



# VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

October 1, 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))

October 2021								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
26	27	28	29	30	1	2	<b>Sat Oct. 2</b>	
3	4	5	6	7	8	9	<a href="#">Cancelled - Fire Department Open House!</a>	
10	11	12	13	14	15	16	<b>Mon Oct. 4</b>	
17	18	19	20	21	22	23	<a href="#">Special Village Board Meeting</a>	
24	25	26	27	28	29	30	<b>Mon Oct. 4</b>	
31	1	2	3	4	5	6	<a href="#">Village Board Regular Meeting - cancelled</a>	
							<b>Thu Oct. 7</b>	
							<a href="#">Chamber of Commerce's Market Day</a>	
							<b>Fri Oct. 8</b>	
							<a href="#">Firefighters' Pension Board Meeting</a>	
							<b>Thu Oct. 14</b>	
							<a href="#">Chamber of Commerce's Market Day</a>	
							<b>Mon Oct. 18</b>	
							<a href="#">Electronic Waste Pickup</a>	

## MEMORANDUM

**To:** Village President Austin and Village Board  
**From:** Kevin Barr, Village Manager  
**Date:** October 1, 2021  
**Subject:** Weekly Report

- **Next Board Meeting** – The next meeting is on Monday, October 4<sup>th</sup> at 6:30 p.m. and again will offer a virtual option.
- **COVID Update** – No general update. It appears that trends in the State and locally are heading in the right direction.
- **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. The Village Board budget meeting is either scheduled for a Saturday or perhaps an early evening meeting.
- **Liquor License 4 Walker Avenue** – Theo Pete's Scratch Kitchen & Bar has submitted their liquor license to the Clerk. We will be bringing this to the Board at a future meeting once the background checks are completed. A Liquor Commission meeting may be scheduled.
- **Electronic Waste Collection** – LRS is offering curb collection of electronic waste on October 18<sup>th</sup>. Emails went out to residents this week and LRS sent mailers too. Residents need to sign up by October 14<sup>th</sup> to be on the schedule for a pickup. More information can be found at [www.clarendonhills.us](http://www.clarendonhills.us)
- **Employees Wellness** – Employees of the Village are once again being offered flu shots October 6<sup>th</sup> from 4 pm to 7 pm and a Wellness Screening event is being held November 17<sup>th</sup> 6:30 am – 10:30 am. Employees need to remember to sign up.
- **DMMC "Meet With the Legislators" Meeting** – I attended this meeting on Friday morning in Naperville. Several local legislators attended. Issues of interest to municipalities were discussed.
- **DMMC Business Meeting** – I attended the regular meeting on Wednesday evening in Lisle. The meeting included presentations regarding new initiative implemented by communities which might be of interest to the group.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** October 1, 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: Joe Ferrel, Operations Superintendent**  
**Date: 10/01/2021**  
**Subject: Weekly Report**

1. On Thursday, crews repaired a main break at 200 Holmes on the 8" water main.
2. Monthly water samples, monthly meter reads, water service inspections and multiple installation of radio transmitters were completed this week.
3. In house small tree removals and minor tree trimming was performed.
4. Water Operators went to continuing education training.
5. Landscaping has taken place and road edge repair has started now that the cooler weather has arrived.
6. Work has been moving forward on the PW facility. The repair on the garage floor is halfway complete and the exterior is nearly complete
7. New plantings in the downtown beds were planted this week so lots of watering there and landscaping areas along with trees that are very dry.

## MEMORANDUM

TO: Kevin Barr, Village Manager  
FROM: Jonathan Mendel, Community Development Director  
DATE: October 1, 2021  
RE: Community Development Department Report

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

Upon review of the submitted permit plans, a level 3 Downtown Design Review Commission review will be required due to the proposed exterior building and site changes and additions. The applicant has been informed of this procedural requirement, but, in the interest of expediency and efficiency, review of the proposed interior changes and rehabilitation will continue.

2. **Walker and Park redevelopment project**

Continue working through questions and coordination between the current private property owner and the interested developer.

3. **Follow up on construction impacts from project at 250 Middaugh Rd.**

The builder has finished the basement wall construction but has not sufficiently mitigated the impact to the adjacent properties. Contacted the builder to remind them of their responsibilities as part of the community.

