



Weekly REPORTS

April 14, 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

Fri Apr. 14

[Firefighters' Pension Board Meeting](#)

Mon Apr. 17

[Village Board Regular Meeting](#)

Wed Apr. 19

[Chamber of Commerce Meeting](#)

Thu Apr. 20

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

MEMORANDUM

To: Village President Austin and Village Board
From: Kevin Barr, Village Manager
Date: April 14, 2023
Subject: Weekly Report

- **Next Board Meeting** – The next meeting is on Monday, April 17th 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 11th.
- **DMMC Business Meeting** – Village President Austin and I attended this meeting in Lisle on Wednesday morning. A presentation was made by Choose DuPage regarding the new Chicago area-wide business promotion initiative. This new initiative includes the active involvement of the City of Chicago. President Austin received Commendation from the DMMC in honor of his eight (8) years of service as Village President and his contribution to intergovernmental matters. I was also honored with a Commendation due to my upcoming retirement. It was much appreciated.
- **Community Development Director** – Assistant Manager Creer and I are getting ready to begin a formal review/discussion of applicants to fill this position. The position is listed to start interviews next week. We plan to work with President Austin and incoming President Tech as this moves forward as this is an appointed position.
- **Interim Community Development Activities** – Our department has been quite busy assisting with the vacancy in community development. Assistant Village Manager Creer summarizes these activities in the Community Development Report.
- **Commercial Filming Permit** - We issued a permit for commercial filming at 108 Tuttle Ave next Thursday, this includes shutting down the street from 3:30 to 5:30 PM, with police officers present. Residents will be receiving notification today, as required by our Commercial Filming Permit
- **Electronic Waste Collection** - Clarendon Hills residents who are serviced by Lakeshore Recycling Systems (LRS) will be allowed to place accepted electronic waste items at their curb for collection by LRS on Monday, May 1, 2023. *Deadline to register for this one-day pick-up is April 27th!* Residents can register for their items to be picked up at <https://www.lrsrecycles.com/schedule-clarendon-hills-e-waste-pickup/>

Enjoy the weekend!

MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: April 14, 2023
Subject: Department Report

I would like to provide an update on my experience with the ICMA (International City/County Management Association) High Performance Leadership Academy. As previously reported, I enrolled in this program earlier this year with the goal of enhancing my leadership skills and gaining new insights into effective management practices in local government.

I am pleased to report that I successfully completed the program on Friday, after attending a series of weekly online workshops and seminars since January 9th. The program covered a wide range of topics, including leadership mindset and positive engagement, leading effective change, communication and collaboration, and leading high-performance teams.

One of the highlights of the program was the opportunity to work with a team of other local government leaders from across the country. Our weekly breakout group meetings were engaging and thought-provoking, and we developed a strong rapport that led us to continue meeting even during off weeks from the program. In fact, we have already scheduled monthly meetings to stay connected and continue learning from each other.

Overall, I found the ICMA High Performance Leadership Academy to be a comprehensive and immersive leadership development experience. The skills and insights that I gained from the program will undoubtedly be valuable as I navigate the complex and ever-changing world of local government management.

Thank you for supporting my participation in this program, and I look forward to applying what I have learned to my work here at the Village.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Joe Ferrel, Operations Superintendent
Date: 04/14/2023
Subject: Weekly Report

1. The Burlington Ave water main program is continuing to move forward. This week the 10" water main was pressure tested and chlorinated. Water samples have been taken for two consecutive days and will be analyzed with results being available on Monday. This will allow us to place the main in service and begin to schedule connections to the adjacent main.
2. Crews started removing some small questionable trees along with some pruning.
3. The Village mechanic changed brakes on a police vehicle along with maintenance and state inspections for the trailer. The snowplows were inspected and moved for outdoor storage for the summer, along with salt spreader boxes for the snow equipment.
4. Water staff had multiple water meter appointments and repairs along with an increase of JULIE locations and monthly water samples.
5. Staff met with several residents regarding private and public storm water issues.
6. Cold patching has been taking place throughout the Village.
7. Crews have been digging out the tree stumps from last fall and landscaping.
8. Staff have also gone to woodchipper training along with ladder safety inspection and training.





1 N. Prospect Avenue
Clarendon Hills, Illinois 60514
630.286.5412

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Zachery Creer, AVM/ CD Zoning Interim Manager
DATE: April 14, 2023
RE: Community Development Department Report

1. Manager Barr and I met with Kevin Scheck, of Scheck Lumber regarding phase 2 of the MyCroft Row Development. Preliminary terms for an RDA will be discussed on Monday.
2. Thursday, Manager Barr and I met with Jan Morel, a member of the economic development committee to review ongoing projects.
3. On Friday, I met with a potential developer at 421 Park Ave, looking at the possibility of building townhomes.
4. On Monday, I met with a potential business owner looking to bring an arcade concept to the downtown.
5. On Monday, I met with a potential business owner looking for a location for a medical tattoo and microblading facility.
6. We had multiple code enforcement actions, one on Iroquois and one on McIntosh. There will be a follow-up with the homeowner on McIntosh on Monday.

**VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT**



DATE: April 14, 2023
To: Village Manager Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

Thank you to all of the students from CHMS, Prospect, and Walker schools who donated items during the annual Stuff the Squad food drive. It was a big success.



Recent Training, Meetings and Events

- This month's Police Law training covers lawful searches.
- I attended a meeting with Dist.181 staff.
- Sergeant Porter attended the Dist.181 safety meeting.

