



Weekly REPORTS

September 8, 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

Thu Sep. 7

Zoning Board of Appeals and Planning Commission Meeting

Tue Sep. 12

Downtown Design Review Commission Meeting

Sat Sep. 9

Chamber of Commerce Oktoberfest

Thu Sep. 14

Farmers Market

Mon Sep. 11

Patriot Day Ceremony

Mon Sep. 18

Village Board Regular Meeting

MEMORANDUM

To: Village President Tech and Board of Trustees
From: Zachery Creer, Village Manager
Date: September 8, 2023
Subject: Weekly Report

- **Next Board Meeting** – Next Board Meeting is September 18th at 6:30 PM.
- **Downtown Design Review Commission Meeting** – On Tuesday, September 12th 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**- Department operating budget meetings were held this week.
- **Online Parking Permits**- I met with Finance this week to discuss options for moving parking permits online.
- **Crossing Upgrades**- AVM Johnson met with contractors for the kick-off meeting regarding the pedestrian crossing upgrades at the Prospect Railroad Crossing
- **ADA Village Hall Upgrades**- AVM Johnson finalized scope for the ADA improvements to the Village Hall front door and foyer.
- **Oktoberfest** –The Chamber event is scheduled for September 9th, 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 8, 2023
Subject: Department Report

Village Manager Creer, along with Assistant Manager Johnson, and I, recently conducted one-on-one meetings with department heads to thoroughly assess Operating Budget proposals and priorities for the upcoming year. These discussions will continue into the next week as we aim to finalize any last-minute adjustments before we commence the drafting of the budget.

Water bills for usage during July and August were distributed earlier this week, with a due date set for September 25th. If you haven't already done so, we strongly encourage you to consider enrolling in our **Auto Debit program**. It's not only the quickest and easiest way to make payments but also guarantees that you'll never miss a due date. Simplify your life by taking advantage of this hassle-free service, which automatically deducts your bill amount from your checking or savings account. To initiate the process, please visit our Village Website and complete the **"Automatic Payment Application."**

MEMORANDUM

To: Zachary Creer, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: September 8, 2023
Subject: Weekly Report

1. This week the Burlington Avenue Resurfacing Project had crews placing the base layer of asphalt and making manhole frame adjustments to set them at the correct elevation for the surface layer of asphalt. Next week, the landscapers are expected to start restoration work. Once that work is completed, crews will place the surface layer of asphalt.
2. Work on Ann and Byrd had the contractor working on regrading some ditches and patching more of the asphalt driveway aprons that were disturbed when the concrete ribbons or culverts were installed. They ground off the old pavement on Tuesday and patched the road base on an as-needed basis. They plan to complete landscape restoration next week. Once completed, they will be able to install the final level of pavement.
3. A field meeting was held to plan out work for the resurfacing of Ann from Prospect to Eastern and then Eastern from Ann to Park. These two blocks will have new sidewalk installed, storm sewer work completed and the have the pavement resurfaced. This work is slated to start on September 18th. Coordination with local businesses will occur once the start date is confirmed.
4. A preconstruction meeting was held for the installation of pedestrian gates at the four corners of Prospect and the railroad tracks. This project is being required by the Illinois Commerce Commission.
5. I attended a meeting put on by DuPage County on best practices for stormwater management.
6. Our Water Operators went to a continuing education training put on by the Illinois Section of the American Water Works Association.
7. Set up was completed for the Farmers Market. Equipment was staged on Friday for the Chamber of Commerce Oktoberfest which takes place on Saturday.
8. A large number of meter appointments were completed.
9. Miscellaneous lawn mowing, trip hazard remediation 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 8, 2023
RE: Community Development Department Report

1. **Illinois APA Conference**: I will be attending the Illinois Chapter of the American Planning Association conference in Naperville next week. The conference will be held at North Central College between Monday, September 11th and Wednesday September 13th. I will be checking and responding to emails during this time period and will attend the scheduled DDRC meeting on September 12th.
2. **ZBA/PC Meeting**: The ZBA/PC held their first meeting on September 7th, at their new date, which is now the first Thursday of the month. The one agenda item, which was case PUD514/100 Byrd Court, was approved with a number of conditions. The petition was for a PUD to allow the site to locate two shipping container farms that would grow lettuce and other leafy greens under the permitted use of a Greenhouse/Nursery. Also, the petition was for the purpose of requesting a use exception under Section 20.14.5 of the Zoning Code for the eight specified parking spaces at 100 Byrd Court.
3. **DDRC Meeting**: The next Downtown Design Review Commission has a meeting scheduled for Tuesday, September 12th. The following item will be on the agenda: Centennial Plaza - Prospect Ave Traffic Study. A brief presentation from Christopher Burke Engineering on the Traffic Study will occur and there will be time for questions and comments from the public and business owners.
4. **Code Enforcement**: The following code enforcement activities occurred this week:
 - 153 and 155 Juliet were confirmed sold to two different parties and a lot of initial work has started to clean up the properties.
 - 428 Ruby and 251 Holmes are getting close to demolition.
 - Illegal Sign was removed at Railroad at S. Prospect Ave.
 - State Farm Insurance office has moved to 99 Park Ste. 101.
 - 100 block of Oxford: Tall grasses and or weeds and notice went out.
 - 100 block of Byrd Ct: Multiple IPMC violations and notice was sent out.
 - 5600 Western met owner on-site regarding water issues along rear of property and a formal notice to go out.

