



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

**September 1, 2017**

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**A. Management Reports**

- 1. Manager's Notes - See weekly report**
- 2. Finance Department - See 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 - No weekly report**

**B. Calendar**

**MEMORANDUM**

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager *ksb*  
**Date:** September 1, 2017  
**Subject:** Weekly Report

1. **Village Hall Closed – Labor Day:** The Village Hall and other Village offices will be closed on Monday for the Labor Day Holiday. We hope members of the Board and our residents have a wonderful holiday weekend.
2. **Vehicle Sticker Letter:** Last week we reported that a letter was sent to more than 800 homes in town that we have identified as not purchasing any vehicle stickers. So far we can report that this effort was a success. The letters arrived in boxes on Saturday. As of end of day Thursday, we have sold more than 250 stickers this week. This amounts to more than \$14,000 in revenue. We expect the results to continue and will address additional steps to be taken later in the month. We also anticipate the proposed move to a third party vendor administering the program next year to result in greater returns. Thanks to the numerous staff members in Administration, Finance and the Police Department who put the effort in to make this happen.
3. **Burlington Avenue Parking:** In addition to the item included on the Board Meeting agenda for Tuesday night, staff is reviewing a request from a local business to amend the existing blue-dot parking availability on Burlington **east** of Prospect. Though parking problems can be a concern, this particular issue is a result of increased business activity, which is of course good. We may have a recommendation to bring to you on this at an upcoming meeting.
4. **Sloan Triangle Public Information Sign:** Materials and a proposal for installation of a modernized Triangle sign are included in the Board packet. Though we have included a resolution for approval on the agenda, we realize members of the Board may have follow-up questions on this item that would necessitate a delay. This can be accommodated. We are looking for examples of locations (probably indoors at this point) where you may be able to see a sign with the same sign as the one we propose.
5. **Next Board Meeting:** As a reminder, the next Board meeting is scheduled for Tuesday, September 5<sup>th</sup> due to the Labor Day holiday. See you then.

6. **Executive Session:** We are planning to ask the Board to go into executive session on Tuesday night to review executive session minutes and discuss compensation matters regarding specific employees. We do not expect the session to take a long time.

**Have a Great Holiday Weekend!**



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** September 1, 2017  
**Subject:** Department Report

1. Starting Tuesday, September 5<sup>th</sup> Green Pay will be live...Residents can access the link to Green Pay by logging onto [www.clarendonhills.us](http://www.clarendonhills.us) and clicking on the Online Bill Pay link and going to pay water bill. This will allow residents to sign up to receive their water bill electronically, sign up for Auto Pay from their bank account or pay their water bill with a Credit or Debit Card.
2. On August 22<sup>nd</sup> a "Final Notice" was mailed to residents that were 30 days past due with their water bill. On Tuesday, August 29<sup>th</sup> red tag notices were delivered to residents that still remained 30 days past due. Per the change in the Village ordinance red tag notices were sent out for bills that remain 30 days past due and were assessed a \$75.00 red tag penalty. As of Friday, September 1<sup>st</sup> just under 10% of those that received a final notice remain unpaid. Shutoffs will commence Tuesday for any remaining accounts with unpaid balances.

**MEMORANDUM**

**To:** Kevin Barr, Village Manager  
**From:** Michael D. Millette P.E., Director of Public Works  
**Date:** September 1, 2017  
**Subject:** Department Report

1. The landscape subcontractor for the 2017 Road Program will to continue to fine grade the parkways and place sod. The retaining wall at Oxford and Traube is complete. Surface asphalt is scheduled for the week of September 11<sup>th</sup>. The project is still on schedule for its September 29<sup>th</sup> completion. Nicor's contractor began gas main replacement on Naperville between Richmond and Woodstock this week and will be finished by next Friday.
2. We began grinding (as necessary) filling and seeding stump holes from the tree removals of the last three weeks. We are also mowing, trimming and hauling waste to the dump.
3. The 2017 Sidewalk Replacement program bids were opened Wednesday. The bid award recommendation is on the Board agenda for September 5<sup>th</sup>.
4. We are taking advantage of the dry weather to extend our street line painting another week.

**MEMORANDUM**

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: September 1, 2017  
RE: Department Report

1. **Sloan Triangle Public Information Sign.** Materials and a proposal for installation of a digital public information sign will be considered by the Village Board on Tuesday evening. The vendors potentially responsible for installation of the digital sign will be in attendance and available if there are questions.
2. **Comprehensive Zoning Ordinance Amendment.** Materials and a proposal for consulting services for the preparation of a comprehensive zoning ordinance amendment will be considered by the Village Board on September 5, 2017. The intent of this project is to identify and correct legal conflicts and deficiencies in the Zoning Ordinance, to modernize the ordinance as a whole, and to ensure its language is user-friendly. More information about this project will be posted at [www.clarendonhills.us/zomp](http://www.clarendonhills.us/zomp).
3. **Richmond Education Gardens & Apiary.** Last Monday Village Manager Barr and I met with Westmont's Village Manager and Community Development Director to discuss components of the proposed Intergovernmental Agreement (IGA) proposed for the design, development and management of the Gardens project between our two communities. We hope to bring the IGA back to the two Boards in early fall. Initial site grading and clean up are scheduled for September and October. More information about the Gardens project can be found at [www.richmondgardens.org](http://www.richmondgardens.org) and [www.facebook.com/richmondeducationgardens](https://www.facebook.com/richmondeducationgardens).

