



# Weekly

## REPORTS

September 1, 2023

Manager's Report

Report 1.

Finance Dept. Report

Report 2.

Public Works Dept. Report

Report 3.

Community Dev. Dept. Report

Report 3.

Police Dept. Report

Report 4.

Fire Dept. Report

No Report



### VILLAGE CALENDAR

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

#### Mon Sep. 4

Offices Closed - Labor Day

#### Thu Sep. 7

Zoning Board of Appeals and Planning Commission Meeting

#### Tue Sep. 5

Cancelled Village Board Rescheduled Meeting

#### Tue Sep. 12

Downtown Design Review Commission Meeting

#### Thu Sep. 7

Farmers Market

#### Thu Sep. 14

Farmers Market

## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Zachery Creer, Village Manager  
**Date:** September 1, 2023  
**Subject:** Weekly Report

- **Next Board Meeting** – Next Board Meeting is September 18<sup>th</sup> at 6:30 PM.
- **Downtown Design Review Commission Meeting** – On Tuesday, September 12<sup>th</sup> at 7 PM there will be a public meeting held at the Village Hall to share the results of the traffic study completed by Christopher B. Burke Engineering to explore options to simplify downtown traffic flow by potentially closing the southbound leg of Prospect Ave next to the Sloan Triangle to possibly create a plaza space.
- **Budget Meetings-** Budget work continued with capital funds wrapping up this week as well as some of the special revenue funds and work on revenues. Operating budget review starts next week.
- **Website Refresh** – The Village website was refreshed and released this week with updated images, graphic buttons, vibrant colors, and content. The most exciting part about our refresh is that we are more accessible to residents where English is not their native language. Residents can click the select language button on the front page under the search button. The whole site can be translated into the language of choice. We are always updating the website with new information, so please check it out at [www.clarendonhills.us](http://www.clarendonhills.us)
- **104 Walker-** Staff met with the development team to discuss next steps and to incorporate feedback from last Monday's board meeting and public comments.
- **Little League Signs** – AVM Johnson is working with the Little League baseball and softball teams to have Public Works install two 'home of' signs at key entrance points to the community. This is a wonderful way to celebrate our State Championship teams!
- **Hiring** - The Village is accepting applications for the vacant Fiscal Assistant Utility Billing position in the Finance Department. For more information about the position and how to apply please visit the website at <https://www.clarendonhills.us/202/Employment-Opportunities>
- **Special Events** - Staff has been working with community members to approve several special event permits, these include the Witches Ride (October 28) and Walker Fest (September 15).
- **Sparrow Coffee Visit-** CD Director Cage, AVM Johnson, Chamber Director McDonald, and I visited the Sparrow Coffee location in Naperville at the request of the owner. We all came away very impressed and are looking forward to them opening a location in town.

- **Oktoberfest** –The Chamber event is scheduled for September 9<sup>th</sup>, from 5 pm to 10 pm. Find out more about the event on the Chamber website <https://www.clarendonhillschamber.com/oktoberfest-2023>
- **Farmers Market** - The Chamber of Commerce Farmers Market will continue this upcoming Thursday from 7 am to 1 pm here at the Village Hall Plaza. Check out the Chambers website for more information. <https://www.clarendonhillschamber.com/>



**MEMORANDUM**

**To:** Zachery Creer, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** September 1, 2023  
**Subject:** Department Report

The next scheduled Board meeting is Monday, September 18th. 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 Tuesday, September 5th. For your convenience, I have attached the Claims Register for your review. (Please find at the end of all weekly reports)

Water bills for the upcoming month are going out next week, and we want to ensure that you have a convenient and hassle-free experience when it comes to payment. Here are some effortless ways to settle your bills promptly:

1. **Auto Debit Enrollment:** Simplify your life by enrolling in our Auto Debit program, which deducts your bill amount from your checking or savings account automatically. To get started, visit the Village Website and fill out the "Automatic Payment Application."
2. **Online Payments:** You can also make payments online through our secure portal at [www.clarendonhills.us/388/Online-Bill-Pay](http://www.clarendonhills.us/388/Online-Bill-Pay). We accept all major credit cards without any additional fees.
3. **Pay In-Person or Use the Drive-Up Drop Box:** If you prefer a personal touch, visit the Village Hall during our open hours from Monday to Friday, 9:00 AM to 5:00 PM (please note that we are closed from noon to 1:00 PM for lunch).

