



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

May 15, 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** (Can be found on front page of Village website [www.clarendonhills.us](http://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**

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

Special Village Board Meeting  
May 18, 2020, 6:30 PM @ 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 Canceled  
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 15, 2020  
**Subject:** Weekly Report

- **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 are asking to discuss this further with the Board on Monday night.
- **State “Re-Opening” Plan** – There continues to be significant discussion around the region, State and Country regarding how best to “re-open” from the COVID-19 crisis. At the local level we continue to work with the DMMC to consider the possibility of moving away from the full Northeast region to just DuPage County or perhaps the suburban area. I would like to discuss the Village’s position on this issue with you further on Monday night.
- **Summer/Community Events** – We now believe that any traditional Dancin’ in the Street series is not expected to be possible. We want to discuss this, and any potential options, with the Board on Monday night.
- **Fire Study Update** – This study is continuing. Due to a communication problem, one of the two remaining discussions between Board members and the consultant had to be rescheduled. We are now down to the last two (2) trustees. The consultant will speak with them together. We will provide a follow-up sometime after that.
- **Construction Projects** – There are more detailed reports by department heads, but here I wanted to thank the community for the patience shown with our projects. They are a giant mess, but that is positive in that it shows they are moving forward quickly. Of course, the COVID-19 situation has also relieved some of the pressure.
- **Server issue:** On Friday morning, the Village's main server suffered a drive failure. IT was quickly dispatched and there was limited downtime by moving to our backup appliance. Full fix is coming next week when parts can be delivered.

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 15, 2020  
**Subject:** Department Report

1. During the time that Bukes Salon Spa in downtown Clarendon Hills has been closed, its employees wanted to show a token of their appreciation for the local first responders. The employees launched a promotion called Hair Essentials, - no contact, free delivery to your doorstep with any hair products purchased and all sales proceeds through that program are being donated to our local first responders. The program raised \$1,212.00. The Village received these proceeds on Thursday, May 14<sup>th</sup> to cover cost for PPE and Covid related expenses.

I would like to extend a huge "Thank You" on behalf of the Village and it's first responders to Bukes Salon Spa and its employees during this unprecedented time.

2. The Illinois Department of Transportation (IDOT) has been authorized to implement a \$1.5 billion grant program using proceeds from general obligation (transportation, series A) bonds authorized in the REBUILD Illinois capital program to provide Local Public Agencies (LPAs) with the funds for capital projects. The Village of Clarendon Hills has been awarded \$555,372 that we will be distributed in 5 payments over the next three years. The Village received its first payment on Thursday, May 14<sup>th</sup>. Public works will be working with Management to identify qualifying projects.
3. May 1<sup>st</sup> marked the beginning of Vehicle Sticker Sales. Applications are being sent to each home; mailings started going out on May 14<sup>th</sup>. 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](http://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.

4. 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:** May 15, 2020  
**Subject:** Weekly Report

1. At Chestnut Alley, A. Lamp installed the concrete ribbon on the north side of the alley and additional concrete work at the rear of some businesses and replaced the driveways to two of the garages. Next week they will complete additional concrete work and move to installing bricks late next week or the following dependent on crew availability.
2. A new SCADA line was installed which allows us to monitor the water system remotely and alerts us to issues when they occur. This was done to save money and jettison the existing land lines.
3. Hydrant flushing occurred on the north side of the village. The private utility serving some areas south of 31<sup>st</sup> Street was also flushing water mains in that area.
4. Crews worked on a variety of projects including ditch repairs, street signs, and lawn mowing.
5. The Chestnut Alley was pumped out on both Thursday and Friday. No other substantial flooding issues were reported.
6. A hand pump was installed at the Richmond Gardens for use in watering plants and providing education on reclaimed water. The pump is not for human consumption.

