



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

February 26, 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)

March 2021						
Su	M	Tu	W	Th	F	Sa
28	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

Jump To:

 [Village Calendar \(7\)](#)



Village Calendar

Special Village Board Meeting
March 1, 2021, 6:30 PM @ Virtual

[More Details](#)

Cancelled Village Board Regular Meeting
March 1, 2021, 7:00 PM - 9:00 PM @ Board Room

[More Details](#)

Downtown Design Review Commission Meeting
March 9, 2021, 7:00 PM @ Virtual

[More Details](#)

Special Village Board Meeting
March 15, 2021, 6:30 PM @ Virtual

[More Details](#)

Cancelled - Village Board Regular Meeting
March 15, 2021, 7:00 PM @ Board Room

[More Details](#)

Chamber of Commerce Meeting
March 17, 2021, 9:00 AM @ Board Room

[More Details](#)

Zoning Board of Appeals and Planning Commission Meeting
March 18, 2021, 7:30 PM @ Board Room

[More Details](#)

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: February 26, 2021
Subject: Weekly Report

- **COVID-19 Business Operation Update** – The Village has received a specific request to reinstall the outdoor seating area on the east side of Prospect in front of I Want Candy. We are planning to do so as the weather improves. We expect to also be installing the barriers on the north side (Daily Scoop) as well. We are still reviewing how to handle the already placed area in front of Starbucks. As of now, we have no other requests.
- **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 attended the weekly review meeting on Monday. General trends in the region and State continue to be positive. Most of the current discussion is dedicated to vaccine issues. The current problem continues to be supply, rather than locations for administering the vaccine. There is some hope that as we move into March the supply will improve.
- **District 86 Vaccine Efforts** – The follow-up to last week's District 86 vaccine event is on March 3rd. This is the "second shot" for those that participated.
- **April 6 Voting Place** – DuPage County officials have contacted us asking if the Village Hall could be used as a polling place for the election. Other sites are unable to do it to construction and COVID restrictions. We are tentatively planning to allow this, as we expect the impact to be limited.
- **Road Pavement Study** – As we discussed before, the full draft of the pavement study is here. Due to its length, we are going to schedule a Public Services Committee Meeting for initial discussion.
- **Liquor License Request Update** – There are several potential liquor license applications that may be coming in the next few weeks. We anticipate scheduling a Liquor Commission meeting to discuss these at the appropriate time.
- **AP Process Workflow Digitization** – This check run was successfully run through the new workflow and digitization process. I want to thank Melissa Chandler, our AP clerk, for all her patience working through the kinks.

- **HR Process Digitization**- Our next potential digitization process kicked off this week, when Staff met with our payroll vendor about rolling out new modules in our payroll process including modules for recruiting, onboarding, performance reviews and compensation increases. Staff always tries to explore ways to improve our processes to increase efficiency to create systems that are more secure.
- **Cloud Server Transition**- The final step of decommissioning our App server started this week with the installation of a new machine to host our systems that cannot be legally hosted in the cloud, or where a cloud solution is not compatible with our current software.

Enjoy the weekend and stay safe.



MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: February 26, 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/greenpay
 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 you Water bill by Email.

www.clarendonhills.us/greenpay

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: February 26, 2021
Subject: Weekly Report

1. New windows were installed at Village Hall.



2. Snow crews were in on Sunday night. Otherwise, things warmed up nicely. We were able to remove the snow from multiple areas in the Downtown.
3. Ice buildup was removed from several areas on the Public Works Building roof/gutters.
4. Crime Prevention signs were installed for the Police Department.
5. 100 tons of salt was delivered.
6. Building maintenance and electrical repairs were completed at Public Works, Police Department and Village Hall.
7. Monthly water samples were completed along with IEPA samples of one of the Villages emergency wells. These samples are required every three years and test for over 60 contaminants.
8. Two three-ton dump trucks had scheduled maintenance and IDOT safety checks. Maintenance was also performed on Police Department vehicles.

