



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

October 2, 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 - See weekly report
5. Police Department – See weekly report
6. Fire Department - See weekly report

Calendar (Can be found on front page of Village website www.clarendonhills.us)

◀ October ▶ 2020 ▼

Su	M	Tu	W	Th	F	Sa
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

Village Calendar

Chamber of Commerce Farmers Market

October 1, 2020, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue

[More Details](#)

Special Village Board Meeting

October 5, 2020, 6:30 PM @ Zoom

[More Details](#)

Cancelled Village Board Regular Meeting

October 5, 2020, 7:00 PM @ Board Room

[More Details](#)

Chamber of Commerce Farmers Market

October 8, 2020, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue

[More Details](#)

Firefighters' Pension Meeting

October 9, 2020, 9:30 AM @ Village Hall Main Building

[More Details](#)

Chamber of Commerce Farmers Market

October 15, 2020, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue

[More Details](#)

Zoning Board of Appeals and Planning Commission Meeting

October 15, 2020, 7:30 PM @ Board Room

[More Details](#)

Village Board Regular Meeting

October 19, 2020, 7:00 PM @ Board Room

[More Details](#)

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Village Calendar (11)

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: October 2, 2020
Subject: Weekly Report

- **COVID-19 Business Operation Update** – Business operations continue as before. We will be discussing what to do with the street barricades currently in place. Our current assessment is that they will be removed by the end of November, unless a viable way is determined for use over the winter. Please continue to support local businesses.
- **Staff Response to Coronavirus Pandemic/Village Operations** – No real change in this area. Operations are continuing without incident.
- **COVID 19 Health Department Update** – I took part in the weekly call on Monday. Things have continued as reported in recent weeks, with trends continuing to lower age groups. The County is discussion procedures for “winterizing” COVID-19 testing operations.
- **Refuse Services RFP** – We have received two (2) proposals to provide refuse/recycling services in response to our RFP. Staff has discussed these and reviewed with Committee Chair Knoll. We are providing an update for the Board on Monday night including a general summation of the results, again seeking general direction on how to proceed. We have some time for review because we extended the term of our current agreement through March 31, 2021.
- **DMMC Manager’s Committee Meeting** – I participated in this meeting on Thursday morning. Numerous issues were discussed including COVID-19 response, outdoor dining possibilities in cold weather, CARES Act reimbursements, Halloween, County wide consideration of body cams for police officers and changes to internet sales tax distribution procedures. There is a chance this last issue will be helpful to the Village as it is designed to allow for “point-of-sale” distribution of internet sales as opposed to State-wide “per capita” distribution. This assumes that Clarendon Hills residents purchase more than the average State resident.
- **CARES Act Funding** – There appears to be good news here. The procedures have been simplified and the Village expects to receive our full allotment of \$453,000 from the County. We will advise the Board when this is received. Thanks to staff, in particular Zach Creer, for their good work on this issue.

- **Budget Update** – The final CY 2021 budget is nearing completion. Finance Chair Jorissen has scheduled a meeting on October 21 to review capital budget requests with review of the full budget to take place on November 2nd.
- **Village Sticker Outsourcing** - Assistant to the Village Manager Creer and Finance Director Potempa met with Third Millennium to start the process of setting up the new vehicle sticker system. We are excited for this project as it should save resident time, staff time and increase compliance.

Enjoy the weekend and stay safe!



MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: October 1, 2020
Subject: Department Report

1. This month the Village has reinstated late penalties on water bills that were past due as of September 25th. If you are experiencing financial difficulties, please contact the utility billing department to set up a payment plan. If by October 26th your water bill remains unpaid and you don't have a payment plan established you will be subject to an additional fee with a "red tag notice" that will have a shut off date if a payment is not received.
2. 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.
3. Vehicle Stickers can be purchased in person at the Clarendon Hills Village Hall and at the Police Department. Stickers were **due July 1st**. **Late Fees went into effect September 1st**. 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. 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.

