



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

December 11, 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)

December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	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	31	1	2

Wed Dec. 16

[Chamber of Commerce Meeting](#)

Thu Dec. 17

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

Mon Dec. 21

[Cancelled - Village Board Regular
Meeting](#)

Thu Dec. 24 - Fri Dec. 25

[Village Offices Closed - Christmas
Holiday](#)

Thu Dec. 31 - Fri Jan. 1

[Offices Closed in observance of New
Year's Day](#)

Mon Jan. 4

[Village Board Regular Meeting](#)

Mon Jan. 18

[Martin Luther King Jr. Day \(Offices open\)](#)

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: December 11, 2020
Subject: Weekly Report

- **COVID-19 Business Operation Update** – On Monday night the Village Board reviewed the Staff report on potential support for businesses impacted by COVID-19. The Board was generally supportive, particularly in regard to liquor licenses, and asked Staff to prepare formal recommendations for meeting in January.
- **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 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. Discussions are starting regarding distribution of vaccines when they become available. Municipalities are not expected to play a direct role in this process.
- **Santa on Parade** – Thank you to the Park District for hosting the Santa drive-around event last Friday afternoon/evening. I saw Santa pulling around the Village Hall Looks like a nice day for it, and we hope the kids have a chance to see Santa!
- **Police Assistant Search** – The Village is seeking a part-time Police Assistant. Surprisingly, response this far has been low. The Village ramped up advertising beyond our traditional outlets and it appears to be increasing response. Interested candidates should see the full job description at www.clarendonhills.us/employment



Enjoy the weekend and stay safe.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: December 11, 2020
Subject: Department Report

1. On Thursday December 10th, the Village auditors Sikich LLP., conducted their preliminary fieldwork in preparation for the CY 2020 Audit. Sikich will conduct the final fieldwork the week of March 22-26. The final audit will be presented to the board in June of 2021.
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
 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 11, 2020
Subject: Weekly Reports

1. Crews hung the seasonal banners on the light poles in the Downtown.
2. The second snow brush machine was prepped for use. The riding lawn mower is done for the year.
3. Updated GIS maps for the water system were finalized.
4. ComEd energized the new circuit on Burlington north of the tracks. PW staff checked wreaths and garland to ensure fuses and bulbs are good. Outlets serving the Chamber Trees were checked as well.
5. Attended an online DuPage County Stormwater Training as required by federal regulators. The topics related to water quality and stormwater management best practices from an environmental perspective.
6. Attended a Conservation Foundation online meeting related to bioswales, creek health and other environmental topics.
7. Located sign posts for installing NO PARKING FIRE LANE signs in the Chestnut Alley.
8. Coordinated with DuPage County to draft an Intergovernmental Agreement to allow the Village to keep the fold down stop signs on the Traffic Signal at 55th and Holmes. This is used when the signals use power.
9. In-house crews continued tree trimming/training cuts on the younger trees.
10. An operating nut on a 12" watermain valve was replaced on a water main that crosses 55th street. A b-box repair was completed on the 400 block of Park Ave
11. Holes were backfilled on recently stumped trees.
12. Two road safety barrels were provided to the BNSF RR to use to cover the new gate bases to prevent tripping. The railroad will be providing additional barrels for any bases which do not have gates installed this Winter.

VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: December 11, 2020
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

While shopping during the holiday season, please make sure you lock your car and do not keep valuables inside the passenger compartment. Be aware of your surroundings while walking in the parking lot. Make sure to carry your purse in front of you or keep your wallet in your front pocket.

Please drive carefully this holiday season. Buckle up, don't drink and drive and put the cell phone down.

Members of the Department would like to thank Mary Beth Chadwell, along with members of the Clarendon Hills Mom's List, for providing the Department with lunch this past week. This kind gesture was very thoughtful and appreciated by all.

Training and Meetings:

- Officers continue on-line training.
- This month's Police Law training pertains to autism spectrum disorder awareness.
- Sergeant Finrock and I attended the School District 181 safety meeting.

Recent events:

On December 7, 8:19am, officers responded to the 200 block of Grant for a death investigation. It appears the elderly person passed away from natural causes.

On December 7, 3:00pm, officers responded to the Infiniti dealership for the theft of license plate report.

On December 8, at 2:34pm, officers responded to the 100 block of Woodstock for a report of identity theft. A fraudulent Amazon Email led to offenders gaining remote access to the victim's computer and bank account information. Fortunately, the attempt to withdrawal a significant amount of the money from the victim's account was stopped by the bank.

On December 8, 2:47pm, officers spoke with a resident regarding an identity theft. The resident was a victim of the IDES scam that has been going on recently. Officers handled 12 of these calls this past week.

On December 9, 12:05am, officers responded to the 10 block of Burlington for a death investigation. It appears the person passed away from natural causes.

On December 10, 10:44am, officers responded to the 400 block of Commons Circle for a verbal domestic. Officers discovered that one of the parties involved was wanted on five active arrest warrants. The subject was taken to the station to post bond.

On December 10, 12:51pm, officers worked with DCFS to follow up a case that was subject to mandatory reporting by medical personnel. The case was unfounded.