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT



DATE: September 8, 2023
To: Village Manager Creer
From: Chief P. Dalen
Subject: Weekly Activity Report

Recent Training, Meetings and Events

- This month's Police Law online training pertains to Supreme Court Rulings.
- This month's CourtSmart covers Law Updates and Human Rights.
- Officers participated in school response preparedness roll call training.

Recent incidents:

On August 31, 4:01pm, officers responded to the station for a suspended FOID card turn in.

On September 1, 6:03pm, officers spoke with a resident regarding a violation of an order of protection.

On September 2, 8:42am, officers responded to Rte. 83 for a report of a person who passed out behind the wheel. Officers located the car and roused the driver who was covered in vomit. After a brief DUI investigation, the driver was taken into custody for DUI and his vehicle was towed.

On September 3, 12:19pm, officers responded to the 500 block of Carlyle for a disturbance. Two white males were arguing in the parking lot. Upon arrival, officers were met with uncooperative parties who did not want to sign complaints.

On September 4, 3:56am, officers responded to the 500 block of Carlyle for a domestic battery report. Officers assisted the victim and searched for the offender who fled the area. An arrest warrant was obtained for the offender.

On September 5, 1:57am, officers stopped a vehicle on Rte. 83 for several lane violations and driving without headlights. The driver displayed indicia of intoxication and a DUI investigation ensued. Ultimately, the driver was taken into custody for DUI, giving false I.D., driving on a suspended driver's license, and endangering the two children in the car. Her vehicle was towed to the station.

On September 5, 5:09pm, officers spoke with a resident at the station regarding an identity theft.

On September 5, 9:15pm, officers responded to the 500 block of Carlyle for a suicidal subject. The person in question was transported for evaluation.

On September 5, 10:00pm, officers responded to a residence on Ogden for a domestic. The parties involved agreed to separate for the night.

On September 7, 10:30am, officers located a stolen vehicle on Forest Hill Dr. The vehicle was stolen out of Norridge the night before. Pending.

MEMORANDUM

To: Zachary Creer, Village Manager
From: Brian Leahy, Fire Chief
Date: September 8, 2023
Subject: Weekly Department Report 2023-24 (2 week report)

1. Fire Prevention Bureau Activity.
 - Lt. Godek has been very busy with Fire Prevention/Life Safety Inspections and many other issues related to fire alarms, development projects, etc.
 - Lt. Godek and I are working on updating the fire prevention code for the village. This will take a few months to complete.
2. Training Report:
 - Wednesday evening, eighteen (18) firefighters attended regular weekly evening fire suppression training at the station. Vehicle extrication training was conducted on a salvage car using hydraulic rescue equipment.
3. COVID 19 Report:
 - Ambulances and Hospitals are seeing an uptick of COVID patients in the past week. We are keeping a close watch on these increases.
4. Emergency Medical Services Report:
 - No report.
5. Emergency Management Report:
 - No report.
6. Du-Comm Report:
 - No report.
7. On Tuesday August 29th several members of the fire department traveled to Pierce Manufacturing in Appleton Wisconsin to meet with their engineers to finalize the detailed specifications, engineering, graphics and drawings for the Ladder truck and pumper. At this meeting and other meetings we have identified a few changes that need to be made. This will be brought to the Village Board on September 18th for approval. At this time the pumper is scheduled to be completed by April 1, 2024 and the aerial by May 1, 2024.
8. Vehicle Maintenance:
 - Ladder 86 repairs and maintenance was completed on Friday, September 1st and this vehicle was placed back into full service. This vehicle was at Wirfs in McHenry since July 6th getting hydraulic repairs and regular annual maintenance. Parts for a 21+ year old vehicle continue to be a problem.
 - Squad 86 was taken to Wirfs in McHenry on Friday, September 1st for annual maintenance and minor mechanical repairs. We hope to have this vehicle back next week.

- Medic 86, 2022 Ford/Horton ambulance was taken to the dealer Foster Coach in Sterling early today for minor mechanical repairs and warranty paint work. We hope to get this vehicle back late next week. Our reserve ambulance Medic 86r 2015 Freightliner/Horton is now in service until M86 returns.

9. 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 three (3) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale ten (10) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont one (1) time.
- The Clarendon Hills Fire Department responded Automatic Aid to Oak Brook one (1) time.
- Medic 86 responded to three (3) EMS calls in Hinsdale.
- Saturday, August 26th at 9:42 AM. Medic 86, Squad 86 and Hinsdale Engine 84 responded to a vehicle accident with minor injuries on Oxford near Naperville Rd.
- Tuesday, August 29th at 12:41 AM. Engine 86, Squad 86, Medic 86, Chief 86, Hinsdale Tower 84, Chief 84, Westmont Engine 183 and Chief 183 responded for a structure at 218 Walker Ave. Upon arrival Engine 86 determined that this was a small electrical problem related to a ceiling fan and returned all automatic aid companies. Fire Extinguished quickly.
- Tuesday, August 29th at 8:57 AM. Engine 86 responded to an outside gas leak at 319 Park Ave. Nicor notified.
- Sunday, September 3rd at 1:21 PM. Ladder 86, Medic 86 & Chief 86 responded automatic aid to Hinsdale Fire Department for a Structure fire at the Fuller House restaurant 50 S. Garfield Avenue. Clarendon Hills crews assisted with fire suppression activities. Deputy Chief 86 later responded to assist with the fire investigation.
- Sunday, September 3rd at 9:15 PM. Ladder 86 and Medic 86 responded for a small outside fire in Prospect Park.
- The Fire Department responded to forty-four (44) emergency calls during the past 2 weeks.

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

