



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

**November 6, 2020**

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### 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))

<b>November 2020</b>							<b>Wed Nov. 11</b>
Sun	Mon	Tue	Wed	Thu	Fri	Sat	<u>Village Offices Closed - Veterans Day</u>
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	<b>Mon Nov. 16</b>
22	23	24	25	26	27	28	<u>Village Board Regular Meeting</u>
29	30	1	2	3	4	5	<b>Wed Nov. 18</b>
							<u>Chamber of Commerce Meeting</u>
							<b>Thu Nov. 19</b>
							<u>Zoning Board of Appeals and Planning Commission Meeting</u>
							<b>Thu Nov. 26 - Fri Nov. 27</b>
							<u>Village Offices Closed - Thanksgiving</u>
							<b>Mon Dec. 7</b>
							<u>Village Board Regular Meeting</u>
							<b>Wed Dec. 16</b>
							<u>Chamber of Commerce Meeting</u>

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** November 6, 2020  
**Subject:** Weekly Report

- **Halloween Events** – Trick or Treating and other events went off without any reported problems. It was nice to have excellent weather.
- **COVID-19 Business Operation Update** – The Village has removed the barricades in front of the Daily Scoop but have left the rest in place to maintain support for businesses as long as possible. Based on discussion at the Board Meeting, staff is investigating other ways that we can provide support for businesses.
- **Staff Response to COVID-19 Pandemic/Village Operations** - The Public Works Department is working with our neighbors on back up plans for snow plowing in case we, or they, have multiple people out due to illness.
- **COVID-19 Health Department Update** – I took part in the weekly call on Monday. The news continued to be bad. The DuPage Health Department (DCHD) reported that local cases are now higher than they were during the first wave and continuing to increase. Hospitalizations are also increasing and hospital themselves are preparing for emergency management. Demand for testing has increased and wait times at the County test site are greatly increased.
- **DMMC Managers Meeting** – A regular meeting of the group was held on Thursday morning to discuss issues of general interest. Issues included a potential joint meeting with the Northwest Municipal Conference, the “Wayfair Tax”, which allows for tax collection on out-of-state internet sales, and various issues related to COVID-19. One note is that many communities are facing positive tests leading to facility closures and moving back to remote meetings. The group also discussed the body cam issue. A report on this is expected by the end of the month.
- **ILCMA Board Meeting** – I participated in a meeting on Friday. I am currently serving on the Board.
- **Veterans Day, Wednesday Nov 11<sup>th</sup>**- Village offices will be closed in observance of this federal holiday. In addition, the Village will be rededicating its WWII Memorial and Flag Pole in front of Village Hall. Due to the attendance of several Boy Scouts the public is asked to participate via Facebook live feed at 11 AM on November 11th. <https://www.facebook.com/VillageofCH/>

Enjoy the weekend and stay safe.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** November 6, 2020  
**Subject:** Department Report

1. 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)

2. 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.

3. 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**

- 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:** November 6, 2020  
**Subject:** Weekly Report

1. The November 1<sup>st</sup> deadline for removing boulders from the parkway occurred this week. Thank you to the homes that have already relocated those rocks. If a resident no longer wants the rocks or is unable to remove them, please email [pwdirector@clarendonhills.us](mailto:pwdirector@clarendonhills.us) and we can coordinate pickup.
2. At resident's request for assistance, crews picked up several boulders from parkways. Some of these were repurposed already for use in the Richmond Educational Garden.
3. Orange Crush completed concrete replacement, grinding and placed the base layer of asphalt for the repaving the Police and Public Works parking lots. The final layer of asphalt is scheduled to be placed on Monday.
4. A kickoff meeting was conducted with Baxter and Woodman Engineering to complete a comprehensive pavement assessment for the Village. Weather permitting, data collection will occur on Monday. A marked vehicle will be driven which has cameras mounted to take periodic photos of the pavement and road edges. This data will be used to develop a long-term model for pavement maintenance, replacement and cost projections.
5. Water meters were read and monthly water samples were taken.
6. 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.
7. The Village of Westmont Public Works took the lead to install native plant plugs at the Richmond Education Garden.
8. Contractors cut the sidewalk segments identified for replacement this year. They began removals on Friday and will continue next week to remove and re-pour segments as trip hazards.
9. Painters completed their work on the new wood trim at the front of the Police Department.
10. A variety of smaller tasks were also completed including leaf cleanup from Village properties, water pressure testing for a new home in Blackhawk Heights, new water service inspections and new driveway and sidewalk inspections.

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT



DATE: November 6, 2020

To: Village Manager Kevin Barr

From: Chief P. Dalen

Subject: Weekly Activity Report

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*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 have been completing roll call training on missing persons.

Officers have been completing mandated sexual harassment training.

This month's Police Law online training pertains to domestic violence.

**Recent events:**

On October 30, 12:58pm, officers responded to the Clarendon Arms apartments for a fraud report. Management advised that a prospective tenant provided a down payment with a fraudulent check. Pending.

On November 1, 1:44am, officers responded to an apartment at 285 N. Richmond for a landlord / tenant dispute. Officers gave advice.

On November 3, 12:53am, officers responded to an apartment at 284 Woodstock for a verbal domestic. While on scene, officers discovered that one of the parties had a valid order of protection against him. The subject was taken into custody and charge with violating an order of protection. He was transported to DuPage County Jail.

On November 3, 4:40pm, officers spoke with a resident regarding an identity theft. The victim related that someone filed for unemployment benefits using his credentials. The Department responded to four other such calls this past week.

On November 3, 7:26pm, officers assisted a family locate their missing 17-year-old daughter.

On November 4, 3:50pm, officers responded to the Jewel for a burglary to motor vehicle report. The victim related that her purse was stolen from her car as she was loading groceries. Video surveillance shows a white male steal her purse from the vehicle when the victim turned her back. Pending.