



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

**May 28, 2021**

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### 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](http://www.clarendonhills.us))

<b>May 2021</b>							<b>Mon May 31</b>
<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Memorial Day - Offices Closed</u>
25	26	27	28	29	30	1	
2	3	4	5	6	7	8	<b>Thu Jun. 3</b>
9	10	11	12	13	14	15	<u>Chamber of Commerce's Market Day</u>
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	<b>Mon Jun. 7</b>
30	<b>31</b>	1	2	3	4	5	<u>Village Board Regular Meeting</u>

**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

**Thu Jun. 17**  
Clarendon Hills Library Blood Drive in  
Versiti Mobile Coach. Appointment  
recommended.

## MEMORANDUM

**To:** Village President Austin and Village Board  
**From:** Kevin Barr, Village Manager  
**Date:** May 28, 2021  
**Subject:** Weekly Report

- **COVID-19 Business Operation Update** – Businesses continue to operate as reported before. Staff has purchased decorative banners to improve the appearance of the traffic barriers. We expect those to arrive soon. Several tables that were being used in the Starbuck's area have been returned to the Park District in anticipation of the pool opening. Thank you to the Park District for allowing their use. Village staff has installed some benches as a replacement.
- **Staff Response to COVID-19 Pandemic/Village Operations** – Staff operations are continuing to operate well with no recent concerns.
- **COVID-19 Health Department Update** – I participated in this call on Monday. Trends continue to be good, with vaccines proceeding. I expect the calls to continue at least for a few more weeks until the situation is, hopefully, resolved.
- **DMMC Regulatory Committee** – This group met on Wednesday. Topics of discussion included ComEd commercial installation requirements, and a review of legislation related to small cell wireless installations.
- **Meeting regarding Fire Services** – Meetings continue with Hinsdale officials, including the two fire chiefs.
- **Community Development Director Position** – Dan Ungerleider announced earlier this week that he is resigning to take a position in New Mexico. Dan indicated that he and his wife are looking forward to a new location. His last day is June 18<sup>th</sup>. Dan's contributions to the Village have been numerous and varied.

We are working with Dan to insure a smooth transition. Assistant Village Manager Creer and I have begun the process of discussing how to proceed with seeking a replacement.

- **Farmers Market Continues!** – The Market on the new site adjacent to the Village Hall took place again on Thursday. We had a different setup that seemed to work out better for the vendors. Several members of the public stated they enjoyed the location.

- **Dancin' in the Street** – Posters are out around town and the Village has started its advertising campaign. First “Acoustic Night” concert is in 4 weeks. See the poster attached.
- **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](http://www.clarendonhills.us/Employment)
- **Intersection/Bridge Closure** – Hinsdale is once again closing the Chicago Avenue bridge over IL Route 83 Tuesday, June 1 – Thursday, June 3. The complete notice can [be found here](#).

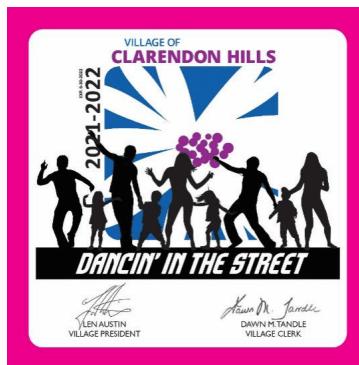
Enjoy the weekend and stay safe.



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** May 28, 2021  
**Subject:** Department Report

1. Finance Staff along with Assistant Village Manager Creer attended virtual training for Human Resource system enhancements which included onboarding, recruitment, performance management, and compensation. Training and demonstrations of how these enhancements will integrate with our current payroll system look to be an extremely useful tool.
2. "Dancin' in the Street" stickers are almost gone...**LESS THAN 100 Stickers remain!!!** Do not delay, purchase your sticker today... by donating a minimum of \$10.00 (plus regular sticker price).



Residents can make online purchases at [www.clarendonhills.us/stickers](http://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.

3. 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.

