



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

March 27, 2020

### 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

### VILLAGE CALENDAR

#### March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

#### Mon Apr. 6

[Village Board Regular Meeting](#)

#### Fri Apr. 10

[Firefighters' Pension Meeting](#)

#### Tue Apr. 14

[Clarendon Blackhawk Mosquito](#)

[Abatement Dist. Meeting - Cancelled](#)

#### Wed Apr. 15

[Chamber of Commerce Meeting](#)

#### Thu Apr. 16

[Zoning Board of Appeals and Planning  
Commission \(ZBA/PC\) Meeting](#)

#### Mon Apr. 20

[Village Board Regular Meeting](#)

#### Mon May 4

[Village Board Regular Meeting](#)

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** March 27, 2020  
**Subject:** Weekly Report

- **Staff Response to Coronavirus Pandemic:** -- Staff continues to respond to the Pandemic to the best of our ability. So far things have worked as well as could be expected. Though we are not open for public access, there is generally someone in the Village Hall to respond to potential problems. Employees continue to perform primary functions as much as possible from home.
- **Small Cell Wireless Update** – As of this writing we still anticipate having an ordinance to consider at an upcoming meeting, most likely on April 6<sup>th</sup>.
- **Coronavirus Update** – Members of Village staff continue to participate in numerous virtual meetings regarding this issue, I participated in about ten (10) starting on Sunday evening. This continues to be a rapidly evolving situation. A couple of more recent issues:

**Modification to Republic Waste Hauling Services:** Notification has been distributed about adjustments in services due to the Pandemic. Republic cites increased volume of materials and safety concern for limiting the placement of “white goods” and suspending landscape waste services (which were scheduled to start in April). We are continuing to monitor this situation including talks with other DuPage communities.

**Working with Businesses and Chamber:** We continue to work with local businesses. Some restaurants have remained open for carry-out and delivery. We urge the public to support our local businesses!

**Park Facilities Closed:** The Park District determined to take further action to block the use of playgrounds and other facilities. This was considered necessary because groups were not practicing appropriate social distancing.

**April 6<sup>th</sup> Meeting:** Staff is working with the Board to determine a final format for the meeting on April 6<sup>th</sup>. As of now we anticipate an electronic meeting, most likely using the Zoom service. This will allow for limited public comment capability. We also anticipate soliciting public comments in advance that can be read into the record.

**Recycling Extravaganza:** The Recycling Event, originally advertised in the March/April Trustee Topics was to occur April 25<sup>th</sup>, but has been rescheduled for May 30<sup>th</sup>. The updated flyer is attached.

As a reminder, 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.

Try to enjoy the upcoming weekend and stay safe!

# CLARENDON HILLS RECYCLING EXTRAVAGANZA



**SATURDAY, MAY 30, 2020, 9-11:30 AM**  
**WALKER ELEMENTARY SCHOOL**  
**120 WALKER AVENUE**



**IT'S TIME FOR SPRING CLEANING! PLEASE BRING ITEMS FOR RECYCLING/REUSING  
TO THE WALKER SCHOOL PARKING LOT ON SATURDAY, MAY 30TH FROM 9-11:30AM.**

## **ITEMS ACCEPTED:**

AEROSOL CANS  
ARTS AND CRAFTS SUPPLIES (I.E. YARN)\*  
BATTERIES (AUTOMOTIVE, MARINE, SUMP PUMP, AND NON-ALKALINE)  
BOOKS  
BREAD TAGS  
BRITA WATER FILTERS AND ACCESSORIES  
CDs AND DVDs (NO CASES PLEASE)  
COMPUTERS AND PERIPHERALS (I.E. CABLES, KEYBOARDS, MICE, PRINTERS)\*\*  
CORDS (COMPUTER AND ELECTRICAL)  
CORKS  
EYEGLASSES AND SUNGLASSES  
FLUORESCENT BULBS AND CFLs (SEALED, UNBROKEN ONLY)  
HOLIDAY LIGHTS  
HOUSEHOLD CLEANERS, DRAIN OPENERS, AND POOL CHEMICALS (SEALED AND NON-LEAKING)  
HOME ENTERTAINMENT ITEMS (I.E. CAMERAS, STEREO EQUIPMENT, DVD PLAYERS, VCRs)  
INK JET CARTRIDGES  
KEYS (CAR, HOUSE, AND LUGGAGE)  
LP RECORDS  
MUSICAL INSTRUMENTS AND SHEET MUSIC  
OFFICE EQUIPMENT AND PRODUCTS (I.E. ANSWERING MACHINES, CELL PHONES)  
PAINTS AND STAINS (LATEX/WATER-BASED\*\* AND OIL-BASED)  
SCHOOL AND OFFICE SUPPLIES (I.E. CRAYONS, GLUE STICKS, MARKERS, OR PENS)\*  
THERMOSTATS  
SMALL HOME APPLIANCES (I.E. MICROWAVES, POWER TOOLS, RECHARGEABLE BATTERIES, WIRE)

