



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

August 20, 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 – No 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))

### August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

### Thu Aug. 26

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

### Thu Sep. 2

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

### Mon Sep. 6

[Labor Day - Offices Closed](#)

### Tue Sep. 7

[Cancelled - Village Board Regular Meeting](#)

### Thu Sep. 9

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

### Wed Sep. 15

[Chamber of Commerce Meeting](#)

### Thu Sep. 16

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

## MEMORANDUM

**To:** Village President Austin and Village Board  
**From:** Kevin Barr, Village Manager  
**Date:** August 20, 2021  
**Subject:** Weekly Report

- **Next Board Meeting** – The next meeting will be on September 20<sup>th</sup>, we presume at 6:30 p.m.
- **COVID-19 Update** – No new information at this point. The “community transmission” level in DuPage County remains “high” per the information provided by the DuPage County Health Department (DCHD). There have been 27 new confirmed cases in Clarendon Hills in the last 2 weeks. Last week this number was 29.
- **DMMC Annual Meeting** – Village President Austin and I attended this meeting on Wednesday night in Westmont. The DMMC honored the DCHD for their work on COVID over the last year and installed the DMMC Board for the 2021-22 year.
- **Budget Meetings** – Budget meetings began at the staff level for capital project funds. Meetings will be scheduled with the Finance Committee and the full Village Board later in the fall.
- **ILCMA Board Meeting** – I attended this meeting in Naperville on Friday morning. Routine business of the Board was discussed.
- **Chamber Meeting** – I participated in the monthly Chamber meeting on Wednesday morning along with several other staff persons. Routine business was discussed.
- **Chamber Concerts** -- The first Chamber Music Night in August was held on Wednesday. It will continue the next three Wednesdays. Live music will be performed at the Sloan Triangle from 5:30 pm to 8:30 pm. The west side of Prospect near the Triangle will be closed off for these events.
- **Part-time Police Assistant**—The Village is hiring a part-time police assistant to work the 2 PM to 7 PM shift. Please go to [www.clarendonhills.us/employment](http://www.clarendonhills.us/employment) to apply using the Village’s new online application process.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** August 20, 2021  
**Subject:** Department Report

1. This past week Village Manager Barr, Assistant Manager Creer, and I began meeting with department heads individually to review Capital Projects proposals and priorities for the upcoming year. Budget meetings will continue in the next few weeks to wrap up Capital Projects and begin to review Operating Budgets.
2. Effective August 1st, a late fee for purchasing Village Vehicle Stickers was applied ...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 and ends on June 30th of the following year.

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 - \$60**                      **Motorcycle - \$45**  
**Seniors (62+) are eligible for a 50% discount. (\$30.00)**

3. Just a friendly reminder to residents of the various ways to pay their water bill:
  - **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)

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

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** August 20, 2021  
**Subject:** Weekly Report

1. A storm drain on Holmes and Carlyle was repaired.
2. Leopardo Companies began work at the Public Works Garage. The focus this week was on spot tuckpointing the brick areas where the mortar had failed. Work on the roof replacement also occurred this week. Public Works staff emptied offices as flooring will be removed and replaced next week.
3. In house crews moved a drain in the garage prior to the resurfacing of the interior garage floor. This drain was a retrofit from the old dairy operations and was in conflict with the mechanic's lift.
4. Multiple highly visible school crossings signs were replaced due to vandalism and main breaks.
5. Crews assisted in the Walker School Bicycle Rodeo, Wednesday Evening Concert, and the Farmers Market.
6. Flagg Creek Water Reclamation District completed a point repair to the sanitary sewer main at Norfolk and Prospect.
7. Dixon Engineering completed inspections on the Burlington Water Tower following an antenna replacement.
8. At the owner's request, water has been turned on to the old Tally's restaurant.
9. Staff continued with summer chores such as mowing, watering, weed control, etc.
10. Our architect and general contractor meet on site at the steel fabricator to review the repairs he was making to the steel for the outbound train shelter. They found the repairs acceptable, and the contractor is continuing with the remainder of the steel. They hope to have it completed late next week.
11. Preconstruction meeting were held with the pavement patching contractor (various locations) and with the crack seal contractor (areas north of Chicago Avenue). The work is not scheduled yet, but we are looking at the first half of September.
12. A preconstruction meeting was scheduled for next week for the work to take place at the southwest corner of Prospect and Burlington. This will be a continuance of the street scape work done at the train station and the alley will be replaced behind the businesses on the south side of the street.