Additionally, Clarendon Hills Bank offers a drive-up drop box for your convenience in the outside drive-up lane.

4. **Pay by Mail:** For those who prefer the traditional approach, simply use the enclosed remittance envelope that came with your bill. Address it to:

Village of Clarendon Hills  
PO Box 5671  
Carol Stream, IL 60197-5671

We are committed to making the payment process as smooth as possible for our valued residents. Choose the method that suits you best, and never worry about missing a payment deadline again.



**MEMORANDUM**

**To:** Zachary Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** September 1, 2023  
**Subject:** Weekly Report

1. This week the Burlington Avenue Resurfacing Project had crews completing road base patching repairs. The concrete patches near the downtown have all cured and the contractor be placing the base layer of asphalt on Tuesday and Wednesday next week. Following that, they will adjust manholes to final grade and then be in position to pave the final surface layer of asphalt..
2. Work on Ann and Byrd had the contractor completing the concrete ribbons this week. Additionally, they worked on regrading some ditches, installing a few culvert pipes and then started on patching the asphalt driveway aprons that were disturbed when the concrete ribbons or culverts were installed. They plan to grind off the old pavement on Tuesday. Following that, they will identify and patch any road base issues. They plan to complete asphalt work on the aprons next week and position themselves for placing the base layer of asphalt the following week.
3. Water samples were collected and taken to the lab; red tags were delivered for non-payment of water bills. One residence had their water turned off for non-payment. Meter reading took place on Friday.
4. Miscellaneous lawn mowing, tree trimming, and other work orders were completed. Watering occurred throughout the week.

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: September 1, 2023  
RE: Community Development Department Report

1. **421 Park Ave:** Per a recent conversation, the proposed townhome development at 421 Park Ave will be making a formal development application. It is anticipated that this application and plans will be made for a future ZBA/PC meeting In November/December.
2. **Sparrow Coffee:** Staff went to view the Sparrow Coffee location in Naperville. The building, décor and atmosphere is a significant improvement over the former Starbucks vacant space.
3. **104 Walker:** Staff had a debrief with the developer from the various comments at the last Village Board meeting. It sounds like the developer has taken all the comments on-board and will address these with a new set of elevations and site plan.
4. **ZBA/PC Meeting:** There is a ZBA/PC meeting scheduled for next Thursday on September 7<sup>th</sup>. This is the new ZBA/PC meeting date, which was recently changed to be applicant-friendly and ahead of the next scheduled Village Board meeting. The ZBA/PC will hold a public hearing to discuss the proposed Lettuce Sustain Us Farms, at the 100 Byrd Court (swimming pool) location.
5. **140 Burlington Ave:** The new owner is intending on submitting a property improvement grant application. As you will recall, the prior owner had applied for and was approved for such a grant. This grant was never issued, because the building was sold, and the work was not completed. The prior grant totaled \$63,042 and was focused on a new roof, painting the exterior and HVAC relocation. The new owner is deciding whether to continue with the prior approved project or expand their grant application.

## VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: September 1, 2023  
To: Village Manager Creer  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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***School is back in session. Please keep an eye out for children walking or biking to school. Remember, the speed limit in a school zone is 20MPH. Do not pass loading or unloading school buses.***

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

- This month's Police Law online training pertains to Miranda and interrogations.
- This month's CourtSmart covers procedural justice.
- Sergeant Finrock conducted safety training at Notre Dame School and CHMS.
- Detective Michalek assisted Westmont PD with a prostitution sting.
- Officers participated in the Walker School and Prospect School bike rodeo.

