



# Weekly REPORTS

June 16, 2023

Manager's Report

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Finance Dept. Report

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## VILLAGE CALENDAR

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

**Fri Jun. 16 - Sat Jun. 17**

[Chamber of Commerce Daisy Days](#)

**Tue Jun. 20**

[Village Board Rescheduled Meeting](#)

**Wed Jun. 21**

[Dancin' In The Street Concert](#)

**Wed Jun. 21**

[Chamber of Commerce Meeting](#)

**Thu Jun. 22**

[Farmers Market](#)

## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** June 16, 2023  
**Subject:** Weekly Report

- **Next Board Meeting** – The next meeting is on TUESDAY, June 20<sup>th</sup> at 6:30 p.m. It is not being held on Monday in recognition of the Juneteenth Federal Holiday. Village Offices will have normal business hours.
- **Daisy Days!** – The annual Daisy Days festival, sponsored by the Chamber with the support of the Village, is taking place today (Friday) and tomorrow. The weather looks great, so please bring the kids out and enjoy the event. And remember to support our local businesses, particularly those affected by the closing of Prospect Avenue.
- **Daisy Dash** – The annual Dash also occurs this weekend (Sunday). This is an iconic fund-raising event that has now been going on for several decades. The Village is supporting this effort and takes advantage of the closing of streets for Daisy Days to maintain safety.
- **Farmers Market** - The Chamber of Commerce Farmers Market continues on Thursdays from 7 am to 1 pm. Check out the Chambers website for more information. <https://www.clarendonhillschamber.com/>
- **Dancin' in the Street** – The summer concert series kicks off this Wednesday at 7 pm in the downtown. This is another great Chamber event and Village tradition. Find out more at the Chamber's website <https://www.clarendonhillschamber.com/>
- **Status of Assistant Village Manager Recruitment** – We are in the final stages of hiring a new AVM. We received several strong candidates. We will be announcing once all the final checks are completed.
- **DMMC District 2 Meeting** – I attended this meeting on Thursday morning in Villa Park. This is an opportunity to get together with DuPage County District 2 Commissioners, Mayors, and Managers from the District 2 region. Matters related to the County were discussed along with other issues including security for community events.
- **Board Room AV Equipment Upgrade** – It appears the equipment for the installation of the new AV equipment in the Village Board room has arrived. The installation should start on June 21<sup>st</sup>.
- **2 S. Prospect Ave-** CD Director Ed Cage and AVM Creer met with the listing agent onsite a 2 S. Prospect to discuss possible tenants.
- **200 Park Ave-** CD Director Ed Cage and AVM Creer met with a possible tenant for 200 Park Ave and their architect to discuss concepts for the space.
- **IRMA Board Meeting-** AVM Creer represented the Village at the quarterly IRMA board meeting. Topics included the annual executive director performance review and member police pursuit policies.

Enjoy the weekend and have a Happy Father's Day!

## MEMORANDUM

**To:** Eric Tech, Village President and Board of Trustees  
Kevin S. Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** June 8, 2023  
**Subject:** Department Report

I wanted to provide an update on Tuesday's meeting with Greg Boltz, the Downers Grove Township Assessor, and his deputy. Joining us were Zach Creer, Ed Cage, and myself, as we delved into the assessment process. This meeting served as an opportunity for Ed Cage to introduce himself and gain a comprehensive understanding of how future developments will impact our Downtown TIF, as well as assist us in budgeting effectively.

On Thursday, Fiscal Assistant Katy Cesarini attended a highly informative seminar on utility billing services. The seminar covered a wide range of topics, including strategies to enhance staff efficiency and empower citizens, insights into the most prevalent types of fraud schemes that occur at the local level, and proactive measures to prevent them. Additionally, the seminar dove into crucial legal considerations associated with utility billing. It proved to be an excellent platform for networking and discovering how other communities are successfully addressing similar utility billing challenges.



452 Park Avenue  
Clarendon Hills, Illinois 60514  
630.286.4750

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** June 16, 2023  
**Subject:** Weekly Report

1. The Business District area was addressed for the upcoming festival season with cold patching, tree trimming and general clean up.
2. The generator and beer trailer were serviced and delivered for Daisy Days.
3. New brakes were installed on one of the police squad cars.
4. Several fire hydrants were painted.
5. Sixty trees were planted throughout the Village.
6. Nicor's contractor notified us that they intend to start work on a new gas line in the vicinity of Ann and Eastern next week.
7. A number of JULIE locates, new meter installs, water disconnect and reinstall inspections were performed, driveway pre-pour inspections and other work requests were completed.

