



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

**October 30, 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](http://www.clarendonhills.us))

<b>October 2020</b>							<b>Sat Oct. 31</b>
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	28	29	30	1	2	3	<u>Halloween Trick or Treat</u>
4	5	6	7	8	9	10	<b>Mon Nov. 2</b>
11	12	13	14	15	16	17	<u>Special Village Board Meeting (2021 Budget Review)</u>
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

**Sat Oct. 31**  
Halloween Trick or Treat

**Mon Nov. 2**  
Special Village Board Meeting

**Mon Nov. 2**  
Cancelled Village Board Regular Meeting

**Wed Nov. 11**  
Village Offices Closed - Veterans Day

**Mon Nov. 16**  
Village Board Regular Meeting

**Wed Nov. 18**  
Chamber of Commerce Meeting

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** October 30, 2020  
**Subject:** Weekly Report

- **Halloween Events** – Trick or Treating is still scheduled for Saturday from 3 PM to 7 PM. We continue to urge residents to follow safe practices, including mask wearing, social distancing, and to respect those who chose not to participate. The annual parade in the Blackhawk Heights neighborhood is also taking place. Associated events have been reduced to maintain safety factors. We are also aware that witches may be riding through town at some point, though it appears on bikes, not brooms!
- **COVID-19 Business Operation Update** – There are many discussions on-going regarding the recent guidelines on indoor dining. Regional groups are hopeful that the rules may be adjusted. In the meantime, the Village does not anticipate taking direct enforcement action regarding these provisions. On Tuesday, Village staff reached out to restaurants to advise them of a new program from the County to provide financial support to restaurants. It is unclear if any of that money will come to Clarendon Hills. 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.
- **COVID-19 Health Department Update** – I took part in the weekly call on Monday. The news continued to be bad. County officials provided an update regarding business support grants and testing services. Demand for testing has increased.
- **Budget/Board Meetings** – As a reminder, we have scheduled two (2) separate Board Meetings for Monday. The first is the meeting to introduce the proposed budget for CY 2021. This will be held via “Teams” at 4 p.m. The second is the regular meeting, which will be held at 6:30 p.m. also via Teams. Please advise if you have any questions regarding the schedule.
- **DMMC Managers Meeting** – A special meeting of the group was held on Monday afternoon to discuss issues related to the COVID-19 crisis. All issues were discussed, including ways to support local restaurants. On-going outdoor dining was discussed with the acknowledgment that it is nearly impossible as cold weather approaches.

- **ILCMA Webinar** – I participated in a webinar on Wednesday morning. The topic was effective ways to deal with the current issues.
- **Regional Village Manager Meeting** – On Thursday afternoon I participated in a call with neighboring Managers. We discussed topics of mutual interest including COVID response and small cell wireless issues.
- **Metropolitan Mayors Caucus Regional Call** – On Thursday evening I participated in a call hosted by the Mayors Caucus and Chicago Mayor Lightfoot. The topic of conversation was a regional response to the restaurant closing issue. The group discussed improved dialogue with the Governor's office and seeking additional CARES Act funding to support small businesses. Village President Austin participated in a call with DuPage Mayors earlier on Thursday covering many of the same issues.
- **DMMC Mayors Friday Call** – Yep, another one on Friday afternoon. This time the topic was addressing potential concerns regarding election security. We do not anticipate any issues, but the region is preparing just in case.
- **Chamber Marketing Discussion** – Several staff members participated in a call on Friday afternoon to discuss marketing issues particularly related to the holidays. We will provide a further update when available.
- **Cloud Transition-** PD and FD completed the transfer of their file servers this week which were the final steps for transferring the file servers. QuickBooks was transitioned to the cloud version as well this week. Staff met with our Laserfiche implementation on Friday morning for the cloud transition and a/p automation. Once Laserfiche is complete, we will be able to decommission the application server (after moving a small PD database), and the weblink server. That will just leave active directory locally hosted for now, as well as our legacy phone server which we will be replacing in early 2021.
- **Potential Commercial Filming-** Staff received a potential permit for a commercial filming project in November on either Tuttle or Arthur. Currently, the Governor's office is allowing commercial filming with heavy safety protocols including frequent temperature taking, PPE for crew and ongoing testing. We will provide more information if one of the sites is actually selected by the producer.
- **IT Managed Services Agreement-** Staff met with IT to negotiate an extension to the managed services agreement. We expect a significant decrease in costs as they will no longer be required to maintain our servers due to the cloud transitions. We expect to bring the agreement forward to the Village Board at the second meeting in November.

