

**VILLAGE OF CLARENDON HILLS
MANAGER'S REPORT
MARCH 1, 2013**

- A. Policy Feedback --**
- B. Management Reports**
 - 1. Manager's Notes -- See weekly report**
 - 2. Finance Department -- No weekly report**
 - 3. Public Works Department -- See weekly report**
 - 4. Community Development Department -- See weekly report**
 - 5. Police Department -- See weekly report**
 - 6. Fire Department -- See weekly report**
- C. News/Media Items - See attached articles**
- D. Calendar**



Village of Clarendon Hills Manager's Report

To: Village President & Board of Trustees

From: Randall Recklaus, Village Manager

Date: March 1, 2013

1. Christina Burns attended the ILCMA Winter Conference Thursday and Friday last week. The sessions were informative and the conference provided an opportunity to hear about the issues other towns were facing. There were sessions on leadership, teambuilding, and collective bargaining trends.
2. I met with Mike Millette, Peg Hartnett and Christina Burns on Wednesday on the future of the road program. We realized this fall that the current capital plan did not adequately address future road program expenses. In order to maintain current road conditions and funding levels we will have to dramatically reduce capital reserves. Staff is developing a range of options for the Village Board to discuss at the upcoming budget workshop. As mentioned in previous correspondence, this will be a major focus of our budget workshops and planning discussions over the next year.
3. Speaking of the budget workshop, we have set a date. It will be held on Monday, March 25th at 6pm at the Police Department, in the large conference room. A light dinner will be provided to the Board. As with last year, we would like to get the budget document out to the Board and make it available to the public in advance of the meeting, so that we can ensure a productive discussion occurs. We would ask that the Board review the budget as soon as possible once it is received and forward any questions to staff in advance of the meeting so that we can focus on strategic issues and make the best use of everyone's time. Staff is proposing the following distribution and communication schedule:
 - a. **March 8th**- Estimated date for distribution of the Budget Document. A copy will also be made available online and at the Clarendon Hills Public Library.
 - b. **March 15th**- Deadline for first round of written questions to Staff. Again we ask that Trustees submit any questions they have in writing to staff before the end of the business day on the 15th so we have time to prepare a detailed and thoughtful response in advance of the meeting. We also ask that Trustees indicate any particular areas of interest that they would like covered in detail at the Budget Workshop meeting. All questions and answers will be posted on our website (unless confidential in nature) and be sent out to all Trustees. Residents will be encouraged to email us questions during that time frame as well.

- c. **March 20th**- Staff will answer every question received with a written response by the end of the business day on March 20th. Again, questions and responses will be made public unless confidential in nature.
 - d. **March 22nd**- We ask that Trustees submit any remaining follow-up questions they have no later than the end of business day March 22nd.
 - e. **March 25th**- Budget Workshop at 6pm. Staff will give a presentation on the budget as proposed and work in detailed answers to any questions received by March 22nd. Obviously members of the Public and the Board will have the opportunity to ask new questions at this meeting as well.
4. Today the Village hosted a student from Hinsdale Central High School who is completing observation hours to fulfill a class requirement. She began at 6:30 this morning at the Police Department, visited Public Works and then spent time at Village Hall. We hope the day was informative to her. I would like to thank all of our staff that spent time with her today, especially Police Officer Tom Laird, Police Assistant Kelly Schildgen, Chris Boone, and Dawn Tandle.
5. The March/April issue of Trustee Topics was completed this week and sent to the printer. It will be delivered to homes next week.
6. We are now taking sponsorships for the 2013 Planting Partners Program. The sponsorship cost did increase this year as a result of a slight increase in planting costs as well as to achieve our goal of fully funding the planting costs for the beds downtown. Christina will be working with Joe Ferrel as we get closer to planting to include a few additional hardy perennial plants with the goal of reducing the cost of future plantings and reducing future sponsorship cost increases. If you are interested in sponsoring a planter downtown, please contact Christina.