4. Pet License Tags went on sale on June 1st and can be purchased for \$15.00 at Village Hall and the Police Department and at Village Hall. Proof of rabies inoculation is required.

5. 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
 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: Dan Ungerleider, Community Development Director
DATE: October 2, 2020
RE: Department Report

1. **Building Permits.** The Monthly Permit Report for September 2020 is posted at www.clarendonhills.us/bp.
2. **30 S Prospect.** As previously reported, the former Mexican restaurant's new owner has been preparations and planning to completely renovate the building for a new restaurant opening in Spring 2021. During my latest discussion, I learned that the owner is planning a restaurant specializing in Italian street food. We can expect a fresh new venue with a new bar, and indoor, sidewalk, and rooftop seating. Very Exciting!
3. **Downtown Revitalization Project**
 - a. **Gates.** This week BNSF continued to relocate and install underground utilities for the new mechanical bungalow and gate protection systems at Prospect Avenue. Over the next several weeks, BNSF is expected to dig large foundation holes on either side of Prospect Avenue for the new gate equipment. We will do our best to reroute pedestrians around the construction area. Please be aware of your surroundings when walking through this area. Be patient and Be Safe.
 - b. **Train Station – Inbound Shelters.** During the last ten days, the contractor has been completing underground utility work in preparation for the reconstruction of the commuter south lot. Curb installation is expected in by early next week. The temporary shelter, which has since been converted to a construction management office, is expected to be removed to make way for the development of the Prospect Plaza area and the bus shelter. New light fixtures and some landscaping, along both sides of the tracks, are scheduled to be installed by mid-October.
 - c. **Train Station – Outbound Shelter.** On September 22, IDOT held a pre-construction meeting with the Village and the Village's contractor, John Burns Construction, to review the tentative schedule for the outbound station's development. The Village will host a local pre-construction meeting with John Burns Construction by mid-October. Project completion is expected at the end of spring 2021.
 - d. **Streetscape.** Concrete installation and landscaping were substantially completed this week. The bioswales adjacent to the outbound platform will need to be reconstructed later this month due to damage caused by the work being completed by the train station contractor and BNSF. Installation of new road and parking space striping on Burlington and Prospect Avenue is ongoing this and next week. Please be aware of these changing traffic patterns, including the new stop signs and pedestrian crossing at Golf and Burlington Avenues.



MEMORANDUM

To: Kevin Barr, Village Manager
From: Joe Ferrel, Operations Superintendent
Date: 10/02/2020
Subject: Weekly Report

1. The Village took possession of the newly purchased chipper.
2. Staff assisted the Police Department by completing oil changes and maintenance of three of the squads.
3. The Villages tree contractor is back in town removing 60 more trees on top of the 45 that were removed in early summer. The contractor will remove the stumps and grindings then PW staff will fill in the stump holes with dirt, seed and straw.
4. Public Works removed three tree stumps and tree grates on Burlington Ave. These areas will be placed on the sidewalk replacement program this fall. Prior to doing this, one tree needed to be removed which was performed by staff.
5. Water meter reading was completed this week along with non-read repairs, utility locates and numerous new water service connections and disconnections for houses to be torn down.
6. Staff is continuing to water the Business District flowers along with the dirt and seed at landscaping sites and road edge repair. Mowing also was accomplished at the sites that are maintained by Public works.
7. Staff spent time preparing for the asphalt replacement at the Public Works Facility. Removal or debris and relocation of equipment and supplies are needed so the contractor may grind of the surface and replace.



VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: October 2, 2020
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

Pictured below is Sergeant Finfrock showing several Walker School "RISE" program students his squad car after he spoke with them about stranger danger and crosswalk safety.



Thank you Officer Finfrock
and CHPD for keeping us safe!

Training:

- This month's online Police Law training pertains to *New Illinois Laws*.
- Officers have completed *All Hazards* training

Recent events:

On September 26, 9:38am, officers responded to the station for an identity theft complaint. An unknown offender attempted to use the victim's credentials to open a Discover Card account.

