



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

November 20, 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](http://www.clarendonhills.us))

| November 2020 |           |     |     |           |           |     | Mon Nov. 23   |
|---------------|-----------|-----|-----|-----------|-----------|-----|---|
| Sun           | Mon       | Tue | Wed | Thu       | Fri       | Sat | <a href="#">Police Pension Fund Board of Trustees</a> |
| 1             | 2         | 3   | 4   | 5         | 6         | 7   |   |
| 8             | 9         | 10  | 11  | 12        | 13        | 14  | <b>Thu Nov. 26 - Fri Nov. 27</b>                      |
| 15            | 16        | 17  | 18  | 19        | 20        | 21  | <a href="#">Village Offices Closed - Thanksgiving</a> |
| 22            | <b>23</b> | 24  | 25  | <b>26</b> | <b>27</b> | 28  |   |
| 29            | 30        | 1   | 2   | 3         | 4         | 5   | <b>Mon Dec. 7</b>                                     |

[Village Board Regular Meeting](#)

**Wed Dec. 16**

[Chamber of Commerce Meeting](#)

**Thu Dec. 17**

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

**Mon Dec. 21**

[Village Board Regular Meeting](#)

**Thu Dec. 24 - Fri Dec. 25**

[Village Offices Closed - Christmas Holiday](#)

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** November 20, 2020  
**Subject:** Weekly Report

- **COVID-19 Mitigation Standards Update** – Effective at midnight tonight (Friday into Saturday) new mitigation (“Tier 3”) efforts from the State go into effect. For the most part these further limit business and social activity particularly in terms of the number of participants. To give an idea of what is involved, below is a description of what would be required to return to the (slightly) less difficult “Tier 2” provisions.

*IDPH will continue to track the positivity rates and hospital capacity metrics in regions over 14-day monitoring periods to determine if mitigations can be relaxed, if additional mitigations are required or if current mitigations should remain in place. In order for a region to move back to Tier 2 mitigations, a region must experience less than a 12% 7-day rolling average test positivity rate for three consecutive days, have greater than 20% available intensive care unit (ICU) and hospital bed availability for three consecutive days and decreases in the regions COVID hospitalizations 7-day rolling average in 7 out of the last 10 days.*
- **COVID-19 Business Operation Update** – The Village passed along information regarding the latest offer of restaurant assistance through DuPage County. It is unclear if any of our businesses were able to take advantage of this. Following direction of the Village Board as part of the CY 2021 Budget discussion, staff is reviewing ways that we might provide additional assistance to hard hit businesses. This will include discussion of partial liquor license fee rebates. We expect to have a preliminary report at the December Board 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, at least temporarily.
- **COVID-19 Health Department Update** – I took part in the weekly call on Monday. The news continued to be terrible and trending in the wrong direction. We will continue to monitor the situation.

- **Governor Call re COVID-19** – On Tuesday evening I participated on a State-wide call with the Governor and members of his staff. The purpose was to provide an update on the new mitigation efforts and general conditions. Emphasis was placed on rising concerns in hospitals throughout the State and a reminder that conditions are even worse in adjoining states.
- **Chamber Meeting** – Along with other staff members I participated on the Chamber call on Wednesday morning. The Chamber provided a speaker to discuss small business marketing efforts and discussed their own efforts in this regard. Village staff updated Chamber members on actions we are taking.
- **DMMC Business Meeting** – I represented the Village on this Wednesday morning call. Regular DMMC business was conducted.
- **DMMC Regulatory Committee Meeting** – I participated on this Wednesday afternoon call. Several issues were discussed, including the small cell issue. Stu Chapman, the Village's consultant on these issues, spoke to the group.
- **DMMC Manager's Call** – A call took place on Thursday morning to discuss general areas of interest. Most of the discussion was in regard to the response to the COVID-19 situation.
- **Metro Manager's Training Session** – On Thursday afternoon I participated on a call addressing how to deal with incidents of bias and/or hate in the workplace or in the community. A presentation was made by representatives from the Anti-Defamation League.
- **Liquor License Committee Meeting** – The Committee met on Monday night before the regular Board Meeting to discuss the application from 1 Walker for a new liquor license. The Committee recommended approval of this license, which should be up for consideration at the December Board Meeting.
- **Public Safety Committee Meeting** – This Committee met on Thursday evening to discuss the Fire Department Study. Dr. Tim McGrath presented the findings, which were the basis for a lengthy discussion about the future of the fire department. Committee recommendations will be up for board discussion in December.
- **Thanksgiving Holiday** – Though it will be different than any year on record, a reminder that Village office's will be closed next Thursday and Friday in recognition of Thanksgiving. Enjoy the Holiday and stay safe!

