

**VILLAGE OF CLARENDON HILLS
MANAGER'S REPORT
FEBRUARY 22, 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: February 22, 2013

1. Work continues on the refining of the Budget document this week. We hope to be ready to get a draft budget out to the board the first week of March. We are waiting for feedback on dates for a potential Budget Workshop date. Due to conflicts it does not appear possible to hold the meeting on a Saturday as we have in years past. We are looking at either the evening of March 14th or the week of March 25th. Please provide me with your availability during those periods.
2. Dan Ungerleider and I met with Todd Stahl and Tad Lagastee of Lagastee Mulder Development on Tuesday to discuss development opportunities on Ogden Avenue. There are currently multiple interested parties for vacant parcels on Ogden. Ideally we would like to see the consolidation of adjacent parcels to facilitate a larger development.
3. The monthly Chamber of Commerce meeting was held on Wednesday morning at Village Hall. Myself, Christina Burns, and Dan Ungerleider represented the Village. The Chamber has determined that this year's Daisy Days festival is being moved to the weekend before Father's day. There will also be more of an emphasis on Friday evening's activities. More information will be coming from the Chamber soon. We also learned that a new event called the Burger Battle is being planned for this September. We will get you all more information as we have an opportunity to discuss details with the planners of this event.
4. I attended the monthly meeting of the DuPage Mayors and Managers Conference Intergovernmental Committee on Thursday. We discussed plans and goals for the following year. The committee will be focusing on identifying, cataloguing and sharing best practices among communities and facilitating shared service opportunities. One possible candidate for further exploration was developing a unified building code among communities. While simplification and uniformity would encourage development in our area, it also could provide opportunity for additional shared services in the area of building inspections.
5. I attended the Downtown Master Plan Steering Committee meeting this morning along with Dan Ungerleider and Chairman Steve Wallace. The community outreach portion of the project will be getting underway in the next few days.

Have a Great Weekend!

Village of Clarendon Hills
Department of Public Works

MEMORANDUM

DATE: February 22, 2013
TO: Randy Recklaus, Village Manager
FROM: Mike Millette, Director of Public Works
SUBJECT: Department Notes

1. Around 1:00 a.m. Sunday morning we were alerted to a possible main break in the 100 block of McIntosh – the small dead-end section just south of Chicago Avenue. Thirty minutes later we had a maintenance worker on the scene shutting-off the main. The break was difficult to get to, owing to its size – about a size ten boot (see photo). The repair and backfill was completed by 8:30 a.m. We salted the driveway of the resident who lives adjacent to the break, where the majority of the water had flowed, and left a bag of ice melt with him.



2. Rehabilitation work on the Village Hall bathrooms continued this week. The walls of the upper level bathrooms should be primed as of today, with the possibility of some paint being applied as well. The tentative completion date is still March 1st.
3. This morning two crews (four trucks) began plowing and salting at 3:30 a.m. All main routes had had one pass completed before 6:00 a.m. and we then started on the secondaries. The BNSF platform crew and the downtown contractor were in by 4:00 a.m. and completed their work by 10:00 a.m. We will be in touch-up mode until noon or so. No salt usage available as of yet.

Village of Clarendon Hills

MEMORANDUM

To: Randy Recklaus, Village Manager
From: Dan Ungerleider, Community Development Director
Date: February 22, 2012
Subject: Department Report

