



## **VILLAGE OF CLARENDON HILLS MANAGER'S REPORT**

**August 7, 2015**

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### **A. Management Reports**

- 1. Manager's Notes -- See weekly report**
- 2. Finance Department -- No weekly report**
- 3. Public Works Department -- Yes weekly report**
- 4. Community Development Department – Yes weekly report**
- 5. Police Department --See weekly report**
- 6. Fire Department -- No weekly report**

### **B. Calendar**



## Village of Clarendon Hills Village Manager's Report

To: Village President Austin & Board of Trustees  
From: Kevin Barr, Village Manager  
Date: August 7, 2015

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1. As reported by Mike Millette, the road project is beginning in earnest with additional traffic concerns as a result. This is especially problematic on Middaugh Road. As a result, we are posting Middaugh as a “one-way” street southbound. We hope this will improve traffic flow for residents and emergency vehicles. As always, we appreciate the patience of our residents.
2. Below is a request we received from the DMMC seeking input on legislative issues. I wanted to send this to you in case you have any specific ideas or concerns. We can safely assume some of the obvious issues, such as preserving LGDF revenues, will be well covered. If an issue comes to mind please let me know. If something works we will get the form that is mentioned filled out.

To: DMMC Mayors/Presidents  
Managers/Administrators

We need your assistance to develop DMMC’s 2016 Legislative Action Program (LAP). Your input will help determine what legislative issues the Conference pursues in the upcoming year. Additional information can be found in the attached memo. **Please submit completed Request Forms by Friday, August 28, 2015.**

Should you have any questions, please feel free to contact us. Thank you in advance for your assistance.

Best regards,

Kate

Kate Buggy  
Policy Analyst

3. We have already received 170 surveys back from residents. This puts us close to a statistically significant sample (we need about 200). Part of the value of the surveys is that it provides a way for residents to directly give complaints or concerns. As we enter the surveys, staff has been working through this new “punch list”.

Enjoy the weekend!

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

**MEMORANDUM**

**DATE:** August 7, 2015  
**TO:** Kevin Barr, Village Manager  
**FROM:** Michael D. Millette, P.E., Director of Public Works  
**SUBJECT:** Department Notes

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1. The 2015 Water Main Improvements project is nearly complete. The last of the disconnections of the old main will take place today. Next week, the contractor will remove old fire hydrants and valves and clean-up the site. They are on-time.
2. The 2015 Road Program contractor completed shoulder removal on the west side of Middaugh. To accommodate the work, Middaugh has been temporarily designated as one-way south bound and the appropriate signs are posted. The underground subcontractor has nearly completed culvert and storm sewer work on Norfolk and McIntosh. The roadway contractor will start shoulder removal there next week while their concrete subcontractor placed the shoulder on Middaugh.
3. The sidewalk removal and replacement contractor is halfway through the project and is scheduled to complete work next week. We are looking to add a short piece of sidewalk at the intersection of Western and Ridge to better direct students who walk to Walker School. We are attempting to complete this before school starts.
4. Also before school resumes, we plan to have all crosswalks restriped. When those are completed, we will turn to centerlines and parking stalls.
5. The old riding lawnmower sold on e-bay for \$7,500 to a company in Houston, TX.



# Village of Clarendon Hills

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## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Dan Ungerleider, Community Development Director  
**Date:** August 7, 2015  
**Subject:** Department Report