Enjoy the weekend and stay safe. Happy Halloween!



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** October 30, 2020  
**Subject:** Department Report

1. Monday, November 2<sup>nd</sup>, the annual budget workshop will take place at 4:00 pm. The CY2021 Draft Budget is available on the Village website for public display.
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)
3. Pet License Tags went on sale on June 1<sup>st</sup> and can be purchased for \$15.00 at Village Hall and 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:

- **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**

- o 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.
- o 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 30, 2020  
**Subject:** Weekly Report

1. Water samples were taken.
2. Our tree contractor continued to work on tree removals and stump grinding. Public Works crews follow up with placing topsoil and seed. Depending on germination, we may need to add additional seed in the Spring. Public Works crews also ground some stumps from trees that were removed in-house.
3. The wood trim at the front of the Police Department was replaced this week. Painters will be in next week.
4. A preconstruction meeting was held with Orange Crush, who will be repaving the Police and Public Works parking lots. Crews spent time this week relocating equipment and supplies out of the area to be repaved. Work is scheduled to start on Monday.
5. A contractor was in to clean and televise storm sewer lines that drain Burlington from Prospect to Blodgett and the continues south to Railroad, Ann and Eastern. They also cleaned the line that drains Columbine to Ogden and a portion of Middaugh and Walnut.
6. One of our one-ton trucks was taken to the dealership for a repair under warranty. Additional trucks were prepped for snow season.
7. Crews painted out a proposed realignment of the alley south of Burlington and west of Prospect, which is being considered for improvements next year.
8. Four trees were planted to replace trees that did not respond well to being transplanted earlier in the year.
9. 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.

**MEMORANDUM**

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: October 30, 2020  
RE: Department Report

1. **Building Permits.** So far in October, the Village has issued twenty-five (25) permits having a total reported construction value of \$7,528,648, including one new home and one mixed-use development (Mycroft Row – Phase I).
2. **2020 Business License Applications.** Next week the Department will be mailing completed business license applications for the 2021 calendar year. In addition to complying with Village Ordinance, licensed businesses receive the benefit of being listed on the Village's business directory at [www.clarendonhills.us/golocal](http://www.clarendonhills.us/golocal). Celebrate where you live by supporting local Clarendon Hills businesses each and every day.
3. **Downtown Revitalization Project**
  - a. **Gates.** BNSF has completed installing a new mechanical bungalow on the west side of Prospect Avenue. Once the new equipment has been installed in the new shed, BNSF will begin to remove the existing bungalow on the east side of Prospect Avenue to make way for the construction of a new outbound shelter in spring 2021. The installation of new foundations and gates is underway as well.
  - b. **Train Station – Inbound Shelters.** A few structural challenges have caused some delays in the construction of the new in-bound shelters. These issues have been resolved, and construction is proceeding. The steel structure has been completed, and the green roof system and glass enclosures are expected to begin next week. During the past week, the general contractor has been repairing the old sanitary sewer running beneath the parking lot and preparing for the parking lot for reconstruction. The general contractor has assured me that the shelters and parking lot will be ready for public use before the Thanksgiving Holiday.
  - c. **Streetscape.** Landscapers are onsite today. Installation of the new electric controller on the east side of Village Hall is expected within the next 14 days. Once completed, the contractor will reactivate the streetlights along Prospect and Burlington Avenue and the lighting in front of Village Hall. The Village Hall entry stairway and ramp railings are still on schedule for installation in November.
  - d. **Train Station – Outbound Shelter.** The part of the project has been scheduled to start in spring 2021.
4. **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 is 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](http://www.clarendonhillschamber.com/trees).

