utility 86 responded to Notre Dame Church 64 Norfolk for a person injured by a fall on the concrete. After evaluation by paramedics the patient was transported to the closest Hospital (Hinsdale) for stabilization and then the patient was airlifted by helicopter from Hinsdale Hospital to the University of Chicago Hospital for a severe and very complicated eye injury.
- Tuesday, March 14<sup>th</sup> at 12:59 PM. Ladder 86, Engine 86, Squad 86, Medic 86, Chief 86 along with Hinsdale Engine 84 and Westmont Engine 183 responded for a fire in a kitchen at 346 Reserve Circle. The fire was contained to inside the open and the firefighters quickly extinguished the fire and then evacuated smoke from the townhouse. Damaged contained to minor smoke damage.
- The Fire Department responded to twenty-two (22) emergency calls during the past week.

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

