



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

February 5, 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)

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 \(5\)](#)

Village Calendar

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

Special Village Board Meeting
February 16, 2021, 6:30 PM - 9:00 PM @ Board Room
[More Details](#)

Cancelled - 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: February 5, 2021
Subject: Weekly Report

- **COVID-19 Business Operation Update** – The business assistance to eligible liquor license holders was distributed this week. Several businesses have contacted us to thank the Village. The Village discussed continuing extended outside dining when warm weather hits, at least as long as the COVID-19 situation continues.
- **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 has successfully worked with local providers to procure vaccines for school employees. They are coordinating the process for “feeder” schools as well. The high school site will then be available for administering vaccine to residents over 65. The demand is clearly outpacing supply. Village employees, from the six communities that feed into the District will provide staff support for the event(s).
- **ILCMA Winter Conference** – I “attended” this meeting on Wednesday and Thursday afternoons. Normally in Normal, IL, this event was held virtually. Various presentations were made, including an update from the Illinois Municipal League Director. I was one of the presenters in a session on crisis communications.
- **DMMC Managers Committee Meeting** – This group met on Thursday morning. One of the topics of discussion was community events. As of now, it appears that most communities are planning to cancel “large” events but continue with planning for “smaller” events. Smaller in this sense is more or less comparable to the Dancin’ in the Street concert series. We also discussed issues regarding ComEd, vaccines and other issues.

- **Police Assistant Search** – We are in the final stages of bringing a new police assistant.

Enjoy the weekend and stay safe.



MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: February 5, 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: February 5, 2021
Subject: Weekly Report

1. Snow crews were in on Saturday afternoon/evening, and all-day Sunday. Snow total was just over 12 inches. Snow was loaded out of the Downtown during the week. Additional snow fell on Thursday night into Friday. Crews were out Thursday afternoon/evening and then again early Friday morning.
2. Minor repairs/bolt tightening/curb guard replacements occurred to plows following the snow events.
3. Salt bins were restocked mid-week. We are still under our minimum allocation for the year.
4. Window blinds were removed at Village Hall on Friday. Window installation should occur next week, weather permitting.
5. A water service valve was replaced on the 100 block of Hiawatha. The water service is fed from the rear yard making this work more challenging.
6. Additional coordination occurred with cell providers located on the Burlington Water Tower in an effort to get the excess communication wires cleaned up.
7. Monthly water meter reading occurred on Monday.
8. A draft agreement was worked on with the Village Attorney to have the Village work cooperatively with a private property owner on Eastern Avenue north of Park Avenue to perform a cleanup of contaminated soil from a prior owner. The Village plans to have a new water main installed while the street is excavated and after the bad soil is removed.
9. DuPage County Stormwater Management is currently accepting input on their Countywide Water Quality Program. Comments will be accepted through February 28, 2021. See attached press release for more details.



DUPAGE COUNTY NEWS RELEASE

421 N. County Farm Road Wheaton, Illinois 60187 630-407-6060

Website: WWW.DUPAGECO.ORG • Twitter: @dupagecounty • Facebook: DuPage County Board

For Immediate Release
January 29, 2021

Contact: Mary Mitros
630-407-6706

DuPage County Stormwater Management Accepting Input on Water Quality Program

Wheaton, IL – DuPage County Stormwater Management is currently accepting input on their Countywide Water Quality Program. Comments will be accepted through February 28, 2021.

The Countywide Water Quality Program includes a partnership of DuPage County and 41 municipalities and townships working together to meet water quality goals. Included within this partnership, the Illinois Environmental Protection Agency granted DuPage County Stormwater Management a countywide permit to meet federal water quality requirements, including:

- Public Education and Outreach on Water Quality Topics
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Erosion and Sediment Controls
- Post-Construction Best Management Practices for Water Quality
- Pollution Prevention and Good Housekeeping for Municipal Operations
- Water Quality Monitoring Program

These requirements are detailed in the DuPage County Stormwater Management Program Plan, which can be found at

https://www.dupageco.org/EDP/Stormwater_Management/Water_Quality/54206/. There will also be an informational virtual meeting to discuss the DuPage County Countywide Water Quality Program on Thursday, February 18 at 9am. Register for the meeting at <https://us02web.zoom.us/meeting/register/tZlocu-upzwpHtXqiQ4nSmKmpXewxCDOtBRf>.

DuPage County Stormwater Management is accepting input on the program through February 28, 2021. Comments may be submitted via email to water.quality@dupageco.org or by mail to:

DuPage County Stormwater Management
Attn: Mary Beth Falsey
421 North County Farm Road
Wheaton, IL 60187

For questions or issues, please contact DuPage County Stormwater Management at (630) 407-6673.