***\*ALL SUPPLIES SHOULD BE IN NEW OR GENTLY USED CONDITION.***

***\*\*THERE ARE TAX DEDUCTIBLE FEES ASSOCIATED WITH RECYCLING LATEX PAINT THROUGH  
EARTHPAINT.ORG - \$2.50/QUART, \$5/GALLON, AND \$12/BUCKET.***

**ITEMS NOT ACCEPTED: ALKALINE BATTERIES, BUSINESS WASTE, COMPUTER MONITORS,  
HAZARDOUS WASTE, LIGHTBULBS, AND TVs.**

**IF YOU HAVE ANY QUESTIONS ON ITEMS ACCEPTED, PLEASE CONTACT: 415-314-8024.**



Inspiring Change & Improving Communities for 30 Years

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** March 27, 2020  
**Subject:** Department Report

1. As Finance Staff continues to work remotely, daily processes continue as normal. On Thursday, as normally scheduled, delinquent notices were ran for the recent water billing cycle. The recent cycle consisted of Water Bills that were due on March 25<sup>th</sup> for the usage months of January and February. Penalties were calculated at a total of \$6,654.04. At this point in time, per the Board of Trustees approval, penalties will not be applied however notices of outstanding amounts owed will be sent out to residents. Note the calculation of penalties of \$6,654.04 is higher than the average amount during a normal billing cycle which is why we want to be supportive to the residents during this National Crisis.
2. On Monday March 23, the Finance software (ACS) cloud migration has been completed. This project has been ongoing for well over a year to migrate from an outdated server that required staff to change “tapes” each night to ensure we had a backup to now a cloud-based server that is much more secure. The timing of this full implementation could not have worked out better.
3. During a recent information sharing session with other surrounding Villages it had become clear to me that our Village stands out with just a few others that were able to successfully transition staff to a work from home situation without major disruption to the day-to-day activities and services. I want to extend a huge “Thanks You” to my staff for working so hard to make sure that we maintain a high level of service during this crisis. This effort though could not have been achieved without the support from all the staff at Village Hall and the Department Heads that have had to adjust during this time as well.
4. I continue 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](http://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 24/7 mail slot available next to the front door.
- Clarendon Hills Bank has Drive-up Drop box 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



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** March 27, 2020  
**Subject:** Weekly Report

1. In an effort to “stop the spread,” Public Works continues to follow a minimum staffing plan and when crews are in they are maintaining social distancing from each other.
2. As we do as a normal course of business, we continue to monitor both water towers and check on the water supply intake locations daily. Additional water samples were taken this week and a number of JULIE locates performed.
3. Crews disinfected the door handles and railings at the train station each day.
4. We finished the assembly of gabion baskets for the Richmond Garden project and placed them onsite. Next week we will be filling them with stone to create seating areas and the side walls next to the entrance bridge. The brick pavers were not installed as the snow on Monday and the forecasted rain resulting in the contractor postponing that work.
5. On Monday the pump was picked up from Chestnut Alley as the overnight lows were of concern for the pump freezing. We plan to return the pump late today so that it is ready should a thunderstorm come through over the weekend.
6. A right of way permit was issued to Comcast cable for the installation of new fiber to support the increased load they are experiencing. The line is located on Ogden from Oxford to Stonegate.
7. We resolved an issue related to our SCADA system which remotely monitors components of our water system.
8. Crews were called out for snow removal at the train station, Village Hall and Library on Monday morning.
9. Training was conducted on Distracted Driving.

