



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

September 18, 2020

### 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 - No weekly report**
5. **Police Department – See weekly report**
6. **Fire Department - No weekly report**

**Calendar** (Can be found on front page of Village website [www.clarendonhills.us](http://www.clarendonhills.us))

September

2020

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

**Jump To:**  
Village Calendar (4)

Village Calendar

**Board of Fire and Police Commissioners Mtg**  
September 18, 2020, 4:00 PM - 6:00 PM @ Zoom  
[More Details](#)

**Special Village Board Meeting**  
September 21, 2020, 6:30 PM - 9:30 PM @ Board Room  
Zoom Meeting Join Zoom Meeting by App <https://us02web.zoom.us/j/8859396>  
Phone Dial: 312-626-6799 Meeting ID: 885 9396 8464 Password: 356689  
[More Details](#)

**Cancelled -Village Board Regular Meeting**  
September 21, 2020, 7:00 PM @ Board Room  
[More Details](#)

**Chamber of Commerce Farmers Market**  
September 24, 2020, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue  
[More Details](#)

**MEMORANDUM**

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** September 18, 2020  
**Subject:** Weekly Report

- **COVID-19 Business Operation Update** – Business operations continue as before. We will see how things shake out as the weather gets colder.
- **Staff Response to Coronavirus Pandemic/Village Operations** - The Village Hall has opened to the public and that has gone well. We continue to see fewer people than normal, so we have not had any problems. Otherwise things continue to operate well.
- **COVID 19 Health Department Update** – I took part in the weekly call on Monday. The COVID rating for DuPage County was downgraded from the week before, which led to a great deal of conversation (it appears it has now been put back at previous (better) “Blue” rating. We were told that some type of guidance from the State regarding Halloween would be arriving sometime soon.
- **Chamber Meeting** – Along with other staff members I attended the virtual chamber meeting on Wednesday morning. Amongst other issues they discussed the cancellation of the traditional Christmas Walk festivities due to the COVID-19 situation. Alternative activities were discussed.
- **DMMC Business Meeting** – I participated in the regular business meeting on Wednesday evening (via Zoom). General areas of interest were discussed.
- **Flu Shots** – The Annual Flu shot event for employees and their families was held outside at the Fire Station on Wednesday evening. Preliminary numbers show a great turnout, thank you to everyone that participated in doing something to help improve public health.
- **Parkway Letter** – Staff continued to work through various issues regarding parkway obstruction issues. We will provide an update for the Board at the meeting on Monday night.

Enjoy the weekend and stay safe!

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** September 18, 2020  
**Subject:** Department Report

1. Village Hall has reopened to the public, hours are 9:00 AM to 5:00 PM (closed from noon to 1:00 PM for lunch). Masks are required of anyone entering the building.
2. Vehicle Stickers can be purchased in person at the Clarendon Hills Village Hall and at the Police Department. Stickers were **due July 1<sup>st</sup>**. **Late Fees went into effect September 1<sup>st</sup>**. Sales are also taking place online or by mail. Online purchases can be made by visiting the Village Website and clicking "Online Bill Pay" [www.clarendonhills.us/388/Online-Bill-Pay](http://www.clarendonhills.us/388/Online-Bill-Pay). Prices are as follows:
  - Passenger Car - \$60
  - Motorcycle - \$45
  - Seniors (62+) are eligible for a 50% discount (with the limit of 2 vehicles)

In previous years to purchase a sticker at the "Senior Rate" Seniors were required to come in and show proof of age. While the "Stay at Home" order is in effect, Seniors will be able to purchase their Stickers at the "Senior Rate" online or by mail without having to physically come in and show proof.

Village of Clarendon Hills residents have the option to purchase a special vehicle sticker showing their support for Dancin' in the Street Summer Concert Series. By donating a minimum \$10.00 (plus regular sticker price). The Concert Series has been cancelled due to COVID-19; donations will be repurposed for an even better concert next year.

Residents are required to purchase a village sticker for each vehicle they will have housed in Clarendon Hills. The annual license period begins July 1st of each year and ends on June 30th of the next year.