Please consider supporting the Richmond Education Gardens and Apiary by purchasing a custom engraved brick in honor of a family member, friend, business or organization. Each brick will be permanently displayed at the Richmond Education Gardens for all to see and enjoy. Visit [www.richmondgardens.org](http://www.richmondgardens.org) to learn more.

4. **Permits.** During the month of August the Village issued 27 permits, including 2 new homes, having a total reported construction value of \$2,053,720. The monthly permit report for August will be posted late next week at [www.clarendonhills.us/bp](http://www.clarendonhills.us/bp).
5. **Zombie Hunting Permits.** It's hard to believe Halloween is right around the corner and Zombie Hunting season is approaching. Next week the Village of Clarendon Hills Community Development Department **2017/2018 Zombie Hunting Permits** will on sale at Village Hall for a minimum \$10.00 donation. All proceeds will be donated to the American Red Cross to help those who have been effected by devastation of Hurricane & Tropical Storm Harvey.



**Have a Safe and Happy Labor Weekend!**

## VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: September 1, 2017

To: Village Manager Kevin Barr

From: Chief Boyd Farmer

Subject: Weekly Activity Report

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### **Recent events:**

This past week and through the Labor Day weekend, the Police Department will be taking part in the IDOT Click-It-Or-Ticket, distracted driving and DUI enforcement details.

### **Significant traffic and criminal activity during the period Aug 26, 2017 through Sept 1, 2017.**

August 28, 3:56am, officers responded to a home in the 400 block of Traube, where a burglary to a motor vehicle was reported in progress. The offender was observed in the homeowner's vehicle, and fled the scene when confronted. Officers searched the area and found the offender hiding in bushes nearby. The officers arrested the 21 year old male from Downers Grove. He was charged with burglary to motor vehicle and transported to DuPage County Jail.

August 29, 8:44pm, officers responded to the Infinity dealership, where a vehicle had been stolen 10 minutes earlier. The Infinity Q50, which had just been purchased, was stolen as it sat in the prep area being detailed. The video surveillance showed a male black subject walking around the vehicle looking it over. He got in the vehicle and drove away.

August 30, 5:01pm, officers responded to a disturbance at the 285 N. Richmond apartment building. Officers responded and talked with several uncooperative subjects. The officers concluded the disturbance was the result of a drug deal gone wrong. The subjects were dispersed, except for a 22 year old male who was arrested on a Cook County warrant.

August 31, 4:57am, the Department was notified by a Westmont officer, that four mailboxes in the 5700 block of Western had been damaged. Officers followed up notifying the homeowners of the damage.

**September 2017**

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

**Village Calendar**

**Village Offices Closed due to Holiday**

**September 4, 2017, All Day**

[More Details](#)

**Village Board Regular Re-Scheduled Meeting**

**September 5, 2017, 7:00 PM - 9:00 PM @ Board Room**

[More Details](#)

**Chamber of Commerce Farmers Market**

**September 7, 2017, 8:00 AM - 2:00 PM @ Downtown  
Clarendon Hills**

[More Details](#)

**Clarendon Blackhawk Mosquito Abatement District Mtg**

**September 12, 2017, 7:00 PM - 8:00 PM @ Village Hall  
Main Building**

[More Details](#)

**Chamber of Commerce Farmers Market**

**September 14, 2017, 8:00 AM - 2:00 PM @ Downtown  
Clarendon Hills**

[More Details](#)

**Village Board Regular Scheduled Meeting**

**September 18, 2017, 7:00 PM - 9:00 PM @ Board Room**

[More Details](#)

**Chamber of Commerce Farmers Market**

**September 21, 2017, 8:00 AM - 2:00 PM @ Downtown  
Clarendon Hills**

[More Details](#)

**ZBA/PC Meeting**

**September 21, 2017, 7:30 PM - 8:30 PM @ Board Room**

[More Details](#)

**Chamber of Commerce Farmers Market**

**September 28, 2017, 8:00 AM - 2:00 PM @ Downtown  
Clarendon Hills**

[More Details](#)

**October 2017**

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
| 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 | 31 | 1  | 2  | 3  | 4  |

**Village Calendar**

**Village Board Regular Scheduled Meeting**

**October 2, 2017, 7:00 PM - 9:00 PM @ Board Room**

[More Details](#)

**Chamber of Commerce Farmers Market**

**October 5, 2017, 8:00 AM - 2:00 PM @ Downtown Clarendon Hills**

[More Details](#)

**Fire Department Open House**

**October 7, 2017, 11:00 AM - 2:00 PM @ Fire Department**

[More Details](#)

**Firefighters' Pension Regular Board Meeting**

**October 13, 2017, 9:30 AM - 9:45 AM @ Village Hall Main Building**

[More Details](#)

**Native Tree & Shrub Sale**

**October 14, 2017, 8:00 AM - 12:00 PM @ Westmont Water Department**

The Village of Westmont Environmental Improvement Commission will be holding a Native Tree & Shrub sale on Saturday, October 14, 2017. A portion of the proceeds will go to benefit the Richmond Education Garden and Apiary! Online orders can be placed until October 6, 2017 at [www.westmont.illinois.gov/green](http://www.westmont.illinois.gov/green).

[More Details](#)

**Village Board Regular Scheduled Meeting**

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

[More Details](#)

**ZBA/PC Meeting**

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

[More Details](#)

**Village Trick or Treating**

**October 31, 2017, 3:00 PM - 7:00 PM**

Tricking or Treating hours for the Village of Clarendon Hills are from 3 PM to 7 PM on October 31st.

[More Details](#)