



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

**September 23, 2016**

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### **A. 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**

### **B. Calendar**

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager *KS*  
**Date:** September 23, 2016  
**Subject:** Weekly Report

1. **88 Park Groundbreaking:** Several of us attended the 88 Park groundbreaking on Monday. As I am sure you have noticed, actual construction began on Wednesday. The Village is working with the contractor to ensure that construction proceeds with as little impact as possible. This is also being done with the upcoming 203 Park construction project in mind. Please let us know if you have any concerns that we can address.
2. **IPBC Meeting:** Maureen Potempa and I attended a meeting on Tuesday of the IPBC health insurance sub-committee that the Village participates in. This is a self-governing “pool” including neighboring communities that works to provide quality insurance benefits for our employees while limiting the expense to the Village. Maureen will play the primary role in working with this group.
3. **DMMC Monthly Meeting:** Trustee Flood and I attended the DMMC business meeting on Wednesday night. The topic of the event was the annual “innovation celebration” looking at programs/services implemented by DuPage communities. Though we saw nothing of immediate benefit, it is interesting to see what other communities are doing in case it can be of use to Clarendon Hills.
4. **Flagg Creek Sanitary District Meeting:** Public Works Director Millette and I attended a regional meeting with Flagg Creek on Wednesday morning. I organized the meeting after about two years without such meetings occurring. The purpose was to gather representative from municipalities’ served by Flagg Creek, along with Flagg Creek representative, to discuss issues of mutual concern. The communities represented were Clarendon Hills, Hinsdale, Oak Brook, Willowbrook, Westmont, Villa Park, Oakbrook Terrace and Burr Ridge. The meeting was useful and we agreed to meet on an annual basis to keep the lines of communication open.
5. **Metra Station Committee:** Following up on recent discussion with the Board, the Metra Station Staff Committee (myself, Dan Ungerleider and Zach Creer) met on Thursday to discuss how to proceed with planning for this project. We discussed a set of issues to be considered and how to proceed with the process. Our plan is to put this in writing for further review by the Board prior to proceeding with the process.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Michael D. Millette P.E., Director of Public Works  
**Date:** September 23, 2016  
**Subject:** Department Report

1. The rain has hampered Orange Crush's landscaping subcontractor. They will resume next Monday. We expect the concrete crew to return the week of October 3rd to finish the shoulder work on Richmond and miscellaneous areas throughout the north half of the project. Pavement grinding is also expected to resume that week. Overall project completion will follow Nicor's, now late, October schedule.
2. Tully Brothers Paving began work to repair a variety of sidewalk and pavement related to this year's in-house water main repairs. They will be in town through next week.
3. We have filled the Part-Time Maintenance Worker position. The candidate will begin work on October 3<sup>rd</sup>.
4. Glen has begun the winter preparations of our large trucks. The new unit 5 is expected to be delivered mid-November.
5. We are continuing to haul our spoil pile to the dump and to perform a general yard clean-up ahead of the winter.

## MEMORANDUM

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: September 23, 2016  
RE: Department Report

1. **88 Park Avenue.** Thanks to all who were able to attend the groundbreaking ceremony last Monday. Site excavation work on the site began yesterday. We will be hosting a construction meeting early next week with the developer's contractor team to review scheduling and village expectations. The project is expected to take between 9 and 12 months to complete.
2. **229 Park Avenue (fka 9-23 Walker).** We are awaiting the developer's submittal of revised construction plans addressing plan review comments provided to them earlier this month. I anticipate that the Village will be able to issue a permit by the first week in October. We will be hosting a construction meeting early next week with the developer's contractor team to review scheduling and village expectations. This project is expected to take approx. 9 months to complete.
3. **Adjudication Program.** The Department presented our first 4 code enforcements cases at the Village's new adjudication hearing this past week. This program allows the Village to conduct enforcement hearing in house, saving both the defendant and the Village from having to travel to a county courthouse, and saving all parties from hefty court costs collected only by the County. We have 5 cases on the docket for October. Special thanks the Chief Farmer, Assistant to the Police Chief Green and Assistant to the Village Manager Creer for organizing and establishing this program.
4. **55<sup>th</sup> Street Sub-Area Plan.** We continue to meet with various stakeholders and interested parties as part of our initial investigation supporting the 55<sup>th</sup> Street Sub-Area Plan. In addition to the meeting with various residents and community organization, we've met with the Villages of Westmont and Willowbrook, our Park and Library Districts, Flagg Creek Water Reclamation District, Clarendon Blackhawk Mosquito Abatement District, Tri-Sate Fire Protection District, and area business owners. Last Monday evening the Village Board appointed a project steering committee comprising of two village trustees, ZBA chair, ED chair, and 3 area residents. A community open house is planned for the fall.
5. **Richmond Education Gardens Update.** The site development plan for the proposed garden is now posted on the village website at [www.clarendonhills.us](http://www.clarendonhills.us). Engineering plans will be developed during the month of October. The next fundraiser will be held on October 10<sup>th</sup> from 4 to 8pm at Chipotle, 300 E Ogden Avenue.
6. **Permits.** So far in September the Village has issued twenty-three (23) building permits having a total reported construction value of \$3,318,436.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** September 23, 2016  
**Subject:** Weekly Department Report 2016-26 ★

