



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

**August 3, 2018**

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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 - 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:** August 3, 2018  
**Subject:** Weekly Report

1. **Vehicle Sticker Update:** You may have noticed that the police department's large message board has been fixed easier than we initially anticipated. The sign was placed on Prospect at the tracks to remind residents to purchase stickers. As of last report we have sold about the same number as this time last year. In a week or two we plan to send letters, as we did last year, to residences without a sticker purchased. Last year's effort resulted in several hundred stickers being purchased, so we are hopeful we will see this result again. Police enforcement is also starting this week.
2. **Kelly Proctor Leaving** – Staff held a going away event for Police Assistant Kelly Proctor, who is leaving to begin her nursing career. Kelly did a great job for us and we wish her luck in her future endeavors.
3. **Metro Managers Board Meeting** – I chaired this meeting on Wednesday, which was the kick-off meeting for the 2018/19 year. The primary role of this group is to provide a forum for professional municipal managers to share useful information. The group organizes several lunch/training sessions to facilitate this effort.
4. **DMMC Managers Committee Meeting**- I attended this meeting on Thursday. Representatives from the Illinois Department of Revenue made a presentation, providing insight on the current state of municipal revenue sharing. There is some hope that a recent Supreme Court decision will result in increased "Use Tax" which is eventually shared with municipalities on a per capita basis. The Use Tax is collected from internet sales that otherwise do not collect a sales tax.
5. **200 Park Avenue Development Meeting** – Community Development Director Ungerleider and I met on Tuesday with property representatives for the old Fifth/Third Bank site. It was an interesting discussion and we are hopeful that positive developments will come soon.
6. **Dancin' in the Street:** The last concert went off on Wednesday night with a large and enthusiastic crowd, despite heavy rain that moved through just an hour before start time. I am sure that Special Events Committee Chair Trustee Hall and Assistant to the Manager Nickell will provide a report at the Board Meeting on Monday night, but it is clear that we had a very successful year. Of course it could

not be done without the volunteers on the Committee who dedicate their time to planning and staffing the events. Thank You!!

7. **Chestnut Alley Project Update-** Letters have gone out to property owners on Chestnut and Burlington inviting them to a public forum to discuss this project and the potential SSA. The meeting will occur on August 14. We will report feedback from the meeting to the Village Board at the August 20 Board Meeting. A sample of the letter is attached.
8. **CY 2019 Budget-** It is that time again! Staff has begun budget preparation, starting with capital planning. Staff review meetings will begin in the next few weeks. The plan is to bring the capital plan to the Finance Committee for preliminary review at a meeting in September.
9. **Recruitment-** We are happy to announce that the Police Assistant position and the Fiscal/Building Assistant positions have been filled. Both new hires are expected to begin in mid to late August.

**Enjoy the weekend.**





1 N. Prospect Avenue  
Clarendon Hills, Illinois 60514  
630.286.5400

August 1, 2018

«Owner»  
«Address»  
«City»

RE: «Property»

Dear Property Owner:

As you may have heard, the Village has been planning an improvement project in the alley adjacent to your property between Chestnut and Burlington Avenues. The alley improvements are to include resurfacing with permeable pavers, bio swale development on the adjoining grass area and replacement/improvement of the pump station. The intent of the project, other than the resurfacing, is to significantly reduce the incidence of flooding in the alley which occurs numerous times each year and has resulted in property damage several times in the past. This project is estimated to cost \$500,000. Because of the environmental benefits of the design, the Village was hopeful of receiving grants from the IEPA and DuPage County to assist with funding. Based on this assumption, the 2018 Village Budget including this project with funding as follows:

IEPA Grant	\$300,000
DuPage County Grant	\$100,000
Village Share	\$100,000

We did receive the DuPage County grant, but unfortunately we did not receive the IEPA grant. Despite this, the Village Board believes this project has great value and has proposed the following funding formula to allow it to proceed:

DuPage County Grant	\$100,000
Village Share	\$300,000
Local Share	\$100,000

As you can see, the Village share under the proposed scenario has tripled. The local share, most likely to be funded through a special service area (SSA) is justified for two primary reasons. First, the impact of flooding concerns is localized to the areas adjacent to the alley. Other Village residents and property owners will receive no benefit from this storm water relief. Second, the alley will be rebuilt, which is solely to the benefit of the business owners on Burlington and the residents on Chestnut. The use of a publically maintained alley is unique to the properties included in this area. For these two reasons the Village believes it is appropriate for a local share to be included in the project.