### **Recent incidents:**

On August 26, 7:15am, officers stopped a motorist for a suspended license plate. The driver also did not have a valid driver's license or valid insurance. The driver was cited and their vehicle was towed.

On August 27, 12:49am, officers stopped a motorist on Rte.83 for several lane violations. During the encounter, officers noted indicia of intoxication and ran the 19-year-old driver through field sobriety tests. The driver was arrested for DUI and their vehicle was towed.

On August 29, 1:26am, officers responded to the 5600 block of Forest Hills Dr. for a disturbance. Officers located an intoxicated subject who was screaming due to not being able to get into their apartment. Situation resolved.

On August 29, 3:22pm, officers responded to the Jewel for the intoxicated subject who fell off his bike and hit their head. The bicyclist refused medical treatment. Due to their level of intoxication, officers locked up the bike and drove the subject home.

On August 29, 4:16pm, officers responded to Rte. 83 for a report of a subject jumping out of a moving vehicle. Upon arrival, the subject related that they were involved in a domestic situation and jumped out of the car. The subject did not want medical attention or any assistance from the responding officers.

On August 30, 9:17pm, officers responded to the 100 block of Prospect for a domestic situation. The issue was resolved.



**VILLAGE OF CLARENDON HILLS**

**September 5, 2023**

CLAIMS # 23-09-01

2023 Calendar Year Disbursements

September 5, 2023, Checks

Claims Register

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
AARON H REINKE	73861						
	08/23 ADMIN/ADJ HEARINGS	250.00	LEGAL FEES	01.511.4206	CH 8-17-2023		919 00001
AIRDATA UAV, INC	02425						
	08/23-08/24 DRONE SUBSCR	240.00	MEMBERSHIPS & SUBSCRIPTI	01.521.4292	379848-2023080		919 00002
ALLEGRA MARKETING PRINT	03330						
	ANIMAL LICENSE APPLICATI	111.05	ADVERTISING/PRINTING/COP	01.520.4231	39788		919 00003
ANDERSON PEST SOLUTIONS	03960						
	08/23 VH INTERIOR PEST C	60.00	MAINTENANCE BUILDINGS	01.514.4262	49857318		919 00004
	08/23 VH EXTERIOR INSECT	50.00	MAINTENANCE BUILDINGS	01.514.4262	49857319		919 00005
	08/23 PW EXTERIOR PEST C	32.50	MAINTENANCE BUILDINGS	01.546.4262	49857321		919 00006