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MEMORANDUM

TO: Kevin Barr, Village Manager
 FROM: Dan Ungerleider, Community Development Director
 DATE: February 5, 2021
 RE: Department Report

1. **Building Permits.** So far in February, the Village has issued two (2) permits having a total reported construction value of \$6,452. The monthly report for January 2021 is posted at www.clarendonhills.us/bp.
2. **Group Home.** On Thursday morning, the Village learned that a group home was planning to move into a house on Ruby Street. Based on the limited information we received, it is apparent that the planned group home would require public hearing review by the Zoning Board of Appeals/Plan Commission and final consideration by the Village Board. The owner of the home has not applied to begin this required zoning process. The Village will continue to monitor the situation.
3. **Downtown Revitalization Project** [\[link\]](#)

- a. **Train Station – Inbound Shelters.** This week, a portion of the main train station shelter opened for public use. The building is heated and well lit. The building is only accessible from its west side, adjacent to the new bicycle racks. Please keep in mind that the shelter is not finished and is a work in progress.

Construction fencing has been taken down around the perimeter of the south lot, and access is open. The eastern row of parking is corded off for construction work and storage. There will be times when portions of the lot will need to be corded off for pavement restoration, material delivery, and other construction activity. While permit parking is finally again available, the lot will not be formally open for business until sometime in April.



- b. **Gates.** This week BNSF activated the new gate controls in the new mechanical bungalow on the west side of Prospect Avenue. On the east side of Prospect Avenue, the old mechanical bungalow has been removed to make way for the construction of the new outbound station.
- 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 is complete, and Plaza-design concepts are underway.
- e. **Train Station – Outbound Shelter.** Construction is scheduled to start in Spring 2021, with completion by July 4, 2021.

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT



DATE: February 5, 2021
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report



Pictured above is a rollover crash we responded to last night. Please remember that even though you are driving a 4-wheel drive SUV, does not mean you do not have to slow down when the roads get slick.

Recent Training and Meetings

- Sergeant Leinweber attended an internal investigations online class.
- I attended a DuPage Health Department meeting pertaining to Covid19.
- I completed Court Smart online training.
- Officers received training on our evidence database.

Recent events:

This week, officers responded to seven IDES unemployment scams.

On January 29, 8:46am, officers responded to the 100 block of Chicago for a fraud report. The complainant discovered that a fraudulent check was written against his bank account. Pending.

On February 2, 9:00pm, officers responded to the Jewel for an attempted retail theft. Two males, in their 20's, attempted to steal approximately \$3,000 worth of Titos vodka and other spirits. When it was apparent that store personnel were on to them, the subjects abandoned the items and ran from the store. They fled in an unknown vehicle.

On February 3, 1:32pm, officers responded to 285 N. Richmond for a report of a homeless man, who was found sleeping in the hallway, threatening a resident. The man left when officers arrived.

On February 3, 9:53pm, officers responded to Notre Dame Church for a suspicious incident report. The complainant found a door propped open and could hear someone yelling. Officers searched the church and located a subject hiding in a closet. The subject was apparently suffering from some sort of mental crisis. The subject was transported for evaluation.

On February 4, 6:00pm, officers responded to an apartment in the 100 block of Ann for a delayed residential burglary report. Unknown persons forced the victim's door open and stole items from the residence.

On February 4, 10:20pm. officers responded to the 500 block of Willow Creek Ct. for a report of public indecency. Pending.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: February 5, 2021
Subject: Weekly Department Report 2021-04

1. Fire Prevention Bureau Activity.
 - Lt. Dave Godek has completed nine (9) Fire/Life Safety Inspections during the past week. These have been forwarded to the Finance Department for billing.
2. Training Report:
 - Wednesday evening, twenty-two (22) members of the fire department attended weekly training. On site building pre-plan reviews were conducted.
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.
 - Currently the village has had 695 residents that have tested positive for the COVID 19 virus since March of 2020. This number has increased from 682 in a week, an increase of 13 persons. The increase of positive COVID tests has dramatically decreased, which is great news.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - No report.
5. Emergency Management Report:
 - No report this week.
6. Du-Comm Report:
 - No report
7. Vehicle Maintenance:
 - All vehicles are currently in full service. This week vehicles were prepared for the extreme cold weather by draining all pumps and associated piping that might freeze in this cold weather. Diesel fuel additive for the cold weather was also added for the extreme cold weather.

8. Incidents of Interest:

- Sunday, January 31st at 4:02 AM. Ladder 86 and Medic 86 responded for an outside fire involving a cover for a pool under construction having the tarp covering start on fire because of a heater.
- Monday, February 1st at 7:53 PM. Ladder 86, Engine 86, Squad 86, Medic 86 and Hinsdale Engine 84 responded for a gas leak in a condo building located at 245 Burlington Ave.
- Wednesday, February 4th at 8:00 AM. Ladder 86 responded to the three (3) story building located at 235-245 Burlington for large chunks of ice falling onto the public sidewalk creating a hazardous situation for pedestrians walking on the sidewalk. Firefighters used the Aerial Ladder to access the front of the building about 40' up to knock the ice off so that the area was safe to walk.
- Yesterday and today, on duty firefighters are making sure each and every fire hydrant in the village is visible and snow cleared around them if needed. Here is a photo of Firefighter Paramedic Scott Pilafas clearing a fire hydrant yesterday.



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 two (2) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale three (3) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont three (3) times.
- Clarendon Hills Medic 86 responded to one (1) EMS call in Hinsdale.
- The fire department responded to sixteen (16) emergency calls in the past week.
- I would also like to note that Ladder 86 has been responding to calls in Westmont this week because Westmont Ladder 183 is out of service for repairs.

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