Have a Great Weekend!

Village of Clarendon Hills
Department of Public Works

MEMORANDUM

DATE: March 1, 2013
TO: Randy Recklaus, Village Manager
FROM: Mike Millette, Director of Public Works
SUBJECT: Department Notes

1. We had our largest snow fighting effort of the season this week. On Tuesday afternoon, we had two crews (four trucks) begin plowing and salting and a third crew was clearing the platforms and the CBD. All main routes had had one pass completed before 3:00 p.m. and we then started on the secondary's. The downtown contractor was in by 5:00 p.m. Operations were completed by 10:00 p.m. A crew was recalled at 3:00 a.m. to make another pass throughout town, which was completed by 8:00 a.m. Approximately 80 tons of salt were used.
2. Thursday morning we had another, but smaller response. One crew was salting and a second was on the BNSF platforms and CBD. Our contractor was called in as well. Operations were completed by 10:00 a.m. Twenty tons of salt were used.
3. Today we will be clearing snow piles from the CBD and hauling them to our yard.

MEMORANDUM

To: Randy Recklaus, Village Manager
From: Dan Ungerleider, Community Development Director
Date: March 1, 2013
Subject: Department Report

1. **Demolition of 227-231 Burlington Avenue:** Environmental Assessment Underway. We are expected to go out for demolition contract bids next week.
2. **Downtown Master Plan (DTMP) Update:** This week we formalized the Subcommittee candidate list for Village Board action on March 4th. Defined roles for each of the subcommittees have been published on the project website. We are now preparing for the Kick-Off Community Meeting. This event will be held at the Clarendon Hills Middle School (CHMS) on March 20, from 7:00-9:00pm.

On Thursday, I met with one of the 8th Grade AP History classes at CHMS to introduce them to the DTMP project. Later, after Spring Break, they will be working with their fellow students to develop a student DTMP.
3. **Downtown Design Review Commission:** On Monday evening the Downtown Design Review Commission (DTYDRC) reviewed the 11-unit condominium proposal for the southeast corner of Park and S Prospect Ave. The developer is scheduled to appear before the Commission on March 19th. Once approved by the DTDRC, the development will be forwarded to the ZBAPC for public hearing and PUD review.
4. **Department Projects:** List of Projects, ongoing and future, is listed on page 2 of this report.
5. **Code Enforcement Reports:** Please see attached reports

As always, please do not hesitate to contact me if you have any questions.

Community Development Department Projects
(current projects are bold, future/planned projects are not bold)

1. Building

- a. **construction deposit backlog**
- b. **building code update - 2012 ICC** (2012 Energy Conservation Code not mandated for 2006 ICC communities)
- c. **permit fee structure review**
- d. electronic permit and inspection system (internal/external)
- e. consolidate address file systems

2. Code Maintenance/Enforcement

- a. **VB memos (3/18/2013)**
 - i. **Special Use - Firearm and Ammunition Retail Sales**
 - ii. **Special Use - Medical Marijuana Distribution Facility**
 - iii. **Special Use - Adult Entertainment**
- b. **227 Burlington Av Demolition (3/15/2013 & 5/1/2013)**
- c. **Park Willow (35 foreclosures)**
- d. **2012 Property Maintenance Code**
- e. **zoning text amendment - gravel driveways and parking lots**
- f. **zoning text amendment - parkway maintenance**
- g. **zoning text amendment - floor area ratio**

3. Planning and Development Review

- a. **DTDRC - 103 S Prospect (88 Park Av)**
- b. **DTMP**
 - i. **VB memos (3/4/2013) - Subcommittee Appointments**
 - ii. **Middle School Program (Art/LA/History) - Started/Visiting 1st Class 2/28/2013**
 - iii. **QR Surveys & Signs**
 - iv. **Existing Conditions Update**
 - v. **Stakeholders**
 - vi. **Kick-Off Mtg (3/20/2013 7-9pm) - Project Intro & Pre-visioning Discussion (at CHMD)**
 - vii. **Visioning (4/2013)**
- c. **develop GIS mapping - address, zoning, land use, utilities, inventory maps (april/may 2013) update**
- d. **development review fee structure review**
- e. **Ogden TIF District**
- f. **55th street corridor plan**
- g. **1991 comprehensive plan update**
- h. **zoning ordinance update**
- i. **subdivision code update**

