



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

November 13, 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))

### November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	1	2	3	4	5

### Mon Nov. 16

[Local Liquor Commission Meeting](#)

### Mon Nov. 16

[Special Village Board Meeting](#)

### Mon Nov. 16

[Cancelled -Village Board Regular Meeting](#)

### Wed Nov. 18

[Chamber of Commerce Meeting](#)

### Thu Nov. 19

[Zoning Board of Appeals and Planning Commission Meeting](#)

### Thu Nov. 26 - Fri Nov. 27

[Village Offices Closed - Thanksgiving](#)

### Mon Dec. 7

[Village Board Regular Meeting](#)

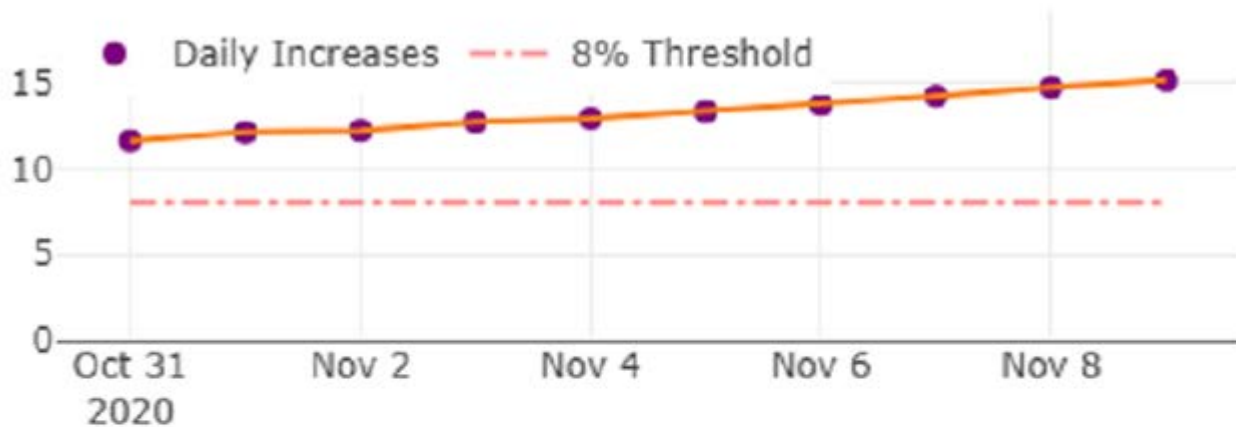
## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** November 13, 2020  
**Subject:** Weekly Report

- **COVID-19 Business Operation Update** – There are no specific changes in this area since the last update. Staff is continuing to investigate other ways that we can provide support for businesses and expect to have something for the Board to review at the December meeting.
- **Staff Response to COVID-19 Pandemic/Village Operations** – We are continuing to operate as we have before, with a renewed emphasis on staff remaining as separate as possible. We will continue to monitor the situation with the possibility of closing public operations if the situation continues to deteriorate. Some other communities have closed public operations.
- **COVID-19 Health Department Update** – I took part in the weekly call on Monday. The news continued to be bad and getting worse. To stress this, I am copying a portion of the latest report received from the DuPage County Health Department (DCHD). Please note that the “positivity rate” used to routinely be below 5% and the daily cases in DuPage County were routinely below 100. The hospital admission standard used to be about 10.
  - Illinois reported 12,702 new cases and 43 deaths. Illinois now has a total of 536,542 positive tests and 10,477 deaths. The CBTS at the DuPage County Fairgrounds received 625 samples and cars continued to line up earlier in the morning, with some cars arriving prior to 5 a.m.
  - Since yesterday, there are 804 new cases of COVID-19 in DuPage County with two deaths of persons with COVID-19 infection reported: • 1 male 80s • 1 female 90s. DuPage has 31,398 total positive tests including 642 deaths.
  - Positivity Rate, Hospital Admissions, and Medical Bed and ICU Bed Availability metrics continue to increase for Region 8, which consists of DuPage County and Kane County.
  - Region 8 positivity rate as shown below, increased to 15.1 from 14.7 percent on the 7-day rolling average. Daily hospital admissions increased to 60 from 58 on the 7-day rolling average.