	08/23 PW EXTERIOR PEST C	17.50	MAINTENANCE BUILDINGS	20.560.4262	49857321		919 00007
	08/23 PW INTERIOR PEST C	52.00	MAINTENANCE BUILDINGS	01.546.4262	49857322		919 00008
	08/23 PW INTERIOR PEST C	28.00	MAINTENANCE BUILDINGS	20.560.4262	49857322		919 00009
		240.00	*TOTAL				
AVENU INSIGHTS & ANALYTI	06195						
	08/23 SOFTWARE & SUPPORT	2,376.87	OTHER PROFESSIONAL SERVI	01.513.4207	INVB-047417		919 00010
B & E AUTO AND REPAIR	07989						
	386 TIRE REPAIR	33.00	CONTRACT LABOR-VEHICLES	01.521.4602	145964		919 00011
	382 TIRE REPAIR	30.00	CONTRACT LABOR-VEHICLES	01.521.4602	146050		919 00012
		63.00	*TOTAL				
BADE SUPPLY	07939						
	SUPPLIES: TP, PAPER TOWE	691.46	O & M SUPPLIES-BUILDING	01.523.4320	74353		919 00013
BESTCO	09230						
	09/23 RETIREE HEALTH INS	2,164.66	RETIREE/COBRA INSURANCE	01.000.1375	09012023		919 00014
	09/23 RETIREE HEALTH INS	494.43	RETIREE/COBRA INSURANCE	71.000.1375	09012023		919 00015
		2,659.09	*TOTAL				
BIG BELLY SOLAR, LLC	09523						
	08/23-11/23 CBD REFUSE (	752.04	OTHER CONTRACTUAL SERVIC	01.505.4208	47529		919 00016
COMED	15277						
	JUL/AUG STREET LIGHTS	98.17	UTILITIES	10.541.4235	04830423330823		919 00017
	JUL/AUG WELL #7	23.51	UTILITIES	20.560.4235	07652130090823		919 00018
	JUL/AUG WELL #6	45.32	UTILITIES	20.560.4235	12351280340823		919 00019
	JUL/AUG STORM SEWER PUMP	45.34	UTILITIES	01.540.4235	17831081280823		919 00020
	JUL/AUG RESERVOIR HI-LIF	391.30	UTILITIES	20.560.4235	37130630270823		919 00021
	JUL/AUG STREET LIGHTS	332.80	UTILITIES	10.541.4235	37410160100823		919 00022
	JUL/AUG WELL #7 INTERIOR	31.94	UTILITIES	20.560.4235	41330460120823		919 00023
	JUL/AUG STREET LIGHT	25.59	UTILITIES	10.541.4235	53091420190823		919 00024
	JUL/AUG BN STATION	486.57	UTILITIES	21.540.4235	65102840780823		919 00025
	JUL/AUG STREET LIGHT	52.50	UTILITIES	10.541.4235	67622390070823		919 00026
	JUL/AUG MAPLE METER	27.47	UTILITIES	20.560.4235	74312830070823		919 00027
	JUL/AUG CBD TRIANGLE	32.63	UTILITIES	01.505.4235	81903630090823		919 00028
		1,593.14	*TOTAL				
CONWAY SHIELD, INC	15485						
	UNIFORMS STOCK	240.50	UNIFORMS/CLOTHING/EQUIPM	01.532.4317	0510634		919 00029
CORE & MAIN LP	15683						
	METERS	8,790.00	WATER METERS	20.560.4314	T381252		919 00030
FRONTLINE PUBLIC SAFETY	29320						
	FRONTLINE BIKE REGISTRAT	220.50	MEMBERSHIPS & SUBSCRIPTI	01.521.4292	FL77907		919 00031