## MEMORANDUM

TO: Kevin Barr, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: June 16, 2023  
RE: Community Development Department Report

1. **ZBA/PC Meeting:** The ZBA/PC held a regular meeting on 6/15/23 for a variation request for 259 Churchill Place. Case No: Z512 was approved by the ZBA/PC for an addition to be located within the required side yard setback to match the existing garage setback.
2. **2 S. Prospect Ave:** Staff met with the real estate broker on-site and toured the building. The meeting covered options for leasing the existing space and also the potential for a redevelopment of this location. There is planned to be a “pop-up” sports memorabilia business operating at this location during the summer for approximately 60 days.
3. **Former Starbucks Building:** Staff met with the building owner and tenant of the existing building to discuss options to locate the new coffee use, at this location. An on-going and daily dialogue continues. A decision from both the tenant and owner is required in a timely manner, to give the go-ahead for the proposed new coffee retailer to operate at this location with their desired square footage.
4. **Code Enforcement:** The following code enforcement activity occurred this week:
  - Notice of violations(NOV) were sent out to 4 locations in the downtown district with fire alarms disabled for non-payment. As of today, no contracts have been signed to correct these alarms.
  - Followed up on a complaint letter for approximately 7 locations on N. Richmond and Woodstock. NOV'S will be going out this week for 2 locations in the 400 block of Chicago Ave and 1 Location on the 200 block of N. Richmond Ave.
  - 100 block of Indian Drive is set for July Adjudication.
  - The apparent fly dumping at 2 locations on the 100 block of Ann have been corrected.

**VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT**



DATE: June 16, 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 online training pertains to law and interrogation for minors.
- This month's CourtSmart covers constitutional policing and human rights.
- Several officers attended firearms training and qualification.

**Recent incidents:**

On June 9, 2:52pm, officers responded to a neighboring town to assist with a suicidal person.

On June 10, 12:17am, officers responded to an apartment at 441 Burlington for a domestic. Officers helped to quell the situation.

On June 12, 10:05am, officers responded to the station for a domestic trouble complaint. Advice given.

On June 12, 11:25am, officers responded to Prospect School for a report of a missing child. Officers were able to quickly locate the child.

On June 13, 9:24am, officers responded to the 10 block of Norfolk for a disturbance. Officers offered advice to the subject causing the issue.

On June 13, 11:52am, officers stopped a motorist for having a suspended registration plate. The driver turned out to have a suspended driver's license as well. The driver was cited, and his vehicle was administratively towed.

On June 13, 12:15pm, officers responded to the 5700 block of Holmes for a criminal damage to property report. Officers advised the complainant that dogs urinating on the grass at the apartment complex was a civil issue. Advice given.

On June 13, 2:39pm, officers responded to the 5700 block of Holmes for a theft report. The complainant related that they made a sign from a piece of notebook paper and taped it to the wall in the common area. According to the complainant, an unknown rascal stole the sign, which the complainant valued at \$500USC. Later, the complainant agreed the sign was worth maybe .10 cents. Advice given.

On June 15, 10:00am, officers stopped a motorist for driving with a suspended driver's license. The driver was cited and given a court date.



316 Park Avenue  
Clarendon Hills, Illinois 60514  
630.286.5430

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** June 16, 2023  
**Subject:** Weekly Department Report 2023-18

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.
2. Training Report:
  - On Wednesday, Thursday and Friday of this week on duty firefighters participated in pumping drills with the Hinsdale Fire Department.
3. COVID 19 Report:
  - No report.
4. Emergency Medical Services Report:
  - On Wednesday evening eighteen (18) Firefighter EMT's and Paramedics participated in EMS continuing education which included training by a Lucas representative on a new CPR device and we also used the Loyola EMS manikin for airway training.
5. Emergency Management Report:
  - No report.
6. Du-Comm Report:
  - On Thursday morning, I attended the monthly meeting of the Du-Comm Fire Chiefs in Wheaton. Normal business and a long discussion about the new Starcom radios planned for distribution this month were conducted. Unfortunately, two (2) serious problems were found while testing a few of the radios. The ETSB is evaluating and talking with Motorola to correct the problems before the new radios are distributed for further testing.
7. Vehicle Maintenance:
  - All fire department vehicles are in full service.
8. 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 eight (8) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Westmont three (3) times.
  - Clarendon Hills Medic 86 responded to four (4) EMS calls in Hinsdale.

- Friday, June 9<sup>th</sup> at 10:39 PM. Medic 86, Squad 86 and Hinsdale Engine 84 responded for a vehicle accident with injuries on Burlington At Arthur Ave.
- Wednesday, June 14<sup>th</sup> at 5:46 PM. Ladder 86, Engine 86, Squad 86, Medic 86 and Hinsdale Engine 84 responded for a house filling with natural gas at 20 Arthur Ave.
- The Fire Department responded to twenty-four (24) emergency calls during the last week.

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

