



Weekly REPORTS

June 30, 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

[No Report](#)



VILLAGE CALENDAR

See www.clarendonhills.us

Cancelled Village Board Regular Meeting
July 3, 2023, 6:30 PM - 9:00 PM @ Board Room

[More Details](#)

Offices Closed- Independence Day
July 4, 2023, All Day

[More Details](#)

Farmers Market
July 6, 2023, All Day

[More Details](#)

Firefighters' Pension Board Meeting
July 7, 2023, 9:30 AM @ Board Room

[More Details](#)

Dancin' In The Street Concert
July 12, 2023, All Day

[More Details](#)

MEMORANDUM

To: Village President Tech and Board of Trustees
From: Kevin Barr, Village Manager
Date: June 30, 2023
Subject: Weekly Report

- **Next Board Meeting** – The next meeting is on Monday, July 17th at 6:30 p.m. The regularly scheduled meeting on July 3rd is not being held due to the July 4th holiday and the summer schedule.
- **Holiday Schedule** – Village offices are closed for the Independence Day Holiday on Tuesday, July 4th. Offices are open on Monday.
- **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 continued with the concert this past Wednesday. It went well, despite the high smoke level. There will NOT be a concert next week (July 5th) due to the July 4th holiday. The next concert will be on July 12th. Find out more at the Chamber's website <https://www.clarendonhillschamber.com/>
- **Board Room AV Equipment Upgrade** – Installation of the new AV equipment in the Village Board continued this week. We still hope to have the work completed in early July.
- **Prospect Avenue Triangle Kick-Off Meeting** – Administration and Public Works staff met with the Christopher B. Burke Engineering team to discuss the Triangle Study project. They are prepared to offer a couple of potential options and evaluate traffic and pedestrian impacts, amongst other things. The goal is for the Study to be completed by the end of July and to present it to the Village Board at the meeting in August.
- **Last Report** – This is my last day before retirement and my last report to the Board and Village. I want to thank everyone again for the opportunity to serve the Clarendon Hills community and to work with the staff, elected and appointed officials. Also, congratulations to Zach Creer as he takes over as Village Manager. The Village is in good hands.

Goodbye, enjoy the weekend and enjoy the July 4th Holiday!

MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: June 30, 2023
Subject: Department Report

1. The next scheduled Board meeting is not until **Monday, July 17th**. However, to ensure smooth payment processing for our Vendors, we have prepared the Check Run as per the regular schedule. The checks will be mailed out on **Wednesday, July 5th**. For your convenience, I have attached the Claims Register for your review. **(Please find at the end of all weekly reports)**
2. **July 1st** is the deadline for Vehicle Sticker renewals. The annual license period commences on July 1st and concludes on June 30th of the following year. In order to remind our residents of this important deadline, the Finance staff coordinated with Public Works to place small green signs along the Parkway in high-traffic areas throughout the Village.

To facilitate the purchase of Vehicle Stickers, residents have the option to buy them online or in-person at either the Village Hall or the Police Department. Online purchases can be made by visiting our official Village Website and clicking on "Online Bill Pay" or "How do I." Alternatively, residents can directly access the online purchase page at www.clarendonhills.us/388/Online-Bill-Pay.

Here are the pricing details:

Passenger Car- \$40
Motorcycle- \$30
Seniors (62+) are eligible for a 50% discount.

Residents must purchase a village sticker for each vehicle they will have housed in Clarendon Hills.

3. **REMINDER... A Pet License is Required for anyone that owns a dog or cat in the Village.**

These licenses can be obtained in person at the Village Hall or the Village Police Station. When applying for a pet license, owners must fill out an application form provided by the Village. The form should include the owner or keeper's name and address, as well as the name, breed, sex (or whether the animal is neutered), and color of each animal being licensed. Additionally, a veterinarian certificate indicating that the animal has received rabies inoculation shots must accompany the application.

