

VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

March 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)

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 \(4\)](#)

Village Calendar

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](#)

Canceled - 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: March 12, 2021
Subject: Weekly Report

- **COVID-19 Business Operation Update** – We are considering the possibility of purchasing tables for use in front of the Starbuck's using COVID relief money. The current tables, borrowed from the Park District, will no doubt be needed at the Pool this year.
- **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. We expect to have discussions soon regarding phasing back to more normal operations.
- **COVID-19 Health Department Update** – I attended the weekly review meeting on Monday. General trends for the virus in the region, State and country continue to be “flat”, at a higher level than last summer. Most of the current discussion continues to be dedicated to vaccine issues. As of March 7th, slightly more than 9% (about 84,000 people) of DuPage residents were fully vaccinated. More than 168,000 people in DuPage County have received at least the first dose. The current problem continues to be supply, rather than locations for administering the vaccine. There is, however, some pick-up in supply with an average of about 16,000 “first doses” expected weekly over the next three weeks.
- **Ann/Byrd Road Project Discussion** – Staff had preliminary discussion with an interested resident regarding the potential SSA project for 2022. It was an interesting and helpful discussion. Specific concern regarding width of Byrd, as it relates to Pool parking, was discussed. The general thought coming out of the discussion was that we consider a general meeting of residents on these streets, perhaps in early summer if we are more comfortable with an in-person group. This should still allow enough time to proceed in 2022 if we so chose.
- **ILCMA Training Session** – I participated in a group meeting on Wednesday talking about a variety of issues. Particular concerns were communication during COVID and staff operation issues.
- **April 6 Voting Place** – We have confirmed that the Village Board Room will be a polling place for the April 6 election, replacing the normal Park District site (due to construction). We do not anticipate any adverse impact on Village operations.

- **Economic Development Commission Meeting** – I participated on this call on Wednesday evening. The Commission discussed proposed rules/application forms for businesses seeking TIF assistance. The general intent is providing a format for existing businesses, rather than “major” redevelopment projects such as the development on Burlington. We expect to bring this to the Board at an upcoming meeting.
- **Health Insurance Changes/ New Savings Programs** - The Village is the process of implementing a series of health insurance improvements including enhancing our wellness program, a new specialty prescription program, and retiree health insurance improvements. After a flat renewal increase due to previously enacted insurance plan changes for plan year 2020-2021, the Village received a reduction in rates of 6% for 2021-2022 before the impacts of the new programs. With these new programs, the Village may be able to keep that momentum going in 2022 further reducing costs for both employees and for the taxpayers.
- **HR Digitization** - Staff is moving forward with implementing new tools from our payroll provider to ensure efficient, paperless, and fully compliant human resource processes including recruiting, onboarding, compensation and employee performance reviews.
- **Refuse Rollout** - New LRS yard waste/refuse stickers were distributed to all the retailers this week. As a reminder, all old Republic Services stickers can be used the first two pickups in April and any remaining stickers can be exchanged at Village hall for new LRS stickers.

Enjoy the weekend and stay safe.



MEMORANDUM

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

1. This past week Finance/Police staff began working with Third Millennium (third-party provider for vehicle stickers) on information gathering to kick off the next season of vehicle sticker sales. New this year, residents will be encouraged to purchase stickers online or by mail as the village initiative is to shift fulfillment to the third-party provider. Stickers will still be available at Village Hall and the Police Department this year as we begin to phase out in-person purchases. More details will come as we get closer to the first day of sales: May 1st (online), May 3rd in person.
2. 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.
3. 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 your Water bill by Email.
www.clarendonhills.us/greenpay



MEMORANDUM

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

1. Today, crews repaired a water main break on Ogden Avenue behind the golf course.



2. Spring banners were installed in the Downtown.
3. A tree was removed on Ridge. Due to its location, ComEd had to drop the power in order for the crews to work safely.
4. Additional tree trimming occurred during the week. Wood chips were hauled off and additional areas made available to stage for the new garbage and recycling cans to be distributed later this month.
5. We received notice that BNSF railroad will be performing tree removal and trimming along their right of way within the next few weeks. The goal is to clear all vegetation taller than 3' that is within 20' from track center (roughly 13' from the edge of the rocks). This includes mature trees and shrubbery. They are using a rail-based machine accessing the trees from their tracks and property, the machine uses a large saw or claw to rip down limbs/trees/brush and disposes of them in the trailing train cars.
6. Routine maintenance was performed on various vehicles and machinery.

