

**VILLAGE OF CLARENDON HILLS  
MANAGER'S REPORT  
DECEMBER 13, 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 -- See 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: December 13, 2013

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1. I met with Sharon Durling of NIMEC, our Electric Aggregation Consultant on Monday to go over the success of our Electric aggregation efforts. The aggregation effort saved Clarendon Hills residents a total of \$213,500 to date. Our rates were below the normal ComED rates for every month, but June of this year. Sharon recommends that we reconvene the advisory committee again late summer or early fall 2014 to look at the data at that time and determine how to proceed given our current contract's expiration in 2015.
2. Peg Hartnett and I met with the Finance Committee of Southwest Central Dispatch along with the Village Manager and Finance Director of Hinsdale. We recommended a series of improvements we would like to make to their financing reporting systems to increase transparency and accuracy. The Committee directed the center staff to forward us an electronic version of their current budget document so we can develop a sample utilizing an updating format. We are hopeful that these potential changes will help improve the existing systems.
3. I attended a meeting of the Special Events Committee on Tuesday evening. We discussed the current sponsorship pledges for the Dancin' in the Street Concert series. I will be working with last year's sponsors and other potential sponsors over the next few weeks.
4. Mike Millette and I attended a meeting between area municipal representatives and Flag Creek Water Reclamation District. The topic of this meeting was wastewater stormwater surcharge during flood events. In some areas of town wastewater surcharging was a factor in basement flooding in last April's events. The District is conducting "smoke testing" where they identify areas where illegal sewer hook-ups contribute issues. We are still waiting for the results of the first round of tests. They also presented an updated long term capital plan and the details of a new grant program to install check valves on homes where surcharge problems exist. The district is offering to split the costs with selected homeowners on the installation of the check valves up to \$4000. Staff believes these developments are positive.
5. We are still waiting to hear back from the property owner of 9-23 Walker on the possibility of a temporary ice rink at that location. Both the Park District and the Village

have been in contact with the property owner's representative this week. But no new information is available.

6. I am happy to report that the traffic signal at Chicago and Middaugh has been reprogrammed to increase pedestrian friendliness. Now when the walk button is depressed, vehicular traffic in all three directions receives a red light.
7. I also had a phone conference this week with a representative of the Illinois Policy Institute. The institute issues transparency ratings to government websites. The last formal review of our website was in early 2011. As mentioned previously, a number of improvements have been made to our website over the past three years. Prior to her departure, Christina Burns contacted the institute in September to get feedback on the improvements we had made. We were finally able to touch base this week. I received positive feedback on the improvements we have made and some specific additional recommendations from the representative. When the new Assistant to the Village Manager begins, instituting the final recommendations and refinements will be a priority.
8. Dan Ungerleider and I had breakfast with representatives of Legat Architects this Thursday. Two senior level architects employed at the firm live in Clarendon Hills and they have graciously offered to help out with our Downtown Master Planning effort. The role they might play will be refined in the coming weeks.

Have a Great Weekend!

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

**MEMORANDUM**

**DATE:** December 13, 2013  
**TO:** Randy Recklaus, Village Manager  
**FROM:** Mike Millette, Director of Public Works  
**SUBJECT:** Department Notes

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1. WINTER!! Such is the watchword this week. We have salted and plowed twice this week and are preparing to do so again early tomorrow morning. We will be pre-salting some areas this afternoon in preparation for the next storm. Thus far, we have used about 70 tons of salt and will probably use another 30 through tomorrow. We are utilizing our reserve first and will re-stock between Christmas and New Year's.
2. Our new (and correctly sized) snow broom arrived yesterday and will be fitted on the new skid-steer today. We will still be utilizing the old tractor to salt as we would like to concentrate on working with the snow broom exclusively at first.
3. There was a water main break on Chicago Avenue, just east of Prospect on Wednesday. As we had called-in four personnel for snow duty at 4:00 a.m., we utilized a contractor to repair the break although we still had three personnel assist including in curb removal as the contractor's equipment could not break concrete. Through our combined effort, and an accurate leak detection assist by our regular contractor, we were able to find the leak and repair it by 3:30 p.m.



