



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

May 29, 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)

◀ 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

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](#)

June						
2020						
Su	M	Tu	W	Th	F	Sa
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	3	4

Jump To:

 Village Calendar (10)



Village Calendar

Special Village Board Meeting

June 1, 2020, 6:30 PM

[More Details](#)

Cancelled - Village Board Regular Meeting

June 1, 2020, 7:00 PM @ Board Room

[More Details](#)

Chamber of Commerce Farmers Market

June 4, 2020, 7:00 AM - 2:00 PM @ Downtown Prospect Avenue

[More Details](#)

Clarendon Blackhawk Mosquito Abatement Dist. Meeting

June 9, 2020, 7:00 PM @ Village Hall Main Building

[More Details](#)

Chamber of Commerce Farmers Market

June 11, 2020, 7:00 AM - 2:00 PM @ Downtown Prospect Avenue

[More Details](#)

Village Board Regular Meeting

June 15, 2020, 7:00 PM @ Board Room

[More Details](#)

Chamber of Commerce Meeting

June 17, 2020, 9:00 AM @ Board Room

[More Details](#)

Chamber of Commerce Farmers Market

June 18, 2020, 7:00 AM - 2:00 PM @ Downtown Prospect Avenue

[More Details](#)

Zoning Board of Appeals and Planning Commission Meeting

June 18, 2020, 7:30 PM @ Board Room

[More Details](#)

Chamber of Commerce Farmers Market

June 25, 2020, 7:00 AM - 2:00 PM @ Downtown Prospect Avenue

[More Details](#)

MEMORANDUM

To: Village President Austin and Board Trustees
From: Kevin Barr, Village Manager
Date: May 29, 2020
Subject: Weekly Report

- **Village Preps for Outdoor Dining-** With the Stage 3 order now in place, restaurants are reopening to provide outdoor seating. The Village has been working with the businesses to accommodate the outdoor needs. Public Works worked to set up these outdoor dining areas on Thursday for the Friday restaurant openings.

- **Staff Response to Coronavirus Pandemic** - Given continued concerns regarding COVID-19, and construction taking place at the front of the Village Hall making the front door impassable, the Village Hall will remain closed to the public through June. The Police Department is opening for public access next week and is available for vehicles and pet sticker sales.



- **State “Re-Opening” Plan** – The outdoor dining mentioned above is part of the guidelines for “Phase III” re-opening. This phase also allows limited opening of other retail businesses, including hair salons and barber shops. We ask that residents continue to support local businesses in these difficult times, while following the applicable safety guidelines. We especially ask that customers wear face coverings when entering businesses. This helps protect the employees of these businesses and your fellow customers.
- **COVID 19 Funding** – We continue to work through our intergovernmental groups to obtain our fair share of direct funding from the Federal Government as part of the first “CARES” Bill. We will keep you informed.
- **Telecommunication Provider Switch**- On Friday, the last pieces of equipment were installed to allow for the consolidation of our telecom services. As stated at the last Village Board meeting, this is expected to save the Village approximately \$18,000 per year in telecom costs.
- **Laserfiche Cloud**- On Thursday, Asst. to the Village Manager Creer and Finance Director Potempa met with our Laserfiche provider to finalize a plan to move our Laserfiche server to the cloud. For an implementation cost of approximately \$8000, the Village is expected to save \$20,000 over the next 5 years in direct costs while allowing us to automate our Accounts Payable Process. These savings are in addition to any time savings and printing costs that are inevitable with this change. In the future, for

no additional licensing costs we expect to be able to automate the building permit process through this software package. These changes will also allow us to limit COVID exposure by enhancing the efficiency of remote work and by removing unnecessary office visits to drop off/pickup invoices. The changes will also enhance transparency and record keeping by digitizing our AP process and allowing access to certain documents by the public.

- **Grant Funds in the State Budget-** Village staff have identified over \$600,000 in grants to the Village in the State Budget passed last weekend. Staff is working with DCEO to properly apply for reimbursement for these granted funds.
- **Local Government Distributed Funds-** The State Budget passed this weekend, removed the 5% reduction to LGDF Funds enacted during the State's previous budget crisis. This is a significant legislative victory and the culmination of years of work and lobbying by our elected officials and councils of government.

Enjoy the upcoming weekend and stay safe!



MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: May 29, 2020
Subject: Department Report

1. May 1st marked the beginning of Vehicle Sticker Sales. Currently sales are 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. Beginning June 1st Vehicle Sticker can be purchased in person at the Clarendon Hills Police Department. 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). The Concert Series has been cancelled due to COVID-19, donations 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. Pet License Tag's will go on sale in June and can be purchased for \$15.00 at the Police Department starting June 1st. Proof of rabies inoculation is required.
3. 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

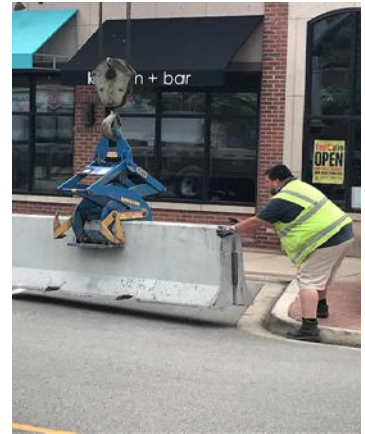
To: Kevin Barr, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: May 29, 2020
Subject: Weekly Report

1. At Chestnut Alley, A. Lamp finished laying all the permeable brick pavers down the center of the alley. They also completed the asphalt for some of the parking areas. Next week crews will begin pipe installation inside the pump station. There remains a handful of additional concrete work to be done.



