



# Weekly REPORTS

April 21, 2023

Manager's Report

[Report 1.](#)

Finance Dept. Report

[Report 2.](#)

Public Works Dept. Report

[Report 3.](#)

Community Dev. Dept. Report

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Police Dept. Report

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Fire Dept. Report

[No Report](#)



## VILLAGE CALENDAR

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



### [Village Calendar](#)

LRS E-Waste Pickup

**May 1, 2023, All Day**

[More Details](#)

Village Board Regular Meeting

**May 1, 2023, 6:30 PM - 9:00 PM @ Board Room**

[More Details](#)

Village Board Regular Meeting

**May 15, 2023, 6:30 PM @ Board Room**

[More Details](#)

Chamber of Commerce Meeting

**May 17, 2023, 9:00 AM - 11:00 AM @ Board Room**

[More Details](#)

## MEMORANDUM

**To:** Village President Austin and Village Board  
**From:** Kevin Barr, Village Manager  
**Date:** April 21, 2023  
**Subject:** Weekly Report

- **Next Board Meeting** – The next meeting is on Monday, May 1st at 6:30 p.m. A virtual option will continue to be offered. We expect this to be the last meeting at which elected officials can participate remotely.
- **Downtown Revitalization Project Meeting** – Public Works Director McLaughlin, Assistant Manager Creer, Assistant Finance Director Krzemkowski and I participated in a meeting on Friday morning to discuss close-out items for the project. Unfortunately, certain issues, most notably the final signage package for the commuter station, have yet to be completed. All parties identified processes to move forward. The hope is that the signage, for instance, will be installed this summer. Final payouts are still pending the completion of these items.
- **Chamber Meeting** – Various staff members attended this meeting on Wednesday morning. Updates were provided on various projects and the status of Village staff changes.
- **Community Development Director** – Assistant Manager Creer and I have begun interviews for this position. We will work with President Austin and incoming President Tech as to the next steps for this appointed position.
- **Interim Community Development Activities** – We continue to work through various issues that come up during this busy construction and planning season. Assistant Village Manager Creer summarizes these activities in the Community Development Report and is taking the lead on development issues.
- **IRMA Facility Inspection** – AVM Creer escorted an IRMA Risk Management Inspector around Village Facilities on Thursday to look for any safety issues and to review Village safety inspection records.
- **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 20, 2023  
**Subject:** Department Report

On Wednesday, Staff Accountant Melissa Chandler completed a two-day webinar for the Illinois Government Finance Academy. The Academy is affiliated with the Government Finance Officers Association and its mission is to promote excellence in government finance by providing high-quality education, training, and networking opportunities. By completing this program, the Village can ensure that Melissa has the latest knowledge and skills needed to perform her duties effectively. Specific topics included the following:

- Principles of Professional Government Finance
- Purchasing Fundamentals for Government Finance
- ABC's of Government Budgeting
- Introduction to Local Government Revenue
- Understanding and Managing the Evolving Cyber Threat Landscape
- Governmental Accounting Overview

By investing in staff training and development through the IGFOA, the Village can improve its financial planning and management practices, stay up to date on industry trends, and build relationships with other professionals in the field.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** April 21, 2023  
**Subject:** Weekly Report

1. The Burlington water main passed all tests. This week the contractor began transferring connections from the old main onto the new main, for the streets north of Burlington. The contractor also started moving service lines onto the new main for the homes on the south side of Burlington.
2. Landscaping repairs continued this week from water main breaks over the winter and to address some drainage issues. Crews finished up the restoration of tree stumps except for a few locations where a replacement tree can be located.
3. Lighting repairs were completed at the Police Station.
4. A safety inspection of the Public Works Garage was completed by our Risk Management Agency. A couple of minor housekeeping items were found and are being addressed.
5. Concrete barriers were placed Downtown for outdoor dining use. An additional set of barricades will be installed adjacent to Wasabi on Monday. Thassos has their outdoor dining scheduled to open a little later in the season.
6. A number of JULIE locates, new meter installs and other work requests were completed.



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Clarendon Hills, Illinois 60514  
630.286.5412

## MEMORANDUM

TO: Kevin Barr, Village Manager  
FROM: Zachery Creer, AVM/ CD Zoning Interim Manager  
DATE: April 21, 2023  
RE: Community Development Department Report

1. Village Engineer, PW Director McLaughlin, and I met with a homeowner on McIntosh regarding drainage issues.
2. Discussed Mycroft Phase 1 and 2 with builder and owner regarding completing Phase 1 and TIF incentive for Phase 2.
3. Negotiated a renewal with the post office for their lease of the Park Avenue Parking Lot
4. Staff met with the owner and approved an outdoor dining plan for Wasabi.
5. Discussed with an owner on Tuttle Ave. regarding issues with neighboring construction.

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT



DATE: April 21, 2023  
To: Village Manager Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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**Recent Training, Meetings and Events**

- This month's Police Law training covers lawful searches.
- Officer Spelman attended a 40-hour field training class.
- Detective Michalek attended a gang crimes training class.
- Sergeant Finfrock attended several D181 safety meetings.

**Recent incidents:**

On April 14, 6:26 am, officers responded to a verbal domestic. Advice given.

On April 16, 6:32 pm, officers responded to a residence for a domestic argument. One of the parties was transported for evaluation.

On April 17, 10:03 am, officers responded to the station for an identity theft complaint. The victim received a phone call from an unscrupulous thief that duped her into giving a pin code to banking information. Pending.

On April 17, 1:58 pm, officers spoke with a resident regarding identity theft. The victim's credentials were used to open two lines of credit.

On April 17, 5:15 pm, officers spoke with a resident regarding a Bitcoin scam. Our victim received a text advising him that an arrest warrant was out for him. Our victim was advised to send \$10,000 worth of Bitcoin to satisfy the warrant. After the Bitcoin was sent, the offenders advised the victim that authorities will be notified about his criminal actions. Pending.

On April 18, 8:48 pm, officers responded to the 5700blk of Holmes for a neighbor dispute. Apparently, the neighbor, who lives above our complainant, keeps excessively watering her flowers, which results in water pouring onto their patio. Advice given.

On April 20, 1:26 pm, a resident reported that her front license plate and I-pass transponder were stolen from her vehicle. It is unknown where and when this occurred.