



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

March 13, 2020

A. 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**

B. Calendar

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: March 13, 2020
Subject: Weekly Report

- **Small Cell Wireless Update** – Discussions have continued regarding this issue, including an internal meeting with a small group of concerned residents on Tuesday evening. Several items are included on the agenda for Monday's Board Meeting for discussion. We are very concerned, however, regarding an invitation that was sent out to at least 100 people urging them to attend our meeting to discuss this issue. Given the Coronavirus crisis, we are concerned about the potential public health issue. Given this, I am considering asking several department heads to NOT attend the meeting. I am hopeful that our residents will consider this existing public health emergency when determining whether to attend this meeting or not. As always, I am willing to discuss this issue with any interested party.

- **Coronavirus Update** – Members of Village staff continue to participate in meetings regarding this issue, including a conference call with the Governor's office this afternoon. As we all know at this point, this is a rapidly evolving situation. In regard to our services, departments have been authorized to reduce unnecessary physical contact to the extent possible without the loss of essential services. For instance:

Finance Department Services: Residents/customers are being reminded/urged to use electronic means to pay bills and/or use the drop slot in the Village Hall lobby or the Clarendon Hills Bank drive through. This is intended to reduce contact with the public at the front counter. More information is included in the Finance report.

Police Department Operations: Chief Dalen is working to limit direct contact between the public and police officers when it is not required. Fundamentally, if a discussion/report can be taken over the phone it is preferred to on-site visits or meetings in small Department meeting rooms. Du-Comm is working on protocols to assist with this effort.

Public Works Department Operations: Effective immediately we are limiting site visits that are not of an emergency nature. More information is available in the Public Works report.

Fire Department: Based on advice from regional groups, and to take all measures to keep our first responders safe, access to the Department is strictly limited. Anyone showing up is advised to call 9-1-1 via an available phone to communicate with someone within the Department.

General Operations: We continue to make preparation to make off-site work possible where it can be done. We will update if this becomes necessary.

Park District: The District has announced that programming has been cancelled through March 29th. See the attached notice.

Village Events: We plan to update the Village Board on Monday night regarding our current thinking on summer events. This is the time of year when we begin signing contracts.

Finally, a page has been set up on our website to provide information and updates for public consumption. This includes links to agencies such as the Health Department that have the most up-to-date information.

- **Metra Survey**- Metra wants to know from their customer, what it's doing right and where there's room for improvement with an online survey. The Survey is available online at metrarail.com/survey2020 through April 10, 2020. See News Release attached.
- **ACS Cloud Server** –We were able to fix the hardware issue. Go live date is now March 23rd. This will allow us to move off of an IBM mainframe and allow remote access as necessary.
- **Office 365 Implementation:** We are continuing our implementation plan for Office 365. Tentative cutover is scheduled for April. These tools will also allow for additional resiliency for our office functions if necessary.

Enjoy the weekend!





Clarendon Hills Park District
315 Chicago, Ave
Clarendon Hills, IL 60514
(630) 323-2626
Fax: (630) 323-5362

March 12, 2020

To All Clarendon Hills Park District Participants and their Families,

The Clarendon Hills Park District is taking an abundance of caution to protect our community, participants and staff because of the growing concern over the spread of the Coronavirus (COVID-19).

The Park District has suspended all programming and cancelling its Community Center Rentals from Thursday March 12 through Sunday March 29. Currently, the Administrative Office at 315 Chicago Avenue will remain open Monday-Friday 9am-5pm. The Park District hopes to make up all canceled programs, if not, then the refund policy will apply.

We'll re-evaluate this decision by Saturday March 28, 2020 based on the most current information and guidance from public health organizations.

Thank you for your patience and understanding. If you have questions, please contact the Administrative Office at 630-323-2626.

Sincerely,

Staff and Commissioners
Clarendon Hills Park District



FOR IMMEDIATE RELEASE

Metra launches customer satisfaction survey

CHICAGO – (March 9, 2020) – As part of its commitment to providing safe, reliable and efficient train service, Metra is asking its customers to tell the agency what it's doing right and where there's room for improvement with an online customer satisfaction survey.

The customer satisfaction survey is being distributed through a variety of customer email sources and social media channels and is accessible on the agency's website, metrarail.com/survey2020. The survey asks customers to rate their satisfaction with Metra on various attributes such as on-time performance, service levels, safety, communications and cleanliness as well as employee knowledge and courtesy. The survey also asks customers for information about the lines they ride, stations they use, how they get to and from their station, what type of ticket they buy and how they buy it.

