



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

January 15, 2021

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)

January 2021							Mon Jan. 18
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Martin Luther King Jr. Day (Offices open)
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	Rescheduled Village Board Special
24	25	26	27	28	29	30	Meeting due to MLK day 1/18
31	1	2	3	4	5	6	

Mon Jan. 18
[Martin Luther King Jr. Day \(Offices open\)](#)

Tue Jan. 19
[Rescheduled Village Board Special](#)
[Meeting due to MLK day 1/18](#)

Wed Jan. 20
[Chamber of Commerce Meeting](#)

Thu Jan. 21
[Zoning Board of Appeals and Planning](#)
[Commission Meeting](#)

Mon Feb. 1
[Village Board Regular Meeting](#)

Mon Feb. 15
[Presidents Day - Offices Closed](#)

Tue Feb. 16
[Village Board Regular Meeting](#)

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: January 15, 2021
Subject: Weekly Report

- **Board Meeting Date** – Just a reminder – in honor of the Martin Luther King Jr. federal holiday, the Board Meeting next week will be on **Tuesday**, January 19th at 6:30 PM.
- **COVID-19 Business Operation Update** – Proposals to provide business support are on the January 19th agenda for consideration and approval by the Village Board. The proposals are to provide targeted relief from liquor license costs and to provide financial support for Chamber programs designed to support businesses. If approved, we will be able to issue these checks in the next few days.
- **Staff Response to COVID-19 Pandemic/Village Operations** – Staff operations are continuing as normal. Many communities continue to have their Village Hall's closed to the public. We remain open, and plan to remain open, since traffic has remained relatively light. Staff continues to operate on site on an approximate half-time basis.
- **COVID-19 Health Department Update** – I took part in the weekly call on Monday. The news continued to be mixed. Amongst other things, issues regarding vaccine distribution were discussed. Communities are offering assistance, as needed, to support the roll out. We expect to at least take part in additional public relations campaigns to support the vaccine distribution process.
- **DMMC Manager's Committee Meeting** – I participated in a meeting on Thursday afternoon. The topic was planning for 2021 public events in relation to the on-going COVID-19 pandemic. Most communities are cautiously optimistic about outdoor summer events, but concerns remain about entering contracts. We expect to discuss Clarendon Hills events with the Board at an upcoming Board meeting.
- **Road Study Status** – Public Works Director McLaughlin and I met with the engineers conducting our road study this morning. Progress is being made and we expect the Study to be ready for public presentation at the second February meeting or in March.
- **Fire Department Study Update** – We have a follow-up meeting scheduled with Hinsdale staff later this month to continue this discussion. We do not have a specific timeline as to when we will be ready to bring this back to the Board.

- **Police Assistant Search** – Our finalist dropped out, so we are reinitiating first interviews.
- **AP Digitization**- We have been testing our new digitized payment approval process all week and are nearing completion. This will allow us to move to an entirely paperless approval process for our invoices, while maintaining digital records, this is particularly important with COVID-19 given that routing invoices by interoffice mail is not an optimal way to maintain distancing.

Enjoy the weekend and stay safe.



MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: January 15, 2021
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. 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: January 15, 2021
Subject: Weekly Report

1. Water flow tests were performed for multiple newly developed properties along with residential check for leaks and temporary water shut offs.
2. Wreaths and garland wraps were removed from the Downtown and winter banners were installed on the light poles. The Chamber of Commerce Christmas tree were removed and ground into wood chips.
3. Tree trimming, hauling of spoils, repair and maintenance of chain saws and other trimming equipment were performed.
4. Continuing education hours were completed by several staff members to maintain water licenses and arborist certifications.
5. BNSF began vegetation management along their tracks. They have assured us all work will be removed and any piles are temporary.
6. Staff continues to coordinate with cell providers and the developer of the mixed-use property on Burlington in an effort to get any old telecommunication cables removed from the poles.
7. Work continued to work on the long-term pavement study. It should be presented to the Village Board in February.
8. Coordination occurred with Leonardo Construction. Scope and potential subcontractors were identified for the various work planned on the building this year – roof replacement, tuckpointing, concrete repairs, etc.
9. Additional salt was delivered on Wednesday to replace salt used during the ice events.
10. Crews were out on Friday morning to do a light salting based on the forecast for additional light snow and sleet. Additional snow is forecast for overnight from Friday to Saturday.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: January 15, 2021
RE: Department Report

1. **Building Permits.** So far in January, the Village has issued four (4) permits having a total reported construction value of \$61,896. The annual permit report for 2020 is posted at www.clarendonhills.us/bp.
2. **Chamber of Commerce.** The Chamber Board of Directors is creating a new program to support and promote local businesses struggling because of the pandemic market. The Chamber has created its own CARES program connecting chamber members, local businesses, and residents looking for ways to support local business. This program can be found at www.clarendonhillschamber.com/cares. During the last Village Board meeting, the Village Board agreed to contributed \$10,000 to the CH Chamber Cares Fund, this is up for vote at the 1/19/21 Rescheduled Board Meeting. The Chamber plans to use these funds to provide marketing and financial support to local businesses in need.

While this initiative will help, it will not work without local support through shopping local whenever possible. Please celebrate and support our local stores and restaurants – put your money where your heart is! More information about local business can be found at www.clarendonhills.us/golocal and at www.clarendonhillschamber.com. Local gift cards are available at <https://www.clarendonhillschamber.com/giftcards>.