[illegible]

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT

DATE: March 1, 2013

To: Village Manager Randy Recklaus

From: Chief Ted Jenkins

Subject: Weekly Activity Report

1. On Monday our automated external defibrillators (AEDs) were inspected by Bio-Tron Inc. out of Tinley Park. Dave Godek schedules the company to do annual checkups on all of the Villages AEDS. This year we needed three new batteries and pads. Thanks to Dave for keeping our AEDS in "always ready" condition.
2. On Wednesday Officers Leinweber and Porter attended the DuPage Juvenile Officers meeting at the Westmont Police Department. Assistant State's Attorney Francis Cermak was the presenter. Mr. Cermak's focus is government litigation including providing advisement for DuPage County's Regional Superintendent of Schools
3. I spent several hours this week looking at options for the FIAT SWAT truck replacement. The FIAT SWAT Team currently utilizes a retrofitted 1994 Ford F-350 ambulance as its primary equipment vehicle. The vehicle was transferred to the SWAT Team from the Oak Brook Fire Department in 2006. The trade-in value of the vehicle at that time was \$4,500. The Oak Brook Police Department was not assessed dues for three years in exchange for the vehicle (dues were \$1,500 per year at the time). The vehicle was subsequently modified for SWAT use through donations and placed into service in March of 2007.
Due to the age and condition of the vehicle, it is no longer capable of consistently meeting the needs of the SWAT Team. FIAT has paid approximately \$9,740 for repairs to the vehicle since March of 2007. A cost breakdown is listed below:

- March 2007: \$7,960 Engine Replacement
- February 2010: \$150 Towed from the Scene of a SWAT Activation
- July 2012: \$1,340 Extensive Suspension Repairs

These costs do not include regular on-going maintenance and comparatively inexpensive repairs subsidized by Oak Brook (primary maintenance provider) and Clarendon Hills (storage location of vehicle). Those costs are estimated at approximately \$1,500. The vehicle has outlived its usefulness and should be immediately replaced. Historically, FIAT has utilized ambulances rotated out of service for the purpose of transporting equipment in the event of a SWAT activation. I do not believe this is a sound business practice as these vehicles are typically deemed "unfit" for fire service. Typically the fire service justification for replacement is reliability and maintenance. FIAT has taken possession of these vehicles out of budgetary necessity. Additionally, an ambulance chassis is not designed to carry the weight of the FIAT equipment causing expedited wear and tear on the vehicle. I believe FIAT is financially capable of deviating from this practice and I am exploring our options. I will present my findings at a special FIAT meeting on March 4th.

4. Police applicant background checks were completed by Detective Shirley this week. They were forwarded to the Police Commissioners and I expect to get some directions from the Commission in the next few days.
5. Kelly Schildgen has been working hard at updating the Village's emergency contact list. The list is used by both the Police and Fire Department to contact building and business owners in an emergency. Updated letters should be in the mail soon.
6. The PD processed 383 second quarter commuter parking permits. Kelly, Kelly and Michelle process and mail almost 400 permits every three months. This quarter we have seventeen Burlington Avenue permits still available.
7. In spite of the exceptional job Mike Millette and his staff did handling the weather, the PD handled 4 traffic accidents this week.

Significant traffic and criminal activity during the period February 22, 2013 through February 29, 2013

1. On 2/22 several mailboxes on the 200 block of Woodstock were damaged. Residents with damaged mailboxes were notified by the PD and a report was completed.
2. Clarendon Hills' officers made two arrests for driving with a suspended/revoked driver's license and served one arrest warrant in the last week.

