



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

October 16, 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

Earth and Water Quality Flag Ceremony
October 19, 2020, 5:00 PM @ Village Hall Main Building

Earth and Water Quality Flag Ceremony – This event has been confirmed for October 19th at 5 p.m. in front of the Village Hall. Several DuPage County board members and staff are planning to attend. We hope you can make it to this outdoor event. The Board Meeting later that night will be via Zoom, but there should be plenty of time for people to make it home.

[More Details](#)

Special Village Board Meeting
October 19, 2020, 6:30 PM @ Zoom Meeting see agenda.

[More Details](#)

Cancelled Village Board Regular Meeting
October 19, 2020, 7:00 PM @ Board Room

[More Details](#)

Chamber of Commerce Meeting
October 21, 2020, 9:00 AM @ Board Room

[More Details](#)

Finance Committee Meeting
October 21, 2020, 4:30 PM - 5:30 PM @ Board Room

[More Details](#)

Chamber of Commerce Farmers Market
October 22, 2020, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue

[More Details](#)

Chamber of Commerce Halloween Walk
October 24, 2020, 11:00 AM - 2:00 PM @ Downtown Clarendon Hills

The Clarendon Hills Chamber of Commerce annual Halloween Walk in the downtown is scheduled for October 24th from 11 am to 2 pm. All participants are required to maintain social distancing and masks are heavily encouraged. Businesses participating in the walk: Are required to wear gloves while handing out candy Are not allowed to have trick-or-treaters grab their own candy Can not pass out complimentary food or drinks that are not sealed Must have all employees wear a mask during the event

[More Details](#)

Chamber of Commerce Farmers Market
October 29, 2020, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue

[More Details](#)

Halloween Trick or Treat
October 31, 2020, 3:00 PM - 7:00 PM

[More Details](#)

Jump To:

Village Calendar (9)

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: October 16, 2020
Subject: Weekly Report

- **COVID-19 Business Operation Update** – Business operations continue as before. No real change in this area.
- **Staff Response to COVID-19 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 Tuesday. The DuPage Health Department (DCHD) noted the number of daily cases in the County continued to increase at a higher rate. The DCHD began to report on the annual flu impact (limited so far) as this is considered an extra problem associated with COVID-19. The DCHD is planning to extend the use of its test site (originally planned to end in October) because demand still exists. They are working on cold weather plans for this.
- **Earth and Water Quality Flag Ceremony** – As a reminder, this event has been confirmed for October 19th at 5 p.m. in front of the Village Hall. Several DuPage County board members and staff are planning to attend. We hope you can make it to this outdoor event. The Board Meeting will be via Zoom, but there should be plenty of time for people to make it home.
- **Finance Committee Meeting** – As a reminder, the Committee is meeting (virtual) on Wednesday afternoon to discuss the upcoming capital budget proposals. All Board members are of course invited to participate if you would like.
- **ILCMA Virtual Seminar** – On Wednesday I participated on a training call regarding economic development issues, particularly as they relate to the COVID-19 impact. Of note, the consultant we have been working with on TIF issues, Jennifer Tammen, was one of the three presenters.

Enjoy the weekend and stay safe!

MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: October 16, 2020
Subject: Department Report

1. Just a reminder that the Village has reinstated late penalties on water bills that were past due as of September 25th. To avoid future late fees please sign up for Direct Debit, by doing so the Village will automatically deduct the payment due from your checking or saving on the due date. See the Village website for the Automatic Payment Application. 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)
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.
- 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: October 16, 2020
Subject: Weekly Report

