



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

February 12, 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 @ Virtual see agenda
[More Details](#)

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

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

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

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: February 12, 2021
Subject: Weekly Report

- **COVID-19 Business Operation Update** – No new information on this issue.
- **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. For instance, the “positivity rate” has moved from about 15% in mid-November to less than 5% this past weekend. Issues regarding vaccine distribution were discussed. The most obvious area of concern is vaccine supply. To put this in perspective, there are about 270,000 people in the “1B” category. The County is receiving approximately 10,000 doses of vaccine per week.
- **District 86 Vaccine Efforts** – District 86 successfully operated their vaccine clinic this week on Wednesday. Several Village employees “worked” the event. Vaccines were provided for many Village employees and seniors from District 86 communities who were able to sign up. It was great to see at least a few Clarendon Hills residents who were able to get the vaccine. Thanks to District 86 staff for putting this event together.
- **Congressman Casten Town-Hall Meeting** – I participated in this meeting on Thursday evening. A group of panelists discussed issues primarily related to the potential COVID funding and its impact on municipal governments.
- **Police Assistant Search** – We have hired a new employee to fill this position. Welcome to Steph Jarvis!
- **Presidents Day** – Village offices are closed Monday, February 15th due to Presidents Day. Village Board Meeting is rescheduled to Tuesday, February 16th at 6:30 PM and is virtual. See agenda for details.

Enjoy the weekend and stay safe.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: February 12, 2021
Subject: Department Report

1. Village Hall is Open M-F from 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 (Quickest, easiest...NO CREDIT CARD FEES!!!)**
 - www.clarendonhills.us/388/Online-Bill-Pay
 1. Pay by Credit/Debit Card (*All major credit cards accepted with no additional fees*)
 2. Sign up for Auto Debit (ACH – auto-draft a checking or savings account)
 - **Pay-In Person/Drive-Up Dropbox**
Village Hall is Open M-F from 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 a Drive-up Dropbox 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



Signup for "GreenPay" today and receive your Water bill by Email.
www.clarendonhills.us/388/Online-Bill-Pay

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: February 12, 2021
Subject: Weekly Report

1. Snow crews were in on Saturday afternoon/evening, Monday evening, early Tuesday morning and again on Wednesday afternoon. Friday morning crews addressed the light coating of snow at the train platforms and sidewalks in the business district.
2. With a chance of snow projected for each of the next seven days (quantities vary), crews will be reducing the amount of salt used. Salt use will be focused on hills, intersections, and main routes. Cargill Salt, which holds the state contract for this year, has notified the Village that due to the high demand throughout the region they are experiencing delays in salt delivery. While we certainly expect to have enough salt to make it through the winter, we will be a little more conservative to help ensure higher priority locations such as intersections, hills and busier streets remain salted.
3. Crews removed snow piles from throughout the Downtown and in Chestnut alley to make room for the additional snow expected over the next week.
4. Due to the cold temperatures, window installation at Village Hall has been delayed this week. We will be waiting until we get some days in the 20 to 30 degree range.
5. On Wednesday, crews dug in response to a water main break on Holmes near 56th. Despite Utilities Incorporated, which serves the unincorporated area, stating they did not have increased water flows indicating a main break, we dug down and exposed our water main which was intact. Water could be seen coming from roughly three feet away which is where their main is located. Eventually they took responsibility and had a contractor repair their broken water main.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: February 12, 2021
RE: Department Report

1. **Building Permits.** So far in February, the Village has issued two (4) permits having a total reported construction value of \$115,977.
2. **Group Home.** One week ago, Thursday, 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. Since then, the Village has notified the homeowner and the proposed group home operator of the zoning hearing requirements and posted a brief statement of the situation on the Village website [[link](#)].

Last Friday, the Village inspected the property and discovered construction was being conducted without a permit. The Village posted a stop-work order on the property and instructed the homeowner to submit a permit application. To date, the Village has not received an application for a building permit for the work previously noted. Nor has the Village received a conditional use request application for a large group home.

