



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

December 4, 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))

December 2020							Mon Dec. 7
Sun	Mon	Tue	Wed	Thu	Fri	Sat	<u>Special Village Board Meeting</u>
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	Mon Dec. 7
13	14	15	16	17	18	19	<u>Cancelled Village Board Regular Meeting</u>
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	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

**Thu Jan. 21**  
Zoning Board of Appeals and Planning Commission Meeting

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** December 4, 2020  
**Subject:** Weekly Report

- **COVID-19 Business Operation Update** – Staff has prepared support materials for the Board to consider at the meeting Monday night. As we are close to official winter, the street barricades in front of I Love Candy have been removed. Since they are still occasionally in use, the barricades in front of Starbucks have remained in place.
- **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 continue to not see any reason to close down public operations at this point.
- **COVID-19 Health Department Update** – I took part in the weekly call on Monday. The news continued to be highly negative, though some of the trend lines seem to have moderated. We continue to urge residents and businesses to remain cautious and wear masks when in public places.
- **Governor Call re COVID-19** – On Thursday morning, I participated on another State-wide call with the Governor's office. The purpose this time was primarily a review of expectations regarding vaccine distribution. In short, the current expectation is that more than 1 million doses will be available by the end of the month and a continuous supply arriving after that. As widely reported, supply is to be available to health care workers first, and then after that other population groups based on need. An early group will include "first responders", presumably including police officer, paramedics, and fire fighters. It is unclear at this time how it will be applied to other "essential workers" such as public works and support employees.
- **Santa on Parade** – The Park District is hosting (or hosted, depending on when you read this) a Santa drive-around event this afternoon (Friday) from 4 to 8 p.m. Looks like a nice day for it, and we hope the kids have a chance to see Santa!
- **DMMC Manager's Meeting** – This meeting took place on Thursday morning. Issues discussed included bodycams and COVID-19 related issues, particularly issues related to enforcement of guidelines and implementation of vaccine protocols.

- **Vehicular Speed Data Information** – Chief Dalen, Assistant Manager Creer and I met on Tuesday to discuss the preliminary speed data map the Police Department has put together. It is a great source of information and we plan to present it to the Village Board at one of the January meetings.
- **Census Certificate** – The U.S. Census Bureau has recognized the Village of Clarendon Hills staff as a “2020 Census Partner” in helping to raise awareness, gather census takers, and spread the importance of counting everyone. The certificate is enclosed.

Enjoy the weekend and stay safe.





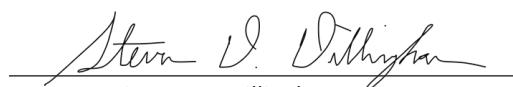
United States®  
**Census**  
**2020**

*Thank  
you*

THE U.S. CENSUS BUREAU HEREBY RECOGNIZES

**The Village of Clarendon Hills**

as an invaluable member of the 2020 Census Community Partnership and Engagement Program. We appreciate the efforts you made in making the Partnership Program a success and helping achieve a successful 2020 Census.



Dr. Steven D. Dillingham, Director  
U.S. Census Bureau



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** December 4, 2020  
**Subject:** Department Report

1. On Wednesday, Senior Staff Accountant Kari Krzemkowski and myself attended a virtual webinar on fraud mitigation. The webinar was hosted by the Illinois Government Finance Officers Association and presented by First Midwest Bank. Many of the suggested measures to limit fraud risk are already in place with the Village. I am currently working with the Bank of Clarendon Hills to put an additional safeguard in place to protect our account from ACH Fraud.
2. 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.
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:** December 4, 2020  
**Subject:** Weekly Reports for Last Two Weeks

1. Crews repaired a water main break on Tuesday night prior to Thanksgiving on Burlington a block west of the prior main break.
2. Crews patched both locations disturbed by main breaks. A few of the larger ruts in town were backfilled with dirt to carry them over the winter.
3. Staff supported a Turkey Cooking Oil Recycling Event on the Saturday morning after Thanksgiving. The oil will be converted into biofuel.
4. Crews installed 30 Christmas Trees in support of the Chamber of Commerce's Clarendon Trees Project.
5. Holiday wreaths and garland were fine-tuned, and any burnt out fuses or bulbs replaced. The final segment in front of Village Hall is waiting for ComEd to energize a new electrical service.
6. Concrete barriers were collected from the east side of Prospect as the businesses no longer had use for them.
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 monthly meter reading, new water service inspections, and general clean up in the Downtown.
9. Tires were replaced on the event trailer and multiple oil changes and maintenance were done on both Public Works vehicles and for the Police Department.

**MEMORANDUM**

TO: Kevin Barr, Village Manager

FROM: Dan Ungerleider, Community Development Director

DATE: December 4, 2020

RE: Department Report

1. **Building Permits.** In November the Village issued nineteen (19) permits having a total reported construction value of \$3,975,800. The Monthly Permit Report for November is posted at [www.clarendonhills.us/bp](http://www.clarendonhills.us/bp).

