



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

April 3, 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** - See weekly report

◀ April ▶ 2020 ▼

Su	M	Tu	W	Th	F	Sa
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

Village Calendar

**Village Board Regular Meeting**  
April 6, 2020, 7:00 PM @ Board Room  
[More Details](#)

**Firefighters' Pension Meeting**  
April 10, 2020, 9:30 AM @ Village Hall Main Building  
[More Details](#)

**Clarendon Blackhawk Mosquito Abatement Dist. Meeting - Cancelled**  
April 14, 2020, 7:00 PM @ Village Hall Main Building  
[More Details](#)

**Chamber of Commerce Meeting**  
April 15, 2020, 9:00 AM @ Board Room  
[More Details](#)

**Zoning Board of Appeals and Planning Commission (ZBA/PC) Meeting**  
April 16, 2020, 7:30 PM @ Board Room  
[More Details](#)

**Village Board Regular Meeting**  
April 20, 2020, All Day @ Board Room  
[More Details](#)

**Jump To:**

Village Calendar (6)

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** April 3, 2020  
**Subject:** Weekly Report

- **Staff Response to Coronavirus Pandemic:** -- Staff is continuing to respond to the Pandemic to the best of our ability. So far things have worked as well as could be expected. Given that the Governor has extended the official "stay at home" order through April 30, we are officially notifying staff that the current procedures will continue, subject to change. Employees will continue to perform primary functions as much as possible from home.
- **Small Cell Wireless Update** – The ordinance we previously discussed for updating Chapter 60 I on the agenda for consideration at the April 6<sup>th</sup> Board Meeting.
- **Coronavirus Update** – Members of Village staff continue to participate in numerous virtual meetings regarding this issue. Staff continues to work with businesses and residents to address various issues. We will provide an update for the Village Board at the meeting on Monday night. This meeting will be conducted electronically, allowing for public access and prior comment. Public comments can be submitted by 5 pm the day of the meeting at [www.clarendonhills.us/publiccomment](http://www.clarendonhills.us/publiccomment)
- **Executive Session** – Assuming we can work out the technical details, we expect to ask for an executive session on Monday night to discuss collective bargaining matters.

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!

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** April 3, 2020  
**Subject:** Department Report

I continue to remind residents of the various ways to pay their water bill while practicing safe social distancing.

*(Note: The Mail slot at Village Hall will be moved to a temporary Mailbox located along Prospect Avenue beginning the Week of April 6<sup>th</sup>, this is temporary during the Front Porch replacement project.)*

### • 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 temporarily closed due to the Covid19 social distancing recommendation from the Governor's office. There is a temporary Mailbox set up along Prospect Ave. This will be checked daily M-F for water bill payments.
- 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:** April 3, 2020  
**Subject:** Weekly Report

1. We received notice from the contractor for the Chestnut Alley project that they are ready to start a week earlier than planned. They had another job delayed due to permitting issues. Construction will start on Monday, April 6<sup>th</sup>. Completion is estimated for June 5<sup>th</sup>.
2. 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 distance from each other.
3. 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.
4. Crews disinfected the door handles and railings at the train station each day.
5. Monthly meter reading took place on the first.
6. Spring banners were installed throughout the Downtown.
7. The pump in Chestnut Alley was ran on Saturday morning. Crews also opened up a handful of culverts that were plugged with leaves from last Fall.
8. We filled the gabion baskets with stone this week at Richmond Gardens. Pavers were installed at the lower patio.
9. A temporary mailbox was installed at Village Hall as work on the front steps will be starting next week. This can also be used as a drop box for water bills and building permits.

**MEMORANDUM**

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: April 3, 2020  
RE: Department Report

1. **Building Permits.** Our new digital plan review, permit issuance, and inspection processes are working well. In March, the Village has issued ten (10) permits having a total reported construction value of \$614,590. The Monthly Permit Report for March will be posted at [www.clarendonhills.us/bp](http://www.clarendonhills.us/bp) before 5 pm today.
2. **Downtown Revitalization Project/Train Station Improvements.** On Tuesday, March 30, the Village learned that ComEd had not completed much of the work that the Village had requested last fall. As previously reported, ComEd's work is required to allow safe excavation, installation of an earth retention system, and construction of structural retaining wall along the inbound platform. On Tuesday afternoon, the Village demanded and participated in an impromptu conference call with ComEd. During that meeting, ComEd committed to completing their work by Wednesday, April 1, at 9 am. This work was ultimately completed by 10:45 am on April 1, thus finally allowing Village work to continue.

Pictures of the work so far are posted at [www.clarendonhills.us/dtrupdate](http://www.clarendonhills.us/dtrupdate).

As of today, vertical steel has been put in place to later support the earth retention system behind the concrete wall. During the next few weeks, each piece will be "hammered" deeper in place, and boards will be placed between them to hold back the earth to the south. This process will surely create unusual noise in the project area. Please be patient.

