



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

May 8, 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 (Can be found on front page of Village website www.clarendonhills.us)

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

Jump To:

[Village Calendar \(6\)](#)

 [Village Calendar](#)

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

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: May 8, 2020
Subject: Weekly Report

- **Senior Vehicle Stickers** – As detailed in the Finance Director report, we are amending the policy regarding providing documentation to purchase a Senior vehicle sticker with discount. This is obviously due to the situation with COVID-19. Please let us know if you have any questions regarding this.
- **Staff Response to Coronavirus Pandemic:** - Staff is continuing to respond well to the Pandemic. We are beginning to discuss and plan for eventual re-opening of Village facilities. We assume this will continue physical distancing measures for some time into the future.
- **Governor Announces “Re-Opening” Plan** – The Governor announced a plan for re-opening that consists of five (5) different phases and four (4) different regions. These are both areas for concern. In regard to the regions, DuPage County is included with the Chicago region. The concern here is that the numbers may be skewed if the numbers in Chicago are worse than other parts of the region. In terms of the phases, the Governor indicated the entire State is now in Phase 2, and that this would be in place at least until the end of May. You can see where this is going. Restaurants, for instance, would not be allowed to open for seating, even in a limited way, until Phase 4. The Village is working with the DMMC to seek reasonable adjustments to the plan that can be implemented as safely as possible.
- **Restaurant Discussion** – Speaking of the above, I had a conversation this afternoon with the owner of ZaZa's. He was happy to hear about the discussions I mentioned and concerned about the impact of a shut-down extending too far into the Summer. If it becomes an issue, he said he would be interested in any short-term relief we could give him to allow additional outdoor seating. ZaZa's remains open for pick-up and delivery during dinner hours.
- **Summer/Community Events** – As an update, the Plan mentioned above is not very hopeful as far as any decent sized events is concerned. Events with more than 50 people are part of Phase 5, which appears to be well into the future. We will keep monitoring this.
- **Fire Study Update** – This project continues. The remaining three (3) Village Trustees should hear from the consultant in the next few days to set up a time for discussion. Let me know if you have any questions.

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: May 8, 2020
Subject: Department Report

1. May 1st marked the beginning of Vehicle Sticker Sales. All sales are currently taking place online or by mail. Online purchases can be made by visiting the Village Website and clicking "Online Bill Pay" www.clarendonhills.us/388/Online-Bill-Pay. Prices are as follows:

- Passenger Car- \$40
- Motorcycle- \$30
- Seniors (62+) are eligible for a 50% discount

In previous years to purchase a sticker at the "Senior Rate" Seniors were required to come in and show proof of age. While the "Stay at Home" order is in effect Senior's will be able to purchase their Stickers at the "Senior Rate" online or by mail without having to physically come in and show proof.

Village of Clarendon Hills residents have the option to purchase a special vehicle sticker showing their support for Dancin' in the Street Summer Concert Series. By donating a minimum \$10.00 (plus regular sticker price). In the event the Concert Series is cancelled due to COVID-19, your donation will be repurposed for an even better concert next year.

Residents are required to purchase a village sticker for each vehicle they will have housed in Clarendon Hills. The annual license period begins July 1st of each year and ends on June 30th of the next year.

2. 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
 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: May 8, 2020
Subject: Weekly Report

1. At Chestnut Alley, A. Lamp installed the geomat and stone on the east end of the alley. The new pump station structure was installed and all drainage pipes connected. A temporary pump is being installed this afternoon. Concrete has been delayed for next week.
2. At Richmond Gardens, we were able to re-use plants that were being displaced from the landscape island at Golf at Burlington due to the intersection re-alignment project. We also have all the garden beds prepped and will be planting them in the next couple of weeks.



3. Lawns were mowed, downtown planters watered, new water services inspected, utility locates completed and grading and ditching efforts were accomplished in a few different areas to address drainage issues.
4. Two trucks were taken for safety inspections and one truck was taken to the dealership for a wiring repair that was under warranty.

5. In an effort to "stop the spread" and still accomplish the work that needs to be done, Public Works returned to a fully staffed operation with staggered start and break times this week. The guys are very happy to return to a regular work week and gain a little sense of normalcy.
6. May 17 -23 is National Public Works Week. We would typically host an open house that week, but due to social distancing guidelines we will not be able to host this year. Here are a few photos to tide over the heavy equipment enthusiasts.