It is mandatory for dog and/or cat owners to securely attach the current Village animal license to their licensed pets using a collar.

The fee for a pet license is \$15.00 per animal.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: June 30, 2023
Subject: Weekly Report

1. Mauro Construction finished watering the sod on Burlington. All areas are established. Residents were notified that watering by the contractor is ending. Unfortunately, a couple of BNSF employees drove across portions of the new sod. It has been reported to BNSF and are awaiting a response from them on how they intend to address this.
2. Water and sewer disconnections were completed by the developer of Mycroft Row Phase 2 on Burlington Avenue. This work was completed so that they can demolish the existing building on the south side of Burlington at McIntosh.
3. A preconstruction meeting was held with IDOT and R.W. Duntzman Paving for the resurfacing of Burlington from the west side of Prospect to the Village limits with Westmont. A tentative start date is set for July 10th but is contingent on IDOT completing paperwork on their end.
4. A meeting was held with the Village Engineer to discuss the parameters of a traffic study to look at option for the intersection of Prospect and Park in the Downtown. One option under consideration is eliminating the southbound leg that veers to the west.
5. Water, water, watering. The drought conditions are making it difficult to keep up with flowers landscaping and trees. At this time, we have halted new landscaping operations until more suitable weather is on the horizon.
6. Red tags for non-payment of water bills occurred this week. A few homes were shut off for non-payment.
7. A number of JULIE locates, new meter installs, water disconnect and reinstall inspections were performed, and other work requests were completed.
8. Water meter reading will occur tomorrow morning as it is the first of the month.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: June 30, 2023
RE: Community Development Department Report

1. **Tracey's Tavern:** Staff has discussed with a contractor about obtaining a demolition permit to remove the former Tracey's Tavern building. This will remove a true "eye-sore" vacant property and will probably attract the attention of developers for this location.
2. **Root & Bloom Chiropractic:** Staff visited the business and toured the building located at 140 Burlington Ave. The new building owner has plans to build-out and lease out further office space at this location and install new signage.
3. **Former Starbucks:** Staff continues to work with the property owner, current tenant and proposed new coffee user tenant. The intent is to have an action item at the July 17th Village Board meeting. A Village Attorney drafted Redevelopment Agreement would spell out the terms of the agreement. This would allow the new coffee user to move into this location with substantial remodeling.
4. **Code Enforcement:** The following code enforcement activity occurred this week:
 - 100 block of Prospect- Multiple IPMC violations – notice was sent out.
 - 100 block of Ogden- tall grass violation- notice was sent out.
 - 100 block of Algonquin – address violation- notice was sent out.
 - 300 block of Western- I spoke with resident about dead trees and notice was sent out.
 - 100 block of McIntosh- address issue- notice was sent out.
 - 5700 block of Concord- tall grass – notice was sent out.
 - 400 block of Naperville- spoke with resident this week about the POD in driveway and notice was sent out.
 - Final sprinkler inspections with FSC at 366 Western & 435 Colfax.
 - 231 S. Prospect- spoke with GC about the grass at that location.
 - Demo inspection completed.
 - Spoke with developer about the elevators in Mycroft phase two units.

**VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT**



DATE: June 30, 2023
To: Village Manager Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

Recent Training, Meetings, and Events

- This month's Police Law online training pertains to laws and interrogation for minors.
- This month's CourtSmart covers constitutional policing and human rights.
- Detective Michalek and Officer Pech have been training personnel on gun retention.
- Department members provided manpower at Dancin' in the Street. No incidents.
- Officers have been participating in single-officer response to an active shooter training.

Recent incidents:

On June 22, 9:51am, officers responded to the 5700 block of Concord Ln. for a theft report. Unknown subjects stole several packages that were delivered to the apartment building vestibule. Officers investigated with negative results.

On June 23, 6:47am, officers spoke with an elderly resident regarding a delayed burglary report. After an investigation, it appears that this may be a case of mislaid property. Pending.

