



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

November 5, 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)

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	3	4

Mon Nov. 8

[Versiti Blood Drive](#)

Thu Nov. 11

[Veterans Day - Offices Closed](#)

Mon Nov. 15

[Village Board Regular Meeting](#)

Wed Nov. 17

[Chamber of Commerce Meeting](#)

Thu Nov. 18

[Zoning Board of Appeals and Planning
Commission Meeting](#)

Thu Nov. 25 - Fri Nov. 26

[Thanksgiving Holiday - Offices Closed](#)

Mon Dec. 6

[Village Board Regular Meeting](#)

MEMORANDUM

To: Village President Austin and Village Board
From: Kevin Barr, Village Manager
Date: November 5, 2021
Subject: Weekly Report

- **Veterans Day** – Village Offices will be closed Thursday, November 11th.
- **Next Board Meeting** – The next meeting is on Monday, November 16th at 6:30 p.m. and again will offer a virtual option. The Board approved an ordinance moving our official meeting time to 6:30, beginning on January 1, 2022. At that time our 6:30 meetings will no longer be “special” meetings.
- **COVID Update**– New OSHA rules were released this week, laying out rules for mandatory vaccine/testing requirements. Early reviews suggest this would not apply to our organization. The next Health Department update is scheduled for next week.
- **DMMC Managers Committee** – I attended this meeting on Oakbrook on Thursday morning. A presentation was made by the Health Department regarding behavioral health services and interactions with police departments. Also discussed were a new State Act regarding police response to non-violent calls for help and the intergovernmental police support group (MERIT). I also raised the question of whether other communities are considering allowing long-term use of public property by restaurants. Several are and we agreed to share materials on how it is set up.
- **Downtown Restaurant Outdoor Seating** – Following on Board discussion, Community Development Director Mendel is planning to work with the Economic Development Commission and the Chamber on plans going forward. Final recommendations will be brought back to the Board.
- **METRA Budget Meeting** – Metra held one of their public meetings regarding their budget at the Village Hall on Thursday afternoon. It provided an opportunity for Metra staff and DuPage Metra Board Director Becton to get a visual update of our downtown improvements, for which Metra provided more than \$3 million in funding.
- **Halloween Events** – Halloween events all appeared to go well. In particular the Witches Ride was a hit, with a popular post ride event at the Open Door. Thanks to the Chamber of Commerce and the Village staff involved in the set-up for their roles.

- **Job Opening- Community Service Officer-** The Village is hiring for a Community Service Officer, please to apply go to: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/774323>

Enjoy the weekend and stay safe.



MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: November 5, 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: Brendan McLaughlin, Public Works Director
Date: November 5, 2021
Subject: Weekly Report

1. The benches at Burlington Plaza were poured this week. Additional dirt was added to the berm. The sidewalks along Prospect were removed and framed. The patio at the distillery has been framed. Pouring should occur late today or else on Saturday.
2. The outbound station project saw work continue on the station building. The roof is now complete and plantings were installed on the roof. The sidewalks are scheduled for completion next week.
3. In house crews trimmed a number of smaller trees.
4. Planting beds were cleaned out for winter.
5. Christmas lights were checked for installation. New ribbons were installed on the wreaths. Installation will occur Thanksgiving week.
6. Maintenance and repairs were conducted on a number of trucks and equipment.
7. OSHA training was conducted on Hazard Assessment, Personal Protective Equipment, and respirator use.
8. Water was turned off at three residences for non-payment. Once the bills were paid, the water was turned back on.
9. Typical work such as mowing, parkway inspections, water appointments, and locates also occurred this week.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Jonathan Mendel, Community Development Director
DATE: November 5, 2021
RE: Community Development Department Report

1. **Building Permits.**

For October 2021, the Village issued fourteen (14) permits in a variety of categories totaling \$16,055 in permit revenue, representing \$208,828 of projects' value.

2. **14 S. Prospect Ave (former Ebenezer Gifts) ownership change**

On October 22, 2021, one of the business owners of English Garden is the new owner of 14 S. Prospect Ave. The permit review is ongoing for the interior remodel of 14 S. Prospect to accommodate the move of English Garden into this building.

3. **Planning an Economic Development Commission meeting**

A year end and forward-looking Economic Development Commission meeting is being planned for December 2021. At this meeting we may discuss current project status throughout the community, generally and the downtown, specifically, including the beginning and near future for the Downtown TIF district.

Additionally, this meeting will be a time to discuss the next steps of possible public improvements within the downtown once the station area projects are completed in 2022.

4. **Continued economic development inquiries**

Continue to field questions and inquiries about available commercial space throughout Clarendon Hills. It appears the quality of our community continues to be well known throughout the micro-region.

VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: November 5, 2021

To: Village Manager Kevin Barr

From: Chief P. Dalen

Subject: Weekly Activity Report



Recent Training and Meetings

- Officer Michalek, Officer Dziekan and I attended the annual MERIT meeting.
- Sgt. Robak attended an evidence management training class.
- This month's Police Law training pertains to domestic violence.
- I attended an Illinois Police Training Board class pertaining to human trafficking.

Recent events:

October 29, 8:38am, officers responded to the station and spoke with a resident from Oxford regarding a domestic battery. Later that morning, officers arrested the offender and transported them to DuPage County Jail.

October 31, 9:47am, officers responded to a residence on N. Jackson for a domestic trouble. Officers are working with the family.

November 1, 12:48am, officers responded to an apartment at 284 Woodstock for a loud noise complaint, which turned out to be a verbal domestic. Officers quelled the situation.

November 1, 10:06am, a resident on Middaugh reported that unknown subjects stole several blow-up Halloween lawn ornaments.

November 1, 1:43pm, officers responded to a residence on McDaniels Circle for an unresponsive person. Officers and the coroner conducted a death investigation. It was determined that the resident died from natural causes.

November 1, 2:00pm, detectives were following up a fraud case at a residence in Chicago. While there, detectives discovered a stolen motorcycle on the property. Chicago PD was called to the scene.

November 1, 5:25pm, officers spoke with a complainant regarding a hit and run crash. The victim's car was struck on Rte. 83 by a black SUV, which fled a high rate of speed.

November 4, 2:00pm, officers served a retail theft offender with an arrest warrant. The subject in question, stole items from our Jewel. They were picked up at Statesville Prison and taken to DuPage County Jail.