2. Crews worked on a variety of projects including ditch repairs, street signs, and lawn mowing
3. Crews planted flowers and other plantings in the business district and other locations throughout town. All the planter beds, recently landscaped parkways and these new flowers are all being watered three times a week or as needed. There are additional plantings to be completed next week.
4. IDOT work on the Chicago Avenue Bridge started on Tuesday. The bridge will be closed during the construction. Ogden Avenue is designated as the detour route for through traffic to Hinsdale.

5. Concrete barriers were placed in the Downtown to allow for outdoor dining.



6. Barricades were also delivered to Country House and Za Za's for use to set up outdoor dining areas in their parking lots.



MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: May 29, 2020
RE: Department Report

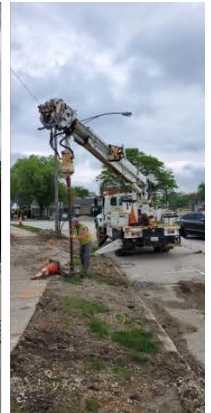
1. **Preparing to Reopen.** During the last nine days I have been meeting with local businesses and the Chamber in preparation of a partial opening today, May 29, 2020. Each discussion was focused to address the needs of the restaurants, the retailers, and the visiting public, not necessarily in order. During these conversations, compromise and creativity were required by all. Please be aware of these ongoing changes when visiting and supporting our downtown businesses. Thanks to Public Works, the Village was able to acquire and place protective barricades by *The Daily Scoop* and by *Talley's* at Prospect and Park Avenue.
2. **Downtown Revitalization Project**
 - a. **Train Station Improvements.** The concrete retaining wall is now heading around the corner (picture 1). The portion of the wall will be part of the shelter structure and will be the backdrop for a beautiful flowering tree. We have four more concrete panels to go, still scheduled for completion in early June. Once the wall is completed, new storm sewer system will be installed along the inbound platform (picture 2).
 - b. **Streetscape Improvements.** New underground electrical and storm sewer systems are being installed (picture 3). We are still on track to complete this portion of the project by July 4.



1 – Wall Corner



2 – Underground Storm Sewer Delivery



3 – New Electrical Installed at Village Hall

3. **Building Permits.** So far in May, the Village has issued twenty-one (21) permits, having a total reported construction value of \$502,504.

VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: May 29, 2020
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

Residents, please remember to *lock your vehicles and homes*. Do not leave valuables out in the open.

Please wear a face mask and remember the 6ft rule when going out and about.

Vehicle stickers and animal tags are now on sale. Starting June 1st, both can be purchased at the Police department. To purchase an animal tag, residents will need to bring proof of rabies inoculation.

The Police department lobby will be open for administrative business starting Monday. However, officers will continue to handle non-emergency calls via telephone.

Training and Events:

- The Department participated in several drive-by birthday parties
- I participated in the weekly teleconference conducted by ISP Director Kelly. Phase 3 starts today.
- Officers have been completing Court Smart on-line training.

Events this past week:

On May 23, 3:18pm, officers responded to an apartment at 284 Woodstock for a domestic dispute. Officers assisted the family.

On May 23, 6:55pm, officers responded to 285 N. Richmond for a landlord / tenant dispute. Officers helped to resolve the situation.

On May 24, 1:39am, officers stopped a wrong-way driver on N/B Route 83. The driver displayed indicia of intoxication and failed field sobriety tests. The Chicago resident was placed into custody for DUI and her vehicle was administratively towed.

On May 24, 9:13am, officers responded to an apartment at 285 N. Richmond for a domestic trouble report. Officers worked with the family to resolve the situation.

On May 24, 1:14pm, officers responded to the 200 block of Columbine for a domestic battery investigation. The offender was ultimately charged with two counts of domestic battery.

On May 24, 9:47pm, officers responded to an apartment at 423 Burlington for a domestic trouble report. The resident wanted an unwanted visitor removed.

On May 27, 4:40pm, officers responded to the Tracy's Tavern parking lot for garbage truck that was on fire. Officers cordoned off the area while the fire department put out the fire.

