



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

April 24, 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**

### Calendar

May 2020						
Su	M	Tu	W	Th	F	Sa
26	27	28	29	30	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	5	6

 **Village Calendar**

Village Board Special Meeting  
May 4, 2020, 6:30 PM @ Board Room  
This meeting is a virtual meeting check agenda for sign in information.  
[More Details](#)

Village Board Regular Meeting - CANCELLED  
May 4, 2020, 7:00 PM @ Board Room  
[More Details](#)

Clarendon Blackhawk Mosquito Abatement Dist. Meeting - Cancelled  
May 12, 2020, 7:00 PM @ Village Hall Main Building  
[More Details](#)

**Jump To:**

 [Village Calendar \(8\)](#)

Village Board Regular Meeting  
May 18, 2020, All Day @ Board Room  
[More Details](#)

Chamber of Commerce Meeting  
May 20, 2020, 9:00 AM @ Board Room  
[More Details](#)

Zoning Board of Appeals and Planning Commission (ZBA/PC) Meeting  
May 21, 2020, 7:30 PM @ Board Room  
[More Details](#)

Village Offices Closed - Memorial Day  
May 25, 2020, All Day  
[More Details](#)

Cancelled - Clarendon Hills Recycling Extravaganza  
May 30, 2020, 9:00 AM - 11:30 AM @ Walker Elementary School  
See flyer for details. This event was rescheduled from April 25th due to Covid 19.  
[More Details](#)

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** April 24, 2020  
**Subject:** Weekly Report

- **Christopher B. Burke Engineering Donation** – Christopher B. Burke Engineering offered to donate meals to Village employees working during the Pandemic. Though we appreciate the offer, Village employees are not the most in need. Therefore, Burke agreed to buy gift cards at Country House and donated them to the PADS group to be used by people in need. The contribution is \$3,000! Thank you to Christopher B. Burke Engineering for supporting people in need and at the same time supporting a local business. Please remember to support local restaurants and other businesses that are open for takeout and/or delivery.
- **Staff Response to Coronavirus Pandemic:** - Staff is continuing to respond to the Pandemic to the best of our ability. Given the extension of the stay-at-home order announced by the Governor, we anticipate extending the existing facility closures and staff arrangements. Further reports on this later.
- **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 Chicago Mayor Lightfoot. We are also holding weekly virtual department head staff meetings.
- **Extension of Stay-at-Home Order** – As I am sure you have all heard, the Governor announced an extension of the order through the end of May, with new provisions to take effect on May 1. There were some minor modifications, including allowing golf play (affecting the Hinsdale Golf Club) and some delivery and pick-up at retail establishments. Of greater note the order now requires the wearing of face coverings in groups or inside retail establishments such as grocery stores. This is theoretically to be enforced by local police departments. It is our expectation that we would continue to recommend the use but are not anxious to take an active enforcement role.
- **Republic Services Update** – As indicated before, yard waste pick-up began again this week. Republic is now announcing that "bulk item" pick-up will resume on April 28<sup>th</sup>. Thank you to everyone for their patience.
- **Hinsdale Golf Club** – I am in contact with the General Manager of the HGC. They are planning to renew golf play, while following the required guidelines, on May 1. They are also still considering the possibility of holding their annual fireworks event on July 4. The HGC is aware that this may not be possible.

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 24, 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 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](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 24, 2020  
**Subject:** Weekly Report



Q: What's a Pirate's favorite holiday?  
A: AHRRR-bor Day

## HAPPY ARBOR DAY!!!

A tri-color beech tree was planted at the corner of Hiawatha and Algonquin to recognize Arbor Day 2020.

Visit [www.arborday.org](http://www.arborday.org) to learn more about ways to celebrate and the benefits of trees.

The Morton Arboretum was founded by the son of J. Sterling Morton the original founder of Arbor Day in 1872. You might say the love of trees runs in their family tree!

<https://www.mortonarb.org/visit-explore/about-arboretum/mission-and-history/arbor-day-history>

Q: Why was the cat afraid of the tree?  
A: Because of its bark!

1. At Chestnut Alley, A. Lamp excavated for the geomat which establishes the base for the water storage and brick pavers. The force main from the pump station out to Burlington was also installed. Next week they will be starting on construction of the pump station.
2. A preconstruction meeting was held for the road project that will realign the intersection of Golf and Burlington. That project is scheduled to start on Monday, May 4<sup>th</sup>.
3. Grass mowing started this week. Crews started filling ruts and revisiting some of the stumps removed late last year to add black dirt, seed and straw.
4. Westmont Public Works assisted with filling the planters at Richmond Gardens with black dirt. We are waiting for slightly warmer weather to start planting the beds.
5. Safety training was conducted on backhoe operations.
6. 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.

