

## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

**September 17, 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](http://www.clarendonhills.us))

**VILLAGE CALENDAR**

**September 2021**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	1	2

**Mon Sep. 20**  
Special Village Board Meeting

**Mon Sep. 20**  
Village Board Regular Meeting - Canceled

**Thu Sep. 23**  
Chamber of Commerce's Market Day

**Thu Sep. 30**  
Chamber of Commerce's Market Day

**Sat Oct. 2**  
Fire Department Open House!

**Mon Oct. 4**  
Village Board Regular Meeting

**Thu Oct. 7**  
Chamber of Commerce's Market Day

## MEMORANDUM

**To:** Village President Austin and Village Board  
**From:** Kevin Barr, Village Manager  
**Date:** September 17, 2021  
**Subject:** Weekly Report

- **Next Board Meeting** – The next meeting is on Monday September 20. It is scheduled for 6:30 p.m., though as of this writing we have not seen an extension of the Governor's executive order. I still assume it will be forthcoming.
- **COVID Update** – I participated in a call with the DuPage County Health Department (DCHD) on Monday. The general report is that the current surge remains a problem, but is not expanding significantly at this time. Vaccination rates in the County remain strong. The DCHD reports 17 reported cases in Clarendon Hills in the last 2 weeks, which appears to be a little less per capita than many of our neighbors.
- **Budget Meetings** – Budget meetings continued at the staff level for this week. We expect to schedule a meeting with the Finance Committee in the next few weeks and the full Village Board later in the fall.
- **ZBA/PC Meeting** – I attended the virtual meeting on Thursday evening. Unfortunately an quorum was not present. It was, however, Chairman Greg Kuhn's last meeting. Thank you to Greg for more than 30 years of service to the Village.
- **Police Pension Board Meeting** – I attended this meeting (virtual) on Monday evening, along with Finance Director Potempa. Issues regarding the upcoming requirements for tax levy were discussed by the Pension Board. They voted to recommend a higher amount than presented by the actuary study. We will discuss this issue further with the Village Board as part of the budget/tax levy process.
- **Fire Q&A and Ongoing Comparable Community Study** – The Village continues to receive inquiries/comments regarding the ongoing Fire Department Ladder Truck discussions. As a reminder, staff assembled a Q&A available on our website or by [clicking here](#). Village staff continues to work on assembling some data from comparable communities. Though we can provide an update, there will not be a formal/final report at the next (September 20) Board meeting.
- **Parking Banners** – Banners for the downtown business district light poles have been ordered to make patrons aware that there is free parking at the Metra lot on weeknights and weekends.

- **Daisy Dash** – The Daisy Dash 5K event occurred on Sunday, September 12<sup>th</sup>. The weather was good, and it went off well. Thanks as always the volunteer Daisy Dash organizers for their work in putting the event together. Thank you also to Village staff, particularly in the police department, for their help with this event.
- **Part-time Police Assistant**— Offers were made to both a police assistant, and a candidate the impressed for the open Community Service Officer.



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** September 17, 2021  
**Subject:** Department Report

### 1. REMINDER... *A Pet License is Required for anyone that owns a dog or cat in the Village.*

A Pet License can be purchased in person at the Village Hall or Village Police Station. The application shall be on the form provided by the Village and shall contain the name and address of the owner or keeper, name, breed, sex or whether neutered, and color of each animal proposed to be licensed. When completing an application for a dog and/or cat license, the application shall be accompanied by a veterinarian certificate showing that the animal has been given rabies inoculation shots. Every owner of a dog and/or cat shall firmly secure a current Village animal license to the licensed dog and/or cat using a collar.

The Fee for a pet license is \$15.00 per animal.