## MEMORANDUM

TO: Kevin Barr, Village Manager

FROM: Dan Ungerleider, Community Development Director

DATE: May 15, 2020

RE: Department Report

### 1. Downtown Revitalization Project

a. **Train Station Improvements.** This week the first of 10 concrete wall sections was poured and revealed. The entire concrete wall is expected to be complete by June. In addition to being an active earth retention system, the new concrete wall system will be an integrated part of the new shelters placed along the platform.



b. **RR Crossing Improvements.** As a result of our last meeting, the Village is working with the Illinois Department of Transportation to accept bids for Phase 2 of the streetscape program in late July. Phase 2 includes relocating the railroad mechanical shed and construction of an outbound commuter shelter.

c. **Streetscape Improvements.** This week underground utilities, including new storm sewer systems, were installed along Burlington Avenue between Village Hall and the railroad tracks. This portion of the streetscape improvements is on track for completion by July 4.



2. **30 S Prospect.** This morning I met with the new owner of the former Mexican restaurant and his architect to discuss his renovation and business plans for his building. I plan to share more information about this project once a formal building application has been submitted.

3. **Building Permits.** So far in May, the Village has issued nine (9) permits, having a total reported construction value of \$209,221. The April Monthly Permit Report is posted at [clarendonhills.us/bp](http://clarendonhills.us/bp).

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT



DATE: May 15, 2020  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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**This past week, surrounding municipalities saw an uptick in car burglaries and car thefts. Please continue to lock your vehicles and keep valuable items out of sight. Do not leave the garage door opener in the car.**

**Currently, there are 35 Covid-19 cases in Clarendon Hills. Westmont has 245 cases and Hinsdale has 161 cases.**

**The Department would like to thank Suzanna Austin and other community members for the wonderful homemade face masks that were given to the officers. This kind gift was well received and very much appreciated.**

**Training and Events:**

- Officers continue to complete on-line training.
- Officers completed roll call training on missing elderly persons.
- I participated in the weekly teleconference conducted by ISP Director Kelly. The steps to opening Illinois during this COVID-19 epidemic were discussed.

**Events this past week:**

On May 8, 10:31am, officers took a phone report of a credit card fraud. The complainant advised that she noticed several fraudulent charges on her credit card statement. Pending

On May 11, 11:21am, officers became aware of a case involving the financial exploitation of an elderly resident. Pending

On May 12, 10:30am, officers served a resident, from the 200 block of Woodstock, with a domestic battery arrest warrant.

On May 12, 9:31am, officers responded to the 400 block of Lynn Ct. for a criminal damage to property report. Unknown persons damaged the resident's vehicle while it was parked in the driveway.

On May 13, 3:24pm, a resident, who lives in the 300 block of Ruby, reported unknown persons keyed two cars parked in their driveway. The damage occurred sometime during the night.

On May 15, 4:14am, officers responded to the 300 block of Ridge for a crisis intervention incident. Officers worked with the family and CHFD.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** May 15, 2020  
**Subject:** Weekly Department Report 2020-12

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 15-16 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.
  - Lt. Godek was able to obtain more gowns and N-95 masks from DuPage County this week.
  - 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 two (2) 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. One (1) has tested negative and one (1) has tested positive.
- At this time there are thirty five (35) 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 seven (7) 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!)
- Last night all of the officers (14) of the fire department met on zoom to discuss the COVID 19 situation in detail. At this time we are working on an opening plan for POC call backs to limit exposures. We also discussed EMS Continuing Education procedures and Fire Suppression Training and how we will do this in the future. We are also working on a plan for this.

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 today and will be submitted later this morning. This grant application with FEMA will be for about \$25,500.00 which encompasses all of our PPE supplies purchased to date. Another \$15,000.00 in other equipment and purchases will be applied for in another grant shortly. Total spent so far on PPE and other COVID 19 supplies is over \$40,000.00.
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 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. The parts arrived yesterday and we are expecting to get this vehicle back soon.
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:
  - Squad 86 responded to assist the Oak Brook Fire Department with a structure fire.
  - Squad 86 responded to assist the Westmont Fire Department with a structure fire.



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.