3. Pet License Tags went on sale on June 1<sup>st</sup> and can be purchased for \$15.00 at the Police Department and at Village Hall. Proof of rabies inoculation is required.
4. Just a friendly reminder to residents of the various ways to pay their water bill while practicing safe social distancing:

***(Note: The Mail slot at Village Hall has been moved to a temporary Mailbox located at the end of ramp along Prospect Avenue, this is temporary during the Front Porch replacement project.)***

- **Online Payments**

- [www.clarendonhills.us/388/Online-Bill-Pay](http://www.clarendonhills.us/388/Online-Bill-Pay)
  1. Pay by Credit/Debit Card (*All major credit cards accept with no addition fees*)
  2. Sign up for Auto Debit (ACH – auto draft a checking or savings account)

- **Pay-In Person/Drive Up Drop box**

- Village Hall is Open M-F 9:00 AM to 5:00 PM (closed from noon to 1:00 PM for lunch). Masks are required of anyone entering the building.
- There is a temporary Mailbox set up at the end of the ramp along Prospect Ave. This will be checked daily M-F for water bill payments.
- Clarendon Hills Bank has Drive-up Drop box is in the outside drive-up lane

- **Pay by Mail**

Use the enclosed remittance envelope that came along with the bill addressed to:

Village of Clarendon Hills  
PO Box 5671  
Carol Stream, IL 60197-5671



## **MEMORANDUM**

**To:** Kevin Barr, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** September 18, 2020  
**Subject:** Weekly Report

1. Crews repaired a sink hole that occurred to an old storm sewer rusting out at the Hinsdale Golf Club.
2. A valve box was installed at Kruml Park, replacing the b-box which was broken.
3. The Fall tree removal list was completed, trees have been marked for removal and we are awaiting removal dates from our contractor.
4. Water valve exercising and maintenance was started this week. We plan to complete work on half the valves this year and the other half next year.
5. Crews worked on a variety of tasks including watering, parkway inspections, utility locates, street sign repairs, and equipment maintenance.

## VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: September 18, 2020  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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*Residents, please continue to lock your cars and homes. Also, be aware of your surroundings when out and about. Do not leave keys, valuables, or garage door openers in your cars.*

*Remember, that if you see something, say something. Please report all suspicious activity by calling 911.*

### **Training:**

- Officers have been completing hazardous materials and Court Smart on-line training
- Officers have been completing roll call training pertaining to policy updates.
- Officer Kane has completed phase three of the Field Training Program and will be entering the final two-week phase.

### **Recent events:**

On September 11, 5:32pm, officers responded to the 10 block of Sheridan for a theft report. The resident advised that someone stole a Trump sign from the front yard.

On September 12, 7:58pm, officers responded to the 400 block of Ridge for a suspicious incident. The complainant advised that while children were outside playing, an older pick-up truck parked in front of the house. The driver exited the truck and walked onto the sidewalk. Once the complainant came out of the house, the driver went back to the truck and left. No attempt was made by the driver of the truck to communicate with the children or the complainant. The area was searched with negative results.

On September 12, 4:37am, officers responded to an apartment at 5740 Concord for a domestic dispute. Officers assisted in mediating the situation.

On September 14, 8:51am, officers responded to the 10 block of Waverly for an identity theft complaint. The victim's credentials were used to purchase goods from Macy's and iPhones from AT&T. Pending.

On September 14, 9:44pm, officers checked an occupied vehicle parked in front of a closed business on Ogden. The occupant related they had just been grabbed by an unknown white male, while walking through Ty Warner Park. The Westmont Police were called to the scene and are investigating the case.

On September 15, 2:51pm, officers spoke with a resident regarding a domestic trouble situation involving a former boyfriend. Charges are pending.

On September 15, 3:11pm, officers responded to the 200 block of Grant for a theft report. The complainant's child had their bicycle stolen from the bike rack at Notre Dame School. The lock on the bicycle was cut.

On September 16, 2:14pm, officers responded to the police station for a subject in the lobby threatening to commit suicide. Officers requested that CHFD paramedics assess the person.

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