1. **Demolition of 227-231 Burlington Avenue:** Community Development is working with the Police Department to address continued vandalism on the property. Meanwhile, I recently was informed of and met with the financial silent partner for this property. Although the Village continues to prepare to demolition and restore the property, I am working with the gentleman in hopes of having him fulfill the court order requirements. A private party will be able to conduct this work at a much reduced cost, thus creating a lesser burden on the potential redevelopment of the property.
2. **Downtown Master Plan (DTMP) Update:** The Steering Committee completed Defined Subcommittee Roles providing specific objectives and expectations set for each of the three subcommittees. This document will be posted to the project web page by early next week. Subcommittee appointments will be on the March 3rd Village Board Agenda. The Steering Committee also tentatively scheduled the Project Kickoff meeting in the 3rd week of March, before Spring Break.
3. **Ogden TIF:** On Wednesday, Randy and I met with brokers representing Scott's Pet Shop. We promoted the potential use of TIF funding for projects incorporating, consolidating and comprehensively developing those properties in the western portion of the Ogden Ave TIF between Woodstock and Richmond Avenues. We continue to promote these properties to the development community whenever possible.
4. **Chamber of Commerce.** I attended the Chamber of Commerce meeting on Wednesday. I provided an update on the Downtown Master Plan Update project and encouraged their members to participate by attending upcoming meetings and sending in pictures and comment via social media (described above).

I also informed the Board that the local business listing has been updated and now indicates Chamber membership.

Downtown Design Review Commission: Last Friday we received the formal application for an 11-unit condominium development for the property located at the southeast corner of Prospect and Park Avenues. 88 Park Avenue (fka 103 S Prospect) will be reviewed by the Downtown Design Review Commission on Monday, March 25, 2013 at 7pm. The Agenda for this meeting is posted on the Village website.

5. **Department Projects:** List of Projects, ongoing and future, is listed on page 2 of this report.
6. **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**
 - 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 (3/4/2013)**
 - 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. **Hills Café - Permit Required**
 - e. **Quinn's - Property Maintenance**
 - f. **2012 Property Maintenance Code**
 - g. **zoning text amendment - gravel driveways and parking lots**
 - h. **zoning text amendment - parkway maintenance**
 - i. **zoning text amendment - floor area ratio**
3. Planning and Development Review
 - a. **DTDRC - 103 S Prospect (88 Park Av)**
 - b. **DTMP**
 - i. **Steering Committee - Subcommittee Role Definitions**
 - ii. **Subcommittee Appointments (3/4/2012)**
 - iii. **Middle School Program (Art/LA/History)**
 - iv. **QR Surveys & Signs**
 - v. **Existing Conditions Update**
 - vi. **Stakeholders**
 - vii. **Kick-Off Mtg**
 - viii. **Visioning**
 - 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

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT

DATE: February 22, 2013

To: Village Manager Randy Recklaus

From: Chief Ted Jenkins

Subject: Weekly Activity Report

1. Recent training:
 - Officer Finfrock completed a one day Field Sobriety Testing and HGN course.
2. Work continues on police applicant background checks. We will have something for the Police Commissioners next week.
3. Both Kellys attended a Criminal Justice Information System meeting in Wheaton on Wednesday. Among other things, CJIS is responsible for ticket and arrest information for the County. These meetings keep our staff up to date on what is happening at the County and State levels and gives them a chance to have input into proposed changes.
4. Our roadside safety class was held last Saturday. Looking at it through a “the glass is half full” lens, we had a great student to instructor ratio. The participants found the class useful and informative. I hope to offer the class again in the Spring.
5. I attended the Southwest Central Dispatch executive meeting. Items discussed included the DuPage Starcom radio system patch and financial dispersals.
6. Our officers report that the new, all-wheel drive, Ford Taurus squad car performs very well in the snow. The Department has historically struggled with squad cars that are severely hampered by snow and ice. The new Taurus offers an option to 4 wheel drive SUVs and trucks for all weather performance.

