



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

**December 16, 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 – No weekly report**
- 5. Police Department -- See weekly report**
- 6. Fire Department --See weekly report**

**B. Calendar**

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager *ksb*  
**Date:** December 16, 2016  
**Subject:** Weekly Report

- 1. December 19, 2016 Board Meeting:** As discussed at the December 5 Meeting, the agenda for Monday night is intentionally very light. Barring unforeseen issues or discussions, I would expect we can be done by about 7:30 pm.
- 2. Meetings regarding Metra Station Area:** Staff has begun working with Legat Architects with a kick-off meeting this past Monday. We will be meeting next week at the Metra offices in Chicago to begin the process of communicating with them. Though it is very early, we are pleased with this progress and hope to have a mechanism for the Board to review as early as January.
- 3. Du-Comm Board of Directors Meeting:** I attended this meeting on Wednesday morning. The primary area of discussion continues to be the planning for a new dispatch facility in Wheaton adjacent to the County facility. This appears to be the best way to provide these services going forward. The impact on long-term cost to the Village should be limited.
- 4. Meeting Regarding Storm Water Grant Applications:** Mike Millette and I met on Tuesday with a consultant proposing to prepare and submit grant applications to the IEPA and DuPage County seeking assistance for projects on Norfolk Avenue in the Blackhawk Heights area and the Chestnut/Burlington alley. We believe these proposals have a good chance of being accepted. Even if they are not, we will have the baseline for future projects and/or grant applications. The proposal is attached which I have signed with the intent of meeting the County's January deadline for application. Please advise if you have any questions regarding this matter.
- 5. SSA #30 Area Public Meeting:** Our annual meeting regarding the upcoming road program was held on Wednesday evening. Many residents came by to learn more about the project and ask questions. There were no real significant or unique concerns that were raised at the meeting.
- 6. Holiday Office Closing Days:** For the upcoming holidays Village facilities will be closed on Friday, December 23<sup>rd</sup>, Monday, December 26<sup>th</sup> and Monday January 2<sup>nd</sup>.



## Conservation Design Forum

Landscape Architecture · Planning · Civil / Water Resources Engineering · Sustainable Urbanism · Ecosystem Sciences

November 28, 2016

**DAN UNGERLEIDER**  
**VILLAGE OF CLARENDON HILLS**  
**1 N PROSPECT AVENUE**  
**CLARENDON HILLS, IL 60514**

REF#: [P0106.16] – [2016-22-27] – [CDF Gran Application proposal]

RE: Proposal for Professional Services  
Illinois EPA and DuPage County Grant Applications

Dear Mr. Ungerleider,

On behalf of Conservation Design Forum, Inc. (CDF), I am pleased to provide a proposal for Professional Services for the preparation of Master Plans and Grant Applications for the Norfolk Islands and Chestnut Alley. CDF understands that the Village is interested in retrofitting the existing islands in Norfolk Avenue from Indian Drive to Hiawatha Drive, inclusive, to improve stormwater management for the surrounding streets. CDF understands that you are also interested in retrofitting the alley between Chestnut and Burlington Avenues. CDF will prepare concept plans for the two locations adequate for cost estimating and preparing grant applications under Illinois EPA's 319 program and under DuPage County's Water Quality Improvement Program (WQIP). A detailed Scope of Services is provided on the following pages.

CDF is very interested in this opportunity to work with the Village of Clarendon Hills on these two important projects. Thank you for the opportunity to offer our services on this project. We would be pleased to answer questions you may have.

Sincerely,  
**Conservation Design Forum**

Thomas H. Price, PE  
Director, Civil and Water Resources Engineering  
630-559-2004  
[TPrice@cdfinc.com](mailto:TPrice@cdfinc.com)

## SCOPE OF SERVICES

### **Task 1 – Norfolk Avenue Islands Concept Plan**

CDF will visit the project site and develop a concept plan to retrofit the four islands located at the Norfolk Avenue intersections to accept and treat runoff from the surrounding pavement areas. The concept plan will be used to prepare a cost estimate and will be included in the Illinois EPA and DuPage County grant applications described below. CDF will utilize existing aerial photographs as base maps and will use DuPage County 2-foot topography to determine the drainage area to each island. It is assumed that the islands will be retrofit to function as bioretention systems that will provide filtration of runoff as well as storage to reduce runoff volumes and rates. The analysis used to prepare the concept plan will be sufficient to determine expected water quality performance as needed for the grant applications. Further analysis to size the systems to meet drainage and stormwater protection requirements will be performed upon receipt of the grant(s).

