



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

April 17, 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 - No weekly report**
5. **Police Department - See weekly report**
6. **Fire Department - See weekly report**

Calendar

| 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 |

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Village Calendar (2)



Village Calendar

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

[More Details](#)

Village Board Special Meeting
April 20, 2020, 6:30 PM @ Board Room

Due to the COVID-19 Pandemic, physical attendance at this public meeting is limited to no more than 10 individuals with Village officials, staff and consultants having priority over members of the public. Therefore we are requesting that Public comments and any responses that one would like read into the public meeting record be submitted by completing the Public Meeting Comment Form prior to 5 PM the day of the meeting. The form is located on our website at www.clarendonhills.us/PublicComment Residents may listen to the meeting by participating in a telephone conference call as follows: Join Zoom Meeting with App <https://zoom.us/j/93055717918?pwd=T3E0RWpYZ0J4RjR5VzFSM0ZRdzFhQT09> Join Meeting by Phone : 312-626-6799 Meeting ID: 227 017 866 Meeting Password: 005356 Meeting Restrictions per the Open Meetings Act, the CDC directive (no more than 10 person in attendance) and IL Governor Executive Order 2020-07 dated 3/16/20 and "Stay-At-Home" Executive Order 2020-10 dated 3/20/

[More Details](#)

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: April 17, 2020
Subject: Weekly Report

- **April 20th Board Meeting Time Change** – As a reminder, this meeting will again be conducted over Zoom. We felt this worked well on April 6th. We have also changed the start time to 6:30 p.m. This allows us to avoid having to re-do the various Executive Orders all over again. Please advise if you have any questions regarding this schedule or the meeting.
- **Staff Response to Coronavirus Pandemic:** -- Staff is continuing to respond to the Pandemic to the best of our ability. There is nothing new to report in this regard, as everything seems to be moving smoothly. We are monitoring potential easing of the “stay at home” order after April 30 and will adjust accordingly.
- **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 Congressmen Casten and Krishnamoorthi. We are also holding weekly virtual department head staff meetings and, this week, held a virtual meeting for all Village Hall staff. Besides maintaining operations and providing information these meetings help to keep us all together since we rarely see each other in person any more. Discussion items continue to include employee relations, financial impact on municipalities and community events. One recent area of discussion is farmer’s markets. Many communities are planning to go ahead with them or allow other groups to go ahead. I would like to discuss this issue with the Board on Monday night.
- **County Discussion re Property Taxes** – I reported last week that allowing delayed payment of property taxes was under discussion by the County. I listened in on their meeting on Tuesday morning. The County Board seemed to support (they were not prepared to vote) the concept of the delay. There is to be further discussion about terms, including the possibility of requiring a tax payer to sign off that they have a COVID-19 reason to do so. I would like to discuss this issue further with the Board on Monday night.
- **Yard Waste Pick-up** – As indicated last week, yard waste pick-up resumes April 21st. This was communicated to residents through the normal means.
- **Capital Project Discussion** – Finance Director Potempa, Public Works Director McLaughlin and Assistant to the Manager Creer and I met on Tuesday (virtually, of course) to discuss the status of budgeted capital items. If you recall we had immediately put a freeze on due to the COVID-19 crisis. As a result of this discussion we are recommending that certain items move forward. This topic is up for discussion with the Village Board on Monday night.

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.

Enjoy the upcoming weekend and stay safe!

MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: April 17, 2020
Subject: Department Report



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to
Village of Clarendon Hills
Illinois

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

December 31, 2018

Christopher P. Morill
Executive Director/CFO

1. The Finance Department is proud to announce that the Village of Clarendon Hills has once again received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada (GFOA) for its Comprehensive Annual Financial Report (CAFR) for reporting year 2018. According to the GFOA's press release, this award is the highest form of recognition in the area of governmental accounting and financial reporting and its attainment represents a significant accomplishment by the Village and the Finance Department. The CAFR was judged by an impartial panel to meet the high standards of the program. The standards include demonstrating a "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.
2. Another 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 has been 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 17, 2020
Subject: Weekly Report

1. At Chestnut Alley, A. Lamp installed the underdrain for the bioswale and began pavement removal. Next week they will be excavating for the geomat which establishes the base for the water storage and brick pavers. The force main from the pump station will also be installed next week.
2. Crews brushed snow off the Chicago Avenue Bridge over Route 83 on Wednesday morning. The bridge was also salted to prevent icing. We assisted IDOT by salting a portion of Route 83 where it goes over the Burlington Northern Railroad.
3. On Friday, crews came in early and did a light salting to prevent any slick spots from forming.
4. Crews completed backhoe safety training this week.
5. Crews disinfected the door handles and railings at the train station each day.
6. Soft shoulder signs were placed in a few chronic locations.
7. Some older bushes were removed at Village Hall.
8. A number of water inspections were completed.
9. 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. Water samples were taken this week and a number of JULIE locates performed.
10. 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.

VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: April 17, 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.

As of today, Clarendon Hills has 24 confirmed cases of Covid19. It is unknown if any of these victims have died. In order to stop the spread of this virus, everyone needs to follow the Governor's Executive Order. <https://www2.illinois.gov/Pages/Executive-Orders/ExecutiveOrder2020-10.aspx>.

I would like to thank local resident, Laura Chakeen, as well as Compass Insurance Group, for generously providing the Department with lunch this past week. The food was appreciated by all.

Sheryl Kern, from World Famous Chocolate, kindly dropped off a few boxes of chocolate bars for the Department. Thank you.

Residents, who are looking to support our local restaurants, please consider donating restaurant gift cards to DuPage Pads www.dupagepads.org.

Events this past week:

On April 15, 1:00pm, officers began investigating a sexual assault, involving juveniles, after being alerted by DCFS of the situation.

On April 16, 11:13am, officers responded to the 200 block of Middaugh for a domestic dispute.

On April 16, 9:01pm, officers spoke with a resident from the 100 block of Mohawk in reference to a harassment via snapchat complaint. Pending.

On April 16, 11:37pm, officers responded to the 5600 block of Forest Hills Dr. for an unconscious subject suffering from a heroin overdose. The subject regained consciousness after officers and CHFD administered Narcan. The subject was transported.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: April 17, 2020
Subject: Weekly Department Report 2020-08

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 11-12 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 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. Our PPE inventory is in good shape. We have requested additional surgical masks and gloves from the DuPage County Office of Homeland Security and Emergency Management.
 - We have been in contact with the Birches to discuss their contingency plan and the precautions they have in place on site there. Recently we transported an ill resident from that location with possible COVID-19 symptoms to an area hospital. We are waiting for test results on that patient.
 - 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.
 - 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.
 - A fire department succession plan is in place 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.
 - During the past week Firefighters and Paramedics have responded to six (6) suspected COVID -19 cases with Medic 86.
 - At this time there are twenty four (24) confirmed COVID-19 Clarendon Hills residents. Last week at this time there was eighteen (18).
 - This week we did five (5) "Drive By" Birthday Parties for children. Ladder 86 and Medic 86 arrived with their lights and sirens going and the kids were very excited. (Parents too!)
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:
 - Medic 86 (2014 Freightliner) is being taken out of service today because of an air leak, leaking shock absorbers and a minor fuel leak. Medic 86r (2007 International), our reserve/backup ambulance will be placed into service while Medic 86 is out for repairs.
 8. Incidents of Interest:
 - Firefighters and Paramedics have responded to six (6) incidents involving patients suspected of having the COVID-19 virus.
 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 Clarendon Hills Fire Department responded Automatic Aid to Westmont one (1) time.
 - 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.