On May 28, 2:50pm, officers responded to the area of 55th and Holmes for a hit and run crash. Officers were able to locate the offending vehicle.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: May 29, 2020
Subject: Weekly Department Report 2020-14

1. Fire Prevention Bureau Activity during the past week.
 - No on-site activity this week because of COVID-19.
 - Several Fire Prevention/Plan review issues were addressed via telephone by Lt. Godek this week.
2. Training Report:
 - Firefighter outside practical training will start back up on Wednesday June 3rd. Of course, social distancing practices and masks will be used by all personnel.
3. Emergency Medical Services Report:
 - Over the past 18-18 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. DuComm also has procedures in place regarding this. Special questions are asked when taking 911 calls. Also, if Coronavirus is suspected, DuComm has a system in place to warn first responders.
 - EMS continuing education will continue online until at least the end of 2020.
 - This week I again participated in several conference calls related to the COVID 19 emergency:
 - DuPage County Health Department
 - DuPage County Office of Homeland Security and Emergency Management
 - Amita Health (Hinsdale and Lagrange Hospitals)
 - MABAS Division 10 Fire Chiefs
 - DuComm
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 submitted a FEMA grant application last week for the reimbursement of \$26,549.84 for PPE costs incurred to date. We are also working on other grant funding from the Cares Act, IEMA, FEMA and DuPage County. More information on those will be reported to you in the weeks to come.

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.
- Du-Comm has reported that one (1) of their employees is ill and has tested positive for COVID 19.
- I Thursday I attended the monthly meeting of the Du-Comm Executive Committee on Zoom. The Executive Director reported that during this Pandemic time 9-1-1 calls to Du-Comm have decreased by 21%, Police dispatched calls have decreased by 37% and Fire/EMS calls have decreased by 21%. During the past 1-2 weeks the levels of activity seem to be increasing and getting closer to normal.

7. On June 1st the CHFD will start a re-opening policy with procedures for training drills, call backs for POC firefighters, etc. These procedures will require the wearing of masks, washing of hands and taking of temperatures before entering the fire station. All personnel entering the building must now enter using the two (2) west side doors and must pass through the hand washing, mask and temperature station. Everything will be logged into a book. This procedure also applies for any contractor needing to enter the building. The fire station will remain closed to all members of the public and any visitors. We anticipate that this policy will remain in place until science “catches up” with the COVID 19 virus. This basically means the development and distribution of a vaccination similar as to when is used for the Influenza (flu) virus.

8. Ten (10) Birthday party driveby's were conducted during the last week using Ladder 86 and Medic 86.

9. Vehicle Maintenance:

- Medic 86 (2014 Freightliner) remains out of service. It now has a fuel injection and Diesel Emission Fluid (DEF) pump problem. The components needed for these repairs are in short supply due to the COVID 19 situation. We continue to use our back up ambulance Medic 86r (2007 International)
- This week the air conditioning in ladder 86 failed. The problem was diagnosed and it was found that several parts of the air conditioning system including the main compressor have failed and need to be replaced. Obtaining these parts has proven difficult because of the COVID 19 situation and also because of the age of the vehicle which is now eighteen (18) years old. This vehicle is scheduled for replacement in two (2) years, (2022). We will do our best to keep it running as a front-line emergency vehicle until that time.

10. Incidents of Interest:

- The good news is that Firefighter Paramedics have not responded to any COVID 19 related calls during the past week in Clarendon Hills.
- Friday, May 22nd at 8:07 PM. The fire department responded to a Carbon Monoxide (CO) problem at 264 Holmes Ave. Upon arrival firefighters used their CO meters to determine that high levels CO were inside the house. The house was evacuated and also a contractor replacing a furnace was evacuated. Firefighters wearing their Self Contained Breathing Apparatus (SCBA) investigated the cause of the CO and found that the flu pipe from the water was disconnected by the furnace contractor and the water heater was exhausting directly inside the house. The gas was shut off and NICOR was called to the scene. It took firefighters over 90 minutes to completely ventilate the house because most of the windows in the house did not open.



- Wednesday, May 27th at 3:49 PM. Ladder 86, Medic 86, Engine 86, Chief 86 and Hinsdale Engine 85 responded for a garbage truck on fire in the parking lot of Tracys Tavern at 401 55th St. Upon arrival firefighters found the recycling materials inside the rear of the garbage truck on fire. An attempt was made using a preconnected fire hose using water and foam to extinguish the materials inside the garbage truck but that was unsuccessful. The driver was then asked to dump his entire load on the ground. Firefighters were then able to separate the materials and fully extinguish them using the water and foam. No damage to the vehicle. The recycling material dumped in the parking lot remained there overnight and was removed early in the morning.



11. Mutual Aid Calls:

- Friday, May 22nd at 11:59 AM. Clarendon Hills Squad 86 responded for a Hazardous Materials Incident Box Alarm to assist the Argonne Laboratory Fire Department at the Argonne Laboratory at 9700 Cass Ave. in Argonne. Utility 86 also responded with Lieutenant Doug Denlinger who is our department Hazardous Material Technician.

12. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills five (5) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale four (4) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont two (2) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Tri State one (1) time.
- The fire department responded to twenty-two (22) emergency calls in the past 7 days.

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