Significant traffic and criminal activity during the period February 15, 2013 through February 21, 2013

1. A 44 year old Clarendon Hills resident reported that someone had used her Social Security number to file a false tax return form. Pending

2. On 2/16 a 26 year old Evergreen Park resident was stopped on Ogden avenue for driving 54 mph in a 35 mph zone. Following an interaction with officers the driver was arrested for driving under the influence of alcohol, driving with a blood alcohol concentration of more than .08, speeding and improper lane usage. During the booking process the woman became combative with officers and threatened to harm herself. She was transported to Hinsdale Hospital by the Fire Department for evaluation.
3. On 2/18 a 50 year old Woodridge resident reported that her vehicle was struck from behind as she sat at the red light for the ramp from s/b 83 to w/b 55th St. The offending vehicle was a black SUV driven by a male in his 20's. The driver of the SUV left the scene before police arrived. Pending.
4. On 2/16 officers took a burglary report from a resident on the 100 block of Ann St. The offender is known to the resident and the investigation is underway.
5. On 2/19 a resident on the 10 block of Blodgett reported that a UPS package containing tickets to an upcoming “Pink” concert was stolen from her front porch. The four tickets were valued at \$1180.47.
6. On 2/18 a resident on the 5500 block of Tennessee reported that she made a deposit at the TCF bank in Clarendon Hills and an unknown person withdrew the money later that day.
7. On 2/21 at 2:30 pm, the Jewel reported that a male entered the store and took 5 containers of baby formula without paying for them. He left the lot in a tan Jeep Cherokee. Pending.
8. On 2/21 a resident on the 10 block of Tuttle reported that her credit card had been fraudulently used to purchase airline tickets costing \$1090.67. The credit card was cancelled and the loss was documented.
9. Clarendon Hills’ officers made one arrest for driving with a suspended/revoked driver’s license in the last week.

VILLAGE OF CLARENDON HILLS FIRE DEPARTMENT

DATE: February 22, 2013

TO: Randy Recklaus
Village Manager

FROM: Brian Leahy
Fire Chief

SUBJECT: Weekly Fire Department Report 2013-07

1. Fire Prevention Bureau Activity during the past week.
 - Five (5) Fire Prevention/Life Safety inspections were completed this week.
2. Training Report:
 - Today, on duty firefighters will be participating in training exercises with the Hinsdale Fire Department at the Graue Mill Condominium complex in Hinsdale.
3. Emergency Medical Services Report:
 - No report this week.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - No report.
5. On Tuesday, Fire Prevention/Code Enforcement vehicle #398 was returned to full service after all of the radios and emergency vehicle equipment was installed at Lund Industries in Northbrook.
6. On Tuesday I attended a meeting at SWCD regarding replacement options for Mobile Data equipment for all fire and police vehicles at SWCD.
7. On Thursday, Chief Jenkins and I attended the monthly meeting of the SWCD Executive Committee. One of the main topics discussed with the addition of a police and fire department as a member and the costs associated with this.
8. On Thursday, I attended a meeting of the DuPage ETSB Radio Programming committee. Several options were discussed. More to come on this next week.
9. 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.

- No significant calls of interest occurred during the past week.

10. Fire/Rescue/EMS calls:

- During the past week the fire department responded to twenty seven (27) emergency calls.

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

~ February 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
3						1
4	5	6				2
	5:30 – Rescheduled Police Pension mtg. – Conference room 7 p.m. – Village Board mtg.			7 6 p.m. – Village Board Room in use by library		8 8 a.m. – DTMP Steering Comm. Board Room
10	11	12	13	14	15	16
	12 – 3 – Clarendon Hills Womens Club – Bd. Room 5:30 pm – Bd. Of Police Comm.-Police Station 7 p.m. – Special Events Comm. Mtg. – Board Room					
17	18 Presidents' Day Village offices closed	19 7 p.m. – rescheduled village board meeting - cancelled Board meeting rescheduled to February 19 th –	20 9 a.m. Chamber	21	22 8 a.m. – DTMP Steering Comm. Board Room 7:30 p.m. – ZBA - CANCELLED	23
24	25	26	27	28	Notes:	

► Jan 2013

Mar 2013 ►

~ March 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
	7 p.m. – Village board mtg.					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	7 p.m. – Village board mtg.	9 a.m. - Chamber				
			7:30 p.m. - ZBA			
24	25	26	27	28	29	30
	7 p.m. – Special Events Mtg.					
31	Easter	Notes:				