### 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**

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

**Motorcycle - \$45**

### 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)



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** September 17, 2021  
**Subject:** Weekly Report

1. Area pavement patches started this week. This is a moving operation and will not require street closures in most circumstances. Crews will be working this Saturday.
2. Work on the new Burlington Plaza and adjacent alley continued this week. The contractor anticipates completing storm sewer work and portions of the concrete next week. Additional dirt will be hauled off following soils analysis and permitting for disposal.
3. The installation of steel framing was delayed this week as the Burlington Northern RR did not have flaggers available to oversee the installation. The remainder of that project (glass, roof, electric, concrete and paving Prospect Ave. adjacent to the tracks) will occur over the next six weeks.
4. Work on the interior of the public works building was completed and we are back in our offices. Exterior siding work started this week and garage door replacement is also occurring.
5. The Illinois EPA conducted their inspection of our water utility this week. Crews focused on a number of housekeeping items in advance of the inspection.
6. Plow blades were inspected and minor repairs started in advance of the snow season.
7. Typical work such as mowing, parkway inspections, meter appointments and locates occurred this week.



1 N. Prospect Avenue  
Clarendon Hills, Illinois 60514  
630.286.5412

## MEMORANDUM

TO: Kevin Barr, Village Manager  
FROM: Jonathan Mendel, Community Development Director  
DATE: September 17, 2021  
RE: Community Development Department Report

### 1. The Open Door (20 S. Prospect Ave)

Met with the management team on 9/16/21 for a status update on the construction progress and possible opening date. The work is proceeding well and they tentatively plan for a 4<sup>th</sup> quarter opening.

### 2. Walker and Park redevelopment

Continuing regular communication with the representative from Pine Grove Properties regarding a planned public-private partnership redevelopment of the properties at 301 Park (Village owned) and 104 Walker (privately owned) for a development that will benefit the community and be consistent with the near and long term land use, economic and community development goals of the Village.

### 3. September 16, 2021 ZBA/PC meeting

The meeting could not commence due to a lack of quorum. The meeting can be moved to the regularly scheduled October 2021 meeting.

### 4. Meeting business and property owners

Continue meeting with various business and property owners throughout the Village to further acquaint myself with the local community and culture

# VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



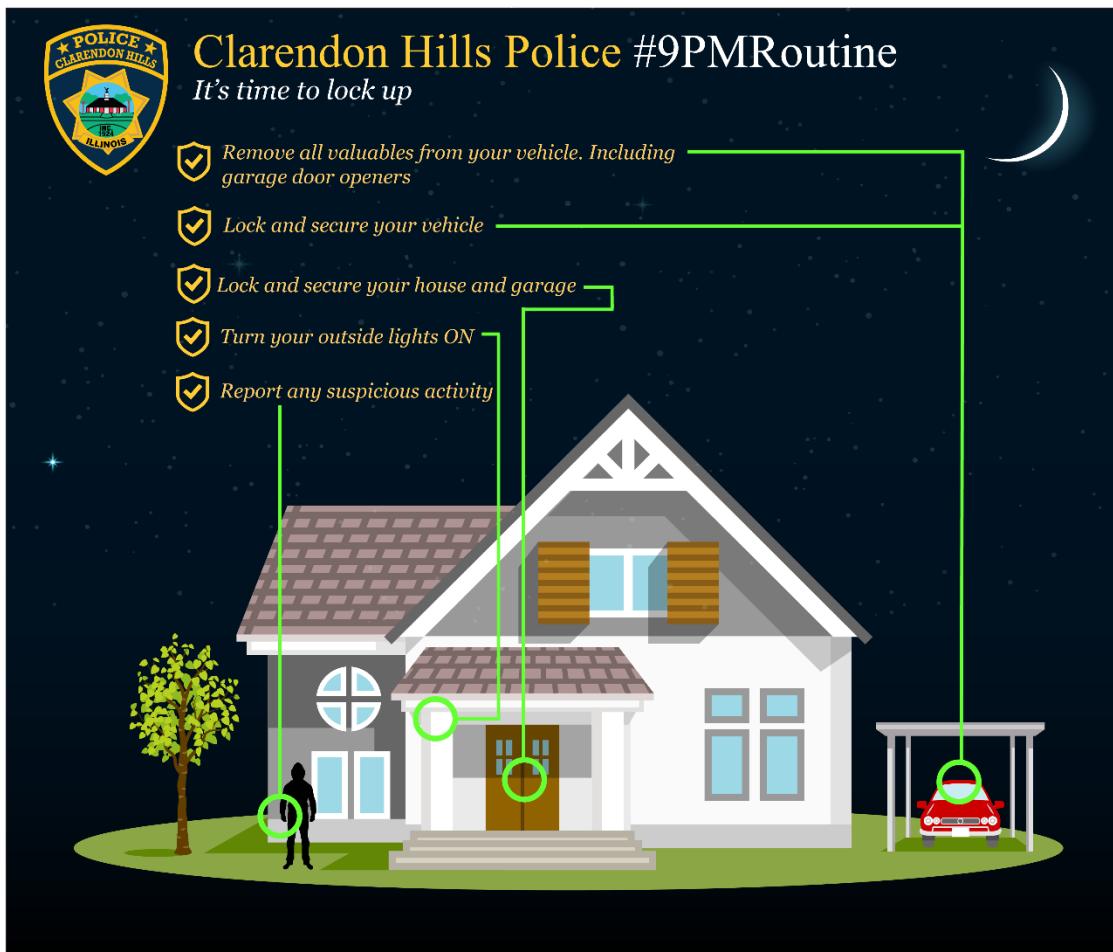
DATE: September 17, 2021

To: Village Manager Kevin Barr

From: Chief P. Dalen

Subject: Weekly Activity Report

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## Recent Training and Meetings

- This month's Police Law training pertains to recent U.S. Supreme Ct. decisions.
- Sgt. Finfrock attended FTO refresher training.
- This month's Court Smart training relates to search and seizure.
- Sgt. Leinweber attended civil liability training.

## Recent events:

On September 12, 12:00am, officers helped residents locate their missing daughter.

On September 13, 4:17am, officers assisted Westmont Pd. with a stolen car report.

On September 13, 8:42am, officers responded to 5705 Holmes for a burglary report. The complainant advised two cases of Coca Cola were stolen from a garage.

On September 13, 10:20 am, officers responded to the apartments at 124 Burlington for a report of packages being stolen from the vestibule. Pending.

On September 13, 3:54pm, officers responded to an apartment on Concord for a theft report. Unknown subjects stole the catalytic converter from the victim's car. Pending.

On September 13, 5:54pm, officers responded to an apartment on Chase to assist DCFS.

On September 13, 6:15pm, officers responded to an apartment at 285 N. Richmond for a domestic battery report. One subject was taken into custody, charged with two counts of domestic battery, then taken to DuPage County Jail.

On September 13, 10:10pm, officers assisted Willowbrook Pd. with a report of shots fired in their town.

On September 14, 11:44am, officers responded to an apartment at Clarendon Arms for a crisis intervention. The subject in question was transported for evaluation.

On September 14, 4:39pm, officers responded to an apartment on Carlyle for a neighbor dispute.

On September 14, 9:47pm, officers assisted Hinsdale PD. track down offenders, who fled on foot after crashing their car.

On September 16, 2:26am, officers attempted to stop a stolen Dodge Charger. The vehicle refused to stop. Officers did not pursue.

On September 17, 12:33am, officers assisted Lombard Pd with a vehicle pursuit on S/B Rte. 83.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** September 17, 2021  
**Subject:** Weekly Department Report 2021-25