1. **Community Development/GIS Intern.** The Community Development Department welcomes Ryan Adriatico to the team as the Community Development/GIS Intern. Ryan is currently seeking his master's degree in Sustainable Urban Development at DePaul University. In addition to his undergraduate work in Urban and Regional Planning at the University of Illinois at Urbana-Champaign, Ryan brings his experience gained as a part-time code enforcement officer for the Village of Plainfield. Ryan has already begun working on improving and expanding the Village's mapping services, and will soon begin assisting the Department with its day-to-day administrative duties and long-term code maintenance assignments. Welcome Ryan!
2. **Website Development.** On Wednesday (7/29/15), assistant to the Village Manager Zachery Creer, Executive Assistant Vicki Pries and I participated in a kick-off meeting with the Village's new website developer, CivicPlus. The purpose of the meeting was to establish a timeline and assign tasks. Website development will take approximately 6 months to complete.
3. **Judson University Design Studio** - On Friday (7/31/15) I met with Judson University Professor Robin Randall to learn more about her upcoming Advanced Architecture and Urbanism Studio master's degree course that she will be teaching this fall. During this course students will explore the community of Clarendon Hills through architecture and urban design then develop recommendations for how Clarendon Hills might evolve to meet its economic, social and environmental needs. While the Community Development Department will be the "acting client", Village Board, ZBA and DTDRC members will be invited to participate throughout the program.
4. **Eagle Scout Project 2015.** On Friday (7/31/15), Trustee Paul Flood, Building Plan Reviewer and Inspector Jason Vitell and I met with an Eagle Scout candidate with regard to his proposed project at Notre Dame Church. The scout is proposing to construct a stone grotto on the church property. The purpose of the meeting was to provide guidance in preparing construction documents and structural design considerations.
5. **Facility Needs Study.** As previously reported, funding for a facility needs study was included in this year's work plan and budget. The purpose of the study is to determine short and long-term life-cycle needs as well as costs for maintenance of Village buildings and related facilities. The completed study will support future facility planning and capital expenditure discussions. On Monday (8/3/15) Village Manager Kevin Barr, Public Works Director Mike Millette and I met with representatives of FGM Architects to review the purpose and contents of the report. We anticipate receiving proposals for review by mid-August.
6. **Ditch Design Policy Meeting.** On July 20<sup>th</sup> the Public Service Committee met to discuss potential changes in policy effecting the design, maintenance and modification of the Village's drainage ditch system. Concepts discussed included design standards for established roadside ditches and lot-by-lot replacement of these ditches with bio-swales or underground storm sewer. The Committee asked staff to develop specifications and cost estimates for these designs, and recommendations for when each could be appropriately used. On Thursday (8/6), Public Works Director Mike Millette and I met with the Village's engineer consultant to begin preparing the requested information. We anticipate presenting the requested information and recommendations to the Committee in early-September.

7. **9-27 Walker.** On Thursday (8/6/2015) the developer for the vacant property, northeast corner of Park Avenue and Walker Avenue, submitted plans for a ZBA/PC Conceptual Plan Review presentation scheduled for August 20<sup>th</sup>. Although this meeting will not be a public hearing, all are welcome to attend. A copy of the proposal is on file in the Community Development Department.
8. **Permit Report.** In July, the Village issued thirty-five (35) permits having a total reported value of \$87,753. The Monthly Permit Report for July will be posted early next week at [www.clarendonhills.us/cdforms.cfm](http://www.clarendonhills.us/cdforms.cfm).

**VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT**

DATE: August 7, 2015

To: Village Manager Kevin Barr

From: Chief Boyd Farmer

Subject: Weekly Activity Report

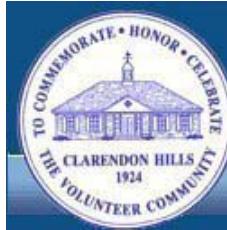
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Recent events and training:

- August 3, Ken Hogan started his first day as the Department's Community Service Officer. Ken brings with him eight years of Community Service Officer experience.
- August 4-6, Officer Johnson attended a Fourth Amendment search and seizure training class.

**Significant traffic and criminal activity during the period August 1, 2015 through August 7, 2015.**

1. August 1, the owner of the apartment building located at 136 Ann Street called to report damage to one of the apartments. Apparently, a tenant had defaced and damaged the interior of the apartment they had been renting, causing approximately \$1400.00 damage.
2. August 3, an officer responded to the parking lot of Tracy's Tavern for a criminal damage to property report. The victim reported someone had punctured three of his four tires on his vehicle. The amount of damage is estimated at \$400.00 to \$500.00.
3. August 5, an officer was called to the parking lot of PNC Bank for a report of a hit and run. The victim reported that he parked his vehicle and went into the bank, when he returned to his vehicle the bumper was smashed. The amount of damage is estimated at \$1000.00.