1. Crews performed a number of curb repairs using in-house staff to save money over using a contractor.
2. Bids were opened for parking lot resurfacing at the Police and Public Works buildings. An area at the rear of the public works lot was excavated and a stone base installed to add additional area for materials storage. The Village of Westmont lent us their roller so we could compact the area prior to paving.
3. Our 2008 Ford F250 was auctioned off on eBay. Bidding ended Sunday at 12:00 PM. The high bid was \$14,201, which is just over 50% of the original purchase price!
4. A stormwater basin on Burlington Avenue was repaired.
5. Draft specifications were prepared for Village Board consideration that would permit the application of below grade cobble to be installed in areas where cars chronically damage the parkway adjacent to the concrete ribbons.
6. NICOR called in a number of locations for digs to decommission old gas mains that were replaced last year. Notable locations include Eastern/Harris/Holmes and Prospect/Harris intersections.
7. A variety of smaller tasks were also completed including cutting a template for the Veterans Memorial at Village Hall, taking water samples, water meter installations, watering plants and seeded areas, and performing utility locates.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: October 16, 2020
RE: Department Report

1. **Building Permits.** So far during the month of October, the Village has issued ten (10) permits having a total reported construction value of \$520,865. One of the permits issued, construction value not specified, was to Concordia Wireless for the installation of a small wireless facility co-located on an existing ComEd utility pole at the northeast corner of Burlington Avenue and Arthur Avenue in the public right of way. More information about this permit is posted at www.clarendonhills.us/smallcellwireless.
2. **Downtown Revitalization Project**
 - a. **Gates.** This week BNSF began to install the foundation for the 4 street-crossing gates and the 4 pedestrian crossing gates. As previously reported, the new quad-gate gate system, a system having two entry gates and two exist gates, the Village does not anticipate the installation of the exist gates until 2022. Until then, the foundations for the exit gates will be covered and protected. Delivery of the new mechanical shed/bungalow is expected next week. Once installed and powered by ComEd, BNSF will be able to complete the gate installation. During installation, please expect short term closures of the Prospect Avenue crossing. Updated information will be shared on the website as we learn more. Be patient, be aware, and be safe.
 - b. **Train Station – Inbound Shelters.** Curb installation in the south lot is substantially complete, and pavement restoration is underway. The remaining steel structures for the shelters is scheduled for delivery and installation next week. As previous reported, the temporary is expected to be removed to make way for the development of the Prospect Plaza area and the bus shelter.
 - c. **Train Station – Outbound Shelter.** No update.
 - d. **Streetscape.** Substantial completion of the project is scheduled for next week. Installation of the railings for the stairways and Prospect Avenue entry ramp is expected by early November.
3. **Chamber of Commerce Christmas Walk.** The Clarendon Hills Chamber of Commerce will not be hosting its Annual Christmas Walk this year due to the COVID-19 pandemic. Instead, the Chamber will be working with the Village, its businesses and residents to decorate and display Christmas trees throughout the downtown. Families and businesses interested in sponsoring and decorating a Chamber tree should contact the Chamber at www.clarendonhillschamber.com/trees.



VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: October 9, 2020

To: Village Manager Kevin Barr

From: Chief P. Dalen

Subject: Weekly Activity Report

*Residents, please help prevent crimes in your neighborhood by following the **9PM Routine** every night.*

- *Remove all valuables from your vehicle. Including garage door openers*
- *Lock and secure your vehicles.*
- *Lock and secure your house and garage.*
- *Turn on your outside lights.*
- *Report any suspicious activity.*

Pictured below is Officer Pech with three grade schoolers, who were given a “Ride to School” as part of a charity event.



Training:

- Officers participated roll call training pertaining to “Union” picketing rights and Ducomm Dispatched policy updates.
- Officers continue to complete Court Smart online training.
- Officer continue Police Law online training.

Recent events:

On October 9, 10:13am, officers responded to the Jewel for a retail theft complaint. A white male, in his 20's, with dark facial hair, stole multiple items and fled the parking lot in a green Toyota. The offender has been identified and charges are pending.

On October 9, 11:15am, officers spoke with a resident regarding an identity theft. An unknown subject used the victim's credentials to apply of social security benefits.

On October 10, 5:05am, officers responded to the station for a harassment complaint. Pending.

