



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

April 10, 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						
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 Village Calendar (6)



Village Calendar

Firefighters' Pension Meeting - Cancelled
April 10, 2020, 9:30 AM @ Village Hall Main Building

[More Details](#)

Clarendon Hills Board of Fire and Police Commissioners Meeting
April 10, 2020, 4:00 PM

[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 Meeting - Canceled
April 16, 2020, 7:30 PM @ Board Room

[More Details](#)

Village Board Regular Meeting
April 20, 2020, All Day @ Board Room

[More Details](#)

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager *KSb*
Date: April 10, 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, staff has been notified 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 was approved by the Village Board at the April 6th Board Meeting. As of this writing no permits have been applied for. We were previously advised by Verizon that they plan to delay permit applications until after the current emergency period is over.
- **Coronavirus Update** – Members of Village staff continue to participate in numerous virtual meetings regarding this issue. I participated in meetings with DMMC Manager's (2/week), the DuPage County Health Department, the Governor's office and the County. Discussion items include generally employee relations, financial impact on municipalities, business support and future planning. Communities are all concerned about summer events, with a call to try and take a joint stand on this issue, particularly as it relates to the 4th of July. Staff continues to work with businesses and residents to address various issues.
- **County Discussion re Property Taxes** – The County has advised us that they are considering waiving late fees for property taxpayers suffering from hardship due to Coronavirus. If approved, this would in effect result on a three-month delay in payment for an unknown number of property owners. Staff will continue to monitor this and how it might affect the Village's finances. As you know, we are heavily dependent on property taxes for our operations.
- **Possible Closing of Temporary Train Shelter** – Please see the Community Development report for an update on this possible closure, in part due to the Pandemic. Please let us know if you have any concerns.
- **Yard Waste Pick-up** -- Yard waste pick-up resumes April 21st. This was communicated to residents through the normal means.

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 10, 2020
Subject: Department Report

Just a friendly reminder to 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, this is temporary during the Front Porch replacement project.)

- **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 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 10, 2020
Subject: Weekly Report

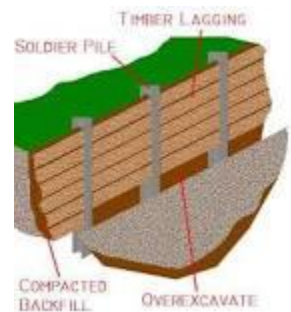
1. Spring was in the air this week! The John Deere mower was pulled out of storage and is being prepped for use. We planted two pots of pansies adjacent to the sign in Sloan Triangle and our dedicated volunteer gardener (aka Mary Brown) transplanted more Clematis to grow up the gazebo!
2. Pipe deliveries were made for Chestnut Alley. Concrete and asphalt patches were completed from where NICOR dug earlier this year. Layout is complete and verified by our engineer.
3. NICOR started the process to decommission their old gas main on Western south of 55th. Concrete restoration also occurred on Prospect and Eastern. They will be returning to complete landscape restoration.
4. A number of JULIE locates were completed along with right of way inspections to release securities held from prior construction work.
5. A preconstruction meeting was held by IDOT for the maintenance work on the Chicago Avenue Bridge over Route 83. That work will commence after school is officially over for the year. More details will be provided two weeks before the work begins.
6. Two new water taps were inspected for new homes starting construction.
7. At the request of the Fire Chief, barricades were placed at the entrances to the school parking lots to prevent groups from gathering.
8. Work continued at Richmond Educational Garden. The gabion baskets were completed, concrete was poured for the hand pump, and
9. Garbage was picked up on Ogden, 55th Street and near Blue Lake and other areas to remove materials prior to our first mowing.
10. In an effort to "stop the spread," Public Works continues to follow a staggered staffing plan to aid crews in social distancing from each other.

MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: April 10, 2020
RE: Department Report

1. **Building Permits.** So far in April the Village has issued six (6) permits, including one (1) new home, having a total reported construction value of \$1,076,865. The Monthly Permit Report for March is posted at www.clarendonhills.us/bp.