**MEMORANDUM**

TO: Kevin Barr, Village Manager  
FROM: Jonathan Mendel, Community Development Director  
DATE: August 19, 2021  
RE: Community Development Department Report

**1. Building Permits**

For the week of August 16<sup>th</sup>, the Dept. received two permit applications (one is residential flatwork and the other is a private Tesla charging station) totaling about \$12,300 of project value. We also issued three permits totaling \$57,500 of project value

**2. 240 Grant (formerly 248 Hudson)**

This property owner has made some progress as of August 18, 2021, but there is further compliance work to accomplish in the remaining three days till the compliance order's deadline. Code enforcement staff is closely watching the property.

**3. Tracy's redevelopment (401 E. 55<sup>th</sup> Street)**

The developer has been informed of the zoning entitlement review processes required for their desired project and intends to submit application(s) to the Village as soon as possible.

**4. Community member meetings and soft introductions**

I continue to purposefully or serendipitously meet with the various community members as simple meet and greets and/or substantive discussions on my role(s) at the Village and the Village's near, medium, and long-term community development future.

**5. 301 Park Ave/SW corner of Park & Walker redevelopment**

The Village Board approved Letter Of Intent for sale of 301 Park Ave to Pine Grove Partners, Inc (developer) has been sent to them. The developer and I will meet in the next week or two to discuss next steps for the redevelopment of the property and the conceptual framework for a public/private partnership that may be involved.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** August 20, 2021  
**Subject:** Weekly Department Report 2021-22

1. Fire Prevention Bureau Activity.
  - No report this week.
2. Training Report:
  - Wednesday evening, twenty-one (21) firefighters attended suppression training. Training involved the use of skid loads and techniques for distributing fire hoses to hours with long setbacks.
  - Every day this week fire fighters performed on site high rise building familiarization and tactics training on site at several 4 and five story buildings in the village.
3. COVID 19 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 department COVID Plan has been modified on June 15<sup>th</sup> to adhere to the Phase 5 regulations and CDC guidelines. **On August 6<sup>th</sup> I modified the CHFD COVID plan because of the uptick of the COVID Delta variant. Basically, this revised plan required additional masking indoors and on calls.**
  - All Fire Department personnel are treating every call with extreme caution regarding possible COVID exposure. There is concern about the increase of COVID 19 cases with the Delta variant.
4. Emergency Medical Services Report:
  - No report
5. Clarendon Hills/Hinsdale FD sharing of services report:
  - No report
6. Emergency Management Report:
  - No report
7. Du-Comm Report:
  - On Wednesday, I attended virtually the monthly meeting of the Du-Comm Fire Chiefs. Several procedure changes were discussed, portable and mobile radio replacement was discussed along with a peer review of a fire that occurred in Wheaton.

8. Vehicle Maintenance:
  - Ladder 86 remains out of service at Wirfs in McHenry undergoing corrosion repairs. I have spoken with Wirfs and they are making progress on the corrosion repairs,
  - On Wednesday, Medic 86 (2014 Freightliner) was placed back in service after being repaired at Freightliner in Elmhurst. Medic 86r (2007 International) was taken back out of service and stored back inside the police station.
9. On Monday, we met to discuss and go over the Fire Department Capital Budget Plan for 2022 and beyond.
10. On Thursday, I completed and submitted the fire department proposed budget for calendar year 2022.
11. On Wednesday, Deputy Chief Krupp and I attended the monthly meeting of the MABAS Division 10 Fire Chiefs. Normal business was conducted. I am happy to report that MABAS 10 has been successful in acquiring a port security grant in the amount of \$450,000 for a communication vehicle. All of the Chiefs present voted to replace the current 26-year-old communications/command vehicle at a cost of about \$600,000 using \$150,000 from MABAS Division 10. This vehicle should be completed and delivered in April of 2022.
12. I Thursday, I attended the quarterly meeting of the IRMA Fire Chiefs. At this meeting we discussed workers comp injuries, case management along with several COVID issues regarding masks and vaccinations.
13. Incidents of Interest:
  - No significant calls of interest
14. Mutual Aid Calls:
  - None
15. Fire/Rescue/EMS calls:
  - The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills one (1) time.
  - The Westmont Fire Department responded Automatic Aid to Clarendon Hills three (3) 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.
  - Clarendon Hills Medic 86 responded to assist the Hinsdale Fire Department one (1) time.

The fire department responded to fourteen (14) emergency calls in the past week.

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