**2. Downtown Revitalization Project**

a. **Gates.** Overhead lines and utility poles between the soon to be removed mechanical bungalow and east pedestrian-crossing were removed as planned.

**Notice:** BNSF will be installing the new gates soon. During installation, Prospect Ave crossing will be closed. The plan is to have all gates installed on in one day, however the Village will be prepared for the closing to last longer if need be. Updates will be posted at the crossing, on the Village website, and on Facebook.

b. **Train Station – Inbound Shelters.** Chugging along... here are some recent pictures:



inside facing east



inside facing west



green roof materials

c. **Streetscape.** The Village is waiting for ComEd to turn on the electrical service in front of Village Hall. Once complete, hopefully next week, we will have power for Village Hall, Burlington and Prospect Streetlights, and for

all of the beautiful Christmas Trees surrounding Village Hall. The permanent railings are being fabricated and should be installed early after the new year

- d. **Train Station – Outbound Shelter.** This part of the project has been scheduled to start in spring 2021.

**#CELEBRATELOCAL - Keep your \$ were your ♥ is!**

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT



DATE: December 4, 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 Bloodborne Pathogen training.
- Officers have been completing COVID-19 PPE training.
- This month's Police Law online training pertains to autism spectrum disorder awareness.

**Recent events:**

On November 23, 10:33am, officers responded to the 5600 block of Forest Hill for a burglary to motor vehicle report. An unknown offender smashed the driver's window of the victim's car and stole \$500USC that was in plain view.

On November 23, 2:25pm, officers were conducting a business check at the Jewel and came across two males attempting to steal a case of Titos vodka. Officers were able to apprehend one of the offenders. The subject was charged with retail theft and released.

On November 25, 8:35pm, officers spoke with a resident regarding fraudulent credit card activity. Someone used the victim's credit card information to purchase goods from Best Buy. Pending.

On November 29, 12:49pm, officers responded to the Jewel Foods for a retail theft report. Jewel employees related that two black males, driving a gray Hyundai, stole approximately \$1,000 worth of liquor. Pending.

On December 1, 9:34am, officers responded to the 200 block of 55<sup>th</sup> for a Covid-19 related death investigation. This past week, officers responded to this location for two other such investigations.

On December 1, 5:27pm, officers spoke with a resident regarding an identity theft. The resident was a victim of the IDES scam that has been going on recently.

On December 2, 6:18pm, officers responded to the Clarendon Arms Apartments for a theft complaint. The victim had a package stolen from the foyer.

On December 2, 11:02pm, officers stopped a subject on Rte. 83 for speeding 124mph in a 55mph zone. The driver was issued a class A misdemeanor speeding citation and released.

On December 3, 5:17pm, officers responded to the 100 block of Burlington for a harassment complaint. Pending

On December 3, 5:47pm, officers responded to Willowcreek Ct. for a report of disorderly conduct. The complainant advised that a resident was in his window exposing himself. Pending

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** December 4, 2020  
**Subject:** Weekly Department Report 2020-29 (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, December 2<sup>nd</sup>, twenty-four (24) firefighters attended fire suppression training which was held virtually. The training involved MABAS Division procedures during mutual aid calls and proper radio communications procedures.
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 virtually, 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)
    - Distribution of the COVID 19 vaccines was discussed at all of these conference calls.
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:
  - No report.
7. Vehicle Maintenance:
  - All vehicles are currently in full service. Some minor maintenance on vehicles was conducted in house by on duty personnel.

8. Incidents of Interest:

- Tuesday, November 24<sup>th</sup> at 8:30 PM. Ladder 86 and Medic 86 responded for Com Ed wires on fire at the rear of 322 Ruby. Area secured, Com Ed called, FD crews stood by until arrival of Com Ed.
- Monday, November 30<sup>th</sup> at 8:04 PM. Medic 86 and Squad 86 responded for a vehicle accident on Burlington Ave. under the Rt. 83 Bridge.
- During the past two (2) weeks, Paramedics have treated and transported nine (9) patients who were COVID positive or were suspected of having COVID. Three (3) patients died because of COVID during that time also. All Paramedics and EMT-B's treat each and every call with recommended PPE precautions for COVID 19.

9. Mutual Aid Calls:

- None

10. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills eight (8) times.
- The Westmont Fire Department responded Automatic Aid to Clarendon Hills eight (8) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale five (5) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont two (2) times.
- Clarendon Hills Medic 86 responded to one (1) EMS call in Hinsdale.
- Clarendon Hills Medic 86 responded to three (3) EMS calls in Westmont.
- Hinsdale Medic 84 responded to one (1) EMS calls in Clarendon Hills
- The fire department responded to forty seven (47) emergency calls in the past two (2) weeks.

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