On June 24, 11:19pm, officers responded to the 400 block of Burlington for a missing juvenile. While on the scene, the minor came home. Officers gave advice.

On June 25, 2:24pm, officers responded to the 400 block of Burlington for a missing juvenile. Officers assisted the family in locating the minor.

On June 25, 11:53pm, officers responded to Hosek Park for a criminal damage to property report. The witness reported that several juveniles lit fireworks off in the "Port A Potty".

On June 25, 10:24pm, officers were dispatched to the 400 block of Burlington for a suicidal subject. The subject was transported for an evaluation.

On June 26, 1:20am, our drone officer responded to a neighboring town to help try to locate subjects who fled from a pursuit.

On June 26, 10:45pm, officers responded to a business on 55th for an intoxicated subject causing a disturbance. Officers were able to de-escalate the situation and get the subject to agree to a ride home.

On June 27, 2:53pm, officers spoke with a resident regarding a delayed domestic battery report. Pending.

On June 29, 1:50am, officers stopped a motorist on Rte. 83 for speeding. Once officers engaged the driver, it was discovered that they never had a driver's license. He was cited for the class A misdemeanor, given a court date, and released to a valid driver.

VILLAGE OF CLARENDON HILLS

July 3, 2023

CLAIMS # 23-07-01

2023 Calendar Year Disbursements

July 3, 2023, Checks

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
ALDEN/ELIZABETH	.01118							
312 HUDSON FINAL WATER B	03520	34.60	WATER ACCOUNTS RECEIVABL	20.000.1156	06/09/2023		442	00001
ALPHAGRAPHICS								
ZCREEER/MJOHNSON BUSINESS		159.55	PRINTING/COPYING	01.504.4231	112968		442	00002
VSMITH BUSINESS CARDS		65.85	ADVERTISING/PRINTING/COP	01.550.4231	112968		442	00003
ANDERSON PEST SOLUTIONS	03960	225.40	*TOTAL					
06/23 VH PEST CONTROL MA		60.00	MAINTENANCE BUILDINGS	01.514.4262	47762891		442	00004
06/23 VH EXTERIOR INSECT		50.00	MAINTENANCE BUILDINGS	01.514.4262	47762892		442	00005
ARROW APPRAISAL TEAM, IN	05231	110.00	*TOTAL					
APPRAISAL OF 104 WALKER		1,000.00	OTHER PROFESSIONAL SERVI	08.590.4207	A-77680PR		442	00006
AUSTIN/LEONARD	.03692							
RETURNED VILLAGE STICKER		40.00	MOTOR VEHICLE LICENSES	01.321.3204	05/30/2023		442	00007
CINTAS CORPORATION NO. 2	14259							
06/23 FIRST AID SERVICE		80.60	EMPLOYEE HEALTH & SAFETY	01.510.4115	5162363241		442	00008
06/23 FIRST AID SERVICE		105.41	EMPLOYEE HEALTH & SAFETY	01.530.4115	5162363241		442	00009
06/23 FIRST AID SERVICE		45.65	EMPLOYEE HEALTH & SAFETY	01.540.4115	5162363241		442	00010
06/23 FIRST AID SERVICE		24.58	EMPLOYEE HEALTH & SAFETY	20.560.4115	5162363241		442	00011
COLLEGE OF DUPAGE	15162	256.24	*TOTAL					
FF KLEIN EMT CLASS		1,677.00	CONFERENCES/TRAINING/MEE	01.532.4291	15136		442	00012
DANMAR	17309							
06/23 VH CLEANING SERVIC		700.00	MAINTENANCE BUILDINGS	01.514.4262	19120		442	00013
06/23 PD CLEANING SERVIC		1,020.00	MAINTENANCE BUILDINGS	01.523.4262	19120		442	00014
06/23 PW CLEANING SERVIC		396.50	MAINTENANCE BUILDINGS	01.546.4262	19120		442	00015
06/23 PW CLEANING SERVIC		213.50	MAINTENANCE BUILDINGS	20.560.4262	19120		442	00016
06/23 BN CLEANING SERVIC		450.00	MAINTENANCE BUILDINGS	21.540.4262	19120		442	00017
DARINCHULUUN/BAYANMUNKH	.03704	2,780.00	*TOTAL					
328 COVENTRY FINAL WATER		25.93	WATER ACCOUNTS RECEIVABL	20.000.1156	06/09/2023		442	00018
DENLINGER/DOUGLAS	.03044							
PURCHASED VEHICLE STICKE		40.00	MOTOR VEHICLE LICENSES	01.321.3204	06/09/2023		442	00019
DUPAGE COUNTY ANIMAL SER	19689							
CHP23003908 TAN PITBULL		180.00	OTHER CONTRACTUAL SERVIC	01.522.4208	19992		442	00020
DUPAGE RIVER SALT CREEK	19699							
03/23-02/24 MEMBERSHIP D		636.00	MEMBERSHIPS & SUBSCRIPTI	01.540.4292	512		442	00021
FRANCOTYP POSTALIA, INC	71460							
PRORATED NEW VH UNIT REN		17.82	POSTAGE	01.510.4211	RI105799734		442	00022
FULLER/RILEY	.03701							
5509 BARCLAY FINAL WATER		136.80	WATER ACCOUNTS RECEIVABL	20.000.1156	06/09/2023		442	00023
GRAINGER	32264							
BD GARBAGE CAN LINERS		692.48	OPERATING SUPPLIES	01.505.4318	9735729718		442	00024
HANDS/DANIEL	.03703							
244 POWELL FINAL WATER B		26.93	WATER ACCOUNTS RECEIVABL	20.000.1156	06/09/2023		442	00025
HENRY SCHEIN	54098							
EMS SUPPLIES - NEEDLES		70.72	OPERATING SUPPLIES	01.532.4318	43144763		442	00026