MEMORANDUM

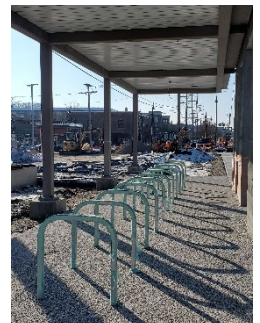
TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: February 26, 2021
RE: Department Report

1. **Building Permits.** So far in February, the Village has issued ten (10) permits having a total reported construction value of \$1,046,717.
2. **Group Home Update.** The Village has yet to receive any application in consideration for a large group home or renovation work at 359 Ruby (see previous related statement posted at www.clarendonhills.us.) Staff continues to monitor the situation.
3. **Chamber of Commerce.** The Clarendon Hills Chamber of Commerce reported that they had met with representatives from the Hinsdale Chamber of Commerce. By our Chamber's report, it sounds like both chambers are excited to join forces for future marketing and community programs.



4. **Downtown Revitalization Project** [\[link\]](#)
 - a. **Train Station – Inbound Shelters.** With warmer temperatures upon us, the train station construction crew has been able to again move forward with the metal parapets surrounding to roofs of each of the shelters. The main shelter will continue to remain open during this work.
 - 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.** The concept plans for Burlington Plaza will be presented before the Downtown Design Review Commission on Tuesday, March 9, 2021 at 7 pm. That meeting agenda will be posted at Village Hall on the Village website later next week.
 - e. **Train Station – Outbound Shelter.** Construction is scheduled to begin in **March 2021**. The new outbound shelter will look like the East Inbound Shelter, with an extended roof for more bicycle parking.

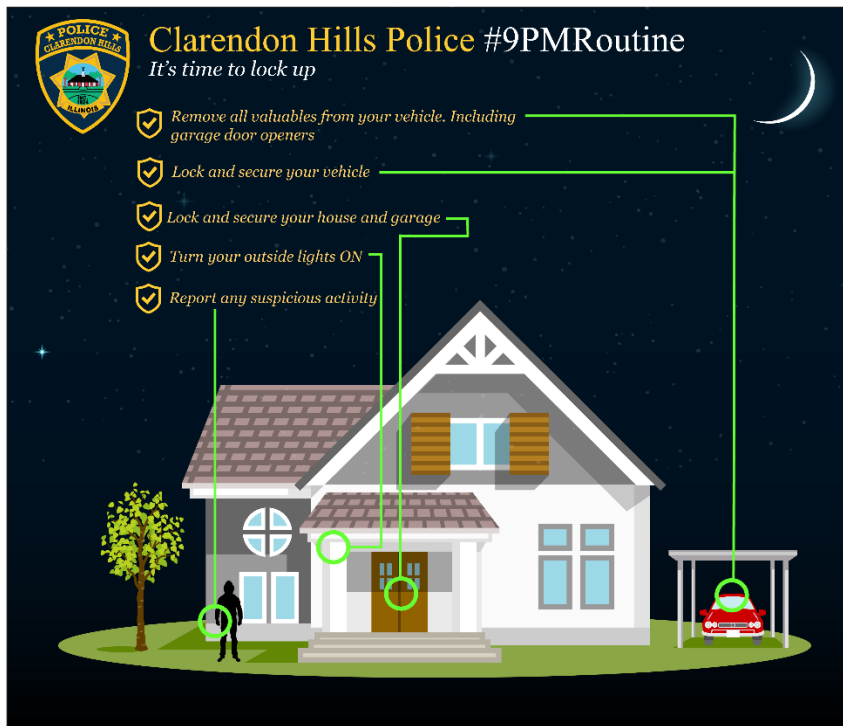
NOTICE - Demolition of the Outbound Shelter may begin as early as the week of March 1. Bicycle found under the shelter will be removed and delivered to the Police Department at 448 Park Ave. Bicycle racks are available south of the tracks, west of the new train station.



VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: February 25, 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 new legislation, a DuPage Health Dept. meeting on vaccine distribution, and the monthly DuPage Chiefs of Police meeting.
- Officers continue defensive tactics training.
- Officers continue to complete online police law training.

Recent events:

Officers responded to three IDES unemployment scams this week.