Some of you receiving this letter are already in an SSA and thus may be familiar with how it works. In short, an SSA is a mechanism that allows for public improvements to be completed with a portion of the cost allotted to adjoining property owners as part of the property tax bill. This is the same process the Village has used for our on-going street improvement program. Attached is a map showing the proposed SSA area.

The Village is aware that any impact on property taxes is of great concern to all of our residents and business owners. Given this, the Village Board asked us to invite the potentially affected property owners to an informal forum so we can describe the project and process in more detail, respond to any questions you may have and gauge the local interest in proceeding with this project. This meeting will be held as follows:

**Chestnut Alley Improvement Project Meeting**  
**Tuesday, August 14, 2018**  
**6:00 p.m. to 7 p.m.**  
**Village Hall Board Room**  
**1 N. Prospect Avenue**

Estimates regarding your potential share of the SSA will be available for review at the meeting. We **urge** you to attend this meeting so you can learn more about the project and let us know if you are supportive. If you cannot attend the meeting and have questions please contact the following:

About the construction portion of the project contact: Mike Millette, Public Works Director at (630) 286-4750.

About the SSA process contact: Maureen Potempa, Finance Director (630) 286-5415.

We hope to see you at the meeting on the 14<sup>th</sup>.

Yours truly,



Kevin S. Barr  
Village Manager



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Michael D. Millette P.E., Director of Public Works  
**Date:** August 3, 2018  
**Subject:** Department Report

1. Driveway work is still underway on the west side of Woodstock and the east side Oxford and has, therefore, delayed the commencement of work on the opposite sides of each road. The earliest this switch could take place is next Tuesday. Should this occur, then all shoulder work on the north-south streets will be complete by the end of next week leaving only Norfolk. A project update is scheduled to be published next Tuesday.
2. Work on the Fire Station parking lot will resume in earnest next week as we have worked through the delay in locating the AT&T cable in the rear of the building by utilizing our own personnel and equipment.
3. Flagg Creek Water Reclamation District advises that their smoke testing project will be completed next week.
4. We have reused the old flagpole from the Fire Station and installed it here at our building. This was an excellent effort by the whole department with an assist from the Park District who augured the hole for the concrete foundation.

**MEMORANDUM**

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: August 3, 2018  
RE: Department Report

- 1. Staffing Update.** Valerie Smith has accepted the open position in Village Hall and is anticipated to start on August 22, 2018. Ms. Smith is a Certified Permit Technician having five years of experience coordinating permit services at the Village of Westchester. She also has experience assisting with finance department and customer service duties. I am looking forward to her joining our Village Hall team.
- 2. 200 Park Avenue (fka Fifth/Third Bank).** On Tuesday morning Manager Barr and I met with the brokers for 200 Park Avenue. The purpose of our meeting was to discuss potential tenant ideas for the building. The .57 acre property and 5,227 sf former bank building are being represented by CR&M Commercial Realty. The property is zoned B-2 General Business District and is located within the Downtown Design Overlay District. We agreed to maintain an open dialog.
- 3. Dancin' in the Street/Richmond Education Gardens.** Thank you to the Special Events Committee for including the Richmond Education Gardens in Wednesday night's Dancin' in the Street festivities. Despite the initial rain, the concert was well attended and enjoyed by a great crowd. Gardens Volunteers introduced attendees to a virtual reality tour of the Gardens (DIRTT Environmental Systems), an observation hive displaying live bees from our apiary, a dunk tank sponsored by Fox's Landscape, a store-front window treasure hunt with prizes, and the return of RC Juggles' balloon creations. We also successfully collected a large bin of clothing and shoes for Cradles to Crayons Chicago. In addition to the many outstanding Dancin' in the Street sponsors, thank you to our local garden partners participating in Wednesday night's event: The Daily Scoop, I Want Candy, Brama La Pizza, Zabler Design Jewelers, and the English Garden.
- 4. Permits.** In July the Village issued twenty (20) permits, including one (1) new home, having a reported combined construction value of \$639,647.50. So far in August the Village has issued three (3) permits having a reported combined construction value of \$202,205.50.