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT



DATE: October 30, 2020  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

---

*Parents, pedestrian injuries are the most common injuries to children on Halloween. Please discuss pedestrian safety with your children. Follow the link for tips on pedestrian, costume and motorist safety. <https://www.nsc.org/home-safety/tools-resources/seasonal-safety/autumn/halloween>*

**Clarendon Hills trick or treating hours on October 31<sup>st</sup> are 3pm to 7pm**

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.

**Recent events:**

On October 25, 10:32pm, officers responded to an apartment at 285 N. Richmond for a domestic dispute. One of the parties was taken into custody on an outstanding arrest warrant for domestic battery. During the arrest, officers discovered the subject was in possession of handgun ammunition. Due to the subject being a convicted felon, officers effected a search warrant on the apartment with negative results. The subject was charged with two counts of domestic battery (from a previous case) and one felony count of possession of a ammunition by a convicted felon.

On October 26, 11:47am, officers responded to the 400 blk of McDaniels for a fraud report. The victim reported that an unknown subject opened a Comcast account using her credentials.

On October 26, 10:43pm, officers responded to the 400 blk of McDaniels for a death investigation. It appears the elderly person died from natural causes.

On October 27, 12:46am, officers responded to the 100 blk of Oxford for a domestic disturbance. Officers worked with the family to resolve the situation.

On October 28, 4:14pm, officers responded to the 300 blk of the Ridge for a suspicious incident. The homeowner found a crowbar and a brick in the bushes in front of the home.

On October 28, 7:00pm, officers took a report of a stolen license plate at the Infiniti dealership. An unknown offender forcefully removed a dealer license plate from one of the vehicles.

On October 29, 9:25am, officers spoke with a resident at the station regarding an identity theft. The victim related that someone filed for unemployment benefits in her name. The Department responded to three other such calls this past week.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** October 30, 2020  
**Subject:** Weekly Department Report 2020-27 (two (2) week report)

1. Fire Prevention Bureau Activity during the past two (2) weeks.
  - During the past week fourteen (14) Fire/Life Safety inspections were conducted.
  - Lt. Dave Godek has worked extremely hard and efficiently during the past several months during the COVID Pandemic and I am glad to report that he has completed all 2020 scheduled Fire/Life Safety inspections and has also completed all school inspections and fire drills for 2020. This was completed by Lt. Godek about 30 days ahead of the schedule because we felt the COVID Pandemic surge would probably start occurring when it got colder. Thanks for all of your hard work on this Dave.
2. Training Report:
  - On Wednesday, October 21<sup>st</sup>, twenty-four (24) firefighters attended fire suppression training which was held on the apparatus bay floor. This evening was dedicated rope instruction and practical exercises tying the various knots used in fire suppression and rescue activities.
  - On Wednesday, October 28<sup>th</sup>, thirty-one (31) Clarendon Hills Firefighters and nine (9) Hinsdale Firefighters attended Fire Behavior training that was conducted by the University of Illinois Fire Service Institute. The actual instructors were two (2) active Chicago Firefighters. This training was conducted on Zoom. This is the first of many "Zoom Training Sessions" that we will be conducting. Most Clarendon Hills firefighters attended this training from their homes. On duty firefighters attended the training on Zoom using the recently upgraded video conferencing system that has been installed in our training room. These "Zoom Training sessions" will also allow us to perform more joint classroom training with other fire departments such as Hinsdale and Westmont.
  - On Monday evening, October 21<sup>st</sup>, Lt. Mike O'Malley, Firefighter/EMT Sean Brucci, Firefighter/Paramedic Scott Pilafas and Firefighter/EMT Mike Gallagher attended live fire training at the Darien Woodridge Fire Protection District training tower. These live fire training evolutions were sponsored by MABAS Division 10 and instructed and supervised by Chicago Firefighters. Here is a photo of Lt. O'Malley and FF Brucci taking a break during the training.