#### Deliverables:

- Site visit
- Concept Plan suitable for grant application
- Cost estimate suitable for grant application

### **Task 2 – Chestnut Alley Concept Plan**

CDF will visit the project site and develop a concept plan to retrofit the existing alley to reduce stormwater runoff to improve water quality and reduce the hydraulic load to the pump station located in the alley. The concept plan will be used to prepare a cost estimate and will be included in the Illinois EPA and DuPage County grant applications described below. It is assumed that the alley will be retrofit with permeable paving and/or bioretention integrated into the landscape adjacent to the alley. CDF will utilize existing aerial photographs as base maps and will use DuPage County 2-foot topography and other data provided by the Village to determine the drainage area to the alley. The analysis used to prepare the concept plan will be sufficient to determine expected water quality performance as needed for the grant applications. Further analysis to evaluate the need for increasing the pump station capacity will be performed upon receipt of the grant(s).

#### Deliverables:

- Site visit
- Concept Plan suitable for grant application
- Cost estimate suitable for grant application

### **Task 3 – IEPA Green 319 Grant Applications**

CDF will prepare and submit to IEPA a grant application package under the Illinois 319 grant program. The grant application package will include necessary narratives, descriptions, forms, cost estimates, maps, and conceptual plans as required in the grant application forms included as Attachment 1. The scope of the grant application will be as described under Tasks 1 and 2 above. The two locations will be prepared as one application. However, the application can be written to give Illinois EPA an option to award a grant for only one of the two locations.

#### Deliverables:

- Research of receiving waterbody and watershed suitable for grant application
- Grant application
- Response to IEPA questions regarding the application

#### **Task 4 – DuPage County WQIP Grant Applications**

CDF will prepare and submit a DuPage County Water Quality Improvement Grant application package. The grant application package will include necessary narratives, descriptions, forms, cost estimates, maps, maintenance plans, signage, and conceptual plans as listed the Application Requirements included as Attachment 2. The scope of the grant application will be as described under Tasks 1 and 2 above. The two locations will be prepared as one application. However, the application can be written to give the County an option to award a grant for only one of the two locations.

#### **Deliverables:**

- Research of receiving waterbody and watershed suitable for grant application
- Grant application
- Response to DuPage County questions regarding the application

#### **Expenses**

Budgeted project expenses include travel, reproduction, photography, postage, and printing.

#### **REMUNERATION**

Conservation Design Forum will complete the Scope of Services as described above based upon the following fees.

<b>Task</b>	<b>Description</b>	<b>Fee</b>
1	Norfolk Avenue Conceptual Plan	\$ 2,200
2	Chestnut Alley Conceptual Plan	\$ 2,100
3	Illinois EPA Grant Applications	\$ 3,200
4	DuPage County Grant Applications	\$ 3,600
	Expenses	\$ 500
<b>Total</b>		<b>\$11,600</b>

The fees provided above are fixed for the indicated scope of services.

Services described above shall be provided in accordance with the terms and conditions in Appendix A attached hereto and which is incorporated and made part of this Agreement by reference.

Dan Ungerleider  
Village of Clarendon Hills  
1 N Prospect Avenue  
Clarendon Hills, Illinois 60514

[P0106.16] - 2016-11-27 - [CDF Gran Application proposal]  
Page 4 of 6

Sincerely,  
**Conservation Design Forum**



Thomas H. Price, PE  
Director, Civil and Water Resources Engineering  
630-559-2004  
[TPrice@cdfinc.com](mailto:TPrice@cdfinc.com)