On February 19, 10:09am, officers responded to the 100 block of Ann to assist Westmont officers locate a resident who fled from a traffic stop. Assist made.

On February 19, 7:09pm, officers responded to the 300 block of Park for a neighbor dispute. Officers worked with the parties to resolve the situation.

On February 19, 9:30pm, officers responded to the 300 block of Ridge for possible overdose. The situation was turned over to CHFD.

On February 19, 11:29pm, officers responded to the 400 block of Clarendon Ct. for a disturbance involving two subjects. After a brief investigation, it was determined that a domestic battery had occurred. The offending party was taken into custody and eventually taken to DuPage County Jail.

On February 23, 2:15pm, officers took a Burr Ridge resident into custody on an arrest warrant. The subject was turned over to Burr Ridge officers after he could not post bond.

On February 23, 5:25pm, officers responded to a single car crash at Ogden and Middaugh. Once on scene, officers noted indicia of intoxication and eventually arrested the driver for DUI. He was processed at the station and released. The vehicle was administratively towed.

On February 25, 11:10am, officers responded to the 100 block of Burlington for a stolen motor vehicle report. The complainant left the key fob in the vehicle and did not lock the doors. It turns out, a local resident mistook the complainant's car for her car and went grocery shopping. The vehicle eventually returned. It would have been nice if the car came back washed and filled up.

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MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: February 26, 2021
Subject: Weekly Department Report 2021-06 (2 weeks)

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. All inspections for January and February have been completed.
2. Training Report:
 - Wednesday evening, February 17th, twenty-two (22) firefighters participated in onsite training that involved small equipment.
 - Wednesday evening, February 24th, twenty-four (24) firefighters participated in virtual training that involved fire behavior and firefighter safety.
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 May 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.
 - On February 10th our Paramedics assisted at the COVID Vaccination site at Hinsdale Central High School and will be assisting again next week on Wednesday, March 3rd.
 - Currently the village has had 718 residents that have tested positive for the COVID 19 virus since March of 2020. This number has increased from 702 in 2 weeks, an increase of 16 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:
 - Deputy Chief Roger Krupp and I, (mainly DC Krupp), have been working with the DuPage County Office of Homeland Security and Emergency Management on the updating of our village Emergency Operations Plan in the countywide CEMP.
6. Du-Comm Report:
 - No report

7. Vehicle Maintenance:

- All Vehicles are currently in full service. Medic 86 was taken out of service on Tuesday for about three (3) hours for front tire leaks. Repairs were made and the vehicle was placed back into full service.

8. On Thursday, February 25th all village owned AED's and cardiac monitors were checked for proper operation and re-certified for their annual maintenance on site by Biotron. Also, several local dentist offices, and churches also dropped their units off for their annual re-certification.

9. On Monday, on duty firefighters were out again checking on fire hydrants that were covered by snow. On this day they concentrated their efforts on the south side of the village. Last week they cleared fire hydrants on the north side.

10. Incidents of Interest:

- Wednesday, February 17th at 3:02 PM. Firefighters responded to 321 Ridge for a water leak. Upon arrival firefighters found a broken sprinkler pipe. Water was shut off and the resident will seek repairs. Upon further investigation it was determined that the contractor failed to provide proper insulation to prevent cold from entering into the void spaces of the house.
- Wednesday, February 17th at 7:27 PM. Ladder 86, Medic 86 and Squad 86 responded to the apartment building located at 5660 Forest Hill Drive for a gas leak. Firefighters investigated using gas detector meters and eventually located a leak in a gas valve of the boiler. Building was completely ventilated and NICOR was notified.

11. Mutual Aid Calls:

- None

12. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills six (6) times.
- The Westmont Fire Department responded Automatic Aid to Clarendon Hills four (4) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale five (5) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont six (6) times.
- The fire department responded to forty-two (42) emergency calls in the past 2 weeks.
- Clarendon Hills Medic 86 responded to three (3) EMS calls in Hinsdale.
- Hinsdale Medic 84 responded to one (1) EMS call in Clarendon Hills.

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

