



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

September 24, 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)

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

Thu Sep. 30

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

Sat Oct. 2

[Cancelled - Fire Department Open House!](#)

Mon Oct. 4

[Village Board Regular Meeting](#)

Thu Oct. 7

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

Fri Oct. 8

[Firefighters' Pension Board Meeting](#)

Thu Oct. 14

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

Mon Oct. 18

[Village Board Regular Meeting](#)

MEMORANDUM

To: Village President Austin and Village Board
From: Kevin Barr, Village Manager
Date: September 24, 2021
Subject: Weekly Report

- **Next Board Meeting** – The next meeting is on Monday, October 4th at 6:30 p.m. and again will offer a virtual option.
- **COVID Update** – No general update. We did have a report that a member of the audience that attended our September 20th Board Meeting subsequently tested positive for the virus. We attempted to notify attendees of the meeting.
- **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.
- **Part-time Police Assistant**— The two recently open positions have both been filled. The two positions were for a police assistant, and the Community Service Officer.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: September 24, 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, 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

- 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: Jonathan Mendel, Community Development Director
DATE: September 24, 2021
RE: Community Development Department Report

1. **Permit submittal for 14 S. Prospect Ave. – The English Garden expansion**

Permit plans have been submitted for the interior and minor exterior remodel of the former Ebenezer's at 14 S. Prospect Ave. This is one of the first existing building modernizations that will benefit from the Downtown TIF and become a positive feedback example to encourage other existing buildings' property owners throughout the Downtown to consider analogous improvements to their properties.

2. **Permits issued**

Four residential permits were issued (minor projects) totaling \$27,825 of project value

Seven permit applications have been received (6 minor residential projects and 1 commercial) totaling \$344,900 of project value (\$200,000 for the commercial project alone – The English Garden expansion described above).

3. **Questions regarding unincorporated areas south of 55th Street**

Fielding, researching and learning our history with and current policy on annexation within these areas in the generalized community.

4. **Met with Mycroft Developer**

Discussed my arrival, role, responsibilities and philosophy for community development. We also discussed the Mycroft development's progress on Burlington and the continued bright future for Downtown Clarendon Hills.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: September 24, 2021
Subject: Weekly Report

1. Area pavement patches were completed on Saturday.
2. Work on the new Burlington Plaza and adjacent alley continued this week. There was a small delay while they awaited testing and approvals in order to dispose of the excess dirt. The contractor hauled much of the excess dirt from the site on Thursday and Friday. They also prepped for storm sewer work. Next week they will complete the remaining storm sewer work, add stone base to the alley portion and begin pouring concrete.
3. The installation of steel framing was again delayed this week as the Burlington Northern RR did not have flaggers available to oversee the installation. Installation is scheduled for Monday. 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. New garage door installation at the Public Works Garage was completed this week. The contractor also completed installation of the siding making the building water-tight once again. These improvements will extend the functionality of the building for decades to come.
5. A water main break was repaired on Blodgett south of Norfolk on Wednesday night. Some follow up work was completed in cooperation with Flagg Creek Water Reclamation District on Friday morning.
6. Typical work such as mowing, parkway inspections, water appointments, farmers market setup, monthly water samples and locates occurred this week.

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT



DATE: September 24, 2021
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report



Recent Training and Meetings

- This month's Police Law training pertains to recent U.S. Supreme Ct. decisions.
- This month's Court Smart training relates to search and seizure.
- Officers participated in firearms restraining order training.
- Officers completed "informed response to sexual abuse" online training.
- Sgt. Finrock gave a department tour to "Rise" students from Walker School.

Recent events:

On September 17, 7:25am, officers assisted a resident retrieve personal belongings after a domestic incident.

On September 17, 8:03am, officers responded to an apartment at 285 N. Richmond for a domestic dispute.

On September 17, 6:51pm, officers assisted a resident locate their runaway daughter.

On September 17, 7:18pm, officers responded to the Clarendon Arms Apartments for a hit and run crash. The victim's car was struck by an unknown offender while parked in the parking lot.

On September 18, 3:51am, officers came across two females engaged in a domestic dispute while in the front lawn of 285 N. Richmond. After further investigation, officers determined that a domestic battery occurred. Eventually, one of the subjects was charged and taken to DuPage County Jail.