Note – Although the Zoning Board of Appeals/Plan Commission will be meeting next week, this topic is not on their schedule, nor will it be discussed until an application has been filed and the required notice of a public hearing has been published. Please direct questions about Village's zoning procedures to dungerleider@clarendonhills.us.

3. **Downtown Revitalization Project** [[link](#)]
 - a. **Train Station – Inbound Shelters.** Due to the cold weather, exterior work has stalled.
 - b. **Gates.** BNSF has substantially completed scheduled work. Barrier safety fence installation and pavement repair will begin in Spring 2021.
 - 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. Before the Downtown Design Review Commission, the first presentation of plaza concept designs is expected in late-February, early-March. Notice of this meeting will be posted on the Village website and at Village Hall.
 - 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



Recent Training and Meetings

- I attended an Illinois Chiefs meeting regarding the new police reform bill.
- I attended an Illinois States Police meeting regarding Covid19 vaccine distribution for law enforcement.
- Officers are completing Police Law on-line training.

Recent events:

This week, officers responded to four IDES unemployment scams.

On February 7, 12:35pm, officers responded to an apartment at 284 Woodstock for a subject violating an order of protection. Officers took the subject into custody and eventually transported him to DuPage County Jail.

On February 7, 7:12pm, officers responded to the 300 block of 55th for a domestic dispute. Officers gave advice to the complainant.

On February 6, 3:07am, officers responded to an ILEAS callout in Bloomingdale for a hotel shooting.

On February 7, 1:27pm, officers responded to an apartment at 288 Oxford for a domestic trouble complaint.

On February 9, 11:52am, officers responded a business in the 400 block of Ogden for a fraud report. Management advised officers that one of their employees used a customer's credit card to make fraudulent purchases. Pending

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: February 12, 2021
Subject: Weekly Department Report 2021-05

1. Fire Prevention Bureau Activity.
 - Lt. Dave Godek has completed three (3) Fire/Life Safety Inspections during the past week. These have been forwarded to the Finance Department for billing. Lt. Godek's time this week has been mostly consumed by a village code enforcement issue.
2. Training Report:
 - No report this week.
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 702 residents that have tested positive for the COVID 19 virus since March of 2020. This number has increased from 695 in a week, an increase of 7 persons. The increase of positive COVID tests has dramatically decreased, which is great news.
 - On Wednesday on duty paramedics stood by at the Hinsdale Central COVID 19 vaccination site to assist and be present in case anyone had a severe reaction to the vaccine.



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 again 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:
 - Monday, February 8th at 3:01 PM. Ladder 86, Engine 86, Squad 86, Medic 86, Chief 86, Hinsdale Engine 84 and Westmont Engine 183 responded for smoke coming from the Talley's restaurant location at 31 S. Prospect Ave. Upon arrival firefighters found steam coming from the building due to a broken water pipe. The water leak stopped on its own because the water was off in the building. Upon investigation firefighters found the cause to be the extreme cold weather and the heat turn off in the building. Building owner notified.
 - Tuesday, February 9th at 4:50 PM. Ladder 86, Medic 86, Squad 86 and Chief 86 responded to 21 Walker Ave. for flooding. Upon arrival firefighters found a broken domestic water pipe in the ceiling on the 1st floor of the work/live unit that was burst and spraying water. Firefighters located the water shut off for this unit on the 2nd floor to stop the leak. Firefighters used water vacuums to suck most of the water for the tenant. The tenant stated that the unit is always cold and hard to heat. Upon investigation it was determined the problem to be inadequate insulation in the building. Building maintenance was called and arrived. Firefighters showed the problem to their maintenance man and suggested that they check the other work live units because the other tenants came up to us to state that they are having trouble heating their units also.
9. Mutual Aid Calls:
 - None
10. Fire/Rescue/EMS calls:
 - The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills five (5) times.
 - The Westmont Fire Department responded Automatic Aid to Clarendon Hills four (4 times).
 - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale ten (10) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Westmont three (3) times.
 - The fire department responded to thirty-one (31) emergency calls in the past week.
 - I would also like to note that Ladder 86 has been responding to more calls in Hinsdale this week because Hinsdale Tower 84 is out of service for repairs.

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

