

**VILLAGE OF CLARENDON HILLS  
MANAGER'S REPORT  
AUGUST 2, 2013**

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- 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. 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:** August 2, 2013

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1. Staff learned this week that AT&T will continue to use the temporary trailer in place off of Park Avenue to maintain phone and internet access for residents in the middle portion of town until October. The trailer was put into operation after the equipment cabinet on Park Avenue was damaged during the April 18<sup>th</sup> flooding event. A new cabinet is on order, but the process is taking longer than AT&T initially anticipated.
2. Staff is planning an open house event on August 7<sup>th</sup> at 9am at Village Hall for downtown businesses to discuss the upcoming downtown construction projects. The parking lot work will begin on or around August 19<sup>th</sup> and will continue for two weeks, the railroad work will begin on August 23<sup>rd</sup> and will continue for 10 days. All traffic needing to cross the tracks will be rerouted to Cass Avenue during the crossing work. South Metra Lot permit holders have been notified of alternative parking arrangements made for them. In particular, the vacant lot at 9-23 Park Avenue, and unused permit spaces along Burlington will be made available. The Lion's Club has also graciously given us 35 temporary permit spots to distribute to south lot users on a first come, first served basis.
3. This summer, legal intern Laura Miller has been conducting a comprehensive review of the Village Code. She has worked her way through nearly all of the code, cross checking with current state law, other municipal codes and legal resources to identify areas that should be reviewed. Next week, Laura will be presenting her findings to Department Heads and will then issue a final report. From there, staff will establish a process to further study and implement recommended changes, as well as a process to keep the code up to date. Laura has done an excellent job that will help us keep our code current. Kudos also go to Christina Burns for developing this project and supervising Laura's efforts.
4. Staff is continuing negotiations with an additional cell tower tenant for our Burlington Avenue Water Tower. There had been a hiatus in the discussions, but they have picked up again. We are hoping a new tenant will offset the loss of rent from the departure of Sprint from our Park Avenue tower. Additional information will be provided as we arrive at a deal.

Have a Great Weekend!

**Village of Clarendon Hills**  
**Department of Public Works**

**MEMORANDUM**

**DATE:** August 2, 2013  
**TO:** Randy Recklaus, Village Manager  
**FROM:** Mike Millette, Director of Public Works  
**SUBJECT:** Department Notes

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1. The Metra lot resurfacing bids were opened Wednesday. The bid recommendation will be on the agenda next Monday night.
2. The 2013 Water Main Replacement project, consisting of Ann, Sheridan and Short is being advertised for bid today. The bids will be due on the 15<sup>th</sup> with a award recommendation appearing on the August 19<sup>th</sup> Board agenda.
3. Parkway restoration has been underway this week, our subcontractor is out performing street and driveway patching and we are mowing.
4. Approximately fifteen applications for the open Maintenance Worker I position have been received thus far. We will be accepting them for another week.
5. Unfortunately, we have been beset by non-work-related injuries this week. One Maintenance Worker I will be sidelined for six to eight weeks and one Seasonal Part-Time employee, who was to return to school next week, hurt himself playing softball Tuesday night and was unable to return for the last three days. This leaves us with only five full-time field staff and one part-timer - who will be returning to school on the 19<sup>th</sup>. In order to ensure continuity of service, we will be hiring one temporary worker next week and we have been in contact with the Township for potential back-up as we begin interviews as noted above.



# Village of Clarendon Hills

## MEMORANDUM

**To:** Randy Recklaus, Village Manager  
**From:** Dan Ungerleider, Community Development Director  
**Date:** August 2, 2013  
**Subject:** Department Report

1. **Downtown Master Plan (DTMP) Update** - Upcoming subcommittee meetings are scheduled as follows:
  - a. DTMP Land Use Subcommittee – Friday, 8/9 at 8 am
  - b. DTMP Economic Development Subcommittee - Tuesday, August 13 at 5:30 pm
  - c. DTMP Design Subcommittee - Tuesday, 8/13 at 7 pm
2. **103 S Prospect** - As was described in my last report, the owner of the property at 103 S Prospect Avenue is seeking approval for a 3-story, 8-unit condominium development at the southeast corner of Park and S Prospect Avenues. This case is scheduled for a public hearing and consideration by the ZBA/PC at their regular **August 22, 2013** meeting. Notice for this meeting has been mailed and posted as required by ordinance. A copy of the application can be viewed at the Village's Community Development Department in the Village Hall.
3. **Christian Church of Clarendon Hills** - On Monday, I meet with the Christian Church of Clarendon Hills executive and senior ministers to visit their property and discuss potential parking lot and facility expansion plans. We also discussed how they might get involved with land use planning issues in the greater Clarendon Hills area south of 55<sup>th</sup> Avenue.
4. **Construction Deposit Refunds** - The Department continues to process old delinquent permits and deposits. We have reached out to over two hundred permit applicants and have refunded close to \$100,000 in deposits during the month of July. We encourage residents who have not requested final inspections for past permits to contact the Village Community Development Department in order to secure an inspection time and refund of their related construction deposit.
5. **Permits Issued** - During the month of July the Village issued 24 permits having a total reported value \$382,620. The July monthly report will be issued with next week's manager's report.