VILLAGE OF CLARENDON HILLS FIRE DEPARTMENT

DATE: March 1, 2013

TO: Randy Recklaus
Village Manager

FROM: Brian Leahy
Fire Chief

SUBJECT: Weekly Fire Department Report 2013-08

1. Fire Prevention Bureau Activity during the past week.
 - Five (5) Fire Prevention/Life Safety inspections were completed this week.
2. Training Report:
 - Wednesday evening, twenty four (24) firefighters attended regular weekly training.
 - Thursday evening, eleven (11) Clarendon Hills FD Officers and Firefighters attended a tactics and strategy class held in conjunction with the Hinsdale and Western Springs Fire Departments. This is the first of three (3) tactics classes during March involving members from these three (3) departments. All three departments are sharing in the cost of the outside instructors for this class.
3. Emergency Medical Services Report:
 - No report this week.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - See training report above.
5. Testing and annual certification of all village owned AED's was done on Monday at the fire station. This is done annually by an outside contractor. All of the AED's are checked completely for proper operation, expired pads are replaced, batteries are checked and units are recertified for another year.
6. This week I worked with representatives from Motorola regarding a few programming issues with the Starcom Radio equipment that needed adjustments for the proper connection to SWCD.
7. On Thursday, a site visit was conducted at the 233 Burlington Water tower site to plan for the installation of VHF Fire Paging equipment and microwave equipment that will be used as a backup communications system for area fire departments. This \$400,000 project is being 100% funded by a grant from the DuPage County Emergency Telephone System Board.

8. Last week we were notified that we were awarded another FEMA Fire Act Grant in the amount of \$5,325. This grant is for fire prevention purposes and it will be used to purchase approximately 160 combination smoke/carbon monoxide detectors that will be given away to homeowners.
9. Last week we applied for another grant from the Illinois State Fire Marshal for protective clothing. This grant request was for \$22,500. About 4 years ago we received a grant for this type of project in the amount of \$25,000.
10. Incidents of Interest:
 - During the past week Hinsdale FD responded to two (2) calls in Clarendon Hills.
 - During the past week Clarendon Hills FD responded to three (3) calls in Hinsdale.
 - Saturday, February 23rd at 1:22 PM. Heavy Duty Rescue Squad 316 responded to assist the Westmont Fire Department with a structure fire at 808 Burr Oak Lane in Westmont.
 - Thursday, February 28th at 3:53 AM. Truck 319, Deputy Chief 302 and Captain 306 responded to assist the Hinsdale Fire Department with a structure fire at 942 S. Bruner St. in Hinsdale.

11. Fire/Rescue/EMS calls:

- During the past week the fire department responded to twenty three (23) emergency calls.

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

~ March 2013 ~							Apr 2013 ▶
◀ Feb 2013	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1	2
3		4 7 pm. - Village board mtg.	5	6	7	8 8 A.M. - Downtown Plan Update Steering Comm. Mtg.	9
10		11	12	13	14	15	16
17		18 7 p.m. - Village board mtg.	19	20 9 a.m. - Chamber 7 p.m. Downtown Plan Update Community Mtg. - Clarendon Hills Middle School	21 7:30 p.m. - ZBA	22	23
24		25 6 p.m. - Village Budget Workshop - Police Department meeting room	26	27 6 p.m. - Historical Society - Bd. Room 7 p.m. - Special Events Comm. Mtg. - conference room	28	29	30
31 Easter	Notes:						

~ April 2013 ~							May 2013 ▶
◀ Mar 2013	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 7 p.m. – Village board meeting	2	3	4	5	6	
7	8	9 7 p.m. – Mosquito Abatement – Bd. Room	10	11	12 9 a.m. Fire Pension Bd. Mtg.	13	
14	15 5:30 – Police Pension Bd. Mtg. 7 p.m. – Village board meeting	16	17 9 a.m. – Chamber	18 7:30 p.m. – ZBA	19	20	
21	22	23	24	25	26	27	
28	29	30	Notes:				

The Doings Clarendon Hills

Clarendon Hills resident wants to build downtown condos

BY CHUCK FIELDMAN | cfieldman@pioneerlocal.com February 20, 2013 4:14PM

Updated: February 20, 2013 4:16PM

CLARENDON HILLS — A longtime Clarendon Hills resident wants to build condominiums at the southeast corner of Prospect and Park avenues.