On September 26, 9:41am, officers spoke with a resident from the 10 block of Blodgett regarding a criminal damage to property complaint. The victim's front, driver's side car window was shattered most likely from a BB gun.

On September 26, 2:32pm, officers responded to the station for a child custody issue. Officers worked with the family.

On September 26, 6:55pm, officers stopped a motorist on Rte. 83 for speeding 92mph in a 55mph zone. The driver was issued a Class A misdemeanor speeding citation.

On September 26, 9:44pm officers assisted Hinsdale PD. with a domestic battery that occurred on the Metra train.

On September 27, 11:14am, officers responded to the 400 block of Clarendon Ct. for a complaint of harassing text messages. Pending.

On September 28, 7:35pm, officers responded to the 400 block of Traube for a suspicious vehicle complaint. The complainant related that an older model Bronco slowed and opened the door while a child was walking nearby. There was no reported conversation with child or attempted abduction.

On September 29, 7:21am, officers responded to the railroad pedestrian crossing to assist an elderly person who fell. She was checked out by CHFD.

On September 30, 11:45pm, officers responded to Laurel Ln. in Willowbrook to assist Willowbrook PD. locate a domestic battery offender.

On October 1, 1:21am, officers responded to a residence on Western for a juvenile making suicidal threats. When officers attempted to assist the juvenile, the juvenile became violent and punched one officer in the face and then spit in the face of another officer. Officers will follow-up with DuPage County Juvenile Division.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: October 2, 2020
Subject: Weekly Department Report 2020-25

1. Fire Prevention Bureau Activity during the past week.
 - During the past week eight (8) Fire/Life Safety inspections were conducted.
 - Lt. Godek is trying to balance the “catch up” of the Fire Inspections along with the uptick of Code Enforcement cases regarding mostly property issues.
 - Lt. Godek completed all of the annual inspections for Notre Dame School and is working with school district 181 for the inspections at CHMS, Walker and Prospect schools.
2. Training Report:
 - No training report this week
3. Emergency Medical Services Report:
 - COVID 19 Procedures have been in place and amended periodically since March 16, 2020.
 - EMS continuing education will continue online until at least the end of 2020.
 - This week I again participated in several conference calls related to the COVID 19 emergency:
 - DuPage County Health Department
 - Amita Health (Hinsdale and La Grange Hospitals)
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - No report.
5. Emergency Management Report:
 - We are now also working with MABAS Illinois regarding possible additional COVID 19 Funding reimbursements.
6. Du-Comm Report:
 - Du-Comm has reported to us that they have had several employees who have contracted the COVID 19 virus. Du-Comm is adequately staff with no issues and are taking additional precautions to prevent further spread of the COVID 19 virus.
7. So far this year the apparatus bay ceiling, dayroom, washrooms and hallways have been all painted. Remaining rooms such as the sleeping quarters, training room, front and rear offices still need to be painted and could be completed by the end of this month.
8. In order to maintain the life of the parking lot pavement, the fire station parking lot was seal coated today and will be re-stripped later this afternoon. This pavement is now 2 years old and our goal is to maintain it to last as long as possible.

9. Vehicle Maintenance:

- All vehicles are currently in full service. Some minor maintenance on Medic 86 and Ladder 86 was conducted on site this week by an outside contractor.

10. Incidents of Interest:

- Wednesday, September 30th at 8:27 AM. Medic 86, Squad 86 and Hinsdale Engine 84 responded to a vehicle accident with injuries on 55th St. at Clarendon Hills Road.

11. Mutual Aid Calls:

- Friday, October 2nd at 3:23 AM. Ladder 86 responded to assist the Darien Woodridge Fire Protection District for a multi-family structure fire at 7803 Woodward in Woodridge. Ladder 86 and four (4) of our firefighters were on the scene for more than three (3) hours.

12. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills four (4) times.
- The Westmont Fire Department responded Automatic Aid to Clarendon Hills three (3) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale three (3) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont two (2) times.
- Clarendon Hills Medic 86 responded to two (2) EMS calls in Westmont.
- The fire department responded to twenty three (23) emergency calls in the past week.

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

