

**VILLAGE OF CLARENDON HILLS
MANAGER'S REPORT
NOVEMBER 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 -- No weekly report**
 - 6. Fire Department -- See weekly report**
- C. Calendar**



Village of Clarendon Hills Manager's Report

To: Village President & Board of Trustees

From: Randall Recklaus, Village Manager

Date: November 1, 2013

1. This week more time was spent getting ready for the 2013 Goal Setting Session. While everyone has contributed, I want to specifically thank Peg Hartnett and Mike Millette for their efforts in support of the meeting. Again, the formal meeting begins at 9am at the Police Department, with continental breakfast for board members beginning at 8:30am.

Please review the memo that went out yesterday via email. If you need a hard copy, please call my office.

2. I attended a supervisory labor law training at the Fire Department put on by Attorney Tom Melody on Tuesday. A number of other Village supervisors from all departments attended as well. It was very informative.
3. I attended a meeting of the Downtown Master Plan Economic Development Subcommittee this week. They recently conducted interviews of various downtown property owners and a survey of business owners. They have begun to facilitate that information in preparation for the joint Downtown Master Plan Committee meeting to be held next week on November 5th. A panel discussion of commercial real estate professionals is being organized as the next step for this process for this committee.
4. Mike Millette and I met with representatives of Burke Engineering on Wednesday to discuss their work on potential improvements to the storm water system in Clarendon Hills. Their findings at this point will be discussed in greater detail on Saturday morning.

Have a Great Weekend!

Village of Clarendon Hills
Department of Public Works

MEMORANDUM

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

1. On Holmes and Allen, the contractor is completing the replacement of drive aprons which will continue into next week. The sod has been replaced and will be watered as needed. Otherwise, the work is essentially complete. On Ann, Bonnie, Eastern, Powell, Sheridan and Short, all concrete shoulder installation is complete. The contractor will be replacing culverts and re-grading ditches through the beginning of next week while also beginning driveway apron repairs. Small amounts of sidewalk replacement will also occur. Following the completion of the preceding work, the parkways will be seeded and/or sodded and the asphalt binder and surface will be placed. The project is still on schedule.
2. The 2013 Sidewalk Removal and Replacement program will begin on November 4th. Completion is targeted for November 15th.
3. The replacement school zone signs have been installed on Chicago. We will be replacing other signs in the near future in order to further enhance driver awareness.
4. We were very busy with yesterday's rain. Our gauge recorded 3.7-inches for the event (as of 9:00 a.m. today). Fortunately the rain was generally steady with no sustained, heavy peaks and the ground was relatively dry. Still, we experienced flooding in the Chestnut alley which required supplemental pumping using our new portable 6-inch pump; we drew down the Dallas Street reservoir after the Park Avenue storm sewer began to empty; and we monitored Blue Lake, Blackhawk Heights, Hinsdale Golf Club and the Ruby/Walker/55th area. Only minor yard flooding was observed and no road closures were necessary. We had two crews out clearing debris from culverts and inlets for the greater part of the day, one crew was held over until 6:00 p.m. and remained on call throughout the night.



MEMORANDUM

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

1. **DTMP Update** - All three subcommittees met this week to prepare for the upcoming joint meeting on November 5th and the Community Open House on the November 20th (see below). Tuesday evening's joint meeting will give the subcommittee members an opportunity to present the work, share their thought and discuss options and strategies for the downtown. During the November 20th Community Open House the subcommittee members will be sharing their work and seeking community input. All of these open conversations will be helpful during our continued development and refinement of the revised Downtown Master Plan (DTMP).

