



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

October 18, 2019

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 - See weekly report**

B. Calendar

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager *KB*
Date: October 18, 2019
Subject: Weekly Report

1. **DuPage County Field Court Discussion** – Discussions continued this week regarding this issue. I understand a County committee is planning to review the subject next week. The Village, along with other communities that use the Downers Grove facility have reached out to the County asking that they reconsider their position and continue to maintain and pay for field court services.
2. **Budget Update/Finance Committee Meeting** – The Finance Committee (Trustees Jorissen, Hall and DeDobbelaeere) met on Tuesday evening to discuss and review capital project budgets in preparation for the general budget review meeting. We are planning to ask the Board to hold the general budget review meeting in lieu of the regular Board Meeting on November 4th.
3. **Ridge Avenue Ditch Discussion** – Staff is meeting with the resident(s) who raised this issue this Friday. We may be prepared with an oral report for the Board Meeting on Monday night.
4. **Du-Comm Board of Directors Meeting – Fire Funding Formula** – Chief Leahy and I attended this meeting on Tuesday morning in Wheaton. The primary topic of conversation was the fire funding formula. This is an initiative the Village has been working on for over two (2) years. We are pleased to report that the membership of Du-Comm voted overwhelmingly to amend the by-laws and the formula so that a jurisdiction's EAV is not the sole criteria for determining costs. As a result, our costs will reduce starting next year by about \$17,450, or about 26%. This is not everything we asked for, but it is a step in the right direction and we appreciate the effort made by other member communities to reach this result. We will continue to review the most effective method of receiving dispatch services.
5. **Chamber of Commerce Meeting** – I attended this meeting with other Village Staff on Wednesday morning. Plans for upcoming events were discussed, particularly the Halloween Walk (October 26th) and Christmas Walk (December 6th). Please save those dates on your calendar. We also provided updates on various Village projects. Chamber members seemed pleased about the Downtown Revitalization plans.
6. **DMMC Meeting with Legislators** – Village President Austin and I attended this meeting this morning. Many DuPage County State Legislators attended the meeting, including Representative Mazzochi and the Staff Assistant for Senator Glowiak. It is a helpful opportunity provided by the DMMC to allow municipal officials to communicate directly with Springfield and voice our concerns.
7. **Hinsdale Golf Club Drainage Project Update** – Public Works Director McLaughlin and I met this morning with HGC representatives to discuss the drainage project. We will continue working on this and may need to bring something to the Board at the “limited” meeting on November 4th.
8. **Free Leaf Pickup** - As a reminder, leaves (only – no grass!) can be placed in yard waste cans or paper yard waste bags and placed out on Tuesdays with your other garbage without a sticker. Other yard waste (grass clippings, sticks, weeds, etc.) still require a sticker. This is in effect for the months of October and November.

Have a great weekend!

MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: October 18, 2019
Subject: Department Report

1. On Tuesday, October 15th the Finance Department working in conjunction with the Police Department mailed out Vehicle Sticker Enforcement Letters. As in years past, letters were sent to homes that have ZERO vehicle stickers purchased. We have identified about 750 homes without stickers, this is down from last year's rate of approximately 850 homes. This letter has shown in the past to be effective at spurring additional sticker purchases.
2. The Finance Department has concluded the interview process and has extended an offer to Melissa Chandler. She has accepted and will start as the new Fiscal Assistant on October 28th. Welcome Melissa!

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: October 18, 2019
Subject: Weekly Report

1. The Burlington Water Tower has moved to the final phase which consists of three layers of painting and the addition of the Village's logo. Work is expected to be substantially complete at the end of the month. Cell carriers will then begin moving their antennas from the temporary towers back onto the water tower.
2. Crews completed a number of in-house tree removals, continued filling stumps and planted five new trees.
3. Salt spreaders and plows were installed on the larger trucks to ensure everything is operational and no parts need to be ordered. We hope not to use them for several more weeks.
4. We had our new employee start this week. He will be splitting time between field work and serving as our mechanic.
5. The Chestnut Alley Project is out to bid, along with our tree trimming and removal contract and streetlight poles.
6. A review was completed on the 40 locations Verizon are seeking to install 5G cellular equipment in Village Rights-of-Way. Verizon is now indicating that they would not be responsible for coordinating the removal of the old ComEd poles where they propose to install new streetlights that would also house their equipment. Staff is meeting with our attorneys to review this issue further.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: October 18, 2019
RE: Department Report

- Zoning Board of Appeals/Plan Commission** – The ZBA/PC met on Thursday evening to review and approve a plat of consolidation for the properties at 400 and 404 Ridge Ave. The Plat subdivided a small portion of land from one lot (400 Ridge) and consolidated with the lot at 404 Ridge Ave to make way for new home construction. The result is two lots designed in compliance with village zoning and subdivision regulations. The plat was unanimously approved.
- Downtown Revitalization Project – Train Station and Streetscape Improvements** – On October 7th the Village Board agreed to proceed with the planned improvements to the Train Station (www.clarendonhills.us/dtrev). Demolition and Construction at the Village's Commuter Parking Lot and Train Station will begin in November 2019.

