



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

January 22, 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 – No weekly report**

Calendar (Can be found on front page of Village website www.clarendonhills.us)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Fri Jan. 22

[Clarendon Hills Board of Fire and Police Commissioners Meeting](#)

Mon Feb. 1

[Village Board Regular Meeting](#)

Mon Feb. 15

[Presidents Day - Offices Closed](#)

Tue Feb. 16

[Village Board Regular Meeting](#)

Wed Feb. 17

[Chamber of Commerce Meeting](#)

Thu Feb. 18

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

Mon Mar. 1

[Village Board Regular Meeting](#)

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: January 22, 2021
Subject: Weekly Report

- **COVID-19 Business Operation Update** – Last Tuesday night the Village Board approved two (2) programs to support businesses in relation to the impact of COVID-19. The first is to provide targeted relief to most of our liquor license holders. Checks will [HAVE?] go out soon. The second program provides \$10,000 to the Chamber of Commerce for their programs designed to support businesses in need. As of now we are not considering any other direct payments, but are beginning to discuss ways to again support businesses with outdoor operations as it gets warmer, including the use of public property.
- **Staff Response to COVID-19 Pandemic/Village Operations** – Staff operations continue as they have for the past few months. We have had no problems continuing to provide all of our services. .
- **COVID-19 Health Department Update** – I took part in the weekly call on Monday. Trends in the area and in the State are continuing to head in the right direction. Issues regarding vaccine distribution were discussed. Communities continue to offer assistance, as needed, and we are monitoring that effort. We are planning to take part in additional public relations campaigns to support the vaccine distribution process, including working with a local group of doctors who have an obvious interest in the subject.
- **DMMC Manager's Committee Meeting** – I participated in a meeting on Thursday afternoon. This particular meeting is designed to cover any area of regional interest. Most discussion wrapped around COVID issues, including support for vaccine efforts and continuing to provide business support for outdoor spaces as it warms up.
- **DMMC Business Meeting** – I participated in this meeting on Wednesday evening. Regular business of the Conference was conducted.
- **ILCMA Financial Forecast Forum** – Community Development Director Ungerleider and I participated in a series of informational events on Thursday and Friday. Topics included general economic forecasts, municipal investment issues, retail, and automotive market trends.

- **Fire Department Study Update** – We have a follow-up meeting scheduled with Hinsdale staff next week 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** – Second interviews expected next Wednesday.
- **AP Digitization**- We went live in Admin, IT, Special Events and Community Development this week, with full rollout expected in by the second check run in February. Thank you to the team that has been working on this, I believe it represents a huge step forward in how we process payables that can be applied to automate future workflows.
- **Chamber Meeting**- AVM Creer, CD Director Ungerleider and myself attended the monthly chamber meeting on Wednesday. The members were very grateful for the \$10,000 contribution from the Village to help support business retention and economic development in these tough economic conditions.

Enjoy the weekend and stay safe.



MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: January 22, 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 22, 2021
Subject: Weekly Report

