



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

December 15, 2017

A. Management Reports

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

B. December and January Calendars

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager *ksb*
Date: December 15, 2017
Subject: Weekly Report

- 1. Meeting with BNSF:** Dan Ungerleider and I met with Pat Casler from BNSF on Thursday. We discussed all aspects of railroad operation, including safety systems at the crossings, potential grants and other sources of funding for improvements and safety regulations related to the Education Garden. As always, Pat brought her wealth of knowledge to the discussion and provided helpful information.
- 2. SSA #31/2018 Road Program Resident Meeting:** In 2018 the work will be on Oxford, Tuttle, Woodstock, Arthur and Norfolk, all south of Chicago Avenue. Local residents in these areas were invited to attend an open house on Wednesday night. About 15 people attended and heard a presentation regarding the scope and schedule of the project and how the SSA funding process works. Residents had several excellent questions regarding the project, including the scope of the SSA and the planned local drainage improvements. Formal approval to begin the SSA process is included on the Board's agenda for Monday night.
- 3. Meeting with Westmont to Discuss Dallas Basin:** Village President Austin and several staff members met with Westmont Village Manager Steve May on Thursday morning to discuss the Dallas Basin, which is in Westmont on the west side of Richmond Avenue. The intent was to review how the Basin is supposed to work and determine if there are any improvements that can be made to help relieve flooding concerns. As expected there were no simple and/or inexpensive improvements that could be made. We did have a useful conversation regarding the system as a whole (Dallas Basin/Park Avenue Basin) which will work as a baseline for our engineering review of the Park Avenue Basin, which is scheduled for this year. Thanks to Steve May and the Village of Westmont for their willingness to work with us on this important area of concern.
- 4. Peter Nickell Starting:** Peter started his new position as Assistant to the Village Manager on Monday. He has hit the ground running – seems like a veteran already. If you have not met Peter he will be at the meeting on Monday night.

5. **IAMMA Annual Salvation Army Luncheon:** Peter and I attended this meeting on Wednesday. It was an excellent opportunity to network with colleagues and support the Salvation Army Angel Tree program, which provides toys and clothing to families in need. The event provided a great excuse to shop at the Learning Express!
6. **IT Project Review:** Peter and I met with our IT representative from Proxit on Thursday. This gave Peter a chance to get up to speed on our operations and routing projects and especially a chance to review concerns regarding back-up of data. We are planning to move forward as quickly as we can, especially in regards to the Finance system.
7. **CY 2017 Audit Begins:** Sikich staff were on-site Thursday to begin the process for the audit. This included the annual interview of myself and department heads regarding finance operations. Village Board members will be contacted to respond to similar questions.

Have a Great Weekend!



MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: December 15, 2017
Subject: Department Report

On Thursday the auditing firm Sikich LLP, whom the Village has engaged to conduct the audit for the calendar year 2017 was on site to begin preliminary field work. New to the audit this year is Dan Berg as the partner in charge. Staff of various levels will work throughout 2018 to assist in any audit request. The finance department will update the board during the upcoming year as the audit progresses.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: December 15, 2017
RE: Department Report

1. **Business and Contractor License Renewal 2018.** We appreciate those who have submitted applications for their annual business and contractor licenses. For those who have yet to apply, 2017 licenses are set to expire on December 31, 2017. If you plan to operate your business or perform work within the Village of Clarendon Hills in the coming year starting January 1st, or if in the case of a contractor, the project you are currently working on will extend past 2017, you are required to apply for and receive a new license for 2018. License applications and fees received after January 31, 2018 will be subject to a late payment penalty equal to one-half (1/2) of the applicable license fee. Please visit www.clarendonhills.us/bl for more information.
2. **Richmond Education Gardens.** Engineering plans for the development of the Gardens are complete and construction is tentatively scheduled for spring 2018. Honey harvested from the Gardens Apiary has sold fast. Special thanks goes out to the Mike and Wendy at the Village Gourmet for bottling the honey for us. Stop by Village Hall to pick up your bottle before they are all gone. More information about the Gardens is posted at www.richmondgardens.org and www.facebook.com/richmondeducationgardens (be sure to like our page!)
3. **Stormwater Management Review.** On Thursday morning Village President Austin, Village Manager Barr, Assistant to the Village Manager Nickell, Public Works Director Millette and staff, and I met with Westmont's Village Manager Steve May to review both communities' stormwater management infrastructure serving the neighborhoods along Richmond, Colfax and Park Avenues. We anticipate scheduling a community meeting to discuss the last storm event with those effected most.
4. **Annual BNSF Meeting.** On Thursday Afternoon Village Manager Barr and I met with Pat Casler, BNSF Director Suburban Services. We reviewed the status of the Village's commuter station lease, the Village's potential plans regarding the train station and shelters, and the proposed streetscape improvements around the train station.
5. **88 Park Avenue.** At the general contractor's request I have authorized the masons to work this Sunday from 10am to 5pm. This will allow them to take advantage of good weather.
6. **108 Eastern Avenue Remodel.** There will be work done to the sanitary sewer line on Monday, December 18th which will impact parts of Park Avenue and Eastern Avenue. If you have questions please contact Public Works at 630-286-4750. See Map attached of detour routes.
7. **Permits.** So far in December the Village has issued 5 permits. The monthly permit report for January through November 2017 is posted at www.clarendonhills.us/bp.

~ ~

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT



DATE: December 15, 2017
To: Village Manager Kevin Barr
From: Sgt. Dalen
Subject: Weekly Activity Report

Significant traffic and criminal activity during the period December 6, 2017 through December 14, 2017.