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
HOLY COW SPORTS	37064								
UNIFORM T SHIRTS STOCK		240.00	UNIFORMS/CLOTHING/EQUIPM	01.532.4317	230970		442	00027	
ILLINOIS STATE POLICE	41800								
FFPM APPLICANT FINGERPRI		28.25	EMPLOYEE HEALTH & SAFETY	01.530.4115	20230506284		442	00028	
LINDE GAS & EQUIPMENT, I	52541								
CO2 - BEER TRAILER		44.07	OPERATING SUPPLIES	01.504.4318	36441201		442	00029	
WELDING GAS		71.41	OPERATING SUPPLIES	01.540.4318	36441201		442	00030	
WELDING GAS		37.45	OPERATING SUPPLIES	20.560.4318	36441201		442	00031	
		152.93	*TOTAL						
MORALES/SUZANNE	.03700								
2 MOHAWK FINAL WATER BIL		118.36	WATER ACCOUNTS RECEIVABL	20.000.1156	06/09/2023		442	00032	
MUNICIPAL ELECTRONICS DI	58953								
RADAR CERTIFICATION		535.00	OTHER CONTRACTUAL SERVIC	01.521.4208	069809		442	00033	
NAMEPLATE & PANEL TECHNO	61169								
PLANTING PARTNER PLAQUE		52.27	OPERATING SUPPLIES	01.505.4318	286194		442	00034	
NAPA AUTO PARTS	59700								
OIL & FILTER FOR CHIEF'S		27.96	VEHICLE SUPPLIES	01.521.4604	4343-839431		442	00035	
BEER TRAILER BATTERY		191.47	SPECIAL EVENTS COMMITTEE	01.504.4203	4343-840157		442	00036	
		219.43	*TOTAL						
NORTH EAST MULTI-REGIONA	61203								
SPELMAN BASIC FIELD TRAI		255.00	CONFERENCES/TRAINING/MEE	01.521.4291	324947		442	00037	
NOWAK/MACLEJ	.03705								
SUBJ PAID CITATION 12673		25.00	FINES	01.351.3510	06/06/2023		442	00038	
OFFICE DEPOT CREDIT PLAN	63333								
JANITORIAL SUPPLIES		70.92	O & M SUPPLIES-BUILDING	01.514.4320	26676547		442	00039	
OFFICE SUPPLIES		54.61	OPERATING SUPPLIES	01.522.4318	26676547		442	00040	
BREAKROOM SUPPLIES		103.39	OPERATING SUPPLIES	01.522.4318	26676547		442	00041	
CLEANING SUPPLIES		86.77	O & M SUPPLIES-BUILDING	01.523.4320	26676547		442	00042	
M86 VEHICLE SUPPLIES		78.45	VEHICLE SUPPLIES	01.532.4604	26676547		442	00043	
M86 VEHICLE SUPPLIES		83.08	VEHICLE SUPPLIES	01.532.4604	26676547		442	00044	
		477.22	*TOTAL						
OPG-3, INC	66115								
06/23-06/24 LF CLOUD LIC		4,800.00	OTHER PROFESSIONAL SERVI	01.513.4207	6766		442	00045	
PROCHOT/LINDA	.03706								
PURCHASED VEHICLE STICKE		20.00	MOTOR VEHICLE LICENSES	01.321.3204	06/09/2023		442	00046	
PROXIT TECHNOLOGY SOLUTI	71988								
05/23 OUT OF SCOPE SERVI		593.75	OTHER PROFESSIONAL SERVI	01.513.4207	23679		442	00047	
06/23 MONTHLY MSP AND LI		7,582.16	OTHER PROFESSIONAL SERVI	01.513.4207	23679		442	00048	
		8,175.91	*TOTAL						
QUINN/JEANNINE	.03702								
432 HILL FINAL WATER BIL		107.60	WATER ACCOUNTS RECEIVABL	20.000.1156	06/09/2023		442	00049	
RAY O'HERRON CO, INC	63848								
GOODT UNIFORMS		307.40	UNIFORMS/CLOTHING/EQUIPM	01.532.4317	2278773		442	00050	
STATE CHEMICAL SOLUTIONS	39630								
CLEANING SUPPLIES		230.59	O & M SUPPLIES-BUILDING	01.534.4320	902939415		442	00051	
TAMELING, INC	83155								
TREE PROGRAM - MULCH		366.00	OTHER IMPROVEMENTS	65.590.4420	0179991-IN		442	00052	