On September 20, 10:39pm, officers were called to a residence regarding an alleged sexual assault. Pending.

On September 23, 5:00am, officers responded to the railroad platform to assist a man having a panic attack.

On September 23, 11:00pm, officers responded to a residence on Burlington for a harassment complaint. Pending.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: September 24, 2021
Subject: Weekly Department Report 2021-26

1. Fire Prevention Bureau Activity.
 - Lt. Godek conducted several life safety inspections this week.
2. Training Report:
 - Wednesday evening, twenty-one (21) firefighters attended fire suppression training. This training was a joint training session with the Hinsdale Fire Department at the old Hinsdale Humane Society building in Hinsdale. This training involved Rapid Intervention Training (RIT) in which several mock rescues were made in the smoked building to rescue firefighters down and unable to escape the building.
 - Thursday morning this same training was done with our four (4) on duty personnel.
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 15th to adhere to the Phase 5 regulations and CDC guidelines. On August 6th 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 3rd 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:
 - On Tuesday morning I attended the virtual meeting of the Loyola EMS Coordinators. Several new procedures were discussed along with some new medications the paramedics will be using starting in October.
5. Clarendon Hills/Hinsdale FD sharing of services report:
 - Two (2) joint training sessions were conducted.

6. Emergency Management Report:
 - No report
7. Du-Comm Report:
 - No report.
8. Vehicle Maintenance:
 - Ladder 86 corrosion repairs have been completed. Reassembly of the undercarriage suspension system is being done the remainder of this week. Next week it should be completed and then road tested by the mechanics. After that UL will be called back to inspect the corrosion repairs and hopefully re-certify the aerial ladder. We are hoping to have the vehicle back by the end of next week.
 - Medic 86 (2015 Freightliner) was taken out of service on Tuesday morning to repair wheel air leaks on the rear of the vehicle. Medic 86r (2007 International) was placed in service. The Medic 86 was placed back into service Thursday afternoon after 2-1/2 days out of service. During that time Medic 86r responded to six (6) EMS calls.
9. On Wednesday, I attended a meeting at the MABAS Illinois Readiness center in Wheeling to review mutual procedures, view some of their large mutual aid equipment used for large incidents and disasters. Also, there was a discussion about the recent MABAS deployments to Louisiana.
10. The replacement ambulance and Stryker Patient equipment will be ordered next week that was approved by the Village Board on Monday.
11. Incidents of Interest:
 - No significant calls of interest occurred in the village in the last week.
12. Mutual Aid Calls:
 - Friday, September 18th at 1:07 AM. Squad 86 with four (4) firefighters responded to assist the Tri State Fire Protection District with a structure at 101 Kruml Ct. in Burr Ridge.
 - Friday, September 18th at 8:13 PM. Squad 86 with four (4) firefighters responded to assist the Downers Grove Fire Department with a structure fire at 6510 Woodward in Downers Grove.
 - Saturday, September 19th at 12:40 AM. Squad 86 with four (4) firefighters responded to assist the Western Springs Fire Department with a structure fire at 4842 Wolf Rd. in Western Springs.
13. Fire/Rescue/EMS calls:
 - The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills three (3) times.
 - 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 two (2) times.
 - Clarendon Hills Medic 86 responded to assist the Westmont Fire Department two (2) times.
 - Hinsdale Medic 84 responded to assist the Clarendon Hills Fire Department one (1) time.
 - The fire department responded to twenty-two (22) emergency calls in the past week.



- Tuesday, September 14th at 1:09 PM. The Clarendon Hills Fire Department was dispatched for a fire alarm at the Seton Montessori Pre-school at 5728 Virginia Ave. along with the Hinsdale and Westmont Fire Departments automatically. With Ladder 86 out of service, Du-Comm automatically dispatched Hinsdale Tower 84 which was not available. Du-Comm tried getting a ladder truck from Westmont, Tri State, Western Springs, and Oak Brook and were all unavailable with a Ladder truck to respond for various reasons. Finally, Downers Grove Tower 102 was dispatched to the scene with a 10-minute delay. This was the fourth time in the last month where Ladder trucks were not available from Hinsdale, Westmont or Tri State at the same time to respond to Clarendon Hills. The good news was that there was no problem at this building.

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