Mike Van Zandt is seeking downtown design review approval for a 4-story, 11-unit residential condominium. The plan is on the agenda for the 7 p.m. Feb. 25 Downtown Design Review Commission meeting at Village Hall, 1 N. Prospect Ave.

Plans call for the ground-level parking be underground because the property is on a hill. Individual condominium units are expected to mainly be two and three bedrooms.

"I want larger units and don't want to build out until the unit owner can have a hand in the design," Van Zandt said.

The vacant property at 103 S. Prospect Ave., is about 18,000 square feet, which is about 0.4 acres and the size of two residential lots, said Dan Ungerleider, director of community development. The property is at the south end of the village's downtown area.

"I think it's a wonderful location for proximity to downtown, and it's very convenient for commuters, with the train station so close," Van Zandt said. "I also think it can be a great location for empty nesters who want to stay in town, but have a larger space than what's available in other condominiums."

A house previously on the property was demolished in 2006. In 2007, tentative plans for 16 condo units with restaurant, retail space, and underground parking never materialized.

Ungerleider said the property is zoned for business. If the Downtown Design Review Commission approves the architectural design for the condominium project, the next step would be for Van Zandt to go to the village's Zoning Board of Appeals/Plan Commission to seek approval for a planned unit development.

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The Doings Clarendon Hills

Couple offers custom meals to go in Clarendon Hills

BY REBECCA R. BIBBS | Contributor February 28, 2013 10:12AM

Updated: February 28, 2013 10:22AM

CLARENDON HILLS — Master trainer Lewis Balentine noticed some of his clients had a difficult time maintaining the diets he helped them develop

Balentine asked if they would stick to their nutrition plans if he could arrange for advance meal preparation. They said they would.

"Hands down, the single biggest complaint when someone claims not to be able to do it is they don't have time to make the meals," he said.

Passing by the Village Gourmet restaurant a short while later, he stopped in and proposed the restaurant prepare the meals. Clients order from eight on Friday and pick up on Tuesday.

And it's not just Balentine's fitness clients who take advantage of fresh, homestyle meals.

"We have customers who come in and load up shopping bags full of stuff. They come in once every few weeks to stock up," said Michael Howe, wife, Wendy Howe.

He also is co-owner with a former culinary school student of the Grey Plume in Omaha, Neb., which for several years held the distinction of being "It America" and was featured in Bon Appetit magazine.

The Howes met while attending the culinary school at Johnson and Wales University in Rhode Island. They bought the Village Gourmet in 2008, made it their own concept, but have added and removed menu items to make it their own.

For instance, the restaurant is becoming known for its gluten-free cooking, partially because of the dietary requirements of Balentine's clients and in other patrons.

"It's not as difficult as it used to be because of the availability of the flours," Michal Howe said.

Special requests sometimes become the daily special.

"Sometimes, it's just a customer saying, Hey can you make pot roast next week. I think well, if one customer wants it, may the other will," Wendy Howe said.

The Oak Lawn native said her interest in cooking and baking started as when she was a child.

"I guess growing up it was a passion being in the kitchen with my mother and grandma," she said.

Her family also influenced the way she runs the business. As a teenager, she worked in retail at Archer Avenue Big Store, a Sears-like department store owned by a Czech immigrant.

"I learned a lot from him. I worked hard there. I learned if you're a good hard worker, you will succeed," she said.

But her first love is the kitchen.

"I'd rather not be in the office. I'd rather not be at the desk. I'd rather be in the kitchen creating something new or talking to the customers," she said.