**MEMORANDUM**

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: March 27, 2020  
RE: Department Report

1. **Building Permits.** Our new digital plan review, permit issuance and inspection processes are working surprisingly well. So far in March, the Village has issued seven (7) new permits having a total reported construction value of \$144,090. Currently we have 38 active permit applications under review, or awaiting issuance.
2. **Downtown Revitalization Project/Train Station Improvements.** Once ComEd has finished their work on March 30<sup>th</sup>, excavation along the inbound platform can be completed to make way for the installation of an earth retention system and structural retaining wall. Installation of the earth retention system and continued excavation of earthwork along the inbound platform is scheduled to start as early as March 31<sup>st</sup>.

Two mockup retaining walls have been formed and poured. Both are being observed for style, color and texture. Pictures of the mockup walls are posted at [www.clarendonhills.us/dtrupdate](http://www.clarendonhills.us/dtrupdate).

3. **Chamber of Commerce.** On Wednesday 3/25/2020, the Chamber of Commerce held its first virtual video conference workshop. Residents Karen Koehn Deane, Shelly McMillin, and Paul Ridsdale, and Fitness Werks Neil Hansen provided information, strategies and inspirational words in consideration of businesses dealing with these uncertain times. During the workshop I introduced the business community to the Village's new Small Business Resource webpage. This page, posted at [www.clarendonhills.us/sbr](http://www.clarendonhills.us/sbr), provides an current list of online resources for small businesses. A recording of the workshop is posted at [www.clarendonhillschamber.com](http://www.clarendonhillschamber.com). The Chamber plans to host workshops each Wednesday morning at 9am. For more information visit [www.clarendonhillschamber.com/workshops](http://www.clarendonhillschamber.com/workshops).

It is essential to keep our business community in our thoughts, and more importantly in our lives through ongoing purchases of the goods and services. Pick up or have dinner delivered from a local restaurant. Purchase gift certificates. Join a virtual workout from one of our fitness establishments. Send a friendly note reminding them you are thinking of them. Stay in contact.

## VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: March 27, 2020  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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### ***Governor's Pritzker's COVID-19 Executive Order:***

- *Those who are using shared space must maintain a 6ft distance.*
- *You can only leave your house for essential jobs, business, activities for health and safety or to get necessary supplies and services.*
- *A gathering of more than ten people is prohibited.*
- *Public parks can be used, but playground use is prohibited.*
- *The Elderly, and those with underlining health issues should take extra precautions.*

### **COVID-19:**

In order to protect our residents and officers from the spread of the COVID-19 virus, I have implemented changes on how we will respond to calls for service. Hopefully these changes will be temporary.

#### Emergency calls / High Priority calls for service:

- Please call 911 and state your emergency. During this call, dispatch will ask a few questions about your current health status and recent travel history. These questions are meant to protect us from potential COVID-19 exposure.
- An officer will respond for any violent crime, in progress battery or domestic situation, vehicle crash, burglary, etc.
- An on-duty supervisor will ensure an appropriate response is made.

#### Non-Emergency / Low Priority calls for service:

- Please call 911 if you need to speak with an officer. Dispatch will vet all 911 calls and determine what response is appropriate. An on-duty supervisor will confirm what response is needed.
- If your 911 call is a non-emergency, a paper crime, identity theft, fraud report, ordinance violation, etc., dispatch will gather all the pertinent information and a Clarendon Hills Police Officer will call you and take your report. Please do not come to the police station for these types of complaints.

#### Police Department Lobby:

- The police department lobby has been closed for regular business. Anyone coming to the station to report a non-emergency will be asked to return home and follow the protocol previously mentioned. Please pay any permit fees or ticket fines on-line through the Village web site.

**Significant Calls for Service:**

On March 21, 8:05am, officers responded to a business on Ogden for a suspicious circumstance call. The owner advised that video surveillance cameras captured footage of a subject trying to shimmy up a pipe that extends to the roof of the business. Pending.

On March 21, 11:28am, officers responded to an apartment at 285 N. Richmond for a domestic trouble call. Officers were able to work with the family.

On March 24, 10:24am, officers responded to the 400 block of Clarendon Ct. for a suspicious person call. Officers located a confused elderly subject trying to get into someone else's home. Family came on scene to assist officers.