



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

March 19, 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



Village Calendar

Versiti Blood Drive

March 29, 2021, 1:30 PM - 6:00 PM @ Mobile Unit parked at Library

[More Details](#)

Jump To:

Village Calendar (1)

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: March 19, 2021
Subject: Weekly Report

- **COVID-19 Business Operation Update** – No changes since the last report. We are continuing to work towards Spring openings.
- **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 are planning to move to a more regular schedule by early April.
- **COVID-19 Health Department Update** – I attended the weekly review meeting on Monday. General trends remain “flat”, generally at a higher level than last summer. Most of the current discussion continues to be dedicated to vaccine issues. As of March 17th, slightly more than 13% of DuPage residents were fully vaccinated. A much higher percentage has received the first dose. The County is still hopeful regarding future supply coming in. The Governor has announced new plans regarding re-opening. Moving to “Phase 5” (basically normal) is based on more than 50% of the population over 16 being vaccinated. This should be possible by early summer. We assume this is positive news regarding summer events.
- **ILCMA Training Session** – Assistant Village Manager Creer and I participated in a meeting discussing “on-boarding” for new elected officials. This was timely as we are planning to hold our own session with newly elected Trustees, probably in late April or early May.
- **DMMC Manager’s Committee Meeting** – I participated in this meeting on Thursday afternoon. Issues discussed included vaccine distribution and procedures for the expenditure of Federal money coming through the COVID Act.
- **Public Services Committee Meeting** – Public Works Director McLaughlin and I participated in this meeting on Wednesday evening. The Committee discussed the Road Study and maintenance plans for the Public Works building. We expect to report back to the full Board at one of the April meetings.
- **IRMA Board of Directors Meeting --** IRMA held its quarterly board of directors meeting on Tuesday morning. Topics included moving their office space to downsize and to a more affordable space which

is expected to save a significant amount of money, while being closer for our staff for training events in their new location in Westmont. The Village has had a great year in terms of losses, with only one major claim in 2020, and very limited time missed with injuries.

- **Refuse Rollout** - New cans will start to be delivered next week. New LRS yard waste/refuse stickers were distributed to all the retailers last 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 19, 2021
Subject: Department Report

1. This past week Finance Staff has been preparing for the CY2020 Audit. The Village Auditor, Sikich, will begin fieldwork Monday, March 22, and concluding on Friday, March 26. As I mentioned Monday evening at the Board meeting, the Audit is taking place a month early this year per my request. I am incredibly thankful for the hard work the Finance Staff has put in to meet the challenge.
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

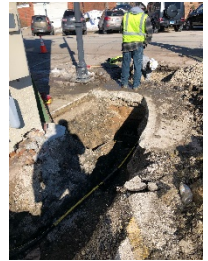
To: Kevin Barr, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: March 19, 2021
Subject: Weekly Report

1. Crews got the water tank and pressure washer out and did a cleanup of the downtown. Several garbage cans were brought back to the shop for a heavy cleaning as well.
2. Following Wednesday's high winds, crews did a sweep of the Village for fallen parkway tree limbs.
3. Fine grading work was done at the back of Richmond Gardens and the walking path completed.
4. A backlog of parkway inspections was completed. These had been suspended during the winter months.
5. Some additional tree trimming was completed along with stump grinding from trees removed over the winter.
6. Routine maintenance was performed on various vehicles and machinery.
7. Pricing was sought from Masonry contractors to perform repairs at the old fire house on Burlington.
8. Our new garbage hauler started dropping off equipment at Public Works as they will use our yard as a staging area for delivering new garbage and recycling bins.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: March 19, 2021
RE: Department Report

1. **Building Permits.** So far in March, the Village has issued fifteen (15) permits having a total reported construction value of \$967,814.
2. **Development Update.**
 - a. **Mycroft Row, 221-231 Burlington Ave.** MyCroit Row is a mixed-use development containing street-level office space, and twelve (12) row homes. Construction of Phase I is progressing as expected. Earlier this week the Village received the project's fire protection plans for review and approval. Completion of this first development phase is expected to be in late-summer 2021.
 - b. **Tierra Distillery, 211 Burlington Ave.** The owner began renovation of the building this week with the replacement of the building's gas service line and interior demolition and clean-up. The distillery and coffee shop are expected to be open for business by mid-summer 2021.
 - c. **Il Mio, 30 S Prospect Ave.** Il Mio Restaurant will feature Italian street food and a full-service bar. Interior framing and construction are scheduled to begin next week. The owners plan to open the restaurant by the end of June 2021.
 - d. **The Open Door, 20 S Prospect Ave.** The Village has reviewed the build-out plans and is awaiting the business owner to resubmit plans addressing Staff's comments. The owners plan to be open for business in June 2021.
3. **Downtown Revitalization Project** [\[link\]](#)
 - a. **Train Station – Inbound Shelters.** John Burns Construction installed a steel-rail sculpture along the east wall of the main shelter. When completed, the sculpture will be polished, landscaped and lit from below. Much of the remaining sidewalks and snowmelt will be installed next week. The main shelter will continue to remain open during this work.
 - b. **Gates.** BNSF has substantially completed scheduled work. 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.** Revised plans for Burlington Plaza will be presented to the Downtown Design Review Commission on March 30, 2021.
 - 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.