MEMORANDUM

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

1. **Building Permits.** So far in March, the Village has issued eight (8) permits having a total reported construction value of \$650,538. This total includes the permit issued for the building of El Mio Restaurant at 30 S Prospect Ave. El Mio will be an Italian street-food eatery featuring a full-service bar.
2. **Group Home Update.** This week the Village received a permit application addressing the posted stop-work order at 359 Ruby. The Village has yet to receive an application for a large group home at that same address (see previous related statement posted at www.clarendonhills.us.) Staff continues to monitor the situation.
3. **Economic Development Commission.** On Wednesday evening, the EDC reviewed the draft application and application packet for property owners seeking Downtown TIF funding for capital and aesthetic building improvements. As proposed, Capital funding is available for the installation of new fire suppression and alarm systems, sanitary sewer services, water services, and ADA accessible washrooms in commercial buildings. Aesthetic funding proposed would be available for façade improvements, sign programs, landscaping, and parking/pavement improvements. EDC's recommendations will be presented at the April 5, 2021, Village Board meeting.
4. **Downtown Revitalization Project** [\[link\]](#)
 - a. **Train Station – Inbound Shelters.** With warmer temperatures upon us, the train station construction crew has completed the installation of the metal parapets surrounding shelter rooftops. Installation of the steel rail sculpture was installed along the east wall of the main shelter mechanical room. The main shelter will continue to remain open during this work.
 - b. **Gates.** BNSF has substantially completed scheduled work. Last Wednesday morning, I met with BNSF representatives to discuss the sidewalks' condition on both sides of the tracks. BNSF is scheduled to install temporary sidewalks at all four track crossing corners. Additional barrier fencing is expected to be installed later this spring.
 - 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 were presented to the Downtown Design Review Commission last Tuesday evening. As a result of the discussions during that meeting, Legat Architects will create a refined plan that will be presented at the March 23 DTDRC meeting. 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 later in **March 2021**. The new outbound shelter will look like the East Inbound Shelter, with an extended roof for more bicycle parking.

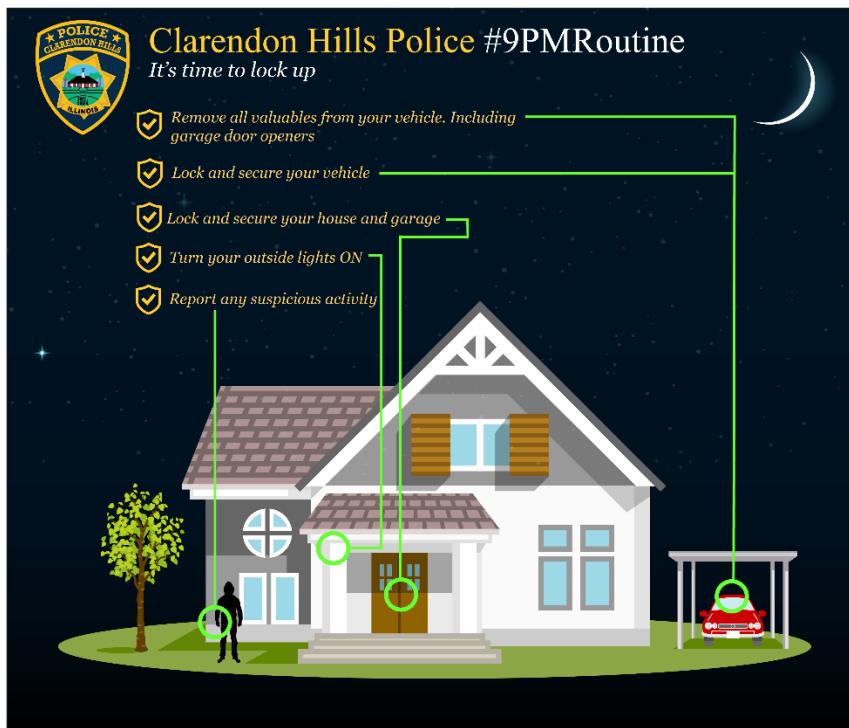
NOTICE - Demolition of the Outbound Shelter will begin soon. Notice will be provided at the shelter instructing bike parking be relocated elsewhere. Once notice is posted, bicycles found under the shelter will be removed and delivered to the Police Department at 448 Park Ave. Bicycle racks are available south of the tracks, west of the new train station.



VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: March 12, 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.
- Officers are participating in scenario-based use of force and de-escalation training.
- Officers are completing online training pertaining to vehicle searches and inventory.

Recent events:

Officers responded to two IDES unemployment scams this week.