MEMORANDUM

TO: Kevin Barr, Village Manager

FROM: Dan Ungerleider, Community Development Director

DATE: May 8, 2020

RE: Department Report

1. Downtown Revitalization Project

- a. **Train Station Improvements.** Waterproofing is being installed between the earth retention system and the concrete wall framing. The project is moving forward as planned.
- b. **RR Crossing Improvements.** On Thursday morning the Village hosted an on-site coordination meeting with the State and BNSF to plan for next steps and to coordinate improvements. BNSF is preparing to start preparations for moving the mechanical bungalow east to the west side of Prospect Avenue, bury the overhead lines from the existing bungalow to the pedestrian crossing, and other related improvements. It was a very productive meeting.
- c. **Streetscape Improvements.** Tree removal and underground installations are underway. The project is moving forward as planned.



1) waterproofing (gray material), 2) view east along platform, and 3) view southeast along parking lot

2. **Chamber of Commerce.** On May 6, the Chamber of Commerce held its regular virtual video conference [workshop](#). This week's workshop provided in-depth instruction on marketing with video. A recording of the workshop will be posted on the Chamber's YouTube Channel [[here](#)].
3. **Building Permits.** So far in May the Village has issued three (3) permits, having a total reported construction value of \$67,718. The April Monthly Permit Report is posted next at clarendonhills.us/bp.

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT



DATE: May 8, 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. Certain guidelines of the Order have changed while some guidelines remain the same.**
- Those who are using shared space must maintain a 6ft distance.
- Those who can not maintain a 6ft distance in public must wear a face-covering.
- Face-coverings are required in public indoor spaces, such as stores.
- You can only leave your house for essential jobs, business, activities for health and safety or to get necessary supplies and services.
- Non-essential businesses can re-open for phone-in orders and curbside pick-up.
- Public parks can be used, but playground use is prohibited.
- Fishing, boating, and golf are permitted only when social distancing can be achieved

Currently, there are 28 Covid-19 cases in Clarendon Hills. Westmont has 178 cases and Hinsdale has 151 cases.

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

Training and Events:

- Officers continue to complete on-line training.
- The Department continues to acquire necessary protective equipment.
- I participated in the weekly teleconference conducted by ISP Director Kelly. Covid-19 contact-tracking was discussed as was reporting procedures for businesses violating the Governor's Executive Order.

Events this past week:

On April 30, 8:49hrs, officers responded to the 5600 block of Western for a crisis intervention. Officers worked with the family and CHFD.

On May 5, 3:26pm, officers responded to the Jewel for a retail theft report. The offenders (Hispanic male and female) fled the store with stolen toiletries after being confronted by management. They drove out of the parking lot in a black Dodge Dart. Pending.

On May 6, 9:59pm, officers responded to an apartment at 285 N. Richmond for a domestic trouble complaint. One of the parties involved left for the evening.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: May 8, 2020
Subject: Weekly Department Report 2020-11

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 14-15 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 on a weekly basis.
 - 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. We also participate in weekly conference calls with them also.
 - Lt. Dave Godek continues to be busy acquiring protective clothing and supplies for infection control for now and into the future. 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 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. The results for that patient came back negative. At this time the Birches has no confirmed cases.
 - Firefighters and Paramedics continually train using the specialized PPE provided.
 - 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 or more if needed.
 - 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 two (2) suspected COVID-19 cases with Medic 86. So far all of them have tested negative.
- At this time there are twenty eight (28) confirmed COVID-19 Clarendon Hills residents. One (1) resident has died from the COVID-19 Virus. The amount of confirmed cases in Clarendon Hills has increased by two (2) during the past week.
- 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. The proclamations will be active for the immediate future.
- Deputy Chief Roger Krupp is taking the lead on two (2) IEMA/FEMA grant programs related to COVID-19. We are tracking and will be submitting any expenses for PPE, sanitizing materials and employee time for these functions. We are also looking for future PPE for first responders and patients along with sanitizing systems that are grant eligible. This is very time consuming to prepare these grant requests. Thanks to Deputy Chief Krupp for taking the lead on this. The deadline for submittal for the first grant is May 15, 2020.

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 Du-Comm meetings will be virtual until further notice.

7. Vehicle maintenance:

- Medic 86 (2014 Freightliner) was taken out of service on Friday, April 17th 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. Because of the lockdown procedures we are they are waiting for one part to complete the repairs.

8. Incidents of Interest:

- Firefighters and Paramedics have responded to two (2) 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 fire department responded to eighteen (18) emergency calls in the past 7 days.

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