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 2<sup>nd</sup> Wednesday of each month at 7:00 PM.
- On Thursday, October 29<sup>th</sup>, Lt. Dave Godek and I attended a conference call with the Loyola EMS Project Medical Director, Dr. Mark Cichon, other Loyola staff and Fire Chiefs and EMS Coordinators from MABAS Division 10 and the Loyola System. The purpose was to go over EMS treatment procedures related to "Election Night Concerns". Police Departments are preparing for "Civil Unrest" situations, Fire Departments are preparing for Fire, Rescue and EMS incidents during these situations.

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.



- On Wednesday, October 21<sup>st</sup>, I attended the quarterly meeting of all of the DuPage County Emergency Management Coordinators via Zoom. Most of the meeting was dedicated to the COVID 19 situation. Part of the meeting was going over the final requirements for the submission of our updated Emergency Operation Plan (EOP) for Clarendon Hills. All cities and Villages in DuPage must update and get their plan re-certified every two (2) years. All updated plans must be completed according to State of Illinois Standards and submitted to the DuPage County Office of Homeland Security and Emergency Management no later than January 15, 2021. With the help of Deputy Chief Roger Krupp, this updated plan is about 99% complete at this time and will be submitted in early November, more than 2 months before the due date. Thank You Deputy Chief Krupp for all of your hard work on this.

6. Du-Comm Report:

- Du-Comm is also preparing plans related to “Election night/week” situations

7. So far this year the apparatus bay ceiling, dayroom, washrooms, rear offices, sleeping quarters, training room and hallways have been all painted. The Chiefs Office and the front entry/office area should be painted during the 2<sup>nd</sup> week of November.

8. During the month of October, we have hired three (3) new members of the fire department. All three (3) new members are certified paramedics, one (1) new member is a certified firefighter and the other two (2) new members are currently enrolled in the Romeoville Fire Academy certified fire training course and will graduate in December. Please welcome POC/PT Firefighter Paramedic Jacob Juska, PT Firefighter Paramedic Roger Rodriguez and PT Firefighter Paramedic Jack Barrett.

9. Current PT Firefighter Paramedic Nicholas Cassidy has completed his firefighter certification training at the Romeoville Fire Academy and took his exams for certification that were administered by the Illinois State Fire Marshal. FF/PM Nicholas Cassidy passed all of his exams and now a certified in Basic Operations Firefighter and Hazardous Materials Operations.

10. 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.

11. Incidents of Interest:

- Wednesday, October 21<sup>st</sup> at 4:51 PM. Clarendon Hills Squad 86, Hinsdale Engine 84 and Westmont Medic 183 responded to a vehicle accident on 55<sup>th</sup> St. at Alabama Ave. in Clarendon Hills. Clarendon Hills Medic 86 was not available for this call because they were on another EMS call in Clarendon Hills. Medic 86 was automatically replaced with Westmont Medic 183.
- Saturday, October 24<sup>th</sup> at 11:08 AM. Clarendon Hills Medic 86 & Squad 86 and Hinsdale Engine 84 responded to an accident with injuries on Prospect Ave. at Norfolk Ave. This accident involved a bicyclist striking a pole.
- Thursday, October 29<sup>th</sup> at 10:03 PM. Ladder 86, Medic 86 and Squad 86 responded to 5675 Forest Hill Drive for an apartment flooding. Upon arrival found water coming from an adjacent unit with one home. Firefighters forced entry through the apartment door and found a plumbing failure in the bathroom. Firefighters used water vacuums to help the resident clean up water. Building owners notified.

12. Mutual Aid Calls:

- Saturday, October 24<sup>th</sup> at 3:18 PM. Clarendon Hills Engine 86 responded to Downers Grove Fire Department station 1023 at 5420 Main St. in Downers Grove for a change of quarters.



13. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills ten (10) times.
- The Westmont Fire Department responded Automatic Aid to Clarendon Hills five (5) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale nine (9) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont two (2) times.
- Clarendon Hills Medic 86 responded to four (4) EMS assist calls in Hinsdale.
- The fire department responded to fifty-four (54) emergency calls in the past two (2) weeks.

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