## MEMORANDUM

TO: Kevin Barr, Village Manager

FROM: Dan Ungerleider, Community Development Director

DATE: April 24, 2020

RE: Department Report

### 1. Downtown Revitalization Project

- a. **Train Station Improvements.** Construction of the earth retention system along the inbound platform and the eastside of the commuter parking lot is almost completed. Construction of the concrete wall foundations is scheduled to begin next week.
- b. **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.
- c. **Streetscape Improvements.** The streetscape improvement component of the Downtown Revitalization Project is scheduled to begin on May 4<sup>th</sup>, with completion anticipated by July 4<sup>th</sup>. Improvements include shortening crossing widths by incorporating bump-outs, new crosswalk striping, new drop off locations for the Metra Station, new lane configuration along Prospect Avenue, and a new intersection design at Golf Avenue and Burlington Avenue.



The purpose of these improvements is to enhance pedestrian safety, improve traffic mobility, and install aesthetic features and landscaping throughout the downtown area of the Village of Clarendon Hills. This portion is 80% grant funded. Please note, that while there will be a lot of construction activity around Village Hall, we do not anticipate any long-term road closures. Please visit [www.clarendonhills.us/dtrupdate](http://www.clarendonhills.us/dtrupdate).

- 2. **Chamber of Commerce.** On April 22, the Chamber of Commerce held its fourth virtual video conference [workshop](#). This week's workshop dealt with managing stress as a small business owner during these unprecedented times. Discussion was moderated by Neil Hansen of [Fitness Werks](#). A recording of the workshop will be posted on the Chamber's YouTube Channel [[here](#)].
- 3. **Building Permits.** So far in April the Village has issued eight (8) permits, including one (1) new home, having a total reported construction value of \$1,097,865.



VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT



DATE: April 24, 2020  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

---

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

- The Executive Order will be extended until the end of May. Starting May 1st, certain guidelines of the Order are expected to change. Until then, please follow the guidelines below.
- 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.

<https://www2.illinois.gov/Pages/Executive-Orders/ExecutiveOrder2020-10.aspx>

Residents, who are looking to support our local restaurants, please consider donating restaurant gift cards to DuPage Pads [www.dupagepads.org](http://www.dupagepads.org).

**Training:**

- Officers are completing training for proper handling of bats found in homes.
- Officers are completing sexual harassment and cultural competency training.

**Events this past week:**

On April 17, 7:00am, officers responded to the 500 block of Chase for a domestic battery complaint. The offender was taken into custody, charged with two counts of domestic battery, and transported to DuPage County Jail.

On April 18, 11:36am, officers responded to the business district for a non-essential business operating. Officers informed the owner of the Governor's Order and asked him to comply.

On April 18, 5:00pm, officers responded to 285 N. Richmond for a domestic battery report. The offender was taken into custody, charged, and transported to DuPage County Jail.

On April 19, 11:10am, officers responded to the 10 block of Woodstock for a death investigation. Pending.

On April 20, 11:52pm, officers responded to the 100 block of Oxford for a crisis intervention. The person in question was transported for evaluation.

On April 21, 12:00pm, officers spoke with a resident from the 100 block of Tuttle in reference to an identity theft. An unknown subject used the complainant's identity to file for unemployment benefits.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** April 24, 2020  
**Subject:** Weekly Department Report 2020-09

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 12-13 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 three (23) confirmed COVID-19 Clarendon Hills residents. Two (2) residents have died from the COVID-19 Virus.
- This week we did seven (7) "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.
- This week I attended a Du-Comm Executive Committee Virtual meeting.

7. Vehicle maintenance:

- Medic 86 (2014 Freightliner) was taken out of service Friday because of an air leak, leaking shock absorbers and a minor fuel leak. Annual preventive maintenance is also being conducted. Medic 86r (2007 International), our reserve/backup ambulance will be placed into service while Medic 86 is out for repairs. We hope to have the vehicle back to us and in service early next week.

8. Incidents of Interest:

- Firefighters and Paramedics have responded to four (4) 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 one (1) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale one (1) times.
- Saturday, April 18<sup>th</sup> at 9:21 PM. Ladder 86, Engine 86, Squad 86, Medic 86, Chief 86 and Hinsdale Engine 84 responded for a fire in a kitchen at 404 Park Ave. Firefighters were able to keep the fire contained to the oven and stove area.
- The fire department responded to fourteen (14) emergency calls in the past 7 days.

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

