



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

August 27, 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)

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

Wed Sep. 1

[Chamber of Commerce's Live Music Night](#)

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 27, 2021
Subject: Weekly Report

- **Next Board Meeting** – The next meeting will be on September 20th. It will probably be at 6:30 p.m.
- **COVID-19 Update** – State Emergency Disaster Proclamation has been extended through September 18th. This is before our next meeting, so we will wait and see if it is extended again. On Thursday the Governor issued a State-wide indoor mask mandate as follows: “To slow the spread of the highly transmissible COVID-19 Delta variant, all Illinois residents over the age of two will be required to wear a mask in all indoor settings, effective Monday, August 30th. The requirement is applicable to both vaccinated and unvaccinated residents statewide.” This is due to the general increase in cases. Illinois has gone from a 7-day average of less than 300 in early July to more than 3,600 now. The County reports 29 cases in Clarendon Hills in the last 2 weeks. Last week the number was 27.
- **Meeting regarding Downtown Project** – Several of us met this week to discuss contract adjustment requests from the contractor. Discussions are on-going, but to date it looks like the requests are generally reasonable and will not require adjustment to the formal authorization from the Village Board.
- **Budget Meetings** – Budget meetings began at the staff level for operating budgets this week. We expect these to be concluded by the end of next week. Meetings will be scheduled with the Finance Committee and the full Village Board later in the fall.
- **ILCMA Service Award** – I attended the Northbrook Village Board meeting on Tuesday night. I was representing the ILCMA in honoring the Northbrook Village Manager who is retiring this week. Several managers from around the region attended the meeting.
- **Discussion regarding Building Permit Deposits/Fees** – Several staff members met on Friday to discuss our long-standing policy of requiring deposits with all permit applications. Staff is considering whether this is necessary for many routine types of permits. We expect to have a recommendation for the Board regarding this and possibly the fee schedule at a whole closer to the end of the year.

- **Chamber Concerts** -- The Chamber Music Night on Wednesday was cancelled due to weather. It will continue the next two 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 to apply using the Village's new online application process.



MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: August 27, 2021
Subject: Department Report

1. This past week Village Manager Barr, Assistant Manager Creer, and I began meeting with department heads individually to review Operating Budget proposals and priorities for the upcoming year. Budget meetings will continue into the next few weeks.
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, 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
 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: August 27, 2021
Subject: Weekly Report

1. Banners were changed out to have the red, white and blue banners displayed.
2. Crews poured a new curb on Prospect at the north entrance to Prospect School. It had been removed to repair a water main break.
3. Leopardo Companies continued work at the Public Works garage. Tuckpointing repairs are nearly complete. The minor amount of rain this week was just enough to prevent the next layer of insulation from going down on the roof. Roofers will continue their work next week. Flooring replacement started this week.
4. Staff continued with summer chores such as mowing, watering, weed control, etc.
5. A preconstruction meeting was held with Blinderman Construction who will be starting site prep next week to replace the alley on the south side of Burlington west of Prospect. Notices were provided to the businesses in that area on Friday. The project will also include a plaza on the empty lot at that corner. It is designed to be complimentary to the train station and Village Hall improvements.
6. A number of branches were picked up following the high winds on Wednesday night.
7. Set up was provided for the Farmers Market and Wednesday night music at the Triangle.
8. Patching areas were marked out for the contractor to do spot pavement replacement. The work is expected to occur in the next few weeks.
9. A water service line was repaired on Holmes.
10. A number of new water taps and service line disconnections occurred this week in support of new home construction.
11. Maintenance was performed on a police vehicle and water samples were taken.
12. Our architect worked on the punch list for the inbound station project. The outbound station is currently waiting on the steel to be delivered. This material is needed before the sidewalks can be poured.
13. Second notices for RPZ testing went out on Wednesday to 188 residents that need to get in compliance with IEPA.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Jonathan Mendel, Community Development Director
DATE: August 26, 2021
RE: Community Development Department Report

1. **240 Grant (formerly 248 Hudson)**

This property owner has not made any further improvements to the property to reduce its blighting conditions since last week. Therefore, the owner has been notified of continued noncompliance and scheduled for adjudication in September 2021.