Authorized By: K. S. Barr

Printed Name: KEVIN S. BARR

Title: VILLAGE MANAGER

Date: 12-16-16

## APPENDIX A

### Part 1 – General Conditions

#### *General Terms*

1. Fee for Task 1 as described above is 11,600 lump sum, including expenses. Fees will be invoiced monthly as work progresses based upon the percentage complete of each task.
2. Fee proposals for Additional Services will be prepared upon request. Work for additional services will only proceed with prior authorization.
3. A signed copy of this proposal will serve as a contract and supersedes any previous authorization to proceed.
4. This contract may be canceled by either party for any reason within seven (7) days notice. Notice of cancellation must be in writing. Work completed up to that date will be invoiced in full.
5. Additional work requested by the Client will be performed and invoiced at the hourly rates provided. Additional work includes participation and/or participation in any meetings or public presentations other than those specifically described above.
6. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, after Library's receipt of an invoice.
7. If issues beyond the control of CDF delay work for more than ninety (90) days, the terms and fees of this contract are subject to revision.
8. All documents, drawings, plans and reports (collectively "Plans") prepared by CDF pursuant to the attached Scope of Services shall be the property of CDF.
9. CDF shall be given proper credit and acknowledgement for all services including but not limited to: planning, design, and implementation. Proper credit shall be defined as being named by Client or their Agent in such circumstances as project identification boards, published articles, or promotional brochures.
10. CDF agrees to indemnify and hold harmless the Client and all of its partners, principals, officers, directors, employees, and agents against any and all claims, losses, penalties, fines, forfeitures, reasonable attorneys' fees, judgments, amounts paid in settlement, and related litigation costs, and other fees and expenses which result from CDF, its partners', principals', officers', directors', employees', agents', or permitted assigns' negligence or intentional, willfully wrongful, wanton, or reckless acts in connection with CDF's performance under this Agreement.
11. The Client agrees to indemnify and hold harmless CDF and all of its partners, principals, officers, directors, employees and agents against any and al claims, losses, penalties, fines, forfeitures, reasonable attorneys' fees, judgments, amounts paid in settlement, and related litigation costs, and other fees and expenses which result from the Client's, its partners', principals', officers', directors', employees', agents', or permitted assigns' negligence or intentional, willfully wrongful, wanton, or reckless acts in connection with Client's performance under this Agreement.

*Hourly Rates*

The following hourly rates are the basis of professional fees and will be charged for all work authorized by the client and not included in the Basic Scope of Services. These rates are subject to semi-annual review and revision.

<b>Position</b>	<b>Rate</b>
Principal or Director	\$175/hr
Senior Associate	\$115/hr
Associate	\$105/hr
Project Manager – Engineering	\$115/hr
Project Manager – Landscape Architecture, Planning, Ecological Restoration	\$90/hr
Professional Staff	\$80/hr
Technical Staff	\$50/hr



452 Park Avenue  
Clarendon Hills, Illinois 60514  
630.286.4750

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Michael D. Millette P.E., Director of Public Works  
**Date:** December 16, 2016  
**Subject:** Department Report

1. We are prepared to enter our third (!?) weekend of snow operations this year. The current forecast shows snow starting late this afternoon and continuing into the night. Everything is ready. We have 600 tons of salt on-hand, 125 tons on order and have used 100 tons over the course of the previous two weekends. Our new 3-ton plow truck will be here next Monday or Tuesday.
2. The public meeting for the 2017 Road Program was held on December 14<sup>th</sup>. Approximately one dozen people attended. Questions asked and answered were similar to those of previous years. Bids are scheduled to be opened on January 24<sup>th</sup>.

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT



DATE: December 16, 2016  
To: Village Manager Kevin Barr  
From: Chief Boyd Farmer  
Subject: Weekly Activity Report

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**Recent events and training:**



A SPECIAL THANKS to Tommy and Jake, who delivered gingerbread cookies to the Police Department, which were happily received by Sergeant Porter. Also, a SPECIAL THANKS to mom, who made the cookies and took the picture.

**Significant traffic and criminal activity during the period December 9, 2016 through December 16, 2016.**

December 9, 10:08 am, officers were called to a home in Coventry Court for a report of criminal damage. On scene, officers found a brick had been thrown through the victim's rear vehicle window. It occurred in the early morning hours.

December 9, 10:30 am, an officer was called to the 200 block of Oxford for a report of criminal damage. The caller reported seeing a dark colored small SUV drive off the road and hit the fence around 11:00 pm the night before police were called. The offending vehicle was observed driving away from the scene. The fence is owned by Hinsdale Golf Club.

December 10, 12:30 pm, officers were called to the Jewel food Store for an intoxicated person. Officers found the 40 year old female from Clarendon Hills at the check-out area attempting to stand, but failing to maintain her balance and falling against the counters. She was highly intoxicated and was transported to Hinsdale Hospital for treatment.

December 11, 2:30 am, officers were called to the 300 block of Park Ave for domestic trouble. The incident was between a husband and wife. Officers resolved the situation.