2. **Downtown Revitalization Project/Train Station Improvements.** Construction of the earth retention system along the inbound platform and the eastside of the commuter parking lot was started. Hammering the piles was faster than expected. Installing of the lagging, the boards installed between the piles is ongoing. On Wednesday, 4/8/20, a JBCC excavator struck an unmarked AT&T line while installing the lagging for the earth retention system. AT&T identified the issue that afternoon and came up with a design to make the repairs. AT&T's restoration was completed late Thursday.



VH Front Porch. This week, the Village Hall front porch and steps were removed and replaced. The concrete porch was cracked and causing water issues along the front foundation of the building. Next week reinforced posts clad in a decorative fiberglass column will be installed to support the overhead canopy. This work is being conducted now in preparation for the front lawn improvements starting later this month.

RR Crossing Improvements. We are close to having an agreement with ICC and BNSF regarding the relocation of the railroad bungalow and installation of new crossing gates at Prospect Avenue. Once approved and signed by all parties, we will be able to proceed with the permit process for the outbound shelter and related streetscape improvements. The timing of these improvements has yet to be determined.

Temporary Commuter Trailer. Now that warmer weather is upon us, and in light of the COVID-19 pandemic, we are contemplating the removal of the temporary warming shelter in place at the west end of the commuter parking lot. The new shelters along the platform should be in place this summer. I will report back once I have received confirmation from Metra that the removal of the trailer is acceptable, given the circumstances.

Pictures of the work so far are posted at www.clarendonhills.us/dtrupdate.

3. **30 S Prospect Ave.** This building, most recently home of Frida Kahlo Mexican Grill, was purchased by Pal Group Inc. It is my understanding that they plan to renovate the building for a new restaurant.
4. **Chamber of Commerce.** On April 8, the Chamber of Commerce held its third virtual video conference [workshop](#). A recording of the workshop is posted on the Chamber YouTube Channel [\[here\]](#). The Chamber's monthly meeting will be on Wednesday, April 15, at 9 am. For more information, visit www.clarendonhillschamber.com. All are welcome.

VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: April 10, 2020
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

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

- **Extended until April 30th.**
- 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.

Over the past week, officers have responded to numerous complaints involving people not maintaining social distance and congregating in groups. Please help stop the spread of COVID-19 by following the guidelines mentioned above.

Events this past week:

- The Department received a generous donation of surgical masks, KN95 masks, surgical gowns and cleaning supplies from Asian American Advocacy. Thank you.
- Officers continue to conduct business checks, vacation checks and neighborhood patrols.
- Officers continue on line training.
- On April 7, 9:00pm, officers responded to an apartment in Clarendon Arms for crisis intervention.
- On April 7, 9:31pm, officers responded to the 100 block of S. Prospect for a crisis intervention.
- On April 8, 0721hrs, officers responded to the 5700 block of Concord for a disturbance. Two area residents got into an argument over ones right to cut a dead branch from a bush that is on communal property. Officers calmed the residents down.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: April 10, 2020
Subject: Weekly Department Report 2020-07

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 10-11 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 are all meeting remotely.
 - 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.
 - 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 updated our 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.
 - The fire station is locked down and no visitors are allowed inside the fire station at any time.
 - 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 five (5) suspected COVID -19 cases with Medic 86.
 - At this time there are eighteen (18) 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.
 - This week we worked with School District 181 to close the parking lots at Walker, Prospect and CHMS to limit the congregation of teenagers with their cars meeting.
 - We are now working with owners of other large parking lots in Clarendon Hills to do the same.
 - This week we did three (3) "Drive By Birthday Parties" for children. Ladder 86 and Medic 86 arrived with their lights and sirens going and the kids were very excited.
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. DuComm 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 DuComm meetings have been cancelled for the immediate future.
 7. Vehicle maintenance:
 - No report.
 8. Incidents of Interest:
 - Firefighters and Paramedics have responded to five (5) incidents involving patients suspected of having the COVID-19 virus.
 9. Mutual Aid Calls:
 - None
 - Clarendon Hills Medic 86 responded to two (2) EMS Call in Hinsdale.
 - Hinsdale Medic 84 responded to one (1) EMS call in Clarendon Hills.
 - Clarendon Hills Medic 86 responded to one (1) EMS call in Westmont.
 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 seventeen (17) emergency calls in the past 7 days.

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