4. **Continue getting to know Clarendon Hills**

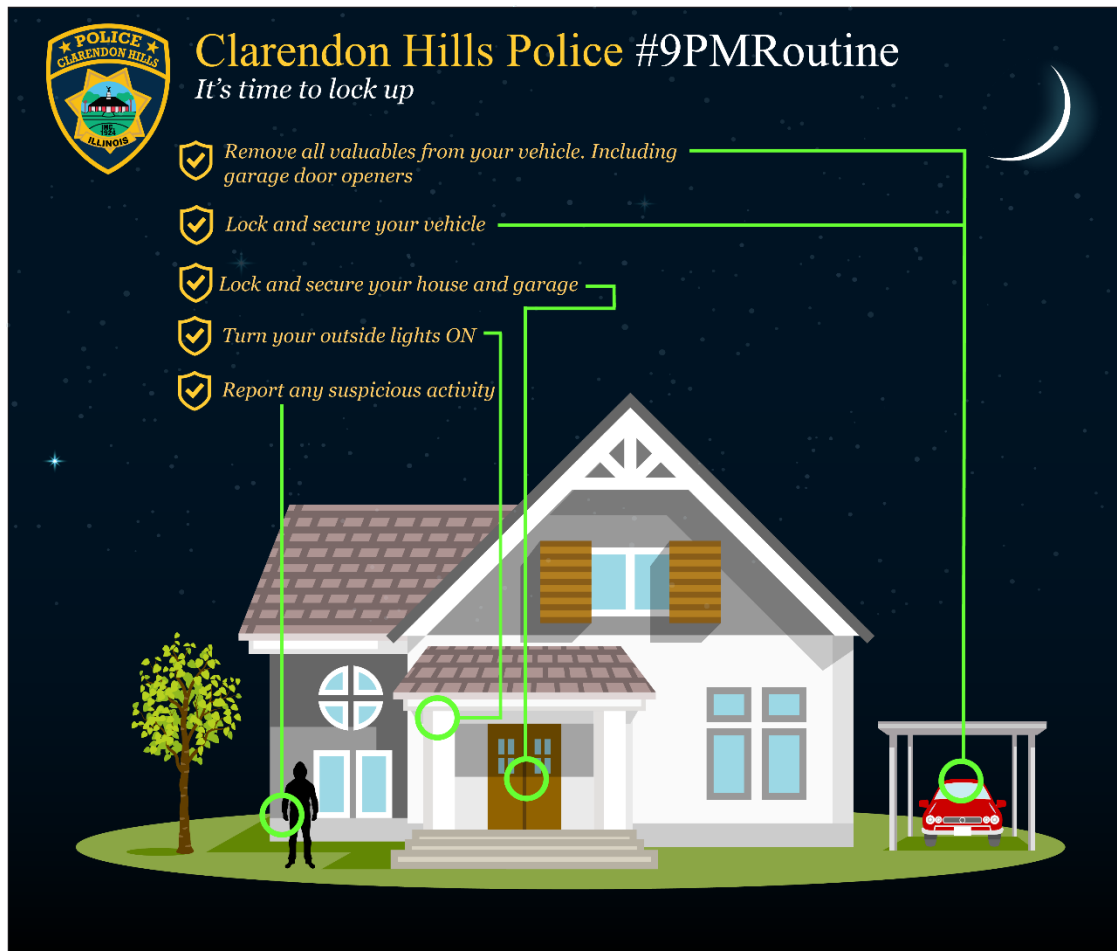
Addressing regular questions about stormwater management and drainage throughout the community.

# VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: October 1, 2021  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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## **Thank You**

The Department would like to thank the Angeletti family for dropping off the wonderful dinner this past week. The officers certainly enjoyed it.

## **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.
- Officer Calderon attended a use of force training class.

**Recent events:**

On September 24, 1:08pm, officers spoke with a resident on Norfolk about a middle-aged white male cutting branches off her tree, then leaving the branches on the ground. Apparently, this subject has been seen doing this at other locations in the Village. Pending.

On September 25, 5:25pm, officers responded to the Clarendon Arms Apartments for a mental health crisis. The subject in question was transported for evaluation.

On September 26, 2:45pm, officers responded to the Jewel Osco for a forgery complaint. Two subjects purchased \$1,400usc worth of gift cards using counterfeit twenty-dollar bills. The subjects then went to the Jewel in Westmont and attempted the same scam. Westmont Police were able to apprehend them. Charges pending.

On September 27, 7:20pm, officers responded to a residence in Willow Creek Ct. for a death investigation. The victim died by apparent suicide.

On September 30, 1:25am, officers attempted to stop three vehicles suspected to be involved in a rash of burglaries and thefts occurring in surrounding municipalities. The vehicles fled from officers.



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** October 1, 2021  
**Subject:** Weekly Department Report 2021-27

1. Fire Prevention Bureau Activity.
  - Lt. Godek conducted several life safety inspections this week.
  - Lt. Godek attended Code Enforcement training/certification 3 days this week.
2. Training Report:
  - No report this week.
  - Daily on duty sessions were conducted.
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:
  - No report.
6. Emergency Management Report:
  - No report
7. Du-Comm Report:
  - No report.

8. Vehicle Maintenance:

- Ladder 86 passed the Underwriters Lab (UL) ladder testing. The vehicle was brought back early this morning, completely cleaned, all equipment placed back on the vehicle, and was completely checked out and placed back in full service. corrosion repairs have been completed.
- Squad 86 was taken to Wirfs Industries in McHenry this morning for annual maintenance and servicing.

9. Incidents of Interest:

- Thursday, September 30<sup>th</sup> at 1:17 PM. Clarendon Hills Engine 86, Medic 86, Squad 86 and Westmont Engine 183 responded to the Police Department 448 Park Ave. for an inside natural gas leak.

10. Mutual Aid Calls:

- None

11. 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 four (4) 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 Westmont Fire Department two (2) times.
- Thursday, September 30<sup>th</sup> at 1:17 PM. The Clarendon Hills Fire Department was dispatched for a natural gas leak at the Police Department 448 Park Ave. With Ladder 86 out of service, Du-Comm automatically dispatched Hinsdale Tower 84 which was not available. Westmont Ladder 183 was also not available. This was the fifth time in the last six weeks where Ladder trucks were not available from Hinsdale or Westmont at the same time to respond to Clarendon Hills. The good news was that there was no problem at this building.

The fire department responded to twenty-one (21) emergency calls in the past week.

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

