



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

May 21, 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 – No weekly report**

Calendar (Can be found on front page of Village website www.clarendonhills.us)

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	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	4	5

Thu May 27

[Chamber of Commerce's Market Day](#)

Mon May 31

[Memorial Day - Offices Closed](#)

Thu Jun. 3

[Chamber of Commerce's Market Day](#)

Mon Jun. 7

[Village Board Regular Meeting](#)

Thu Jun. 10

[Chamber of Commerce's Market Day](#)

Wed Jun. 16

[Chamber of Commerce Meeting](#)

Thu Jun. 17

[Chamber of Commerce's Market Day](#)

MEMORANDUM

To: Village President Austin and Village Board
From: Kevin Barr, Village Manager
Date: May 21, 2021
Subject: Weekly Report

- **COVID-19 Business Operation Update** – Businesses continue to operate as reported before. As discussed at the last Board Meeting, staff is taking action to purchase decorative banners to improve the appearance of the traffic barriers.
- **Staff Response to COVID-19 Pandemic/Village Operations** – Staff operations are continuing to operate well. In keeping with new guidelines from the CDC and State health officials, employees were advised this week that fully vaccinated staff members are no longer required to wear masks in most situations. They are still required, for instance, for service calls inside of businesses and homes. Employees who are not vaccinated are still required to wear masks following previous practices. The public is still being asked to wear masks in Village buildings.
- **COVID-19 Health Department Update** – There was no health call this week, as they are going to every other week schedule. Reports remain consistent with previous trends. Residents and visitors are asked to be respectful of others' preferences regarding mask wearing and to follow guidelines within individual businesses.
- **Welcome to New Trustees**– Trustees Lazar, Gallagher and Lannert were sworn in at the Board Meeting on Monday night. Thank you for your promised service to the Village.
- **Meeting regarding Fire Services** – On Tuesday I met with the Hinsdale Village Manager to continue discussions regarding fire services. We are planning a follow-up meeting with the two fire chiefs and hope to have something to report after that time.
- **DMMC By-Laws Committee Meeting** – I am serving on this ad-hoc committee along with two other DuPage managers. The goal is to provide recommendations for changes to DMMC by-laws, particularly regarding meeting procedures coming out of the COVID-19 crisis.
- **Farmers Market Begins!** – The first Market on the new site adjacent to the Village Hall took place on Thursday. Everything looked great and it appeared the public enjoyed the new opportunity.

- **Occupational Health** – The Village is in the process of changing its occupational health provider to one with a closer location, after its current vendor closed its office.
- **Block Party Reservations** – The Village has been accepting block party reservations for the summer season and it's apparent our residents are excited for the less restrictive summer. We are no longer accepting reservations for the September 11th weekend.
- **Seasonal Maintenance Worker** – We are currently accepting applications to fill one (1) Seasonal Maintenance Worker for summer. To find out more go to www.clarendonhills.us/Employment

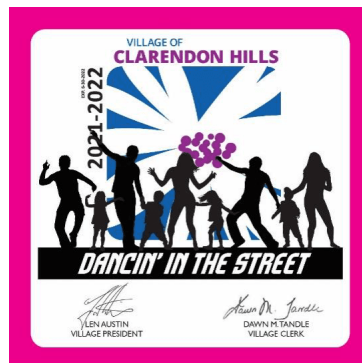
Enjoy the weekend and stay safe.



MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: May 21, 2021
Subject: Department Report

1. On Friday, the Village received its first installment of Property Tax Revenue from DuPage County. The Village traditionally receives 12 installment payments from the County between May and December. Property taxes are due to the County in two installments with the 1st installment due date of June 1st and the 2nd installment due September 1st.
2. In keeping with the Finance Department's continued effort to streamline processes the Finance Department is excited to announce that beginning this week businesses can now file their "Places for Eating" tax reporting online. This will make it more convenient for businesses to have their accountants file directly online. Village Gourmet was the first business to take advantage of the new system and I am happy to report they were pleased with the efficiency.
www.clarendonhills.us/placesforeating
3. Vehicle Stickers sales began on May 1st. and the Special "Dancin' In The Street" stickers are going fast. **ONLY 176 Special Stickers remain!!!** Don't delay, purchase your sticker today... by donating a minimum of \$10.00 (plus regular sticker price). As of this morning, donations have totaled \$5,155.00 ("Thank you" to all the generous residents).