Enjoy the weekend and stay safe.



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** November 20, 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 20, 2020  
**Subject:** Weekly Report

1. Crews installed the holiday wreaths and wrapped the streetlights with greens. We will be checking bulbs the next few nights to ensure they are all working. Next week we will be installing 25 trees throughout the Downtown to be used for the Chambers of Commerce Tree Program.
2. We coordinated with DuPage SCARCE to accept cooking oil to be repurposed into biofuel on Saturday, November 28<sup>th</sup> from 9:00 am to Noon at Public Works. This is a great time to properly dispose of cooking oil used to deep fry your turkey!
3. Staff coordinated with the Public Works Departments in Westmont and Hinsdale to plan mutual aid should any of us have multiple plow drivers out with COVID or quarantining due to an exposure. We have each agreed to provide drivers, plows and salt to cover specific roads in each village. We are also coordinating with the contractor that clears snow from the sidewalks in the Downtown to have pricing in place should we need them to do additional locations due to a staffing shortage.
4. A second and final round of letters is going out requiring rocks be removed from the parkway. There are 25 locations that need to relocate their rocks. Public Works will remove the rocks if residents are not able to do so. Letters are also going out to homes that have plastic sticks along the road edge. The only allowances for such sticks are: a) on either side of a driveway to prevent drivers from veering into the ditch; b) adjacent to the street where nearby homes are under construction; or c) when sod or seed is taking root.
5. The outdoor seating area on Park east of Prospect was removed for the season.
6. Davis Concrete completed the 2020 Sidewalk Program this week. Nicor still has a couple of squares to replace from their project, most notably in front of Starbucks.
7. Our tree contractor continued to work on tree removals and stump grinding. Public Works crews continued to follow up with placing topsoil. We will do seeding in the Spring.
8. A variety of smaller tasks were also completed including taking water samples, new water service inspections, leaf clean up in the Downtown along with inlet cleaning to ensure drainage, flower, landscape and tree watering, plus parkway tree branch pick up due to high winds earlier in the week.

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT



DATE: November 20, 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 Police Law and Court Smart on-line training.

Officer participated in roll call training pertaining to updated domestic violence resources.

Front office personnel participated in on-line FOIA training.

**Recent events:**

On November 13, 3:13pm, officers were called to the 10 block of Golf for a theft report. The victim related that, via her Ring camera, she witnessed a younger black male steal a package from her porch. After the theft, the offender walked across the street and met up with another younger black male, who had several packages in his hands. Both subjects then ran towards the train tracks. Officers were unable to locate the subjects.

On November 15, 11:53am, officers responded to the Jewel for a disturbance. According to witnesses, two men were yelling at each other because one was not wearing a mask. The man, not wearing a mask, asked the other to "step outside", then threatened to shoot him. Eventually, the main aggressor fled in an unknown vehicle.

On November 16, 9:26am, officers responded to the 300 block of 56<sup>th</sup> for a report of a dog bite. The victim advised that she was bit by a dog running at large. Officers spoke with the owner of the dog and verified inoculation. A report was sent to DuPage Animal Control.

On November 19, 4:24am, officers spoke with a resident regarding an unemployment scam. Officers responded to 6 of these calls throughout the week.

On November 20, 12:24am, officers responded to 285 N. Richmond for a report of a domestic battery. The caller, who did not give a specific apartment number, advised that the offender had a bat and was threatening the victim with it. Upon arrival, officers were unable to locate the domestic. Subjects standing in the hallway were less than cooperative and did not see or hear anything.