4. 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](http://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](http://www.clarendonhills.us/greenpay)



**MEMORANDUM**

**To:** Kevin Barr, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** May 28, 2021  
**Subject:** Weekly Report

1. Flowers were planted in the Downtown Triangle and other areas of town.

**SLOAN TRIANGLE**



**PROSPECT AND HARRIS**



2. Landscaping was completed at the Eastern Avenue Pedestrian Bridge.
3. Lots of watering was completed to support new grass seed from stump grinding and ruts from cars parking off the concrete ribbons.
4. Crews repaired portions of the retaining wall at Traube and Oxford.
5. Mowing was completed.
6. Tree planting is scheduled for late next week, weather permitting.

**MEMORANDUM**

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: May 28, 2021  
RE: Department Report

1. **Head West Young Man.** Last Friday, I informed the Village President and Board of Trustees that I had accepted the position of Economic Development Administrator for Los Alamos County, New Mexico, and will be moving there with my wife later in June. It has been an honor and a privilege serving as Clarendon Hills' Community Development Director these past nine years. I feel fortunate to have had the opportunity to work with so many dedicated and caring people who have made this community a great place to raise a family and start a business. I am very proud of the work we have accomplished together. My last day will be on June 18, 2021.
2. **Building Permits.** So far in May, the Village issued twenty-eight (28) permits, including one (1) new single-family home, having a total reported construction value of \$1,140,234.
3. **Farmers Market.** On Thursday, the Chamber hosted its second Farmers Market of the season at its new location in front of Village Hall. Great weather – great turnout.
4. **31 S Prospect (fka Talley's).** This morning President Austin, Manager Barr, Asst Manager Creer and I meet with two interested in opening a restaurant in the space once occupied by Talley's Restaurant and Sue's Cakery. They expressed interest in purchasing or leasing the space. I have been contacted by quite of few expressing their interest in locating a restaurant at this location. Very exciting.
5. **Downtown Revitalization Project** [\[link\]](#)
  - a. **Train Station – Inbound Shelters.** Last Tuesday we met with the general contractor and landscaper to coordinate installation of the landscaping at the train station. Landscaping will begin next week after the holiday weekend. The painters will continue to clean the concrete surfaces and apply a protective graffiti coating. Lighting for the project will be commissioned next week as well.
  - b. **Train Station – Outbound Shelter.** Grading and flat work preparation continued this past week. The steel structure is expected to be delivered by the second week of June. Please be aware of your surroundings 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.** Bid documents were completed and will be published on Tuesday, June 1<sup>st</sup>. Results of the bid process are expected to be presented to the Board on June 21<sup>st</sup>. Construction of the Plaza and reconstruction of the alley is planned for summer 2021.