1. Fire Prevention Bureau Activity during the past week.
  - Three (3) Fire/Life Safety Inspections were conducted this week.
  - Several pre-plan drawings were entered electronically this week. Lt. Godek and on duty staff members have been updating the pre-plan drawings many occupancies in the village and entering into our electronic data base.
  - Also, this week fire hydrant maps for FD use were updated and placed on the google drive.
2. Training Report:
  - We are working with Western Springs, LaGrange Park, and the Hinsdale Fire Departments on a joint Firefighter Basic certification class for our four newest firefighter recruits. The class will begin on January 10<sup>th</sup> 2017 and conclude in June of 2017. This is another example of sharing resources to save the taxpayers money and at the same time getting a better training class.
  - Wednesday evening, twenty five (25) firefighters attended training. Pumping operations were conducted.
3. Emergency Medical Services Report:
  - No report.
4. Clarendon Hills/Hinsdale FD sharing of services report:
  - We are working on a joint project to connect a Fiber Optic cable ring from Hinsdale, Clarendon Hills, Downers Grove and Lisle which will be used for the new DuPage County CAD system for fire and police.
5. Emergency Management Report:
  - No report this week.
6. On Monday, I attended the groundbreaking ceremony for the new Condo building located at 88 Park Ave.
7. This week we finished our review of the building plans for the Park and Walker project. A building permit will be issued when the plans are modified to follow our code requirements.

8. This week I went over details of our current operating budget and have submitted requests for minor modifications/amendments to the CY2017 budget.

9. Incidents of Interest:

- Monday, September 12<sup>th</sup> at 9:17 AM. The fire department responded for a natural gas leak in the new Nicor valve vault station located on Richmond Ave. north of 55<sup>th</sup> St. A leak was detected. Area secured, Nicor called and FD members stood by for Nicor arrival for safety reasons.

10. Mutual Aid Calls:

- Assisted the Hinsdale fire department on two (2) ambulance calls this past week.

11. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills two (2) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale three (3) times.
- During the past week, the fire department responded to sixteen (16) emergency calls.

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



September2016

Su	M	Tu	W	Th	F	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Meeting Calendar

Special Events Committee Meeting

September 27, 2016, 7:00 PM - 8:00 PM @ Board Room

[More Details](#)

CONNECT  
WITH US

**October 2016**

Su	M	Tu	W	Th	F	Sa
25	26	27	28	29	30	1
2	<u>3</u>	4	5	6	7	8
9	10	11	12	13	<u>14</u>	15
16	<u>17</u>	18	<u>19</u>	<u>20</u>	21	22
23	24	<u>25</u>	26	27	28	<u>29</u>
30	<u>31</u>	1	2	3	4	5

**Community Events**

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**Chamber of Commerce Meeting**

October 19, 2016, 9:00 AM - 10:00 AM @ Village Hall

[More Details](#)

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**Chamber of Commerce Annual Family Trick or Treat Downtown**

October 29, 2016, 11:00 AM - 2:00 PM @ Prospect Ave.

[More Details](#)

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**Trick or Treating within Village of Clarendon Hills**

October 31, 2016, 3:00 PM - 7:00 PM

[More Details](#)

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**Meeting Calendar**

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**Village Board Regular Scheduled Meeting**

October 3, 2016, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

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**Firefighters' Pension Regular Board Meeting**

October 14, 2016, 9:30 AM @ Village Hall Lower Level Conference Room

[More Details](#)

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**Police Pension Fund Meeting**

October 17, 2016, 5:30 PM - 7:00 PM @ Village Hall Main Building

Lower Level Conference Room

[More Details](#)

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**Village Board Regular Scheduled Meeting**

October 17, 2016, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

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**ZBA/PC Meeting**

October 20, 2016, 7:30 PM - 8:30 PM @ Board Room

[More Details](#)

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**Special Events Committee Meeting**

October 25, 2016, 7:00 PM - 8:00 PM @ Board Room

[More Details](#)

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