1. Crews were in on Saturday and Sunday mornings to salt streets. Another snow event took place on Tuesday evening. We are prepping for more significant snow predicted for Sunday into Monday.
2. PW staff installed retrofit kits in the parking lot lights behind the Police and Public Works buildings. An energy efficiency rebate from ComEd helped offset some of the costs.
3. A walk thru with subcontractors was conducted by Leopardo Construction. Scope included roof replacement at Public Works and Ann Street Water Station, tuckpointing, concrete repairs, painting and flooring.
4. On Wednesday, during the daily inspection of the water system and facilities, staff encountered several inches of water in the Ann Street Metering Station. This station is one of two facilities that monitor water intake from the DuPage Water Commission and takes constant chlorine reads. It was found that a sump pumped had failed. Crews pumped out the water and replaced the sump pump all within several hours. There was no disruption to water service.
5. Completion of the monthly water samples were performed along with several appointments to finalize meter installs on new construction homes and repairs.
6. The Village tree contractor, Steve Piper and Sons, was in town this week to continue tree trimming throughout the town. They will be in next week to complete the trimming list.
7. Now that all the holiday decorations have been removed and dried out, staff has gone through, inventoried, repaired and properly stored them all. Replacement of some worn and broken items will be ordered shortly for the next season.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: January 22, 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. This number of permits is typical for mid-January. Over the past ten (10) years, the Village issued an average of nine (9) total permits in January.
2. **Chamber of Commerce.** On Wednesday, Manager Barr, Assistant Manager Creer and I attended the monthly Clarendon Hills Chamber meeting. In addition to the Village Report, the Chamber Board introduced the Clarendon Hills Chamber Cares, a 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 contribute \$10,000 to the CH Chamber Cares Fund. The Chamber Board has since added \$5,000 to this fund. The Chamber plans to use these funds to provide marketing and financial support to local businesses in need.
3. **Soil Remediation – Village Cleaners at 211 Railroad Ave.** On Wednesday morning I met with representative of the Village Cleaners to discuss proposed remediation steps needed to address contaminated soils caused by this property onto neighboring properties. The purpose of the meeting was to ensure that the proposed solutions comply with Village development and zoning regulations. The owner is planning to sufficiently address these conditions and to receive approval from the Illinois Environmental Protection Agency. I will continue to assist to ensure there are no long term non-conforming zoning or development code conditions that would hamper future investment in this area.
4. **Downtown Revitalization Project** [\[link\]](#)
 - a. **Train Station – Inbound Shelters.** As previously reported, the General Contractor plans to open the main shelter during the first week in February. Although not everything will be completed by then, the main shelter will have heat and be secured. Also, heaters will soon be installed and operational at each of the open inbound platform shelters. Exterior lighting, landscaping, fencing, and other finishing touches will be completed in spring 2021.



- b. **Gates.** BNSF installed the light signal cantilever over Prospect Avenue. This structure provides better visibility to grade crossing signal lights and is necessary for the extended gates that will soon be installed on both sides of the tracks. This work is expected to continue intermittently over the next few weeks. Please be careful when approaching the crossing. Your patience is appreciated.

- 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.** On Thursday afternoon, I met with the project engineer and architect to prepare for constructing the outbound shelter and the remaining Prospect Avenue streetscape improvements north and south of the tracks. Like the work in front of Village Hall, this work is part of a State Contract and will be paid for and managed by the Illinois Department of Transportation. Removal of the old railroad mechanical shed should be in the next few weeks. Demolition of the Burlington Avenue bike shelter is expected in March. If all goes as well, construction should be completed by July 4, 2021.

VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: January 22, 2021
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report



Beware of thin ice. Do not walk on the ponds at Prospect Park.

Training and Meetings:

- I completed online training pertaining to child abuse and neglect, mental health awareness, and transparency / reliability in law enforcement.
- Sergeant Leinweber attended an internal investigations online class.
- Officer Michalek attended a use of force simulator class.
- Officers received evidence database training.
- Officers received roll call training pertaining to constitutional law.

Recent events:

This week, officers responded to seven IDES unemployment scams.

On January 16, 8:30am, officers responded to the 200 block of Prospect for a crisis intervention. The person in crisis was transported for observation.

On January 16, 11:30am, officers spoke with a UPS carrier, who was bitten by a dog in the 10 block of Golf. Officers verified rabies inoculation and sent a report to DuPage Animal Control.

On January 16, 1:53pm, officers responded to the Jewel for a retail theft complaint. Management advised that a white female, in her 60's, stole three bottles of tequila. The offender fled in a blue Nissan. Pending.

On January 18, 12:46pm, officers spoke with a Chicago resident regarding a real estate rental scam. The victim responded to a listing on Facebook and sent the offender \$1000, via Quickpay, to rent a house in Clarendon Hills. The Facebook listing turned out to be fraudulent. Pending.

On January 20, 10:56am, officers spoke with a resident regarding an identity theft. Unknown offenders attempted to file a tax return using the victim's credentials.