# VILLAGE OF CLARENDON HILLS FIRE DEPARTMENT

**DATE:** August 2, 2013  
**TO:** Randy Recklaus  
Village Manager  
**FROM:** Brian Leahy  
Fire Chief  
**SUBJECT:** Weekly Fire Department Report 2013-24

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1. Fire Prevention Bureau Activity during the past week.
  - Work continues on the computerized pre plan project.
2. Training Report:
  - No report
3. Emergency Medical Services Report:
  - No report.
4. Clarendon Hills/Hinsdale FD sharing of services report:
  - Personnel from Clarendon Hills and Hinsdale continue to inventory all small equipment including where it is carried on each vehicle to evaluate any duplications of specialized equipment that could be eliminated.
5. All departments are continuing to refine their documentation for the FEMA flood situation reimbursement. It will probably take another week to complete this and then I will schedule a time with FEMA to meet.
6. On Thursday, I attended a DuPage ETSB meeting that dealt mostly with the reprogramming plans for the Starcom radios.
7. Aerial Ladder Truck 319 is still out of service at Wirs in McHenry having maintenance and repairs performed. This is taking longer than expected because of problems obtaining the parts needed. At this time we expect to have the vehicle back on Monday.
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 three (3) automatic response calls in Hinsdale.
  - No incidents of interest occurred during the past week.

- Wednesday, July 31<sup>st</sup> at 12:12 PM. Ambulance 314 responded to assist the Tri State Fire Protection District for a vehicle crash with injuries on Rt. 83 at Ridgemoor Dr. in Willowbrook. One (1) patient transported to a local hospital.

9. Fire/Rescue/EMS calls:

- During the past week the fire department responded to eighteen (18) emergency calls.

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



The village is in the process of reviewing the storm water management. The survey asks how much residents would be willing to play as an additional tax or fee to fund potential system improvements and how significantly their property was impacted by the April flooding.

Burns said the village usually gets 300 to 350 survey responses of the 1,000 sent out.

"That's a pretty good response rate for something like this," she said. "We have cut down on the number of questions this year to 29; we had 60 questions on the 2010 survey."

Burns said questions are reviewed each year by village staff, including department heads, along with village trustees.

Those who receive the survey in the mail have the option of completing that hard copy and returning it to the village or using an included access code to take the survey online. Burns said about two-thirds of those who respond send the hard copy back to the village. The deadline for responses to the 2013 survey is Aug. 6; it was mailed out in mid-July.

Burns said results and a narrative analysis of the 2013 survey should be completed by early October.

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Cheryl Pierce (Logout)

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## Latest News

**Report dead birds in DuPage County online** ([/news/mblurb-NAP-07312013:article](#))

July 30, 2013 9:37AM

**Community survey helps Clarendon Hills planning** ([/news/survey-CHD-08012013:article](#))

July 30, 2013 9:31AM

### SPONSORED

**New ways to explore the Indiana Dunes** ([/things-to-do/weekaway/wa\\_nwindiana\\_dunes-NAP-07302013:article](#))

July 30, 2013 9:21AM

**On This Day: Jimmy Hoffa went missing** ([/people/hoffa-OBD-07292013:article](#))

July 30, 2013 9:38AM

**Seeing the possibilities: Community fundraises for retinal research** ([/people/4eyes-PTD-08012013:article](#))

July 29, 2013 5:13PM

**Hinsdale Central varsity juniors asked to provide senior leadership** ([/sports/75gvbhince-CHD-07252013:article](#))

July 29, 2013 4:24PM

**Makeup trends: Keeping it fresh during the dog days** ([/people/voices/skincare-PTD-08012013:article](#))

July 30, 2013 8:43AM

**Jack Mitchell navigates fast track to success** ([/sports/76racecar-CHD-08012013:article](#))

July 29, 2013 3:49PM

**Crime Briefs: Graffiti at Chicago Avenue and Middaugh Road** ([/crime/briefsch-CHD-07292013:article](#))

July 29, 2013 3:40PM

**Police Blotter: Westmont men damage fence on Purdy Lane** ([/crime/blotter-CHD-07292013:article](#))

July 29, 2013 3:28PM

~ August 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						Sep 2013 ►
4	5	6	7 9 a.m. – Business owners meeting re: construction – Board Room 7 p.m. – Village Bd. Mtg.	8	9 8 a.m. – DTMP Land Use Subcommittee Mtg. – conference room	10
11	12	13 5:30 p.m. – DTMP – Economic Dev. Subcommittee – conf. room 7:00 p.m. – DTMP – Design Subcommittee mtg.. – conference room	14	15 7:30 p.m. – ZBA/PC – rescheduled to August 22, 7:30 p.m.	16	17
18	19	20 7 p.m. – Village Bd. Mtg.	21	22 9 a.m. - Chamber 7:30 p.m. - ZBA	23	24
25	26	27 6 p.m. -DTMP Land Use Subcommittee – conference room	28	29	30	31

<b>~ September 2013 ~</b>							Oct 2013 ▶	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
1	2	3	4	5	6	7		
	Labor Day – Village offices closed Village board mtg. rescheduled to Sept. 3		7 p.m. – Rescheduled Village Board meeting					
8	9	10	11	12	13	14		
		7 p.m. – Mosquito Abatement – Bd. Room 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			3 p.m. Suburbanathlon in Clarendon Hills		
22	23	24	25	26	27	28		
		7 p.m. – DTMP – Design Comm. – conference room		6 p.m. – Board Room in use – Historical Society Presentation				
29	30		Notes:					