ACS FINANCIAL SYSTEM
06/28/2023 11:53:29

Claims Register

VILLAGE OF CLARENDON HILLS
GL540R-V08.19 PAGE 3

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
	UNIVERSITY OF ILLINOIS SMITH & PENN TRAINING CL	88134 700.00 24,760.88	CONFERENCES/TRAINING/MEE **CLAIMS TOTAL	01.531.4291	UFIVV9219			442 00053

ACS FINANCIAL SYSTEM
06/28/2023 11:53:29

Claims Register

VILLAGE OF CLARENDON HILLS
GL540R-V08.19 PAGE 4

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
REPORT TOTALS:		24,760.88						

RECORDS PRINTED - 000053

ACS FINANCIAL SYSTEM
06/28/2023 11:53:29

Claims Register

VILLAGE OF CLARENDON HILLS
GL060S-V08.19 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	22,219.13
08	TIF FUND DT	1,000.00
20	WATER FUND	725.75
21	BN/CH PARKING FUND	450.00
65	CAPITAL PROJECTS/IMPROVEMENT	366.00
TOTAL ALL FUNDS		24,760.88

BANK RECAP:

BANK	NAME	DISBURSEMENTS
	CLARENDON HILLS BANK	24,760.88
TOTAL ALL BANKS		24,760.88

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE APPROVED BY

.....

.....