**Have a Safe Holiday Weekend.**



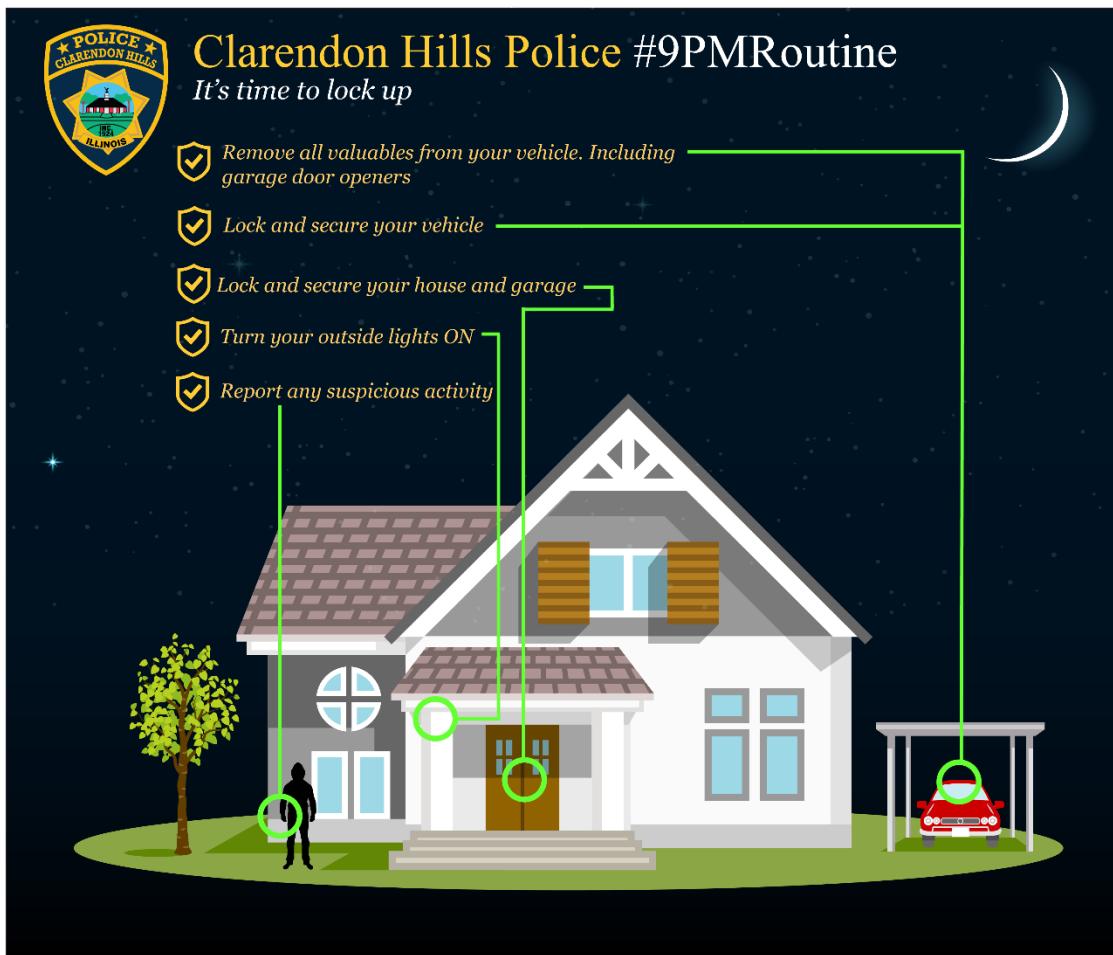
VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT



DATE: May 28, 2021  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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



**Recent Training and Meetings**

- I attended the DuPage Chiefs Association monthly meeting.
- Officers continue to complete Court Smart online training.

**Recent events:**

May 21, 2:19pm, officers responded to the 500 block of Carlyle for a suspicious incident report. On two separate occasions, the complainant found his car door fully open with the driver's seat in the recline position. Pending.

May 24, 1:10am, officers responded to an apartment at 285 N. Richmond for a domestic trouble report. One party decided to leave for the night.

May 24, 3:09pm, officers responded to the 500 block of Carlyle for a criminal damage to property report. An unknown subject damaged a garage door.

May 26, 9:00am, officers received a report of attempted insurance fraud. Pending.

May 26, 3:32pm, officers responded to the 400 block of Commons for a verbal domestic. Officers stood by while one party gathered their things to leave.

May 27, 12:25am, officers responded to an apartment at 285 N. Richmond for a domestic situation. Officers assisted the parties involved.

May 27, 4:52pm, officers responded to the 5700 block of Concord for a theft report. The victim related that their hub caps were stolen.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** May 28, 2021  
**Subject:** Weekly Department Report 2021-14