Upcoming meeting times are posted on the Village's DTMP update website and below:

- a. Joint Subcommittee Meeting - November 5, 2013 at 7 pm
 - b. Community Open House - November 20, 2013 at 7:30 pm
 - c. Economic Development Forum - Early December
2. **Natural Hazard Mitigation Plan Workgroup & 2013 Annual Meeting** - Early in September the Village granted a resolution adopting the DuPage County Natural Hazard Mitigation Plan (the "Plan"). By doing so, the Village would remain eligible to receive Federal Emergency Management Agency (FEMA) and Illinois Emergency Management Funding (IEMA) for natural disaster mitigation. The plan, which is coordinated in a county-wide effort by the DuPage County Office of Homeland Security, identifies ways through which the county, municipalities and townships can reduce the impact of natural disasters on residents, public facilities and businesses. On Thursday morning I attended the Natural Hazard Mitigation Plan Workgroup & 2013 Annual Meeting. During the meeting the County and municipal representatives discussed the status of the county-wide 2013 flood event mitigation, the adoption and implementation of the DuPage County Plan, and the draft 2013 Annual Report.
 3. **Permits Issued** - During October the Village issued 27 permits having a total reported value of \$826,310.

VILLAGE OF CLARENDON HILLS FIRE DEPARTMENT

DATE: November 1, 2013
TO: Randy Recklaus
Village Manager
FROM: Brian Leahy
Fire Chief
SUBJECT: Weekly Fire Department Report 2013-34

1. Fire Prevention Bureau Activity during the past week.
 - Work continues on the computerized pre plan project.
 - Five (5) Fire/Life Safety Inspections were completed.
2. Training Report:
 - No department training was conducted this week.
3. Emergency Medical Services Report:
 - No report
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - Clarendon Hills, Hinsdale and Western Springs Training continue to meet to develop joint training plans.
5. On Tuesday afternoon, myself and Deputy Chief Krupp along with representatives of other village departments attended Supervisor training conducted by Tom Melody.
6. We have applied for an Emergency Management grant along with Hinsdale, Western Springs and LaGrange related to Medical Reserve Corp which will help us to recruit, train and maintain various volunteers needed during a disaster situation.
7. This week Mike Millette and I met with the general contractor which holds a maintenance and purchasing bid award through the City of Naperville. This is considered a joint purchasing process. They are looking at tuck pointing in the spring for the fire station. I am also working with them on a roof and HVAC unit replacement project that is in next year's budget.

8. Incidents of Interest:

- During the past week Hinsdale FD responded to two (2) automatic response calls in Clarendon Hills.
- During the past week Clarendon Hills FD responded to six (6) automatic response calls in Hinsdale.
- Tuesday, October 29th at 5:08 PM. Ambulance 314 and Rescue Squad 316 responded for a vehicle accident with injuries on Rt. 83 at Chicago Ave. One (1) patient transported to a local hospital.

9. Fire/Rescue/EMS calls:

- During the past week the fire department responded to twenty (20) emergency calls.

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

~ November 2013 ~							Dec 2013 ▶
◀ Oct 2013	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1	2 9 a.m. – Village Board Retreat
3		4 7 p.m. – Village Board Mtg.	5 Election Day 7:00 p.m. – Joint Subcommittee Mtg. – Board Room	6	7	8	9
10		11 Veterans' Day – Village offices closed	12 7 p.m. – DTMP – Design Comm. – conference room	13	14	15	16
17		18 7 p.m. – Village Board Mtg.	19	20 9 a.m. – Chamber 7:30 p.m. – Community Open House – Board Room	21 7:30 - ZBA	22	23
24		25	26 7 p.m. – DTMP – Design Comm. – conference room	27	28 Thanksgiving – Village offices closed	29 Village offices closed	30

More Holiday Calendars from WinCalendar: 2013 Calendar with Holidays, 2014 Calendar with Holidays, Calendar with Holidays

~ December 2013 ~							Jan 2014 ▶
◀ Nov 2013	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	
	7 p.m. – Village Board Mtg.					6 p.m. – tree lighting ceremony / Christmas Walk	
8	9	10	11	12	13	14	
		7 p.m. – DTMP – Design Comm. – conference room					
15	16	17	18	19	20	21	
	7 p.m. – Village Bd. Mtg.		9 a.m. Chamber	7:30 p.m. – ZBA			
22	23	24	25	26	27	28	
		Village Offices Closed	Christmas – Village offices closed				
29	30	31	Notes:				