2. **250 Middaugh – Construction issues**

The builder at the new house construction at 250 Middaugh had an unfortunate partial collapse of the basement excavation walls adjacent to the neighboring properties. This was likely due to unknown unstable sub-grade soils.

Due to this partial collapse, the neighboring properties incurred some damage to their properties (such as partial fence collapse and possible driveway undermining). I met with the occupant/resident at 252 Middaugh (to the north) regarding the actual and possible difficulties imposed upon her. Then over next two days I discussed the issue with the builder's representatives over the phone and at the subject site. The representatives outlined their efforts to secure shoring equipment and materials during the following days to shore up the neighbors' properties and prevent further impacts on their properties. I'm confident at this time that the builder is genuinely concerned and is working diligently to correct the problem(s).

I reminded the builder's representatives that constant vigilance and communication on their part with the Village and the neighbors is necessary. Community Development staff will be closely monitoring this situation until resolution.

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

I had several meetings/tours with community members to discuss specific site concerns/desires and general land use and economic development policy actions.

4. **Country House restaurant (241 W. 55th Street) building improvements**

Dean Timson (Country House General Manager) is finalizing the detailed scope and costs for the fire suppression system installation work at the Country House property. When finished, he and I will meet to discuss the general parameters of an assistance agreement with the Village to offset the costs of these site improvements. This was conceptually approved by the Village Board in March 2021 and is now starting to regain momentum. Improvements at this valued community institution should set it up to continue being a Village asset for years to come.

VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: August 27, 2021
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report



Clarendon Hills Police Personal Safety Tips

- ✓ Always lock your home and car
- ✓ Always be alert and aware of your surroundings and the people around you
- ✓ Whenever possible, travel with a friend
- ✓ Stay in well-lit areas as much as possible
- ✓ If you see something say something (**DIAL 911**)

An illustration on a dark blue background. It shows a yellow car with a large orange padlock on its door. A person is standing next to the car, holding a blue shield with a white padlock icon. There are also some orange and yellow leaves and a gear icon in the background.

This incident was reported in the August 6th report, but worth repeating

August 4th, 5:30am, in the 300 block of Ruby. Man holding a pistol while committing a car and residential burglary.

Remember to lock up your cars and homes.



Recent Training and Meetings

- Officers are completing Court Smart online training.
- Sergeant Leinweber attended the ESGR online awards banquet
- Sergeant Robak attended FTO training
- Officers completed domestic violence roll call training

Recent events:

On August 17, 7:07am, officers responded to the 5700 block of Holmes for a disturbance. The caller advised the neighbor was yelling and screaming and was threatening harm to their minor. Officer gave advice.

On August 17, 12:40pm, officers attempted to stop a grey SUV for speeding on 55th. The SUV fled from officers at a high rate of speed. Pending.

On August 18, 1:30am, officers stopped a motorist on Rte. 83 for speeding. The driver also had a suspended driver's license. The driver was issued a citation and released to a valid driver.

On August 18, 8:13am, officers responded to Lions Pool for a criminal damage to property report. Subjects entered the swimming area overnight and damaged property. Pending.

On August 19, 12:07pm, officers responded to the Christian Church for a suspicious incident. Staff at the church received a voice mail from a person threatening suicide. Officers worked to locate the person and to have the appropriate responders attend to them.

On August 21, 12:51pm, officers responded to an apartment at 284 Woodstock for a verbal domestic. Officers calmed the situation.

On August 22, 2:00am, officers stopped a vehicle on Rte. 83 for an equipment violation. The driver did not have a valid driver's license, was cited and released to a valid driver.

On August 23, 11:47pm, officers discovered several youths discarding trash from a drinking party into the dumpster at CHMS. The youths will be sent to Peer Jury.

On August 24, 9:37pm, officers responded to a motorist assist on Rte. 83. Upon arrival, officers discovered the driver was wanted on an outstanding warrant. The driver was taken to the station for bond.

On August 26, 1:16am, officers responded to an apartment at 284 Woodstock for disturbance. The complainant advised that their intoxicated neighbor yelled and pushed them. After officers calmed the subject down, the complainant no longer wanted to sign complaints.

On August 26, 11:39pm, officers responded to the 200 block of South Prospect for a domestic trouble. Officers calmed the situation.

On August 27, 2:40am, officers responded to the 100 block of Oxford for a verbal domestic. Officers offered advice.