December 14, an officer was called to the 100 block of Iroquois for a theft report. The victim reported UPS had delivered a package on 12/2/2016, but she never received it. The package was stolen off the front porch.



316 Park Avenue  
Clarendon Hills, Illinois 60514  
630.286.5430

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** December 16, 2016  
**Subject:** Weekly Department Report 2016-34

1. Fire Prevention Bureau Activity during the past week.
  - Twelve (12) Fire/Life Safety Inspections were conducted this week. All scheduled fire and life safety inspections for 2016 have been completed by Lt. Godek. Thanks for all of your hard work Dave!
  - All electronic pre-plan drawings were also completed this month. All of them are now stored electronically in a google drive and assessable by fire department personnel in the vehicles using the on board iPads.
2. Training Report:
  - Three (3) recruit firefighters will be attending the Firefighter Basis (previously called Firefighter 2) certification training at the Western Springs Fire Department starting in January. Firefighters from Western Springs, Clarendon Hills and LaGrange Park will be in the class. This class will be done on Tuesday and Thursday evenings and also on most Saturdays through June of 2017.
3. Emergency Medical Services Report:
  - Thirty one (31) Firefighter Paramedics and EMT's attended monthly continuing education on Wednesday evening. CPR re-certification was conducted along with new equipment training.
4. Clarendon Hills/Hinsdale FD sharing of services report:
  - No Report
5. Emergency Management Report:
  - No report this week.
6. On Monday and Tuesday of this week all of the carpeting in the fire station was replaced. The carpeting was purchased locally from Carpet Showcase. When possible we try to support local businesses.

7. On Wednesday, I attended the Du-Comm Board of Directors and Executive Committee meetings. At the Board of Directors meeting most of the discussion involved proceeding to the next step to finish the plans and costs for the new Du-Comm facility that will be built in Wheaton. At the Executive Committee meeting, the new CAD progress was discussed, the new 9-1-1 telephone system was discussed, and revisions to the FYE18 budget were also discussed.
8. On Monday, Captain Rediehs and I attended an IRMA training session at the Village Hall. The topic of the training was determining the Root Cause of accidents and injuries.
9. On Wednesday, Lt. Godek, Lt. Weil and I attended the annual meeting of the Loyola EMS system providers.
10. On Thursday, I attended the monthly meeting of the Du-Comm Fire Chiefs. Du-Comm is requesting all members over the next 12-18 months to have all of their fire alarm subscribers switched over to wireless alarm transmissions. I am glad to report that Clarendon Hills is was out in front on this one. All of our alarms were changed to Wireless about four (4) years ago.

11. Incidents of Interest:

- No calls of interest to report in the village.

12. Mutual Aid Calls:

- Wednesday, December 14<sup>th</sup> at 12:31 PM. Squad 86 with three (3) firefighters responded to assist the Westmont Fire Department with a structure fire at 1208 Charles Ct. in Westmont. Squad 86 firefighters assisted with fire suppression and overhaul. They were on the scene with Westmont for about two (2) hours on this very cold day.
- Wednesday, December 14<sup>th</sup> at 5:41 PM. Squad 86 with three (3) firefighters responded to a MABAS Division 10 Box Alarm for the Tri State Fire Protection District for a structure fire at 709 79<sup>th</sup> St. in Darien. Squad 86 firefighters were on the scene for about 90 minutes on this very cold evening.

13. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills three (3) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale three (3) times.
- During the past week, the fire department responded to twenty six (26) emergency calls.

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



**January 2017**

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

**Village Calendar****Village Offices Closed due to Holiday**

January 2, 2017, All Day

[More Details](#)

**Village Board Regular Scheduled Meeting - Cancelled**

January 3, 2017, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

**Village Board Regular Scheduled Meeting**

January 16, 2017, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

**ZBA/PC Meeting**

January 19, 2017, 7:30 PM - 8:30 PM @ Board Room

[More Details](#)

**CONNECT  
WITH US**

**December 2016**

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

**Village Calendar****Village Board Regular Scheduled Meeting**

December 19, 2016, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)**Village Offices Closed due to Holiday**

December 23, 2016, All Day

Christmas Eve Holiday observed

[More Details](#)**Village Offices Closed due to Holiday**

December 26, 2016, All Day

Christmas Holiday observed

[More Details](#)

**CONNECT  
WITH US**