## Test Positivity 7 Day Rolling Average

10 Days of Positivity Increases



## Hospital Admissions 7 Day Rolling Average

7 Days of Hospital Admission Increases



- **WW 2 Veterans Plaque Rededication** – I attended this event on Wednesday morning along with Village President Austin and Trustee Jordan. The event was well attended and provided an opportunity to honor those who have served. Please look at the newly dedicated monument in front of the Village Hall when you get an opportunity.
- **Education Garden Meeting** – Public Works Director McLaughlin and I met with Westmont officials on Friday morning to discuss the future of the Garden. We will have a report for the Board when available.
- **Liquor License Committee Meeting** – The Committee will be meeting on Monday at 5:30 p.m. (before the regular Board Meeting) to discuss the application from 1 Walker for a new liquor license. Assuming that goes well we may be presenting an ordinance for a new license at the December meeting.
- **Public Safety Committee Meeting** -- This Committee is scheduled to meet on Thursday, November 19<sup>th</sup> to discuss the Fire Department Study. We expect the posting and distribution of materials to be done on Monday.

Enjoy the weekend and stay safe.



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** November 13, 2020  
**Subject:** Department Report

1. 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.
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**

- 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 13, 2020  
**Subject:** Weekly Report

1. A water main break occurred on Tuesday impacting most homes in Blackhawk Heights.
2. Davis Concrete began the sidewalk replacement program for this year. 50% of the work was completed by Friday. The remaining locations should be completed on Monday and Tuesday of next week.
3. Orange Crush completed the repaving the Police and Public Works parking lots. The final layer of asphalt was placed on Monday. Crews began returning parts and equipment to the yard.
4. Data collection for a comprehensive pavement assessment was completed this week. This data will be used to develop a long-term model for pavement maintenance, replacement, and cost projections.
5. 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.
6. Holiday lights were hung between the poles in the Downtown. Crews assisted the Chamber of Commerce by selecting 35 locations for their Christmas Tree Program.
7. A variety of smaller tasks were also completed including mowing Village properties, new water service inspections and new driveway and sidewalk inspections.



## MEMORANDUM

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: November 13, 2020  
RE: Department Report

1. **Building Permits.** So far in November, the Village has issued seven (7) permits having a total reported construction value of \$95,227. The Monthly Permit Report for October is posted at [www.clarendonhills.us/bp](http://www.clarendonhills.us/bp).
2. **Downtown Revitalization Project**
  - a. **Gates.** ComEd has installed the new service meter behind the new mechanical shed, west of Prospect Avenue. In doing so, BNSF is now back on track to relocate its mechanical equipment from the east shed to the new shed. Once complete, BNSF will remove their wood poles and overhead lines along Burlington Avenue and begin to install new gates. Meanwhile, please be cautious at the Prospect Avenue crossing. At times there will be openings in the sidewalk and exposed foundations. Be safe.
  - b. **Train Station – Inbound Shelters.** A few structural challenges have caused some delays in the construction of the new in-bound shelters. During the coming weeks, the general contractor will continue to prepare the parking lot, install the shelter roof, glass enclosures, and snow-melt sidewalks. Once the parking lot is done, the temporary trailer shelter will be moved to the east side of the parking lot to make way for the development of the Prospect Ave Plaza and Ann Street bus shelter.
  - c. **Streetscape.** Later next week, this component of the Downtown Revitalization Project is expected to be substantially completed, except for railing installation and a slew of punch list items. Critical items for next week include the completion of lighting, installation of benches, and clean up. Installation of the stair, ramp, and porch railings are expected in early December.
  - d. **Train Station – Outbound Shelter.** The part of the project has been scheduled to start in spring 2021.
3. **Veteran's Day – WWII Rededication Ceremony.** Thank you to all those who joined us in front of Village Hall, in person and online ([www.facebook.com/villageofch](https://www.facebook.com/villageofch)), for the dedication of the Village's new WWII Memorial and Village Hall flagpole in honor of those who have proudly served our great nation. Eagle Scout Candidate James Carlos Campbell and his Troup Mentor Tim Poisson were instrumental in refurbishing the plaque and organizing the ceremony. Thanks to Mary Brown for collecting veteran pictures and stories for the event. More photos are posted here [\[link\]](#).



## VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: November 13, 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 Department policy training.  
Officers have been completing Village policy training.  
This month's Police Law online training pertains to domestic violence.

### **Recent events:**

On November 6, 10:40am, officers documented graffiti that was found on the Rte.83/Lions Pool underpass and called IDOT to remove it.

On November 6, 8:10pm, officers responded to an apartment at 148 Ann for verbal domestic. Officers calmed the situation.

On November 6, 9:35pm, officers responded to an apartment at 326 Park for a crisis intervention. The subject in question was transported for evaluation.

On November 8, 1:40am, officers responded to the business district for a report of youths yelling and blocking the roadway with construction barricades and trash cans. Officers are working with the youths and their parents.

On November 8, 2:37pm, officers responded to an apartment on Ann St. for a person threatening suicide. The subject was transported for evaluation.

On November 9, 9:29am, officers processed a subject who was wanted on a traffic warrant. The subject posted bond and was released.

On November 10, 8:27am, officers responded to the 10 block of Norfolk for a family intervention. Officers offered advice.



On November 10, 11:20am, officers responded to the 100 block of Oxford for a fraud report. The victim noticed several fraudulent withdrawals from her checking account. Pending.

On November 10, 6:20pm, officers responded to a residence on Waverly for a verbal domestic. Officers quelled the situation.

On November 12, 1:37pm, officers spoke with a resident regarding telephone harassment. Advice was given.

On November 12, 2:03pm, 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 12. 6:30pm, officers spoke with a resident regarding an identity theft. The victim related that someone filed for unemployment benefits using her credentials. The Department responded to eight other such calls this past week.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** November 13, 2020  
**Subject:** Weekly Department Report 2020-28 (two (2) week report)

1. Fire Prevention Bureau Activity during the past two (2) weeks.
  - All 2020 scheduled Fire/Life Safety inspections have been completed. This allows Lt. Godek to spend additional time on his Code Enforcement issues.
2. Training Report:
  - On Wednesday, November 4<sup>th</sup>, twenty-two (22) firefighters attended fire suppression training which was held on the apparatus bay floor.
3. Emergency Medical Services Report:
  - COVID 19 Procedures have been in place and amended periodically since March 16, 2020.
  - The fire station remains on lock down, no visitors are allowed inside.
  - For the most part Hospitals and Doctor offices are trying to limit contact by not allowing visitors during this second surge.
  - All Fire Department personnel are treating every call with extreme caution regarding possible COVID exposure.
  - EMS continuing education will continue online and is now scheduled for remote instruction through December of 2021.
  - This week I again participated in several conference calls related to the COVID 19 emergency:
    - DuPage County Health Department
    - Amita Health (Hinsdale and LaGrange 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:
  - On Tuesday, November 10<sup>th</sup> I attended the monthly meeting of the Du-Comm Chiefs via Zoom. Most of the meeting was dedicated to discussion regarding COVID procedures related to the current surge, CAD down procedures and access to training directives and various procedures remotely.
7. On Tuesday, November 10<sup>th</sup> I attended the monthly meeting of the DuPage County Fire Chiefs to discuss mostly COVID 19 issues.
8. On Wednesday, November 11<sup>th</sup> I attended the monthly meeting of the MABAS Fire Chiefs via Zoom.

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:

- Saturday, October 31<sup>st</sup> at 2:00 PM. Medic 86, Squad 86, Chief 86 and Hinsdale Engine 84 responded to a vehicle accident with injuries on 55<sup>th</sup> St. on top of Rt. 83.
- During the past several months Medic 86 has responded to several psychiatric type of calls in the village. We believe that the COVID situation could be a contributing factor to some of these problems.

11. Mutual Aid Calls:

- None

12. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills seven (7) times.
- The Westmont Fire Department responded Automatic Aid to Clarendon Hills four (4) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale seven (7) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont six (6) times.
- Clarendon Hills Medic 86 responded to four (4) EMS calls in Hinsdale.
- Clarendon Hills Medic 86 responded to one (1) EMS call in Westmont.
- Hinsdale Medic 84 responded to two (2) EMS calls in Clarendon Hills
- The fire department responded to forty nine (49) emergency calls in the past two (2) weeks.

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