Claims Register

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
HINSDALE NURSERIES INC	36456								
MAPLE/LOCUST TREES		562.00	OTHER IMPROVEMENTS	65.590.4420	1801383			919	00032
HOLY COW SPORTS	37064								
UNIFORMS STOCK		256.00	UNIFORMS/CLOTHING/EQUIPM	01.531.4317	231358			919	00033
EMBROIDERY		144.00	UNIFORMS/CLOTHING/EQUIPM	01.532.4317	231491			919	00034
		400.00	*TOTAL						
ILCMA-IL CITY-COUNTY MGM	41680								
FISCAL ASSISTANT POSTING		50.00	ADVERTISING/PRINTING/COP	01.512.4231	4708			919	00035
ILLINOIS FIREFIGHTER'S	41818								
CONFERENCE TRAINING: HER		225.00	CONFERENCES/TRAINING/MEE	01.531.4291	3872			919	00036
ILLINOIS MUNICIPAL LEAGU	41776								
FISCAL ASSISTANT POSTING		35.00	ADVERTISING/PRINTING/COP	01.512.4231	1598			919	00037
JG UNIFORMS	47515								
DALEN UNIFORM VEST COVER		150.00	UNIFORMS/CLOTHING/EQUIPM	01.520.4317	119385			919	00038
4039 UNIFORM VEST COVER		200.00	UNIFORMS/CLOTHING/EQUIPM	01.521.4317	119386			919	00039
		350.00	*TOTAL						
M.E. SIMPSON COMPANY, IN	79216								
WATER ATLAS MAPPING		1,995.00	OTHER PROFESSIONAL SERVI	20.560.4207	40848			919	00040
MID AMERICAN WATER, INC	57020								
CLAMP		786.46	OPERATING SUPPLIES	20.560.4318	219581A-1			919	00041
MARKING PAINT AND SWIVEL		2,796.00	OPERATING SUPPLIES	20.560.4318	221438A			919	00042
		3,582.46	*TOTAL						
NAMEPLATE & PANEL TECHNO	61169								
PLAQUE FOR JAKUBOWSKI SP		50.35	OPERATING SUPPLIES	01.505.4318	287640			919	00043
NICOR GAS	60720								
JUL/AUG 452 PARK HEATING		86.75	UTILITIES	01.546.4235	13390010000823			919	00044
JUL/AUG 452 PARK HEATING		86.74	UTILITIES	20.560.4235	13390010000823			919	00045
JUL/AUG 214 BURLINGTON H		54.35	UTILITIES	01.546.4235	36724110000823			919	00046
JUL/AUG 316 PARK HEATING		203.26	UTILITIES	01.534.4235	45004110000823			919	00047
JUL/AUG 261 ANN HEATING		49.99	UTILITIES	20.560.4235	65693110000823			919	00048
JUL/AUG 448 PARK HEATING		181.17	UTILITIES	01.523.4235	73748041970823			919	00049
JUL/AUG 1 N PROSPECT HEA		52.07	UTILITIES	01.514.4235	75624110000823			919	00050
		714.33	*TOTAL						
PREMIER OCCUPATIONAL HEA	71748								
FIREFIGHTER J JUNG PHYSI		60.00	EMPLOYEE HEALTH & SAFETY	01.530.4115	133211			919	00051
FIREFIGHTER R TIMBERLAKE		614.00	EMPLOYEE HEALTH & SAFETY	01.530.4115	133211			919	00052
		674.00	*TOTAL						
RAY O'HERRON CO, INC	63848								
UNIFORMS STOCK		296.99	UNIFORMS/CLOTHING/EQUIPM	01.531.4317	2290198			919	00053
SAFE-CARD ID SERVICES	76884								
ID FOR RETIRED CHIEF THO		18.92	ADVERTISING/PRINTING/COP	01.520.4231	35032A			919	00054
STUEVER & SONS	82011								
DITS TAP CLEANING		45.00	SPECIAL EVENTS COMMITTEE	01.504.4203	422359			919	00055
THIRD MILLENNIUM ASSOCIA	84150								
VS DBASE PROG & SET-UP F		2,982.92	OTHER PROFESSIONAL SERVI	01.512.4207	30320			919	00056
U.S. BANK	88336								
08/23-07/24 AGENT FEES		550.00	PAYING AGENT FEES	44.585.4506	7039503			919	00057

Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
	VULCAN CONSTRUCTION MATE	91132					
	STONE	1,225.01	OPERATING SUPPLIES	01.540.4318	33340901		919 00058
	ZHANG/MIAN	.03717					
	582 WILLOWCREEK WATER CR	44.20	WATER ACCOUNTS RECEIVABL	20.000.1156	08/24/2023		919 00059
		32,028.83	**CLAIMS TOTAL				

Claims Register

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		32,028.83					

RECORDS PRINTED - 000059

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	14,313.34
10	MOTOR FUEL TAX FUND	509.06
20	WATER FUND	15,113.43
21	BN/CH PARKING FUND	486.57
44	2011 ALTERNATE BOND FUND	550.00
65	CAPITAL PROJECTS/IMPROVEMENT	562.00
71	POLICE PENSION FUND	494.43
TOTAL ALL FUNDS		32,028.83

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BANK	CLARENDON HILLS BANK	32,028.83
TOTAL ALL BANKS		32,028.83

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

DATE	.....	APPROVED BY	.....
			.....
			.....