



# VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

January 29, 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 – No 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))

February

2021

| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
| 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 | 1  | 2  | 3  | 4  | 5  | 6  |

**Jump To:**  
Village Calendar (7)

Village Calendar

Police Pension Fund Board of Trustees  
February 1, 2021, 5:30 PM  
[More Details](#)

Special Village Board Meeting  
February 1, 2021, 6:30 PM  
[More Details](#)

Cancelled - Village Board Regular Meeting  
February 1, 2021, 7:00 PM - 9:00 PM @ Board Room  
[More Details](#)

Presidents Day - Offices Closed  
February 15, 2021, All Day  
[More Details](#)

Village Board Regular Meeting  
February 16, 2021, 7:00 PM @ Board Room  
[More Details](#)

Chamber of Commerce Meeting  
February 17, 2021, 9:00 AM @ Board Room  
[More Details](#)

Zoning Board of Appeals and Planning Commission Meeting  
February 18, 2021, 7:30 PM @ Board Room  
[More Details](#)

**MEMORANDUM**

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** January 29, 2021  
**Subject:** Weekly Report

- **COVID-19 Business Operation Update** – Business assistance as approved by the Board is scheduled to be distributed next week to eligible liquor license holders and directly to the Chamber of Commerce. 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. We will be discussing this further with the Board on Monday night.
- **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 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. The plan of the Health Department at the moment is to rely on local distribution (hospitals, doctors' offices, pharmacies, etc.) as the primary way to distribute moving forward.
- **District 86 Meeting re Potential Vaccine Site** – Along with neighboring Village Managers I met with District 86 officials on Monday to discuss vaccine distribution plans. The District is working to administer vaccines to their staff on site as soon as possible. The discussion revolved around the site then becoming available for municipal employees and then perhaps for the general public. We will keep you advised.
- **ILCMA Board Meeting** – I participated in this meeting as a member of the Board on Friday afternoon. Routine business of the Board was conducted.
- **DMMC Legislative Forum** – I participated in a forum on Friday afternoon sponsored by the DMMC to provide an opportunity to discuss matters of interest with local legislators.
- **Fire Department Study Update** – Staff met with the group from Hinsdale on Monday. This was primarily an introductory meeting to discuss mutual department operations. We expect another meeting to be scheduled shortly.
- **Police Assistant Search** – Second interviews were completed this week. Further reviews are being

conducted but a decision is at least a few days away.

- **AP Digitization**- We performed our first full check run this week. We will be meeting Monday to debrief and finetune any issues.
- **PD File Transfer**- We met Friday to begin the process of moving our legacy file system onto Laserfiche.

Enjoy the weekend and stay safe.



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** January 29, 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](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:** January 29, 2021  
**Subject:** Weekly Report

1. Crews were in on Monday night and early Tuesday mornings to respond to the snowfall. Hauling out of snow piles in the Downtown occurred on Tuesday afternoon, Wednesday and part of Thursday. We are prepping for more snow predicted for Saturday night and Sunday.
2. A water leak was discovered on Burlington near Indian on Friday morning. The service tap pulled away from the main and was replaced Friday afternoon.
3. When a dump truck carrying spoils from the main break crossed the railroad tracks, the load shifted and pushed the tailgate slightly open leaving a small trail of mud down Prospect and then down Park. The mud chunks were cleaned up, but some of the dirt was driven over and will have to get plowed off in the next snow.
4. Remote meter reading equipment was set up for taking the monthly reads on Monday.
5. A preliminary meeting was held with our engineer to review soil samples and consider pavement design for resurfacing the alley on Burlington west of Prospect. Additional work in that area will include streetscape improvements where the current vacant lot is.

## VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: January 29, 2021  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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Thank you, Isabella, for writing in and showing your support for law enforcement.

Hi! I'm Isabella and I'm in high school. I wanted to write to you to thank you for all that you are doing. I know a lot of it goes unseen, and I wish it weren't that way. People have disrespected you and what you stand for, and have totally forgotten that they used to want to be you when they were younger. Kids used to dress up as police officers because they wanted to be the good men who help communities and save people from danger. People are now trying to take that away from you. I want you to know that I appreciate what you do and I'm sorry you don't get 110% respect. You deserve it. Thank you.  
Sincerely, Isabella

### **Recent Training**

- Sergeant Leinweber attended an internal investigations online class.
- Officers received a refresher on laws of arrest.
- Officers received a juvenile law update.

### **Recent events:**

This week, officers responded to eight IDES unemployment scams.

On January 22, 12:35am, officers responded to the 10 block of Waverly for a domestic situation. Officers worked to quell the situation.

On January 22, 10:11pm, officers spoke with a resident regarding a tenant / landlord dispute. Officers offered advice.

On January 22, 10:22pm officers responded to the 100 block of Ann for a disturbance, which turned out to be a family argument. The involved parties decided to separate for the night.

On January 25, 10:30am, officers responded to the Jewel for a fraud report. A customer passed a counterfeit \$100 bill. Pending.

On January 25, 2:02pm, officers spoke with a resident regarding an identity theft. Unknown subjects were attempting to withdrawal money from several of the victim's bank accounts.

On January 26, 6:54pm, officers responded to an apartment at 285 N. Richmond for a missing juvenile report. Officers worked to locate the juvenile and eventually reunited the juvenile with his mother.

On January 27, 10:12am, officers responded to the business district for a customer dispute. Officers calmed the situation.

On January 28, 9:27am, officers spoke with a resident regarding a fraud complaint. A \$500 check, that the victim sent a charitable organization, was stolen and cashed by an unknown offender.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** January 29, 2021  
**Subject:** Weekly Department Report 2021-03

1. Fire Prevention Bureau Activity.
  - Lt. Dave Godek has completed fifteen (15) Fire/Life Safety Inspections during the past two (2) weeks. These have been forwarded to the Finance Department for billing.
2. Training Report:
  - Wednesday evening, thirty-seven (37) members of the fire department attended Classroom Fire Suppression training conducted on Zoom. This class was for the proper use of Thermal imaging Cameras and was instructed by a Chicago Fire Department Lieutenant through the University of Illinois Fire Service Institute.
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 1<sup>st</sup> and 2<sup>nd</sup> doses of the Pfizer vaccine as of January 11, 2021 at AMITA LaGrange Hospital except for two (2) personnel have received their Moderna vaccine during the week of January 25<sup>th</sup> at Loyola Medical Center.
    - Currently the village has had 682 residents that have tested positive for the COVID 19 virus since March of 2020. This number has increased from 637 two (2) weeks ago, an increase of 45 persons.
4. Clarendon Hills/Hinsdale FD sharing of services report:
  - A Microsoft Teams meeting was conducted on January 25<sup>th</sup> to discuss additional sharing ideas with Hinsdale FD.
5. Emergency Management Report:
  - No report this week.



6. Du-Comm Report:
  - On Tuesday, January 21st, I attended the virtual meeting of the Du-Comm Fire 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.
7. Vehicle Maintenance:
  - All vehicles are currently in full service.
8. Incidents of Interest:
  - Wednesday, January 19<sup>th</sup> at 6:08 PM. Ladder 86, Squad 86 and Medic 86 responded to the area of Oxford near Traube Ave. for a natural gas leak. The investigation found a gas leak in a recently excavated gas service for a house. Nicor notified and FD stood by until their arrival and shut off.
9. Mutual Aid Calls:
  - None
10. 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 three (3) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale three (3) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Westmont two (2) times.
  - Clarendon Hills Medic 86 responded to two (2) EMS calls in Hinsdale.
  - The fire department responded to sixteen (16) emergency calls in the past week.

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