1. Fire Prevention Bureau Activity.
  - Lt. Dave Godek has completed all May Fire/Life Safety Inspections.
  - Dan Ungerleider, Lt. Godek and myself have fielded several telephone calls and emails from representatives of the MyCrost Row development. They don't agree with the classification of the building and also some code requirements related to the fire suppression standpipe.
  - This week Lt. Godek coordinated and witnessed all fire alarm inspections and certifications at the Village Hall, Police Department, Fire Department and Public Works. He also coordinated and witnessed all sprinkler system inspections and certifications at the Fire Department, Police Department and Public Works. The Village Hall does not have a sprinkler system. This is done annually. A few minor issues were found and will be corrected soon.
2. Training Report:
  - Training drills were conducted on May 19<sup>th</sup> (pumping/hose lines) and May 26<sup>th</sup> (ladders and ropes).
3. Emergency Medical Services Report:
  - COVID 19 Procedures have been in place and amended periodically since March 16, 2020. With the bridge phase between phases 4 and 5, I amended the fire department COVID 19 procedures on May 20, 2021. They will be modified again when the State of Illinois moves to a full Phase 5 plan.
  - 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 virtually through July 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 949 residents that have tested positive for the COVID 19 virus since March of 2020. This number has increased from 945 in the past two (2) weeks, an increase of 4 persons. The increase is very slow and shows that significant progress has been made.
    - Hospitalizations for COVID 19 at Amita Hinsdale and LaGrange hospitals is now at 8 in Hinsdale and 7 in LaGrange. This is a decrease of four (4) in 2 weeks.
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 Thursday morning, May 20<sup>th</sup> I attended the monthly meeting of the Du-Comm Fire Chiefs virtually. Normal business was conducted.
7. I would like to congratulate probationary paid on call Firefighter William Johnson for his graduation from the Romeoville Fire Academy as a Basic Operations Firefighter. This training and certification involved more than 300 hours of classroom and practical training. William is now a State of Illinois Certified Firefighter. He will now undergo some orientation training here and will be responding to calls in Clarendon Hills soon.
8. Two (2) paid on call firefighters resigned this because they were moving from the area. Firefighter/EMT Scott Larem was on the department for 5 years. Firefighter Jim Schlicher was on the department for 8 years. I wish them well and they will be missed.
9. Vehicle Maintenance:
  - A leaking relief valve on Ladder 86 failed last week. Firefighter/EMT Gallagher was able to get the relief valve to stop leaking. Parts were ordered and when the parts arrived and repairs were attempted by FF Gallagher, a part of the relief valve was stuck in the 4" valve. Firefighter Gallagher enlisted the help of Lt. Denlinger. They removed the valve and Lt. Denlinger used some special extraction tools to remove the relief valve part. Lt. Denlinger and FF Gallagher were then able to install the new relief valve and place the 4" valve back on Ladder 86. The dedication of Lt. Denlinger and FF Gallagher saved down time of Ladder 86 and also probably have saved the village over \$500 in outside repair costs.
10. Incidents of Interest:
  - Friday, May 14<sup>th</sup> at 12:10 PM. Medic 86, Squad 86, Chief 86 and Hinsdale Engine 84 responded for a vehicle accident with injuries on Rt. 83 northbound just south of 55<sup>th</sup> St.
  - Wednesday, May 19<sup>th</sup> at 3:57 PM. Medic 86, Squad 86, Chief 86 and Hinsdale Engine 84 responded for a vehicle accident with injuries on Rt. 83 northbound just south of 55<sup>th</sup> St.
  - Friday, May 21<sup>st</sup> at 1:17 PM. Ladder 86, Medic 86 and Squad 86 responded for an outside gas leak at 209 Grant Ave. Upon arrival firefighters found a contractor has severed an underground gas line to the house which was leaking. Firefighters cleared the area, notified NICOR and waited for them to shut the gas off underground.
  - Tuesday, May 25<sup>th</sup> at 11:47 PM. Medic 86, Squad 86, and Hinsdale Engine 84 responded for a vehicle accident with injuries on Rt. 83 northbound just south of 55<sup>th</sup> St.
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 six (6) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Westmont three (3) times.
  - Clarendon Hills Medic 86 responded to assist the Hinsdale Fire Department three (3) times.
  - Hinsdale Medic 84 responded to assist Clarendon Hills Fire Department one (1) time.
  - The fire department responded to forty-one (41) emergency calls in the past two (2) weeks.

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