Residents can make online purchases at www.clarendonhills.us/stickers, or the link can be accessed by visiting the Village Website and clicking "Online Bill Pay" or "How do I," and a link to the site will be available.

Prices are as follows:

Passenger Car- \$40

Motorcycle- \$30

Seniors (62+) are eligible for a 50% discount.

Residents are required to purchase a village sticker for each vehicle they will have housed in Clarendon Hills. The annual license period begins July 1st of each year and ends on June 30th of the following year.

4. 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.
5. 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: May 21, 2021
Subject: Weekly Report

1. Work is nearing completion on the replacement of the Eastern Avenue Pedestrian Bridge just north of Harris. The new bridge was put in place on Thursday and concrete sidewalks were poured.

Stream bank stabilization was completed.



Pedestrian bridge installed. Sidewalks poured.



2. The engineering plans for the Plaza and Alley Project at the southwest corner of Prospect and Burlington were reviewed and comments provided by Public Works.
3. Public Works continued filling ruts and addressing landscape issues. With little rain, additional time was spent watering.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: May 21, 2021
RE: Department Report

1. **Building Permits.** So far in May, the Village issued twenty (20) permits, including one (1) new single-family home, having a total reported construction value of \$1,077,058.
2. **Farmers Market.** On Thursday, the Chamber hosted its first Farmers Market of the season at its new location in front of Village Hall. The Village Hall plaza allows for an expanded marketplace, with room for a dozen or more vendors and tents. Thanks to the Chamber for organizing and managing this community event.



3. **Downtown Revitalization Project** [\[link\]](#)

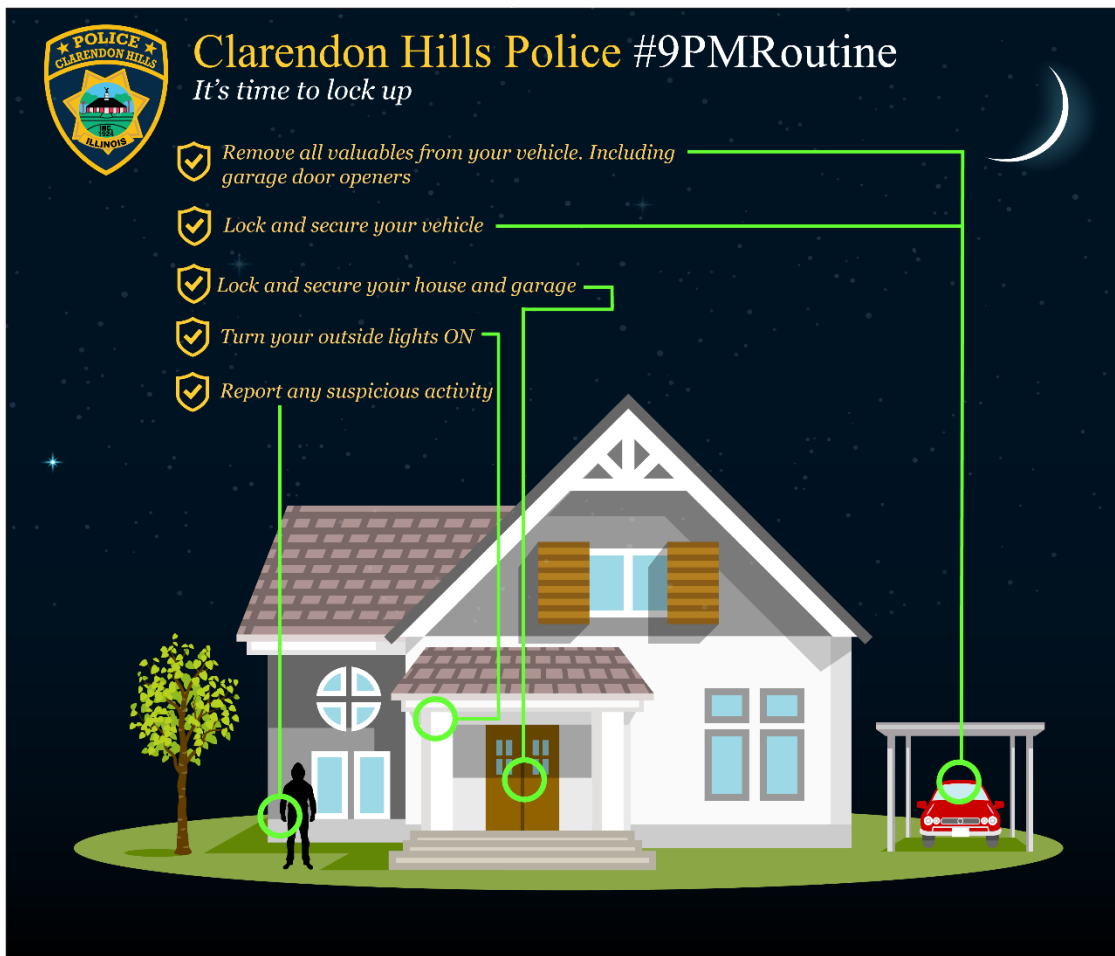
- a. **Train Station – Inbound Shelters.** Topsoil delivery and grading were substantially completed this week to make way for landscaping next week. Painters cleaned concrete surfaces and began installation of the protective graffiti coating. This coating is expected to slightly darken the concrete color as planned.
- b. **Train Station – Outbound Shelter.** More underground utility work, including stormwater systems, were installed this week. Grading and flat work could start as early as next week. The steel structure is expected to be delivered by the second week of June. Please be aware of your surrounding if you are walking or driving around the construction site. For your safety, please use the sidewalks on the north side of Burlington Ave and west side of S Prospect Ave. Thank you.
- c. **Streetscape.** This portion is substantially completed.
- d. **Gates.** Exit gates are expected to be installed in late 2021 or early 2022.
- e. **Burlington Plaza/Alley.** This week we continued to refine the bid documents for the project for distribution next week. Results of the bid process is expected to be presented to the Board on June 21. Construction of the Plaza and reconstruction of the alley is planned for summer 2021.

VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: May 21, 2021
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

Help keep the community safe by following the #9PMRoutine.



Recent Training and Meetings

- Officer Michalek attend his second week of SWAT training.
- Officers continue to complete Court Smart online training.
- This month's police law training pertains to criminal arrest procedure.
- I attended the DuPage Health Department Covid19 meeting.
- The Board of Fire and Police Commission met on May 20th to discuss a sergeant promotion and an initial police officer hire. The Board made the decision to promote Detective Brett Robak to the rank of sergeant. Congratulations Brett!

Recent events:

May 14, 1:18pm, officers responded to a business on Ogden for a disorderly conduct complaint. The business owner advised officers that a subject came in yelling about being cut off, while driving on Ogden, by one of the employees. Officers spoke with the subjects involved and quelled the situation.

May 14, 5:10pm, officers responded to the 300 block of Harris for a criminal damage to property report. The victim advised that a group of unknown juveniles shot his rear car window out with what appeared to be a BB gun. Even though a parent of one of juveniles was uncooperative, another parent brought their son down to the station to speak with officers. They agreed to pay for the window.

May 15, 9:45pm, officers responded to the 400 block of Naperville for a crisis intervention. The subject in question was transported for evaluation.

May 15, 1:30am, officers stopped a motorist for speeding on Rte. 83. The driver also had a suspended driver's license. The driver was cited and released. His vehicle was relocated.

May 17, 10:45pm, officers responded to 285 N. Richmond for a verbal domestic. The parties involved separated for the evening.

May 19, 1:17pm, officers responded the 200 block of Ann for mail carrier who was bitten by a dog. Officers identified the owner of the dog and confirmed current rabies inoculation. This matter was referred to DuPage Animal Control.

May 19, 9:34pm, officers responded to 285 N. Richmond for suspicious person, reportedly with a gun, involved in a disturbance. It was reported to officers that the subjects involved left the area prior to their arrival.