## MEMORANDUM

**To:** Randy Recklaus, Village Manager  
**From:** Dan Ungerleider, Community Development Director  
**Date:** December 13, 2013  
**Subject:** Department Report

1. **Downtown Master Plan (DTMP) Update:** A Joint DTMP Land Use and Design Subcommittees meeting will be held on Tuesday, December 17, 2013 at 7pm. During this short meeting, we will wrap up 2013 by reviewing the outlines and plans presented at the recent open house, and celebrate our joint accomplishments in 2013 in preparation for the New Year.
2. **Potential DTMP Technical Assistance** - On Thursday morning we met with representatives of Legat Architects. Legat's COO and Vice President/Director of K-12 Schools are residents of Clarendon Hills. The firm is interested in potentially providing the Village with pro-bono technical assistance with the completion and implementation of Downtown Master Plan update.
3. **Business License Renewal** - Notices were mailed to all 500+ 2013 business, home occupation, scavenger and contractor license holders indicating that license renewal applications are now being accepted for the 2014 calendar year. Applications and current license holder lists are published on the Community Development Department web page at <http://www.clarendonhills.us/BusinessList.cfm>. (This item was mentioned in last week's report)
4. **Restaurant Summit** - Preparations are underway for the Village's first Restaurant Summit to be held on December 16, 2013. This short meeting will give restaurant owners and managers an opportunity to meet with representatives from the Village of Clarendon Hills, the DuPage County Health Department, and the Flagg Creek Water Reclamation District. The purpose of the event is to maintain communication channels between Clarendon Hill's restaurant community and the Village, Flagg Creek and the County.
5. **Vintage Confections (update)** - Inspections were completed and approved for Vintage Confections new retail space at 29 S Prospect Av. The confectionary owners plan to move to this space as soon as possible. Their expansion into the neighboring space is planned to take place after the New Year. Meanwhile, we are having informal discussions with a new business to take Vintage's space behind Starbucks.
6. **2013 Christmas Walk** - Congratulations to our downtown business community and the Village's Chamber of Commerce for another spectacular Christmas Walk. Despite the frigid weather, this community was well attended and enjoyed by all. Great job!
7. **Permits Issued** - The Village issued 3 permits this week.

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT

DATE: December 13, 2013  
To: Village Manager Randy Recklaus  
From: Chief Ted Jenkins  
Subject: Weekly Activity Report

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1. Recent training:

- Officer Shirley completed 8 hours of FIAT training.
- Sergeant Porter and Officers Laird and Shaw attended a one day seminar on DuPage County's Domestic Violence protocol. The program covered legal and procedural updates relating to domestic violence.
- Four officers completed Emotional Survival for Law Enforcement training.
- Deputy Chief Farmer attended a two day internal investigation course.

2. Kelly S. and Kelly F. continue to send out notices on archived unpaid parking tickets. These efforts are a precursor to our participation in the Illinois Comptroller's asset recovery program.

3. Attorney Allan Alongi stepped in as our temporary administrative hearing officer and did a great job. The Village prevailed in five cases and one was withdrawn on the Village's motion. The possibility of combining our hearing dates with Hinsdale and using the same hearing officer is still being explored.

4. The Police Commission completed individual interviews with the top eight police applicants and has made a conditional job offer to twenty four year old Alyson Mercer of Round Lake Beach. Alyson has law enforcement experience as a military police officer and served in Afghanistan from August 2012 to July 2013. She is currently a reservist with the Illinois National Guard. Following her completion of a psychological examination and pre-employment physical her start date will be set for later this month.

**Significant traffic and criminal activity during the period December 6, 2013 through December 12, 2013**

1. On 12/6, a 23 year old Romeoville resident was stopped for driving 86 mph on Rt. 83. After an interaction with the officers he was arrested for driving under the influence of alcohol and his 25 year old passenger was cited for having open liquor in a motor vehicle. Both were transported to the PD, the 25 year old was seated in the PD lobby to wait for his friend. While waiting, he became agitated and kicked out a window in the vestibule. Officers took him into custody. When the 23 year old was bonded out on his DUI charge he was placed in the lobby to stay warm and wait for his ride. He became agitated and kicked over two stanchion lights in front of the PD. Officers caught him and took him into custody in the park across the street. Both subjects were charged with damaging state supported property, a felony, and transported to DuPage County jail.
2. On 12/7, an 18 year old Clarendon Hills resident was charged with two counts of domestic battery after punching her grandmother. She was transported to DuPage County jail.
3. Clarendon Hills' officers made one arrest for driving with a suspended/revoked driver's license this week.