- On December 6, 9:45am, officers responded to Richmond and Wilmette (Westmont) for a hit and run vehicle crash that originated in our business district. The victim followed to offender into Westmont where he was stopped by Westmont officers. CHPD Officers conducted an investigation and ultimately charged the Westmont resident with driving under the influence of drugs. He was taken into custody and later released on bond.
- On December 7, 2:32pm, officers responded to a hit and run vehicle crash on the 400blk of Western. The victim related that she was rear-ended by a male in his early twenties driving a red Ford Taurus. When she called 911, the offending driver fled. Investigation continues.
- On December 10, 12:18pm, officers were flagged down by multiple residents on the 10blk of Waverly advising there was an intruder in one of the homes. Officers located the residence and were met outside by the victim, who had the offender already in custody. The victim advised that he went into his basement and found a broken window and the offender milling around. At that point, the victim was able to secure the female offender for police. Officers took custody of the Texas resident, charged her with one felony count of criminal trespass to residence and transported her to DuPage County Jail.
- On December 11, 7:29pm, officers responded to the 100blk of Woodstock for the report of domestic trouble. Officers were able to peacefully resolve the situation.
- On December 14, 9:32am, officers responded to the 200blk of Terrace for a domestic trouble report. Investigation continues.

Recent events and training.

- Sergeant Shirley completed the 2 week Northwestern supervisor course
- Sergeant Porter attended a homeless assistance training class
- On December 10, Madeline Pacella started as a new police officer with the department.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: December 15, 2017
Subject: Weekly Department Report 2017-33

1. Fire Prevention Bureau Activity during the past week.
 - All 2017 scheduled Fire/Life Safety Inspections were completed and information given to Finance Department for billing.
2. Training Report:
 - No report.
3. Emergency Medical Services Report:
 - Wednesday evening, thirty one (31) Firefighter EMT-B's and Paramedics attended monthly continuing education. CPR training was conducted. All participants are now re-certified for 2 years.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - No report.
5. Emergency Management Report:
 - No report.
6. Medic 86r (2007 International) back up/reserve ambulance was taken back to International in Joliet for starting problems.
7. On Tuesday, I attended the monthly meeting of the DuPage County Fire Chiefs in Glendale Heights.
8. On Wednesday, I attended the monthly meeting of the MABAS Division 10 Fire Chiefs.
9. On Thursday, I met with the Sikich Auditors for the annual review.
10. Today, Lt. Godek and I will be attending the annual meeting of the Loyola EMS System Chiefs, EMS Coordinators and Associate Hospitals.

11. In late November, we received a check for about \$9,800.00 from Speedway Gas Corporation for our reimbursement of costs associated with our assistance to the Tri State and Westmont Fire Departments on October 20, 2017 for the gasoline leak at the Speedway gas station in Westmont.

12. Du-Comm Report:

- On Tuesday, I chaired the Du-Comm Chiefs meeting in Glendale Heights. Discussion involved ETSB projects, Fire Station Alerting, StarCom radios re-programming project, new facility, new facility financing, ETSB issues, ACDC open house, Board of Directors special call meeting on December 19th, and the FYE19 budget.

13. Incidents of Interest:

- Friday, December 8th at 6:36 PM. Medic 86 and Squad 86 responded for a vehicle accident with injuries on Rt. 83 southbound at Chicago Ave. One (1) patient transported to a local hospital.
- Saturday, December 9th at 6:01 PM. Ladder 86 responded for ComEd wires down at the intersection of Harris and Eastern Avenues. Ladder 86 and the police department secured the area and waited for the arrival of Com Ed.
- Sunday, December 10th at 12:25 PM. Medic 86 responded for a burglar that was injured and in police custody at 60 Waverly. The patient/prisoner was transported to a local hospital.
- Monday, December 11th at 8:56 PM. Medic 86 and Squad 86 responded for a vehicle accident with injuries on 55th St. at Prospect Ave. One (1) injured patient transported to a local hospital.
- Monday, December 11th at 9:33 PM. Medic 86 and Squad 86 responded for a vehicle accident with injuries on 55th St. at Holmes Ave. One (1) patient transported to a local hospital.

14. Mutual Aid Calls:

- One (1) mutual aid ambulance call to assist Westmont FD.

15. 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 two (2) times.
- During the past week, the fire department responded to twenty two (22) emergency calls.

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



December 2017

Su	M	Tu	W	Th	F	Sa
26	27	28	29	30	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	5	6

Village Calendar**Village Board Regular Scheduled Meeting**

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

[More Details](#)**ZBA/PC Meeting - Cancelled**

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

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

December 22, 2017 - December 25, 2017

[More Details](#)

**CONNECT
WITH US**

January 2018						
Su	M	Tu	W	Th	F	Sa
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	31	1	2	3

Village Calendar

New Year's Day - Village Offices Closed

January 1, 2018, All Day @ Village Hall Main Building

[More Details](#)

Village Board Regular Re-Scheduled Meeting - CANCELLED

January 2, 2018, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

Secretary of State Mobile Unit - Sponsored by Clarendon Hills Bank

January 12, 2018, 10:00 AM - 2:00 PM @ Board Room

This is a Clarendon Hills Bank sponsored event. Questions should be directed to the Clarendon Hills Bank at 630-323-1240. Renewal or correction of Driver License/State ID, license plate stickers, and/or registration for organ donation can be done on this day at this location.

[More Details](#)

Village Board Re-Scheduled Meeting (due to MLK 1/15/18)

January 16, 2018, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

ZBA/PC Meeting

January 18, 2018, 7:30 PM - 8:30 PM @ Board Room

[More Details](#)