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT



DATE: August 3, 2018  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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**Recent events and training:**

- All officers participated in the Department's pistol and rifle qualification at the Lemont firing range.
- Sergeant Porter, who is the Department's School Liaison Officer, and I met with the new District 181 Superintendent, Dr. Hector Garcia, for an introductory conversation.
- Kelly Proctor, one of our front office police assistants, worked her last day on Wednesday. She was with the Department for three years and is now pursuing a career in nursing.
- I would like to remind residents to lock their cars and homes. Neighboring towns have been receiving reports of car burglaries and auto thefts.

**Significant traffic and criminal activity during the period July 27, 2018 through August 3, 2018.**

On July 26, 4:04pm, officers responded to the 300 block of Reserve Circle to retrieve a resident's FOID (firearms identification card) after the State Police revoked it.

On July 27, 12:12pm, officers responded to the 5600 block of Forest Hill for a domestic trouble call. Officers worked with the complainant to resolve the situation.

On July 29, 7:38pm, officers responded to a residence on Common Circle for a domestic dispute. The situation was resolved.

On July 30, 5:07pm, officers responded to the 100 block of Ann for a suicide attempt. Officers secured the scene and worked with responding paramedics to have the subject transported for evaluation.

On July 31, 11:50am, officers responded to a residence on Harris to assist a confused elderly woman. The woman showed up at the residence in cab from an assisted living home. Officers reunited her with family.



**August 2018**

Su	M	Tu	W	Th	F	Sa
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	31	1

**Village Calendar**

**TIF District Joint Review Board Meeting**

**August 6, 2018, 4:00 PM - 5:00 PM @ Board Room**

[More Details](#)

**Police Pension Regular Board Meeting**

**August 6, 2018, 5:30 PM - 6:30 PM @ Clarendon Hills Police Department Training Room**

[More Details](#)

**Village Board Regular Scheduled Meeting**

**August 6, 2018, 7:00 PM - 9:00 PM @ Board Room**

[More Details](#)

**EDC Meeting**

**August 7, 2018, 7:00 PM @ Board Room**

[More Details](#)

**Chamber of Commerce Farmers Market**

**August 9, 2018, 7:00 AM - 2:00 PM**

This is a Chamber run event. Lavanway Farms, Hahn's Bakery, and Prime & Tender Meats.

[More Details](#)

**Chamber of Commerce Meeting**

**August 15, 2018, 9:00 AM - 10:00 AM @ Board Room**

[More Details](#)

**Chamber of Commerce Farmers Market**

**August 16, 2018, 7:00 AM - 2:00 PM**

This is a Chamber run event. Lavanway Farms, Hahn's Bakery, and Prime & Tender Meats.

[More Details](#)

**ZBA/PC Meeting**

**August 16, 2018, 7:30 PM - 8:30 PM @ Board Room**

[More Details](#)

**Village Board Regular Scheduled Meeting**

**August 20, 2018, 7:00 PM - 9:00 PM @ Board Room**

[More Details](#)

**Chamber of Commerce Farmers Market**

**August 23, 2018, 7:00 AM - 2:00 PM**

This is a Chamber run event. Lavanway Farms, Hahn's Bakery, and Prime & Tender Meats.

[More Details](#)

**Chamber of Commerce Farmers Market**

**August 30, 2018, 7:00 AM - 2:00 PM**

This is a Chamber run event. Lavanway Farms, Hahn's Bakery, and Prime & Tender Meats.