On March 5, 2:27pm, officers spoke with a resident regarding a credit card fraud. Pending.

On March 5, 8:37pm, officers responded to the 5600 block of Forest Hill Dr. for a crisis intervention. The subject in question was transported for evaluation.

On March 5, 10:47pm, officers stopped a Chicago resident for speeding on 55th St. While speaking with the driver, officers noted indicia of intoxication. The driver was placed into custody for DUI after failing field sobriety tests. The vehicle was administratively towed.

On March 7, 7:07pm, officers responded to the 400 blk of Commons Cir. for a telephone threat. Pending.

On March 8, 1:03am, officers responded to the 5600 blk of Forest Hill Dr. for a suspicious person banging on the complainant's door. Officers located an intoxicated female outside the door. Apparently, she locked herself out of her apartment and would not cooperate with officers. A neighbor ended up assisting her.

On March 8, 11:31am, officers responded to the 100 blk of S. Prospect for a criminal damage to property report. Unknown subjects slashed the complainant's tires. Pending.

On March 8, 3:15pm, officers responded to the Jewel for a retail theft complaint. Store personnel related that two subjects stole liquor and fled the store. Officers were able to apprehend the Chicago residents and charge them with retail theft. These same individuals were retail theft suspects in other jurisdictions.

On March 9, 4:29pm, officers responded to the Clarendon Arms Apartments for a verbal domestic. Officers quelled the situation.

On March 9, 9:21pm, officers stopped a Chicago resident for speeding on 55th St. During the stop, officers discovered that the driver had a revoked driver's license. The driver was taken into custody and the vehicle was administratively towed.

On March 10, 1:50pm, officers spoke with a resident from the Clarendon Arms Apartments regarding a burglary and damage to his vehicle. Pending.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: March 12, 2021
Subject: Weekly Department Report 2021-08

1. Fire Prevention Bureau Activity.
 - Lt. Dave Godek has completed several follow up Fire/Life Safety re-inspections during the past week. Lt. Godek will begin March 2021 inspections soon.
2. Training Report:
 - No report
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.
 - Currently the village has had 742 residents that have tested positive for the COVID 19 virus since March of 2020. This number has increased from 732 in the past week, an increase of 10 persons. The increase of positive COVID tests has dramatically decreased, which is great news.
 - Hospitalizations for COVID 19 at AMITA Hinsdale and LaGrange hospitals is now at 6 in Hinsdale and 4 in LaGrange. This up a little from last week. This is a dramatic decrease from the high of 36 at Hinsdale and 42 at LaGrange on December 1, 2020.
 - Twenty-one (21) Firefighter EMT's and Paramedics attended monthly continuing education Wednesday evening with Loyola. This training and testing was done on a Zoom call.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - Hinsdale FD Aerial Tower (T84) was out of service and unavailable for more than two (2) weeks due to a major breakdown. This vehicle is now back in service.
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:

- On Tuesday afternoon I attended a virtual meeting of the Du-Comm Fire and Police Chiefs. Normal business was conducted.

7. Vehicle Maintenance:

- All Vehicles are currently in full service.
- Public works is now going to all preventive maintenance and service on our two ambulances, Medic 86 and Medic 86r.
- On March 23rd, we will be meeting virtually with the Westmont Fire Chief, Public Works Director and their Fleet Maintenance Supervisor to discuss Westmont performing maintenance and repairs on Ladder 86, Engine 86 and Squad 86.
- Next week the CH Public Works Mechanic will perform annual preventative maintenance on Medic 86r.
- A replacement staff vehicle was delivered to the fire department on Monday. We are now arranging for the vehicle to have all emergency lights, siren, radio equipment, etc. installed in it at Lund Industries in Northbrook.

8. Incidents of Interest:

- No significant calls of interest occurred in the village during the past week.

9. Mutual Aid Calls:

- Wednesday, March 12th at 7:12 AM. Ladder 86 responded to assist the Westmont Fire Department for what turned out to be a small fire in the basement of the Oak Brook Hills Hotel located at 3500 Midwest Road in Westmont.
- Wednesday, March 12th at 8:39 AM. Ladder 86 and Medic 86 responded to assist the Westmont Fire Department for a structure fire at a single-family home at 214 N. Grant St. in Westmont. Ladder 86 was used to cut ventilation holes on the roof of the structure. Medic 86 treated a few minor injuries at this incident.

10. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills four (4) 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.
- The Fire Department responded to nineteen (19) emergency calls in the past week.
- Clarendon Hills Medic 86 responded to three (3) EMS calls in Westmont.

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