3. **Chamber of Commerce.** On April 1, the Chamber of Commerce held its second virtual video conference workshop. Residents Allan Alongi, Andy Strimaitis, and Monica Kendall were the lead participants, providing information and fielding questions about the Federal Stimulus Package and pivoting business approaches. A recording of the workshop is posted [\[here\]](#). The Chamber Workshops are scheduled each Wednesday at 9 am. For more information, visit [www.clarendonhillschamber.com/workshops](http://www.clarendonhillschamber.com/workshops). All are welcome.

A collection of Small Business Resources are posted on the Village website at [www.clarendonhills.us/sbr](http://www.clarendonhills.us/sbr).

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: April 3, 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:**

- **Extended until April 30<sup>th</sup>.**
- 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.

Police Patrol:

- Officers continue to patrol neighborhoods, check businesses and check vacant homes.

**Significant Calls for Service:**

On March 29, 12:52am, officers responded to an apartment at 284 Woodstock for a domestic trouble call. Officers were able to separate the parties for the night.

On March 31, 3:49pm, officers responded to the 500 block of Chase for a domestic trouble call. Officers were able to separate the parties for rest of the day.

On April 1, 9:03am, officers responded to an apartment in the 100 block of Ann for an unresponsive subject who wasn't breathing. Officers were able to revive the subject after administering two doses of Narcan.

On April 2, 10:22am, officers took a fraud report from a resident living in the 300 block of Harris. The resident advised that a check, which was sent to pay a utility bill, was altered from the original amount and cashed for over \$2000usc. Pending.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** April 3, 2020  
**Subject:** Weekly Department Report 2020-06

1. Fire Prevention Bureau Activity during the past week.
  - No Activity this week because of COVID-19
2. Training Report:
  - All face to face training has been cancelled because of COVID-19. All firefighters continue to use the Target Solutions on line training.
3. Emergency Medical Services Report:
  - Over the past 9-10 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.
  - The MABAS Division 10 Fire Chiefs continue to share information electronically and are keeping our Incident Action Plan up to date.
  - 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. So far Lt. Godek has been able to acquire additional N-95 masks, Tychem Suits for paramedics, Tyvek suits, additional surgical gowns, Exam gloves, CBRN Filters and Hazmat boots.
  - Access to the fire station is now limited to only persons who need to be in there in order to conduct business.
  - We have been in contact with the Birches to discuss their contingency plan and the precautions they have in place on site there.
  - Firefighters and Paramedics continually train using the specialized PPE provided.
  - This week we developed a very detailed response plan for firefighters and paramedics for COVID-19 suspected cases.
  - Lt. Godek has been working with Loyola and also the DuPage County Office of Emergency Management regarding the acquisition of additional PPE.
  - All on duty personnel are having their temperatures taken at the beginning of their shifts.



- We are preparing the fire department so that we can continue these procedures and practices for extended period of time, possibly 4-6 months.
  - I am in the process of developing a fire department succession plan in case the management of the fire department is comprised by this virus.
  - Below is a photo of an example of the PPE precautions a firefighter/paramedic will be taking when making with a COVID-19 patient.
  - During the past week Firefighters and Paramedics have responded to six (6) suspected COVID -19 cases with Medic 86.
  - At this time there are five (5) confirmed COVID-19 Clarendon Hills residents.
  - We know of about six (6) potential COVID 19 patients we handled that are currently being tested and waiting results.
4. Clarendon Hills/Hinsdale FD sharing of services report:
- No report.
5. Emergency Management Report:
- All Emergency Proclamations have been given to the DuPage County Office of Homeland Security and Emergency Management.
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.
  - All Du-Comm meetings have been cancelled for the immediate future.
7. Vehicle maintenance:
- Waterway Inc. our outside contractor performed annual fire hose pressure testing and ground ladder testing at the fire station this week. All Waterway personnel were not allowed in the fire station. Firefighters brought them all of the hose to be tested outside into the parking lot for the procedures.
8. Incidents of Interest:
- Firefighters and Paramedics have responded to six (6) incidents involving patients suspected of having the COVID-19 virus. Both patients have now been tested and results were negative.
  - Sunday, March 29<sup>th</sup> at 6:1 PM. Ladder 86 and Medic 86 along with Hinsdale Engine 84 responded to a natural gas leak inside the five (5) story condo building located at 434 McDaniels Circle. After a long investigation and ventilation of the building, the problem was located with a gas operated appliance inside a unit on the 3<sup>rd</sup> floor.
9. Mutual Aid Calls:
- None
  - Clarendon Hills Medic 86 responded to one (1) EMS Call in Hinsdale.
  - Hinsdale Medic 84 responded to one (1) EMS call in Clarendon Hills
10. Fire/Rescue/EMS calls:
- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills three (3) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale two (2) times.
  - The fire department responded to twenty one (21) emergency calls in the past 7 days.

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