NOTICE FOR SOUTH-LOT PERMIT HOLDERS

While this project is underway, a large portion of the South-Lot Parking Lot will not be available for commuter parking. South-Lot Parking Permit Holders are encouraged to park in commuter designated parking spaces along Burlington Avenue, Railroad Avenue and the north side of Ann Street adjacent to the South-Lot Parking Lot as shown on the map below. Visit www.clarendonhills.us/altparking for more information.

NOTICE FOR BLUE DOT PERMIT HOLDERS

While this project is underway, a large portion of the South-Lot will be unavailable for commuter parking. During construction the Village is assigning some Blue-Dot parking spaces for commuter parking. Additional Blue-Dot parking spaces will be provided on Walker Avenue, Park Avenue and South Prospect Avenue as shown on the map below. Visit www.clarendonhills.us/altparking for more information.

- Richmond Education Gardens & Apiary – Brick Paver Installation.** This year we were able to harvest 70 lbs of honey at the Gardens apiary thanks to our team of bee keepers. Once bottled we will begin to sell 3 oz and 8 oz bottles of home grown honey.

Brick installation will begin before the end of October. There is still time to order your personalized bricks. Please support the Richmond Education Gardens and Apiary by purchasing [online](#) a custom engraved brick in honor of a family member, friend, business or organization.

- Permits.** So far in October the Village has issued fourteen (14) building permits having a total reported construction value of \$31,242.71.



VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT



DATE: October 18, 2019
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

Training and Events:

- Last Saturday's "Response to Active Shooter" class, taught by Sergeant Finfrock, was well attended. Thank you to Christ Lutheran Church for hosting the event.
- Officers completed Court Smart on-line training.
- Officer Pacella attended pension board training.
- Officers completed a lockdown drill at Walker School.
- Officer Michalek attended a use of force training class.

Significant traffic and criminal activity during the past week.

Detective Robak obtained arrest warrants for three subjects he worked to identify as offenders in different cases. The cases involved include, identity theft, retail theft and theft of service.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: October 18, 2019
Subject: Weekly Department Report 2019-28

1. Fire Prevention Bureau Activity during the past week.
 - Six (6) Fire/Life Safety Inspections were conducted.
 - The fire Prevention Week Open house was held on Saturday, October 5th from 11AM to 2 PM.
2. Training Report:
 - Wednesday evening twenty one (21) firefighters attended fire suppression training. Pumping relays and hose connections were conducted.
3. Emergency Medical Services Report:
 - No report.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - No report.
5. Emergency Management Report:
 - Wednesday morning I attended the quarterly meeting of all DuPage County Emergency Management Coordinators in Wheaton.
6. Du-Comm Report:
 - On Tuesday morning I attended the quarterly meeting of the Board of Directors and the monthly meeting of the Executive Committee. Normal business was conducted along with a long discussion regarding the Bylaw change of the fire funding formula. The Board of Directors voted 21-3 to approve the Bylaw change. This change will reduce our fire dispatching assessment by 26% (\$17,450) annually starting on May 1, 2020. Over a ten (10) year period this will save over \$175,000. I would like to thank Village Manager Kevin Barr for his hard work over the past 18 months on this funding change.
7. Vehicle maintenance:
 - All vehicles are in full service at this time.
8. Incidents of Interest:
 - No significant calls of interest.
9. Mutual Aid Calls:
 - Clarendon Hills Medic 86 responded to one (1) EMS call in Hinsdale.

10. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills seven (7) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale six (6) times.
- The fire department responded to twenty eight (28) emergency calls.

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



October 2019

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

Village Calendar**Police Pension Fund Regular Meeting - CANCELLED****October 21, 2019, 5:30 PM**[More Details](#)**Village Board Regular Scheduled Meeting****October 21, 2019, 7:00 PM - 9:00 PM @ Board Room**[More Details](#)**Chamber of Commerce Downtown Trick or Treating Event****October 26, 2019, 11:00 AM - 2:00 PM @ Downtown Business District**

This is a Chamber Event open to residents. Treats at the Haunted Triangle. See clarendonhillschamber.com for more info.

[More Details](#)**Trick or Treating Hours****October 31, 2019, 3:00 PM - 7:00 PM @ Throughout the Village**[More Details](#)

**CONNECT
WITH US**

November 2019

Su	M	Tu	W	Th	F	Sa
27	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

Village Calendar**Village Board Regular Scheduled Meeting**

November 4, 2019, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

Village Offices Closed for Veterans Day

November 11, 2019, All Day

[More Details](#)

Village Board Regular Scheduled Meeting

November 18, 2019, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

Chamber of Commerce Meeting

November 20, 2019, 9:00 AM @ Board Room

[More Details](#)

Zoning Board of Appeals and Planing Commission (ZBA/PC) Meeting

November 21, 2019, 7:30 PM @ Board Room

[More Details](#)

Village Offices Closed for Thanksgiving

November 28, 2019 - November 29, 2019

[More Details](#)