3. **Downtown Revitalization Project** [\[link\]](#)
 - a. **Train Station – Inbound Shelters.** The general contractor is preparing the main station and platform shelters for public use for the remaining winter months. The contractor continues to plan to open the station and commuter parking lot for public use by February. Exterior lighting, landscaping, fencing, and other finishing touches will be completed in spring 2021. New project progress pictures will be posted later today at www.clarendonhills.us/dtrupdate.
 - b. **Gates.** This week the BNSF gate closed the sidewalk on the east side of Prospect Avenue to install the new gate foundations. Their crew continued to install the new mechanics in the new service shed, located now on the west side of Prospect Avenue. Short term detours and lane closure continue to be expected while the crew is installing the new gate system. Please be patient and safe during these periods.
 - c. **Streetscape.** Punchlist items, including the metal railings in front of Village Hall, will be completed in Spring 2021.
 - d. **Burlington Plaza/Alley.** Survey work continues in preparation for a project kickoff scheduled during the last week of January.
 - e. **Train Station – Outbound Shelter.** This part of the project has been scheduled to start in spring 2021.

VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: January 15, 2021
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

A graphic titled "Clarendon Hills Police Personal Safety Tips". It features the Clarendon Hills Police Department logo on the left and a colorful illustration of a car with a lock, a shield with a car, and a person on the right. A list of safety tips follows.

Clarendon Hills Police Personal Safety Tips

- Always lock your home and car
- Always be alert and aware of your surroundings and the people around you
- Whenever possible, travel with a friend
- Stay in well-lit areas as much as possible
- If you see something say something (DIAL 911)

The Department has received several complaints of juveniles walking on the ice at Prospect Park. Not only is this prohibited, but it is also a safety concern.

Training and Meetings:

- This month's on-line Police Law training pertains to child abuse and neglect.
- Sergeant Finfrock attended school safety and juvenile law update training.
- Officers received evidence database training.

Recent events:

On January 8, 12:44pm, officers responded to the station for a hit and run crash report. Apparently, a road rage incident turned into a minor crash. The offending white van fled the scene.

On January 8, 1:42pm, officers responded to the Lions Pool for a juvenile complaint. Officers spoke with the juvenile and their mother.

On January 9, 11:22am, officers spoke with a resident regarding an identity theft complaint. The victim noticed fraudulent charges on their credit card statement. Pending.

On January 10, 8:38am, officers responded to the 500 block of Carlyle for a criminal damage to property complaint. The victim related that their garage door was damaged.

On January 10, 4:40pm, officers responded to the 10 block of Park for a juvenile problem. Officers spoke with the juveniles and their parents.

On January 11, 4:42pm, officers responded to the 5600 block of Forest Hill Dr. for a harassment complaint.

On January 12, 6:07am, officers responded to the 5700 block of Holmes for a neighbor dispute. Officers worked with the parties involved.

On January 13, 10:49am, officers spoke with a resident regarding an unemployment (IDES) scam. Officers handled 7 of these calls this week.

On January 14, 11:40am, officers responded to the post office for a disturbance. Officers helped to resolve the customer dispute.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: January 15, 2021
Subject: Weekly Department Report 2021-02

1. Fire Prevention Bureau Activity.
 - No report.
2. Training Report:
 - No report.
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 except official business.
 - All Fire Department personnel are treating every call with extreme caution regarding possible COVID exposure.
 - EMS continuing education will continue online through February 2021 at least.
 - 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 these conference calls.
 - All Clarendon Hills Fire Department personnel who wished to receive the COVID vaccination have all received their 1st and 2nd doses as of January 11, 2021 at AMITA LaGrange Hospital except for two (2) personnel which will be receiving their vaccines during the week of January 18th at Loyola Medical Center.
 - Currently the Village has had 637 residents that have tested positive for the COVID 19 virus since March of 2020. This number has increased from 602 last week, an increase of 35 persons.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - A meeting is planned for January 25th to discuss additional sharing ideas with Hinsdale FD.
5. This week we hired two (2) more members for the Clarendon Hills Fire Department. Chad Davis and Justin Rehnquist were hired as a part time Firefighter Paramedics. Chad and Justin will begin working orientation shifts next week and will begin working regular shifts in February. Welcome Chad and Justin.
6. Emergency Management Report:
 - Deputy Chief Krupp attended the quarterly virtual meeting of local Emergency Management Coordinators on Wednesday. Normal business was conducted along with additional information regarding COVID procedures, Vaccination distribution and Emergency Plan updates and requirements.

7. Du-Comm Report:

- On Tuesday, January 12th, I attended the virtual meeting of the Du-Comm Fire/Police Chiefs. Several CAD problem issues were discussed that related to the change from 2020 to 2021. Also discussed were several microwave communications improvements that have occurred to improve the reliability of all Du-Comm systems.

8. Vehicle Maintenance:

- All vehicles are currently in full service. Medic 86 (2014 Freightliner) was taken out of service this week for two (2) hours and the three (3) chassis batteries were replaced by on duty personnel.

9. Incidents of Interest:

10. Mutual Aid Calls:

- None

11. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills three (3) times.
- The Westmont Fire Department responded Automatic Aid to Clarendon Hills two (2) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale four (4) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont two (2) times.
- Clarendon Hills Medic 86 responded to two (1) EMS call in Westmont.
- The fire department responded to nineteen (19) emergency calls in the past week.

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