# VILLAGE OF CLARENDON HILLS FIRE DEPARTMENT

**DATE:** December 12, 2013

**TO:** Randy Recklaus  
Village Manager

**FROM:** Brian Leahy  
Fire Chief

**SUBJECT:** Weekly Fire Department Report 2013-36

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1. Fire Prevention Bureau Activity during the past week.
  - Work continues on the computerized pre plan project.
  - Eleven (11) Fire/Life Safety Inspections were conducted
2. Training Report:
  - No report
3. Emergency Medical Services Report:
  - Wednesday evening, thirty five (35) fire department members attended CPR recertification at the fire station.
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. Hearing testing, OSHA required medical evaluations and SCBA fit testing has been completed for all 50 members of the fire department. This is done annually.
6. Today I will be meeting with Architects from FGM to begin the space study evaluation of the fire station. This will be the first process to determine the space needs to efficiently and safely operate the fire department.
7. Again last week, Ambulance 314 was taken out of service for two (2) days.
8. On Thursday, EMS Coordinator Lt. Dave Godek and I attended the annual meeting of the Loyola EMS medical providers.
9. Most of my time this week has been devoted to the preparation of the proposed 2014/14 FD operating budget that will be submitted to the Finance Director next week. I am still waiting on some final proposed numbers for roof work at the fire station.



#### 10. Incidents of Interest:

- During the past week Hinsdale FD responded to four (4) automatic response calls in Clarendon Hills.
- During the past week Clarendon Hills FD responded to three (3) automatic response calls in Hinsdale.
- Friday, December 6<sup>th</sup> at 5:50 PM. The fire department along with Hinsdale Engine 1013 responded for an oven fire at 337 Reserve Circle. Upon arrival firefighters found the fire contained to the oven. Minor smoke damage. Fire extinguished quickly.
- Monday, December 9<sup>th</sup> at 8:05 AM. Ambulance 314 and Squad 316 responded to a vehicle accident with injuries on 55<sup>th</sup> St. at Bentley Ave. One (1) injured patient transported to a local hospital.
- Monday, December 9<sup>th</sup> at 10:30 AM. Ambulance 314 and Squad 316 responded to a vehicle accident with injuries Woodstock and Burlington Avenues. One (1) injured patient transported to a local hospital.
- Tuesday, December 10<sup>th</sup> at 5:17 PM. Ambulance 314 and Squad 316 responded to a vehicle accident with injuries on Rt. 83 southbound at Chicago Ave. One (1) injured patient transported to a local hospital.
- Thursday, December 12<sup>th</sup> at 12:38 PM. Ambulance 314 and Squad 316 responded to a vehicle accident with injuries on Ogden Ave. at Woodstock Ave. One (1) injured patient transported to a local hospital.
- During the past week the fire department has responded to several calls involving carbon monoxide problems in homes associated with the heating systems. This extreme cold places heating systems in homes under a severe load.

#### 11. Fire/Rescue/EMS calls:

- During the past week the fire department responded to thirty one (31) emergency calls.

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

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

~ January 2014 ~							Feb 2014 ▶
◀ Dec 2013	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 New Year's Day VILLAGE OFFICES CLOSED	2	3	4
5	6 7 pm - Village Board Mtg.	7	8		9 10 a.m. Firefighters Pension Meeting	10	11
12	13	14	15 9 am - Chamber Mtg.	16 7:30 p.m. - ZBA	17		18
19	20 7 pm. - Village Board Mtg.	21	22	23	24	25	
26	27	28	29	30	31 10 a.m. - Secretary of State Drivers License Renewal Program. - details to follow	Notes:	