Gas Service Installation
at Tierra Distillery

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 19, 2021
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report



I am sharing this picture of the signs posted outside of the Police Department as a reminder to residents that the lobby can be used for internet exchanges or as a Safe Haven for babies. The Lobby is open from 8am – 7pm Monday thru Friday.

Recent Training and Meetings

- The patrol sergeants and I participated in an officer involved shooting tabletop training exercise.
- Officers are participating in Taser recertification.
- Officers continue online police law training.

Recent events:

On March 12, 1:27pm, officers responded to the 300 block of 55th for a domestic trouble call. Officers worked with the residents to resolve the situation.

On March 13, 1:56pm, officers responded to the 100 block of Juliet for a crisis intervention. The subject in question was transported for evaluation.

On March 14, 7:29pm, officers stopped to assist a motorist, who was pulled over on the shoulder of S/B Rte. 83. While speaking with the occupants, officers discovered one of the passengers had an active arrest warrant. The subject was taken into custody. He posted bond at the station.

On March 16, 1:36pm, officers spoke with a resident regarding threats he has been receiving from a person he is testifying against in court. Advice was given.

On March 17, 9:30am, officers arrested a resident from the 200 block of Middaugh on an outstanding domestic battery arrest warrant.

On March 17, 11:47pm, officers spoke with a resident about threats he has been receiving from an ex-girlfriend. Advise was given.

On March 17, 11:06pm officers responded to the station for a domestic battery complaint. Officers were able to locate and charge the offender. He was taken to DuPage County Jail.

On March 18, 7:54pm, officers responded to an apartment at 285 N. Richmond for a missing person report. Pending.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: March 19, 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. Nine (9) Fire/Life Safety Inspections were completed this week.
2. Training Report:
 - Wednesday evening, twenty-one (21) Firefighters attended weekly fire suppression training at the station. Training on small, specialized equipment was the topic.
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 820 residents that have tested positive for the COVID 19 virus since March of 2020. This number has increased from 742 in the past week, an increase of 78 persons. The increase is not a good sign as previously these increases have slowed down.
 - Hospitalizations for COVID 19 at AMITA Hinsdale and LaGrange hospitals is now at 4 in Hinsdale and 7 in LaGrange. This is about the same as last week. This is a dramatic decrease from the high of 36 at Hinsdale and 42 at LaGrange on December 1, 2020.
 - On Tuesday morning I attended the Loyola EMS Coordinators meeting. Loyola soon will be switching to a more cloud based computerized patient reporting system. Currently the system we currently use with them is in a Loyola server. The cloud based system will reduce our annual costs for this service.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - No report this week.
5. Emergency Management Report:
 - No report this week.

6. Du-Comm Report:

- On Wednesday I met with the Du-Comm Standards Committee. They discussed how the Clarendon Hills operates on a daily basis. This Committee is charged with standardizing dispatch procedures for all agencies within DuComm.
- On Thursday I attended the monthly meeting of the Du-Comm Fire Chiefs. They are almost done with the Disaster Emergency Operations Plan which will be used during storms. When completed all CHFD personnel will receive training on this plan.

7. Vehicle Maintenance:

- All Vehicles are currently in full service.
- 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.
- On Monday, the CH Public Works Mechanic performed 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:

- Monday, March 15th at 10:46 AM. Paramedics responded to 119 Hiawatha Drive for an injured construction work involving some lifting equipment. Due to the severe injuries the patient was treated by paramedics and transported to a Level 1 Trauma Center.

9. Mutual Aid Calls:

- Tuesday, March 16th at 6:11 PM. Squad 86 responded to assist the Downers Grove Fire Department at a structure fire at 7312 Winthrop Way.

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 two (2) times.
- The fire department responded to eighteen (18) emergency calls in the past week.

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