1. Fire Prevention Bureau Activity.
  - Lt. Godek conducted several life safety inspections this week.
  - Lt. Godek also attended ICC training for 3 days this week,
2. Training Report:
  - Two (2) days this week fire fighters performed on site building familiarization and tactics training on site at several buildings in the village.
  - Wednesday evening, twenty two (22) firefighters attended fire suppression training. This training was devoted to SCBA operation, buddy breathing, rescuing firefighters who are trapped, Rapid Intervention Training and basic rescue. Next week this drill will be done jointly with the Hinsdale Fire Department.
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.
  - On Wednesday morning, I attended a virtual meeting with the DuPage County Health Department regarding the COVID 19 issues.
  - On September 3<sup>rd</sup> the Governor issued a revised Executive Order which basically requires EMT-B's and EMT-P's (Paramedics) to be vaccinated or perform weekly COVID 19 testing. All Fire Department personnel have provided proof of vaccination, except five (5) of the fifty-one (51) members of the fire department remain unvaccinated at this time and will be providing weekly PCR testing documents to me.
4. Emergency Medical Services Report:
  - No report
5. Clarendon Hills/Hinsdale FD sharing of services report:
  - Preparing for joint training with Hinsdale FD next week.
6. Emergency Management Report:
  - No report

7. Du-Comm Report:

- On Tuesday morning, I attended the DuComm Fire Chiefs virtual meeting. Most of the discussion revolved around COVID procedures and Radio replacements.
- On Thursday afternoon, I attended the DuComm Chiefs monthly meeting. Most of the discussion revolved around the replacement of the ETSB Issued Starcom radios and encryption. At this time it looks like the ETSB might be ordering the replacement radios for all fire and police departments in DuPage County (except Naperville) before the end of the year. This is a 32+ million dollar project which is funded by 9-1-1 surcharge monies.

8. Vehicle Maintenance:

- Ladder 86 remains out of service at Wirs in McHenry undergoing corrosion repairs. I have spoken with Wirs and they are making progress on the corrosion repairs. They also advised that the rear springs were replaced. They were unable to obtain replacement springs from Pierce because they are no longer made because the vehicle is 19 years old. Tim Wirs was able to find a spring shop to manufacture and create the needed springs. We hope to have the vehicle back at our station and back into full service in about (10) days.
- Medic 86 (2015 Freightliner) will be going in for service next week for rear tire leaks caused by oxidation inside the rear wheels.
- Medic 86r (2007 International) will be going in for the replacement of the three (3) main vehicle batteries today.

9. Tuesday morning, I attended a virtual meeting of the DuPage County Fire Chiefs. The main topic at this meeting was how to comply with the Governors Order about Vaccinations for EMS Personnel. There was also discussion regarding the ETSB replacement radios mentioned earlier in this report.

10. On Saturday, September 11th at 7:30 AM, the Fire Department and Police Department hosted a Patriot Day ceremony for all 9/11 victims at the Fire Station. This ceremony was attended by the Village President, eighteen (18) firefighters, two (2) police officers and about forty (40) village residents. This was the 20<sup>th</sup> anniversary of the 9-11 attack.

11. Incidents of Interest:

- Sunday, September 5<sup>th</sup> at 7:47 AM. Medic 86 and Squad 86 responded for a vehicle accident with injuries on 55<sup>th</sup> St. at Rt. 83.
- Thursday, September 9<sup>th</sup> at 5:20 AM, Medic 86 and Engine 86 responded to a home in the north side of Clarendon Hills for a pregnancy emergency. Paramedics and EMT's treated and transported the patient very quickly and within 1 minute of arrival at the Hospital the mother delivered twins. Congratulations for a job well done.

12. Mutual Aid Calls:

- None

13. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills two (2) 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.
- Clarendon Hills Medic 86 responded to assist the Hinsdale Fire Department two (2) times.
- Clarendon Hills Medic 86 responded to assist the Westmont Fire Department three (3) times.
- Hinsdale Medic 84 responded to assist the Clarendon Hills Fire Department one (1) time.
- Tri State Medic 122 responded to assist the Clarendon Hills Fire Department one (1) time.



- The fire department responded to twenty three (23) emergency calls in the past week.
- Thursday, September 16<sup>th</sup> at 8:40 PM. Engine 86 and Medic 86 responded to an outside gas leak near 12 Oxford Ave. An outside leak was found, NICOR notified and FF's stood by until the arrival of NICOR to shut gas off.

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