On October 11, 3:50pm, a resident from the 200 block of S. Prospect complained that an unknown subject stole his political sign.

On October 12, 9:44am, officers were called to Walker School for a criminal damage to property complaint. Unknown subjects damaged the wooden flower boxes near the playground.

On October 12, 9:55am, officers were called to the 100 block of Woodstock for a neighbor dispute. Officers quelled the situation.

On October 14, 4:30pm, officers responded to the 5700 block of Holmes for a neighbor dispute. Officers separated the parties and calmed the situation.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: October 16, 2020
Subject: Weekly Department Report 2020-26 (two (2) week report)

1. Fire Prevention Bureau Activity during the past two (2) weeks.
 - During the past week fifteen (15) 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.
2. Training Report:
 - On Wednesday, October 7th, twenty-two (22) firefighters attended fire suppression training which was held outside.
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)
 - We are working with Loyola on remote Continuing education that will begin in January. All CHFD EMS personnel will attend via Zoom from their homes on the 2nd Wednesday of each month at 7:00 PM.
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:
 - On Tuesday, October 13th I attended the Du-Comm Chiefs Committee meeting via Zoom.
 - On Thursday, October 15th I attended the Du-Comm Fire Chiefs Committee meeting via Zoom.
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. On Tuesday, October 13th, I attended the monthly meeting of the DuPage County Fire Chiefs via Zoom.

9. On Wednesday, October 14th, I attended the monthly meeting of the MABAS Division 10 Fire Chiefs via Zoom.
10. We are currently in the process of setting up the training room with a conference room Web Cam that will assist us in fire suppression classroom training. The plan is to only have the instructor and four (4) on duty personnel in the training room to maintain social distancing. In order to maintain proper social distancing the maximum occupancy of the FD training room is currently six (6) people.
11. 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.
12. Incidents of Interest:
 - Wednesday, October 14th at 5:38 PM. Ladder 86 responded for Com Ed wires down and burning behind 278 Stonegate Rd. Firefighters protected the area until Com Ed arrived to de-energize the wires.
 - Tuesday, October 13th at 6:43 PM. Ladder 86, Engine 86, Squad 86 and Medic 86 responded for a fire outside behind 207 S. Prospect Ave. The fire was extinguished quickly and was caused by downed Com Ed wires. Crews protected the area until the arrival of Com Ed.
 - Saturday, October 3rd at 8:23 PM. Ladder 86, Engine 86, Squad 86, Medic 86, Chief 86 and Hinsdale Engine 84 responded for the smell of natural gas inside of the apartment building at 285 N. Richmond Ave. Firefighters found the source of the leak inside of a locked and unoccupied unit and gained access from the 2nd floor balcony. Gas was shut off and the entire building required to be ventilated.
13. Mutual Aid Calls:
 - Thursday, October 8th at 9:46 PM. Squad 86 responded to assist the Downers Grove Fire Department with a structure fire at 6585 S. Main St. in Downers Grove.
 - Thursday, October 8th at 10:06 PM. Engine 86 responded to provide a change of quarters coverage at Westmont Fire Station 183 located at 6015 S. Cass Ave. in Westmont.
 - Friday, October 9th at 6:07 PM. Ladder 86 responded to assist the Westmont Fire Department with a structure fire at 3525 Cass Ave. in Westmont.
 - Wednesday, October 14th at 12:59 PM. Engine 86 responded to provide a change of quarters coverage at Tri State Fire Station 122 located at 419 Plainfield Rd. in Darien.
14. Fire/Rescue/EMS calls:
 - The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills five (5) times.
 - The Westmont Fire Department responded Automatic Aid to Clarendon Hills four (4) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale four (4) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Westmont five (5) times.
 - Clarendon Hills Medic 86 responded to one (1) EMS call in Hinsdale.
 - The fire department responded to fifty three (53) emergency calls in the past two (2) weeks.

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