Recent incidents:

April 6, 4:45 pm, officers responded to an apartment in the 400 block of Burlington for a domestic. Officers stood by while one party removed personal items.

April 8, 8:52 am, officers responded to the 300 block of Ridge for a civil dispute. It is alleged that a landscape crew was not paid by a resident after they completed the work agreed upon. Advice given.

April 8, 2:15 pm, officers responded to 55th and Holmes for a civil dispute. The complainant purchased a car on Facebook Marketplace and was not happy with the vehicle's condition. Officers explained the civil nature of the purchase and gave advice.

April 11, 4:58 pm, officers responded to a residence for a mental health issue. Officers provided assistance.

April 12, 3:09 pm, officers responded to a business on 55th St. for an incident involving a disorientated person. The subject was ultimately transported to the hospital.

April 12, 4:29 pm, officers assisted another agency in search of a missing child. The child was found.

April 13, 11:23 pm, officers responded to an apartment at 285 N. Richmond for a domestic. After a brief investigation, officers arrested one of the parties for domestic battery. He was eventually transported to DuPage County Jail.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: April 14, 2023
Subject: Weekly Department Report 2023-12

1. Fire Prevention Bureau Activity.
 - This week Lt. Godek has followed up on several construction projects in the village to make sure they are on track.
 - The Mycroft development seems somewhat stalled as far as final outside and main hallway items are concerned. Working with the new association regarding finishing this project.
 - Lt. Godek coordinated the maintenance and certification of AED's, fire extinguishers, fire alarm systems, and sprinkler systems in all village-owned buildings and vehicles. All of this is completed. Still waiting on backflow devices for all buildings to be checked and re-certified.
 - Five (5) Fire/Life Safety inspections were completed this week.
 - Service was requested of the owners of six (6) buildings relating to problems with their fire alarm systems.
 - Lt. Godek and I visited a construction site at 442 Naperville Rd. this week to investigate complaints of a gasoline odor. We discovered that the contractor had spilled a large amount of gasoline in the rear yard of the site. All neighbors were visited to explain that we spoke with the contractor and is in the process of cleaning it up.
2. Training Report:
 - One (1) Clarendon Hills Firefighter continued his Basic Operations Firefighter classes this week at COD.
 - Probationary Paid on Call Firefighter Geoff Klein passed all of his Illinois State Fire Marshal Basic Operations Firefighter exams and we have filed the documents for his certification. Congratulations Geoff!
 - Wednesday evening (4/5), seventeen (17) fire department members attended regular evening training. Classroom instruction was given on the operation of emergency vehicles' safety.
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.
 - Loyola completed their inspections of all Advanced Life Support equipment on Medic 86 and Ladder 86 this week. Thanks to Lt. Godek and FF/PM Hernandez for making this go smoothly.
 - On Monday, Lt. Godek, Lt. Weil and I attended a virtual meeting with the Loyola Project Medical Director Dr. Cichon and the two (2) EMS Coordinators from Hinsdale Hospital regarding problems our paramedics are encountering when we transport patients to Hinsdale Hospital. We believe that most of these issues have now been resolved.

- Wednesday evening, EMS CE was conducted by an instructor from Loyola.
- 5. Clarendon Hills/Hinsdale/Westmont FD sharing of services report:
 - No report.
- 6. Emergency Management Report:
 - No report.
- 7. Du-Comm Report:
 - On Tuesday afternoon I attended the virtual meeting of the Du-Comm Fire Chiefs.
- 8. Vehicle Maintenance:
 - No report, all fire department vehicles are in full service.
- 9. On Tuesday morning, April 11th I attended the monthly meeting of the DuPage Fire Chiefs in Glendale Heights. There was a lengthy discussion regarding the Village of Des Plaines Fire and Police coming to ACDC for dispatching. Many Chiefs are concerned this will be placing a financial and operational burden on the ETSB and both dispatch centers.
- 10. On Wednesday morning Deputy Chief Krupp and I attended the monthly meeting of the MABAS Division 10 Fire Chiefs in Westmont.
- 11. On Thursday, April 13th I attended the virtual meeting of the IRMA Fire Chiefs Steering Committee. Normal business was conducted along with a presentation and discussion regarding recruiting of firefighters in this new environment.
- 12. On Friday, April 14th I attended the quarterly meeting of the Clarendon Hills Firefighter Pension Board. This was the last meeting for board Secretary and Village Clerk Dawn Tandle after 21+ years. Thank You Dawn!!!
- 13. 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 four (4) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale six (6) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Westmont three (3) times.
 - Clarendon Hills Medic 86 responded to eight (8) EMS calls in Hinsdale.
 - Clarendon Hills Medic 86 responded to two (2) EMS calls in Westmont.
 - Friday, April 7th at 2:59 PM. Ladder 86 and Medic 86 responded to 446 Naperville Rd. for a natural gas odor. Nothing was found at that time. About a week later we received several reports of a gasoline odor at 442 Naperville Rd. That is when Lt. Godek and I went out there to investigate and found the gasoline spill by the contractor as reported above in the fire prevention report.
 - Wednesday, April 12th at 7:03 AM. Ladder 86, Engine 86, Medic 86, and Hinsdale Engine 84 responded for a vehicle fully involved in a fire in the area of 55th and Rt. 83. Fire extinguished using tank water and preconnected hoses. A car was totally damaged estimated loss of \$20,000.
 - The Fire Department responded to fifty-three (53) emergency calls during the past two (2) weeks.

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