# Village of Clarendon Hills

One North Prospect Avenue  
Clarendon Hills, Illinois 60514  
(630) 286-5400



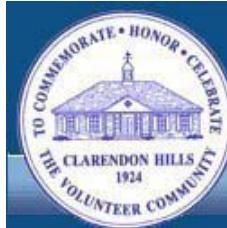
## Welcome to the Village of Clarendon Hills, IL, Community Calendar

Today is Friday, August 7, 2015.



August ▼ 2015 ▼		Sun	Mon	Tues	Wed	Thurs	Fri	Sat
								<b>1</b>
<b>2</b>	<b>3</b> • CANCELLED - Village Board Meeting	<b>4</b>		<b>5</b>	<b>6</b>	<b>7 - Today</b>		<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>		<b>12</b>	<b>13</b>	<b>14</b>		<b>15</b>
<b>16</b>	<b>17</b> • Police Pension Rescheduled Regular Board Meeting • Village Board Meeting	<b>18</b>		<b>19</b> • Chamber Meeting	<b>20</b> • ZBA/PC Meeting	<b>21</b>		<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>		<b>26</b>	<b>27</b>	<b>28</b>		<b>29</b>
<b>30</b>	<b>31</b>							

Calendar Event List		Add All to My Calendar
Date/Time	Event	
8/3/2015 7:00 PM	(Board & Committee Meetings) <b>CANCELLED -Village Board Meeting</b> Village Hall Board Room, 1 N Prospect Ave. This meeting has been eliminated from the Schedule by the Board - June 15, 2015	Add to My Calendar
8/17/2015 5:30 PM	(Board & Committee Meetings) <b>Police Pension Rescheduled Regular Board Meeting</b> Rescheduled from July 13th Village Hall Lower Level Conference Room 1 N. Prospect Ave.	Add to My Calendar
8/17/2015 7:00 PM	(Board & Committee Meetings) <b>Village Board Meeting</b> Village Hall Board Room, 1 N Prospect Ave.	Add to My Calendar
8/19/2015 9:00 AM	(Local Organizations) <b>Chamber Meeting</b> Village Hall Board Room	Add to My Calendar
8/20/2015 7:30 PM	(Board & Committee Meetings) <b>ZBA/PC Meeting</b> Village Hall Board Room	Add to My Calendar



# Village of Clarendon Hills

One North Prospect Avenue  
Clarendon Hills, Illinois 60514  
(630) 286-5400



## Welcome to the Village of Clarendon Hills, IL, Community Calendar



Today is Friday, August 7, 2015.

September ▼		2015 ▼					
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>6</b>	<b>7</b> • Village Hall Closed	<b>8</b> • Clarendon Blackhawk Mosquito Abatement District • Rescheduled Village Board Meeting	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> • Chamber Meeting	<b>17</b> • ZBA/PC Meeting	<b>18</b>	<b>19</b>	
<b>20</b>	<b>21</b> • Village Board Meeting	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>				

Calendar Event List		Add All to My Calendar
Date/Time	Event	
9/7/2015	(Holidays) <b>Village Hall Closed</b> in observance of Labor Day	Add to My Calendar
9/8/2015 7:00 PM	(Local Organizations) <b>Clarendon Blackhawk Mosquito Abatement District</b> Village Hall Lower level conference room	Add to My Calendar
9/8/2015 7:00 PM	(Board & Committee Meetings) <b>Rescheduled Village Board Meeting</b> Rescheduled due to Labor Day Village Hall Board Room, 1 N Prospect Ave.	Add to My Calendar
9/16/2015 9:00 AM	(Local Organizations) <b>Chamber Meeting</b> Village Hall Board Room	Add to My Calendar
9/17/2015 7:30 PM	(Board & Committee Meetings) <b>ZBA/PC Meeting</b> Village Hall Board Room	Add to My Calendar
9/21/2015 7:00 PM	(Board & Committee Meetings) <b>Village Board Meeting</b> Village Hall Board Room, 1 N Prospect Ave.	Add to My Calendar