"We encourage all our customers to participate in this survey so that we can get the best picture of what features of our service are the most important to them and deliver the best possible rail service throughout the region," said Metra CEO/Executive Director Jim Derwinski.

Funded through the Regional Transportation Authority (RTA), the survey is part of a regional initiative to gauge customer satisfaction and allow the RTA and the region's transit operators (CTA, Metra and Pace) to track and compare customer responses over time.

The survey will be available online through April 10.

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About Metra

Metra is one of the largest and most complex commuter rail systems in North America, serving Cook, DuPage, Will, Lake, Kane and McHenry counties in northeastern Illinois. The agency provides service to and from downtown Chicago with 242 stations over 11 routes totaling nearly 500 route miles and approximately 1,200 miles of track. Metra operates nearly 700 trains and provides nearly 281,000 passenger trips each weekday.

Connect with Metra: [Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#) | metrarail.com

MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: March 13, 2020
Subject: Department Report

1. I would like to give a huge warm welcome to our newest Senior Accountant “Kari Krzemkowski” as she concludes her first week at the Village. Welcome to the Village Kari!
2. Staff would like to remind residents of the various ways to pay their water bill while practicing safe social distancing:
 - **Online Payments**
 - www.clarendonhills.us/388/Online-Bill-Pay
 1. Pay by Credit/Debit Card (*All major credit cards accept with no addition fees*)
 2. Sign up for Auto Debit (ACH – auto draft a checking or savings account)

- **Pay In Person/Drive Up Drop box**

- The Village Hall is open Mon-Fri 9am-noon and 1pm -5pm, in addition there is a 24/7 mail slot available next to the front door.
- Clarendon Hills Bank has a Drive-up Drop box in the outside drive-up lane.

- **Pay by Mail**

Use the remittance envelope that came along with the bill addressed to:

Village of Clarendon Hills
PO Box 5671
Carol Stream, IL 60197-5671



MEMORANDUM

To: Kevin Barr, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: March 13, 2020
Subject: Weekly Report

1. Public Works has suspended the scheduling of non-critical meter appointments and leak checks for residential homes and businesses. This is being done out of an abundance of caution so that employees would not carry germs from one home to the remainder of appointments that day. Estimated bills can be provided in the interim.
2. Work was focused at the Richmond Gardens. The decking was installed on the bridge. Grading was set for the dry riverbed. Layout was completed for the installation of a hand pump and we met with the brick contractor to go over remaining items to be completed.
3. The backhoe started tamping down wheel ruts at various locations south of the tracks. We will then move to adding dirt and seed at various locations as weather and schedule allows.
4. DPW staff continue to monitor and clean the temporary train station. Additional disinfection of the railings and door handles were added this week.
5. Chestnut Alley lights were checked for power and condition. Bulbs were replaced on three out of four lamps. The fourth pole needs a new ballast.
6. Crews started Spring cleanup along the Route 83 sound wall. They also spread wood chips left over from when we tested out chippers.
7. A water main valve box at the corner of Woodstock and Burlington was dug up and repaired. It had shifted from a plow blade catching it this Winter.
8. Maintenance of six police vehicles was completed this week. Work included oil changes, air filters and necessary lubrication.
9. An old fence was removed in Chestnut Alley along with some brush and scrub tree removal.



MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: March 13, 2020
RE: Department Report

1. **Downtown Revitalization Project/Train Station Improvements.** Last fall, the Village requested ComEd to redirect power from the lower and upper overhead power lines adjacent to the inbound platform. This work is necessary to make way for the construction of the retaining wall. Last week ComEd completed only half of our request; the remaining work is not expected to be completed until later-March or Mid-April. Although excavation along the platform has begun, this work will soon be placed on hold until ComEd completes its work.

On Wednesday morning, I met with the train station contractor and the Legat Architects regarding the texture, color, and treatment of the new concrete retaining wall and train station building. The contractor plans to produce a 4' x 8' mock-up example of the new wall next week. I plan to post pictures at www.clarendonhills.us/dtrupdate.

2. **210 Burlington Avenue – Hamel Dental.** Last Wednesday night, the Downtown Design Review Commission heard a request to approve a building addition and elevation renovation project at Hamel Dental, 210 Burlington Avenue. Dr. Hamel's proposal received a unanimous recommendation for approval. The Village Board will receive the DTDR's recommendation on 3/16/2020.



3. **Richmond Education Gardens and Apiary.** Last Tuesday morning Brendan McLaughlin, Joe Ferrel, and I met on-site with CR Schmidt Paving to discuss scheduling and completion of the paver work at the Gardens. Weather depending, the paver work, including installation of the [personalized bricks](#), should be completed in early April.

VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: March 13, 2020
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

Prevent theft. Lock your homes and cars. Do not leave valuables out in the open.

Leaving property unsecure invites criminals into town.

Training and Events:

- Due to the coronavirus outbreak, all officers have been issued the appropriate protective equipment. The CHFD has also trained the officers on its use.
- Officers completed on line training.
- I participated in several coronavirus teleconferences.

Significant traffic and criminal activity during the past week.

On March 8, 3:25pm, officers responded to Jewel for a disturbance. Officers discovered that there was a misunderstanding between management and a customer. Officers calmed the situation.

On March 8, 7:47pm, officers were dispatched to Jewel for a retail theft report. Management advised that a female, white, in her 40's, was loading up her purse with over-the-counter medications. The offender fled before officers arrived.

On March 9, 9:04am, officers stopped a Westmont resident for speeding on 55th. Once officers exited their vehicle, the driver fled. Officers eventually found the offender and took her into custody. She was charged with fleeing and eluding, speeding and driving on an expired driver's license.

On March 10, 8:47pm, officers responded to the 500 block of Willowcreek Ct. for a burglary report. The suspect is known to the victim. Pending.

On March 10, 10:03pm, officers responded to an apartment in Clarendon Arms for a missing persons report. Officers eventually located the individual.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: March 13, 2020
Subject: Weekly Department Report 2020-04

1. Fire Prevention Bureau Activity during the past week.
 - Inspections for 2020 have begun.
2. Training Report:
 - Wednesday evening twenty one (21) firefighter/EMT's and Paramedics attended monthly continuing education conducted by the Loyola EMS System. Pediatric emergencies along with COVID 19 care and precautions were discussed.
3. Emergency Medical Services Report:
 - Over the past 6-7 weeks we have been getting many messages from the IDPH and Loyola regarding the Coronavirus. Paramedics and EMT's have special precautions to take to determine if someone might have this and also how to protect themselves and others. Du-Comm also has procedures in place regarding this. Special questions are asked when taking 911 calls. Also if a Coronavirus is suspected, Du-Comm has a system in place to warn first responders.
 - On Wednesday MABAS Division 10 Chief's held another meeting to discuss the Coronavirus plans and have implemented an Incident Action Plan (IAP) for this type event.
 - We continue to work with the DuPage County Office of Emergency Management, DuPage County Health Department, Loyola EMS System and area fire departments to share information.
 - Lt. Godek and I have participated in several conference calls and Webinars during the past week to learn about the progression of the spread of COVID 19.
 - Lt. Dave Godek has been very busy this week acquiring additional protective clothing and supplies for infection control. All of this information has been passed on to all department EMT-B's and Paramedics. Additional equipment has been placed on all responding vehicles. Additional decontamination procedures are also now in place.
 - Lt. Dave Godek continues to search for sources of certain EMS Protective and cleaning equipment. This is very difficult because of the shortages.
 - Access to the fire station is now limited to only persons who need to be in there in order to conduct business.
4. Clarendon Hills/Hinsdale FD sharing of services report:
 - No report.
5. Emergency Management Report:
 - No report.

6. Du-Comm Report:

- Du-Comm is also prepared for the current events regarding Coronavirus. They are asking additional information when taking 9-1-1 calls. Also additional information as appropriate will be sent to Firefighter, Paramedics and Police Officers responding to medical calls. Du-Comm is no longer accepting tours or sit-a-longs in the dispatch center. Access to the Communications center has been very limited to only persons who need to be in there. The Executive Director advises that he has been informed that the Governor may be issuing an Executive Emergency Order that will modify the Open Meetings Act.
- On Tuesday I presided over the monthly meeting of all Du-Comm Fire and Police Chiefs at Du-Comm. All of the above information was discussed along with normal business.

7. Vehicle maintenance:

- No report.

8. Incidents of Interest:

- No significant calls of interest.

9. Mutual Aid Calls:

- None

10. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills two (2) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale two (2) times.
- The fire department responded to fifteen (15) emergency calls in the past 7 days.

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



March 2020

Su	M	Tu	W	Th	F	Sa
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

Village Calendar**Village Board Regular Meeting****March 16, 2020, All Day @ Board Room**[More Details](#)**Chamber of Commerce Meeting****March 18, 2020, 9:00 AM @ Board Room**[More Details](#)**Zoning Board of Appeals and Planning Commission (ZBA/PC) Meeting Canceled****March 19, 2020, 7:30 PM @ Board Room**[More Details](#)**Special Events Committee Meeting****March 24, 2020, 7:00 PM @ Board Room**[More Details](#)

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