



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

October 23, 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)

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 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](#)

Police Pension Fund Board of Trustees
October 26, 2020, 10:30 AM @ Zoom
[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](#)

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: October 23, 2020
Subject: Weekly Report

- **COVID-19 Business Operation Update** – Because of a significant increase in the number of cases, the “positivity” rate and the number of people admitted to the hospital, the State has issued new rules effective today (Friday). Of most note, indoor dining (or bars) has been prohibited until (if) the rates return to lower numbers. This is of course very bad news for our restaurants. We continue to urge residents to do all they can to support local businesses.
- **Staff Response to COVID-19 Pandemic/Village Operations** – No real change in this area as operations are continuing without incident. I should note that the Library has closed their facility due to positive testing amongst their staff. They are continuing with remote services.
- **COVID-19 Health Department Update** – I took part in the weekly call on Monday. The news was not good. The last positivity rate for Region 8 (DuPage and Kane Counties) was 9.4%. Just a few weeks ago it was comfortably below 5%. Daily hospital admissions in the region are now above 20. A few weeks ago, they were routinely 10 or below. We will of course continue to monitor the situation.
- **Earth and Water Quality Flag Ceremony** – On a happier note, the Village hosted this event on Monday night in front of the Village Hall. Several DuPage County board members and staff attending and presented the Village with the flags. It was a wonderful opportunity to show off the environmental side of the Downtown Project, which was supported in part by County grants.
- **Finance Committee Meeting** – The Committee met on Wednesday afternoon to discuss the upcoming capital budget proposals. We had an excellent discussion which allowed the Committee members to review the preliminary list of proposed projects for the next few years. This discussion was helpful in terms of working up our report on the full budget to the Board. The review meeting is scheduled for November 2nd.
- **DuComm Board of Director Meeting** – I participated in this meeting on Tuesday morning. They reported on issues regarding COVID compliance. Otherwise operations are running smoothly.
- **Chamber Meeting** – Along with other staff members I participated in the virtual Chamber meeting on

Wednesday morning. Because of the State's announcement regarding COVID, the discussion was dedicated to how to assist businesses work through this difficult period. We will continue to work with the Chamber to aid where possible.

- **ILCMA Mentor Program Seminar** – On Wednesday I participated on a training call regarding the IMCMA Mentor Program. The goal is to provide assistance to younger professional municipal managers.
- **DMMC Call re COVID Report** -- On Thursday I participated on a call with DuPage County Mayor's and Managers to discuss the impact of the COVID regulations. There is across-the-board concern regarding the impact on restaurants. Different strategies were discussed.
- **Pavement Study Interviews** – On Friday Public Works Director McClaughin and I conducted interviews with the two (2) firms considered finalists for this work. We expect to have a recommendation for the Board at the November 2nd meeting.

Enjoy the weekend and stay safe!



MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: October 23, 2020
Subject: Department Report

1. On Wednesday afternoon the Finance Committee met to discuss and review the proposed Capital Projects to be included in the CY2021 Budget. On Monday November 2 prior to the regular board meeting, the board will hold a special meeting to review general budget in its entirety.
2. 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.
3. 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.
4. 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)
5. 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.
6. 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 23, 2020
Subject: Weekly Report

1. Crews performed tree removals and our contractor began stump removal. Once the contractor removes the wood grindings, we will return to add dirt, seed and protective blanket.
2. A ditch was reshaped on Chestnut Avenue to allow for better drainage.
3. Plows were inspected and plow blades replaced for the snow season. Salt spreaders were installed on two trucks.
4. Rain overnight from Wednesday into Thursday had crews removing leaves from catch basins. The Chestnut Alley Permeable Pavers and Pump Station worked as designed.
5. NICOR decommissioned several old gas mains on the south side of the Village. They will return to pour concrete or place asphalt at the excavation locations.
6. Staff interviewed two engineering firms to complete a long-term pavement maintenance plan.
7. IDOT announced revisions to their grant standards which will allow Clarendon Hills greater flexibility in programming roughly \$550,000 in funds made available under the ReBuild Illinois program.
8. A variety of smaller tasks were also completed including water meter installations, removing dead tree limbs caught in trees, and the removal of one dead skunk stuck in a culvert under a driveway.

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT



DATE: October 23, 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.

Training:

- Officers are participating in roll training pertaining to missing persons.
- Officers are completing sexual harassment online training.
- Officers continue to complete Court Smart online training.

Recent events:

On October 16, 1:15pm, officers spoke with a resident from the 200 block of N. Richmond, who complained that she was assaulted by an employee at the Post Office. During the investigation, both the resident and the postal worker were uncooperative and would not provide any information. Case closed.

On October 17, 10:40am, officers responded to the Jewel for a retail theft complaint. Prior to exiting the store, the offender threw the items that he was concealing at the store manager.

On October 17, 7:37pm, officers responded to the 200 block of Middaugh for a child custody dispute. Officers offered advice.

On October 17, 11:07pm, officers responded to Chicago and Middaugh for a reported drunk driver. Upon arrival, officers located a vehicle, with fresh front end damage, stopped on Chicago. After a brief investigation, the driver was placed into custody for DUI. The Chicago resident was processed at the station and bonded out. Her car was administratively towed.

On October 18, 10:12am, officers responded to the station for a credit card fraud report. The victim's credit card was used to purchase items at Best Buy. Pending.

On October 18, 6:15pm, officers responded to the County House Restaurant for a hit and run crash. A patron of the restaurant backed into another car and fled the scene. Pending.

On October 19, 7:34am, officers stopped a subject on Ogden Ave. for speeding 89mph in a 35mph zone. The driver was cited for misdemeanor speeding.

On October 19, 10:02am, officers responded to the 200 block of Churchill for an identity theft complaint. The victim received an unemployment benefit card in the mail, which he did not apply for.

On October 20, 5:38pm, officers responded to the station for an identity theft report. The victim received unemployment benefits that she did not apply for.

On October 21, 1:48pm, officers responded to the 10 block of Arthur for a crisis intervention call.

On October 21, 6:00pm, officers responded to the 300 block of Harris for a suspicious person report. The resident advised that a white male was seen running from the side of her garage to a silver car, waiting in the street.

On October 22, 12:54pm, officers responded to the 10 block of Tuttle for an identity theft complaint. An unknown offender used the victim's credentials to file for unemployment.

On October 22, 3:00pm, officers responded to the 200 block of S. Prospect for a suspected drug overdose. The victim was transported for observation.

On October 22, 4:23pm, officers spoke with a resident at the station regarding an identity theft. The victim related that someone filed for unemployment benefits in her name.